



Accredited Africa Training Institute for Capacity Development

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COURSE BROCHURE

Employment Equity Programme Implementation For Companies Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 116923 · NQF Level 5 · 14 Credits · 11 Days

COURSE OVERVIEW

This course equips participants with the practical skills and knowledge required to implement an Employment Equity (EE) programme within their organisation, ensuring compliance with the Employment Equity Act (No. 55 of 1998) and related regulations. Participants will learn to develop EE plans, conduct workplace analysis, and manage reporting processes to promote fairness and diversity in the workplace.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	116923
Accreditation	SAQA Accredited · NQF Level 5 · 14 Credits
Duration	11 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 develop and implement an EE plan.
- Analyze workforce data to identify underrepresentation and barriers to equity.
- Implement consultation processes with designated groups and stakeholders.
- Design strategies to address identified disparities and promote affirmative action.
- Evaluate the effectiveness of EE interventions and recommend improvements.
- Demonstrate compliance by preparing and submitting required EE reports to the Department of Labour.

WHO SHOULD ATTEND

- This course is designed for HR managers, transformation officers, EE committee members, and line managers responsible for implementing or overseeing employment equity initiatives in their organisations.

COURSE OUTLINE

Day 1: Introduction to Employment Equity and the Legal Framework

- Overview of the Employment Equity Act (No. 55 of 1998).
- Key definitions: designated groups, designated employer, and unfair discrimination.
- The purpose of employment equity: redressing past imbalances.
- Relationship between the EEA, Labour Relations Act, and Skills Development Act.
- The role of the Employment Equity Commission and the CCMA.
- Penalties for non-compliance and enforcement mechanisms.

Day 2: Prohibition of Unfair Discrimination and Affirmative Action

- Section 6(1): prohibited grounds of discrimination (race, gender, disability, etc.).
- Defences against allegations of unfair discrimination.
- Affirmative action measures: purpose and scope.
- Medical testing and psychological assessments.
- Harassment and sexual harassment policies.
- Case law examples of unfair discrimination.

Day 3: Designated Employers and Obligations

- Designated employer criteria: employee threshold and annual turnover.
- Obligations: preparing and implementing an employment equity plan.
- Consultation requirements with representative trade unions and employees.
- Disclosure of information during consultation.
- Conducting a workforce profile analysis.
- Identifying underrepresentation of designated groups.

Day 4: Employment Equity Plans and Numerical Goals

- Components of an employment equity plan.
- Setting numerical goals: reasonable progress and representivity.
- Distinguishing goals from quotas.
- Identifying systemic barriers in policies, practices, and procedures.
- Developing action steps to eliminate barriers.
- Short-term vs. long-term goals.
- Monitoring and reviewing the plan.

Day 5: Reporting and Compliance with the EEA

- Overview of EEA2 and EEA4 forms.
- Data collection and analysis for income differentials.
- Submission timelines and online portal (EEA Online).
- Role and composition of the Employment Equity Committee.
- Certification requirements for reports.
- Consequences of failure to submit or inaccurate reporting.
- Record-keeping obligations.

Day 6: Integration with Skills Development and B-BBEE

- The Skills Development Act and Sector Education and Training Authorities (SETAs).
- Workplace Skills Plan (WSP) and Annual Training Report (ATR).
- B-BBEE elements: management control, skills development, and enterprise development.

- Alignment of employment equity goals with B-BBEE targets.
- Leveraging learnerships and internships for designated groups.
- Reporting to multiple stakeholders.

Day 7: Managing Diversity and Inclusion in the Workplace

- Concepts of diversity, inclusion, and belonging.
- Benefits of a diverse workforce.
- Unconscious bias training and awareness.
- Inclusive leadership and communication.
- Employee resource groups and networks.
- Addressing microaggressions and cultural sensitivity.
- Measuring inclusion: employee surveys and feedback.

Day 8: Handling Disputes and Enforcement

- Lodging a complaint of unfair discrimination.
- Jurisdiction of the CCMA and Labour Court.
- Conciliation, mediation, and arbitration processes.
- Burden of proof in discrimination cases.
- Remedies: compensation, reinstatement, and other orders.
- Internal grievance procedures and investigation.
- Case law on dispute outcomes.

Day 9: Practical Implementation and Change Management

- Change management theories and models.
- Stakeholder analysis and engagement.
- Communication strategies: awareness campaigns and training.
- Roles of HR, line managers, and EE Committee.
- Addressing resistance: fears, misconceptions, and buy-in.
- Developing a project plan with milestones.
- Monitoring progress and adjusting strategies.

Day 10: Monitoring, Evaluation, and Continuous Improvement

- Setting KPIs: representivity, turnover, and promotion rates.
- Data collection methods: HRIS and surveys.
- Conducting an internal equity audit.
- Analyzing trends and identifying systemic issues.
- Corrective actions and plan revisions.
- Annual reviews and reporting to the board.
- Benchmarking against industry standards.

Day 11: Capstone Project and Integration

- Capstone project: develop a mock employment equity plan for a given company.
- Presentation and peer review.
- Integration of legal, strategic, and operational elements.
- Ethical considerations in employment equity.
- Resources and support networks (e.g., EE Commission, SETAs).
- Action planning for post-course implementation.
- Course evaluation and certification.

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 **14 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 40,300.00	R 40,300.00
1	In-House	R 52,400.00	R 52,400.00
1	On-Campus (Pretoria)	R 60,500.00	R 60,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	21 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	24 Aug 2026	On-Campus	Mauritius
11 Aug 2026	25 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	26 Aug 2026	On-Campus	Dubai, 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, open the page for this course (Unit Standard 116923) 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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