

Public Sector Legislative Compliance & Labour Law

1. Overview

The purpose of this programme is to equip participants with the knowledge and skills required to understand, interpret, and apply the legislative and regulatory framework governing the South African public sector. Participants will develop the ability to ensure organisational compliance with labour legislation, public finance legislation, and regulatory requirements while supporting effective governance, ethical administration, and sound decision-making within government departments and municipalities.

2. Programme Outcome:

- Demonstrate an understanding of the South African Constitution and its impact on public sector management
- Interpret legislation governing public finance management and administration
- Apply the Division of Revenue legislation within the public sector
- Explain the South African legal system and its relevance to public administration
- Apply legal principles to contracts within the public sector
- Explain the implementation requirements of the Municipal Finance Management Act (MFMA)
- Identify and access labour legislation applicable to the workplace
- Interpret labour legislation, regulations and legal documents
- Advise managers and employees on legislative compliance requirements
- Identify workplace non-compliance with labour legislation
- Recommend and implement corrective actions to ensure compliance
- Promote ethical governance and legislative compliance within the public sector

Qualification:

Certificate of Completion

Duration:

5-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0483

SAQA US:

119334 & 117390

NQF Level:

5

Credits:

32

Entry Requirements:

NQF Level 4 qualification

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. 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 access to an online portal for online content, resources, and self-paced activities. 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.

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

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

3. Programme Content

- **(119334 US):** Discuss the selected legislative regulatory framework governing the public sector management and administration environment
- **(117390 US):** Identify and interpret related labour legislation and its impact on the workplace and ensure compliance

4. Topics

Module 1: The South African Constitutional Framework

- Principles of the Constitution
- Constitutional values in public administration
- Rights and responsibilities of public officials
- Constitutional governance and accountability

Module 2: Public Sector Legislative Framework

- Public Finance Management Act (PFMA)
- Municipal Finance Management Act (MFMA)
- Division of Revenue Act (DoRA)
- Treasury Regulations
- Public Service Act
- Public Administration Management Act

Module 3: The South African Legal System

- Sources of South African law
- Structure of the legal system
- Administrative law principles
- Legal responsibilities of public officials

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

Module 4: Contracts in the Public Sector

- Principles of contract law
- Public sector procurement contracts
- Legal obligations
- Contract compliance and governance
- Risk management in contracts

Module 5: Municipal Financial Management

- Overview of MFMA
- Financial governance in municipalities
- Roles and responsibilities
- Budget management
- Accountability and reporting

Module 6: Labour Legislation

- Labour Relations Act
- Basic Conditions of Employment Act
- Employment Equity Act
- Skills Development Act
- Occupational Health and Safety Act
- Public Service Regulations

Module 7: Workplace Compliance

- Identifying applicable legislation
- Interpreting legal requirements
- Monitoring legislative compliance
- Compliance audits
- Managing non-compliance

Module 8: Corrective Actions and Risk Management

- Investigating non-compliance
- Corrective action planning
- Reporting legislative breaches
- Continuous improvement
- Governance and ethical leadership

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Module 9: Compliance Advice and Workplace Support

- Advising management on legislation
- Supporting policy implementation
- Developing compliance awareness
- Record keeping and documentation
- Best practices in legislative compliance

5. Target Market

This programme is suitable for:

- Public Sector Managers
- Municipal Managers
- Human Resource Practitioners
- Labour Relations Officers
- Compliance Officers
- Finance Managers
- Supply Chain Officials
- Administrative Managers
- Public Finance Practitioners
- Government Officials
- Risk and Governance Officers

6. 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.

7. 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.

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