RHODES BUSINESS SCHOOL
Leadership for Sustainability

CERTIFICATE SHORT COURSE IN LABOUR LAW

Rhodes Business School in association with Global Business Solutions will be running Block 1 for this short course in Port Elizabeth, East London, Durban, Johannesburg & Cape Town

WHO SHOULD ATTEND?

- School leavers
- Human Resource Managers
- Labour Law/Industrial Relations practitioners
- Business Managers and owners

ENTRY REQUIREMENTS:

- Students must be able to apply principles of policy and procedure implementation.
- Students must be able to demonstrate an understanding of an organisation and its functions.
- Grade 12 Certificate

WHERE AND WHEN?

- East London: 11 – 15 April 2011
- Port Elizabeth: 09 – 13 May 2011
- Johannesburg: 06 – 10 June 2011
- Durban: 20 – 24 June 2011
- Cape Town: 18 – 22 July 2011
- Venue: TBA

COURSE CONTENT:

The purpose of this course is to establish a foundational, operational and integrated understanding of labour law and its application in South Africa

PRIMARY OUTCOMES:

- Identify different stakeholders and their roles
- Understand the hierarchy of labour law
- Identify rights and obligations in terms of labour law
- Ensure statutory, contractual and agreement compliance
- Provide advice and information on the application of substantive conditions of employment
- Analyse conditions of employment in an organisation
- Determine the minimum legal conditions of employment
- Draft any employment contract
- Identify and classify transgressions
- Implement procedures to deal with dismissible and non-dismissible offences
- Represent parties in a disciplinary and grievance enquiry
- Participate in the resolution of disputes
- Represent stakeholders in matters that arise at shop-floor level

COST:

Normal fee: 1 Delegate: R9,500
As this is a Public Course no VAT will be charged

ENGAGEMENT STRUCTURE:

Block 1: 5 Days
Block 2: 5 Days
Exam

YOUR SPRINGBOARD TO A CAREER IN LABOUR LAW/HUMAN RESOURCES...

The course is facilitated by experienced Labour Law Attorneys and lecturers over 2 x five (5) day lecture blocks and covers key aspects of the core Labour Law legislation in South Africa.

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COURSE CONTENT:

THE PURPOSE OF THIS COURSE IS TO ESTABLISH A FOUNDATIONAL, OPERATIONAL AND INTEGRATED UNDERSTANDING OF LABOUR LAW AND ITS APPLICATION IN SOUTH AFRICA.

PRIMARY OUTCOMES:

- Identify different stakeholders and their roles
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FOR MORE INFORMATION PLEASE CONTACT NICOLE CRAIG OR VISIT THE RHODES BUSINESS SCHOOL WEBSITE FOR FULL COURSE DETAILS

WWW.RU.AC.ZA/BUSINESSSCHOOL

T: 046 603 8852 / 8617  E: n.craig@ru.ac.za

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## BLOCK 1 – 5 DAYS

<table>
<thead>
<tr>
<th>Task</th>
<th>Assignment 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding Labour Law as well as monitor and advise on substantive conditions of employment and related rights and obligations in an organization</td>
<td></td>
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<tr>
<td>Demonstrate an understanding of contracts and their sources</td>
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<tr>
<td>Draft an employment contract</td>
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<tr>
<td>Develop and establish a disciplinary policy and procedure</td>
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<tr>
<td>Institute and conduct disciplinary action</td>
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<tr>
<td>Overview of Labour Legislation</td>
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</tbody>
</table>

## BLOCK 2 – 5 DAYS

<table>
<thead>
<tr>
<th>Task</th>
<th>Assignment 2</th>
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<tbody>
<tr>
<td>Identify and discuss different types of business and their legal implications</td>
<td></td>
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<tr>
<td>Represent stakeholders in engagements on labour relations matters</td>
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<tr>
<td>Facilitate resolutions of employee grievances</td>
<td></td>
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<tr>
<td>The Employment Equity Act and manpower planning</td>
<td></td>
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<tr>
<td>The Skills Development and related Acts and Regulations – driving competence</td>
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</tr>
</tbody>
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## 3 HOUR EXAM

## TOTAL CREDITS 58

## DAYS 11 (10 workshops)

### REGISTRATION & BANKING DETAILS:

- Complete and fax the attached registration form to Global Business Solutions: (PE) 041-364 0039 or (EL, DBN, CT & JHB) 043-721 1027
- Payment is due in advance, make cheques payable to: RHODES UNIVERSITY
- Banking Details:
  - Bank: FIRST NATIONAL BANK
  - Account Name: RHODES UNIVERSITY
  - Account Number: 62145503076
  - Branch: 210 717
- Reference for Payment: LabourLaw+Surname
- All fees are payable in advance.
- Payment options – Cash, cheque or direct deposit. Quote your invoice number when making payment & fax proof of payment to (PE) 041-364 0039 or (EL, DBN, CT & JHB) 043-721 1027
- Learners will not be able to participate in the workshops if payment is not received up front in full.

