



## Accredited Africa Training Institute for Capacity Development

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### COURSE BROCHURE

# Employment Equity For HIV And Chronic Illness Workplace Management Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 116921 · NQF Level 5 · 10 Credits · 7 Days

## COURSE OVERVIEW

This course equips learners with the knowledge and skills to manage HIV and chronic illness in the workplace within the framework of South Africa's Employment Equity Act. It aims to promote fair treatment, reduce stigma, and support employees living with HIV or chronic conditions while ensuring legal compliance and fostering an inclusive work environment.

|                 |                                            |
|-----------------|--------------------------------------------|
| Category        | Business, Commerce and Management Studies  |
| Subfield        | Generic Management                         |
| Unit Standard   | 116921                                     |
| Accreditation   | SAQA Accredited · NQF Level 5 · 10 Credits |
| Duration        | 7 days                                     |
| Training Method | Online, On-Campus, In-House                |
| Certificate     | Issued via AATICD LMS – verifiable online  |

## LEARNING OUTCOMES

- Apply the principles of the Employment Equity Act to manage HIV and chronic illness in the workplace.
- Analyze the impact of HIV and chronic illness on workplace productivity and employee well-being.
- Evaluate workplace policies and practices to ensure they are non-discriminatory and supportive of employees with HIV or chronic illness.
- Design strategies to reduce stigma and promote disclosure and support for affected employees.
- Implement reasonable accommodation measures for employees living with HIV or chronic illness.
- Demonstrate understanding of legal and ethical obligations regarding confidentiality and employee rights.

## COURSE OUTLINE

### Day 1: Foundational Concepts of Employment Equity and HIV/AIDS

- Overview of South Africa's Employment Equity framework
- The HIV/AIDS epidemic and chronic illness in the workplace
- Key definitions and concepts: HIV, AIDS, chronic illness, disclosure
- Legislative framework: Employment Equity Act No. 55 of 1998, Labour Relations Act, and the Bill of Rights
- Stigma, discrimination, and their effects on productivity and workplace culture

### Day 2: Legal Rights and Responsibilities

- Employment Equity Act: prohibition of unfair discrimination and medical testing
- Reasonable accommodation for employees with HIV/chronic illness
- Confidentiality and disclosure: when and how to disclose
- Employee rights: privacy, informed consent, and protection against retaliation
- Dispute resolution: CCMA procedures and relevant case law

### Day 3: Workplace Policies and Implementation Strategies

- Elements of an effective HIV and chronic illness workplace policy
- Policy development process: consultation, drafting, and approval
- Implementation strategies: awareness campaigns, training, and monitoring
- Employee Assistance Programmes: counselling, support groups, and referrals
- Case studies: successful policy implementation in South African organisations

### Day 4: Managing Disclosure and Confidentiality

- The disclosure decision: benefits and risks for employees
- Legal requirements for confidentiality and exceptions (e.g., occupational health and safety)
- Creating a disclosure-friendly workplace culture
- Managerial responsibilities: responding to disclosure with empathy and support
- Role-play exercises: handling disclosure conversations

### Day 5: Reasonable Accommodation and Return-to-Work Strategies

- Reasonable accommodation: legal definition and practical examples
- Accommodation planning: individual assessments and job restructuring
- Return-to-work programmes: phased return, reduced hours, and support
- Managing treatment side effects and fatigue in the workplace
- Balancing accommodation with operational requirements

### Day 6: Monitoring, Evaluation, and Reporting

- Employment Equity reporting requirements: format, frequency, and content
- Key performance indicators for HIV and chronic illness programmes
- Data collection methods: surveys, interviews, and health records (with consent)
- Analysing trends: stigma reduction, disclosure rates, and accommodation effectiveness
- Continuous improvement: using feedback to update policies and training

### Day 7: Integration, Action Planning, and Final Assessment

- Review of key concepts and legislative requirements
- Action planning: creating a step-by-step implementation timeline
- Resource mapping: government agencies, NGOs, and professional bodies
- Final assessment: written test and practical case study application

- Group discussion: sharing challenges and solutions for real-world application

## 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 **10 NQF credits** at **NQF Level 5**.

## PRICING (PER DELEGATE, EX-VAT)

| Delegates | Training Method      | Price per Delegate | Total       |
|-----------|----------------------|--------------------|-------------|
| 1         | Online               | R 29,600.00        | R 29,600.00 |
| 1         | In-House             | R 38,500.00        | R 38,500.00 |
| 1         | On-Campus (Pretoria) | R 44,400.00        | R 44,400.00 |

## UPCOMING SESSIONS

| Start       | End         | Method    | Venue                   |
|-------------|-------------|-----------|-------------------------|
| 10 Aug 2026 | 18 Aug 2026 | On-Campus | Dubai, UAE              |
| 11 Aug 2026 | 19 Aug 2026 | On-Campus | Pretoria, South Africa  |
| 12 Aug 2026 | 20 Aug 2026 | On-Campus | Abu Dhabi, UAE          |
| 13 Aug 2026 | 21 Aug 2026 | On-Campus | Durban, South Africa    |
| 13 Aug 2026 | 21 Aug 2026 | On-Campus | Mauritius               |
| 14 Aug 2026 | 24 Aug 2026 | On-Campus | Cape Town, South Africa |
| 17 Aug 2026 | 25 Aug 2026 | On-Campus | Pretoria, South Africa  |
| 18 Aug 2026 | 26 Aug 2026 | On-Campus | Abu Dhabi, UAE          |

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](http://www.aaticd.co.za), open the page for this course (Unit Standard 116921) 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](mailto: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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