



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

Employment Equity Implementation For Organisational Transformation Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 116927 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to implement Employment Equity (EE) within their organisations, aligning with South Africa's Employment Equity Act. It focuses on developing EE plans, conducting workforce analysis, and managing transformation to promote diversity and compliance.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	116927
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 develop an EE plan for an organisation.
- Analyze workforce demographics to identify underrepresentation and barriers to equity.
- Implement strategies to address affirmative action measures and promote diversity.
- Evaluate the effectiveness of EE implementation through monitoring and reporting.
- Demonstrate understanding of the legal framework and consequences of non-compliance.
- Design inclusive policies and practices that support organisational transformation.

WHO SHOULD ATTEND

- This course is designed for HR practitioners, EE managers, transformation officers, and senior managers responsible for implementing and monitoring employment equity in their organisations.

COURSE OUTLINE

Day 1: Foundations of Employment Equity and Organisational Transformation

- Historical background: apartheid and workplace discrimination
- Overview of the Employment Equity Act: objectives and key provisions
- Definitions: designated groups, unfair discrimination, affirmative action
- The Employment Equity Commission: functions and enforcement
- Relationship between Employment Equity, B-BBEE, and transformation

Day 2: Legal Framework and Compliance Requirements

- Prohibition of unfair discrimination: grounds and defences
- Medical testing, psychological testing, and HIV/AIDS provisions
- Affirmative action: who qualifies and what measures are required
- Duties of designated employers: consultation, analysis, plan, report
- Compliance assessments, enforcement, and penalties for non-compliance

Day 3: Conducting Employment Equity Analysis and Developing a Plan

- Workforce profile analysis: occupational levels, race, gender, disability
- Identifying barriers in policies, practices, and procedures
- Setting measurable objectives and affirmative action goals
- Components of an Employment Equity Plan: plan, timetable, budget
- Consultation process: engaging with employees and unions

Day 4: Implementation Strategies for Affirmative Action Measures

- Recruitment: outreach, inclusive job descriptions, fair selection criteria
- Retention: mentorship, career development, flexible work arrangements
- Training and skills development for designated groups
- Reasonable accommodation: definitions, examples, legal obligations
- Monitoring: indicators, reporting, and corrective actions

Day 5: Reporting, Monitoring, and Continuous Improvement

- Employment Equity Report: data requirements, categories, and submission
- Online reporting via the Department of Employment and Labour portal
- Progress analysis: comparing actuals to targets, identifying gaps
- Internal auditing: reviewing policies, practices, and barriers
- Continuous improvement: updating plans, revising goals, reporting annually

Day 6: Integrating Employment Equity with B-BBEE and HR Systems

- B-BBEE and Employment Equity: overlaps and differences
- Management control: representation at senior, middle, and junior levels
- Skills development: learnerships, internships, and bursaries for designated groups
- HR integration: systems, data flow, and reporting automation
- Governance: transformation committee, communication, change management

Day 7: Practical Application, Case Studies, and Assessment

- Case studies: small, medium, and large organisations
- Mock plan and report: hands-on exercise with feedback
- Inspection readiness: documentation, interviews, and evidence
- Action planning: prioritising steps, resources, and timelines

- Summative assessment: multiple-choice, short answer, and practical tasks

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
07 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Mauritius
13 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	25 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, open the page for this course (Unit Standard 116927) 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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