### Faculty Presenters:

- **Jonathan Goldberg**: CEO of Global Business Solutions: B.Com, LLB, MBA; Accredited CCMA Commissioner; Member of Tokiso Dispute Resolution Panel
- **David Pattle**: BA. LLB., Post Graduate Diploma in Labour Law Attorney of the High Court of South Africa and accredited Assessor
- **Grant Wilkinson**: LLB, Attorney of the High Court of South Africa
- **Johann Van Der Walt**: LLB, Consultant and Attorney
- **Jonathan Jones**: B.Com. LLB. LLM, Diploma in Labour Law Attorney and labour law practitioner.
- **Denver Brand**: LLB.LLM, Attorney of the High Court of South Africa
- **Kim van Kets**: BA.LLB, Attorney of the High Court of South Africa
REGISTRATION FORM

To secure your place at this course – please complete the following and fax the booking form to:
(Pe) 041-364 0039; (El, DBN, CT & JHB) 043-721 1027

CERTIFICATE IN LABOUR LAW – PE[ ] DBN[ ] EL[ ] JHB[ ] CT[ ] Course Date:

DELEGATE FULL NAME:

Physical home address:

TEL: FAX: CELL:

TEL: of Family or Close Friend: 

Date of Birth: Age: Home Language: Male Female 

Id No: (Please attach a copy)

Dietary Requirements: Halaal Vegetarian Other:

ENTRY REQUIREMENTS

Qualifications:

Work experience relating to entry requirements as listed on page 1

EMPLORER DETAILS

Name of Employer:

TEL: FAX: CELL:

Physical Address of Employer:

Postal Address of Employer:

Contact person at work: Tel No. of contact person

PAYMENT INFORMATION

Person responsible for payment:

Tel No: Fax No: Company VAT No: Company order No:

HOW DID YOU FIND OUT ABOUT THIS COURSE? E-mail: GBS Website: Rhodes Website: Other (Please specify)

(please note that a certified copy of your ID and qualifications as well as a copy of your CV is needed upon registration)

Terms and Conditions:
The accepted applications to attend these training courses/workshops are in every case subject to these terms and conditions.

Cancellations: Cancellation must be made in writing and received by Rhodes Business School 5 working days prior to the course/workshop start date. Transfer fees may be charged in the case of transfers to another programme. Any cancellation or transfer instruction received less than 5 days prior to the course/workshop start date do not entitle the cancelling or transferring delegate to any refund or credit note and the full fee must be paid. Non-attendance on all or any one of the workshop days without written cancellation will result in no entitlement to any refund or credit and the company / delegate will be liable for the full fee.

Indemnity: Rhodes Business School and Global Business Solutions is absolved and indemnified against any loss or damage as a result of alteration or cancellation/postponement of any course/workshop arising from any cause whatsoever, including without limitation, any fortuitous even, Act of God, unforeseen occurrence or any other event that renders performance of the event impracticable or impossible. A "fortuitous event" includes, but is not limited to, war, fire, meals, riot, industrial action, extreme weather or other emergency.

Warranty of Authority: The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to Rhodes Business School for payments falling due pursuant thereto should such warranty be breached. In the event that Rhodes Business School is obliged to take action against the participant and his/her employer shall be liable for and shall pay all costs, including attorney and client costs and collection commission.

APPLICATION FOR REGISTRATION AND ACCEPTANCE OF TERMS AND CONDITIONS

I acknowledge that I have read, understood and accept the programme and Terms and Conditions (including Payment Terms) and hereby apply for registration on behalf of myself (if a single delegate) or on behalf of the under mentioned organisation which I am duly authorised to represent.

Name of Organisation: Date:

Name of person responsible for Payment: Email:

Job Title (specific):

Signature 

(where organisation sends delegate/s and is responsible for programme fee) 

REFERENCE 

WEB – Cert 2011

CHECKLIST Certified ID: Certified qualifications: Copy of your CV: Completed registration form: