

Workplace Legal and Ethical Foundations

1. Overview

This programme provides emerging managers, HR professionals, compliance officers, and entrepreneurs with a solid grounding in workplace legal, ethical, and regulatory frameworks. Participants will gain practical knowledge of employment laws, sector-specific regulations, HR compliance, and ethical practices that support a legally compliant, value-driven, and professional work environment.

2. Programme Outcome:

- Advise on and monitor employment conditions, rights, and obligations
- Understand the legal and regulatory framework of a chosen industry
- Apply core HR practices within a small business or new venture
- Promote ethical conduct and values to strengthen organizational culture
- Assess legal compliance and recommend corrective actions

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0393

SAQA US:

11909, 13936, 119713, 252042, 252030

NQF Level:

5

Credits:

20

Entry Requirements:

Communication & Mathematical Literacy at NQF 4

Training Options:

Online - Each participant will receive the programme materials and resources are emailed to the participants. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive the learning material by email to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required:

(1) Online, (1) Blended & (1) Face-to-Face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(11909 US):** Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation
- **(13936 US):** Outline the legal environment of a selected industry
- **(119713 US):** Apply basic HR principles in a new venture
- **(252042 US):** Apply the principles of ethics to improve organisational culture
- **(252030 US):** Analyse compliance to legal requirements and recommend corrective actions

4. Topics

- Module 1: Employment Conditions and Labour Rights
- Module 2: Legal and Regulatory Frameworks by Industry
- Module 3: HR Essentials for Small Business and Entrepreneurs
- Module 4: Ethics and Building a Positive Organizational Culture
- Module 5: Legal Compliance Analysis and Corrective Measures

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation