



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Redundancy Document Processing And Labour Law Compliance Training

Business, Commerce and Management Studies / Office Administration

Unit Standard 110033 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to process redundancy documents in compliance with South African labour law. It covers the legal requirements for retrenchment, including Section 189 and 189A of the Labour Relations Act, and ensures that learners can manage the documentation process effectively. By the end of the course, learners will be able to handle redundancy procedures lawfully and ethically.

Category	Business, Commerce and Management Studies
Subfield	Office Administration
Unit Standard	110033
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legal framework for redundancy as per the Labour Relations Act and relevant codes of good practice.
- Analyze the requirements for valid retrenchment, including substantive and procedural fairness.
- Evaluate the documentation required for Section 189 and 189A processes.
- Design a retrenchment communication plan that ensures compliance with legal notice periods and consultation requirements.
- Implement the selection criteria for retrenchment in a non-discriminatory manner.
- Demonstrate the ability to complete and file all necessary redundancy documents, including termination letters and severance pay calculations.

WHO SHOULD ATTEND

- This course is designed for HR practitioners, labour relations officers, line managers, and anyone responsible for managing retrenchment processes within their organisation.

COURSE OUTLINE

Day 1: Foundations of Redundancy and Labour Law Compliance

- Overview of South African labour law: LRA, BCEA, and relevant case law
- Definition and types of redundancy: operational requirements, restructuring, and retrenchment
- Substantive fairness: valid reasons for retrenchment
- Procedural fairness: consultation obligations (Section 189 and 189A of the LRA)
- Selection criteria: LIFO, skills, and other fair methods
- Documentation requirements: notices, letters, and minutes of consultations
- Severance pay and other statutory entitlements
- Role of the CCMA and Labour Court in dispute resolution

Day 2: Advanced Compliance and Practical Documentation

- Step-by-step retrenchment process: timelines and checklists
- Drafting the Section 189(3) notice: content and service requirements
- Consultation meeting facilitation and minute-taking
- Alternative measures to avoid retrenchments: short time, lay-offs, and voluntary severance
- Handling disputes and referrals to the CCMA
- Documentation for Section 189A large-scale retrenchments
- Case studies: common pitfalls and best practices
- Final assessment: drafting a complete retrenchment package

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **5 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	04 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	04 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	05 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Mauritius
10 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 110033) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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