



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

Workplace Rights And Responsibilities Awareness Programme Training

Health Sciences and Social Services / Promotive Health and Developmental Services

Unit Standard 116993 · NQF Level 2 · 2 Credits · 1 Day

COURSE OVERVIEW

This programme equips learners with a comprehensive understanding of their rights and responsibilities in the South African workplace. It covers key labour legislation, employment contracts, workplace policies, and procedures for addressing grievances. The course empowers employees to uphold their rights and fulfill their duties, contributing to a fair and productive work environment.

Category	Health Sciences and Social Services
Subfield	Promotive Health and Developmental Services
Unit Standard	116993
Accreditation	SAQA Accredited · NQF Level 2 · 2 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the key provisions of South African labour legislation affecting workplace rights and responsibilities.
- Identify the rights and obligations of employers and employees as outlined in employment contracts and workplace policies.
- Apply procedures for addressing workplace grievances and disputes in accordance with organizational and legal requirements.
- Demonstrate awareness of the role of workplace forums, trade unions, and bargaining councils in protecting employee rights.
- Analyze workplace scenarios to determine compliance with relevant labour laws and organizational policies.

WHO SHOULD ATTEND

- This course is designed for all employees, from entry-level to supervisory positions, who wish to gain a clear understanding of workplace rights and responsibilities in South Africa.
- It is particularly valuable for new hires, HR support staff, and team leaders.

COURSE OUTLINE

Day 1: Foundations of Workplace Rights and Responsibilities

- Overview of South African labour law and the Constitution.
- Key provisions of the Labour Relations Act (LRA) and Basic Conditions of Employment Act (BCEA).
- Employee rights: fair treatment, working hours, leave, and remuneration.
- Employer responsibilities: health and safety, non-discrimination, and compliance.
- The role of trade unions and workplace forums.
- Grievance and dispute resolution mechanisms.
- Case studies: applying rights and responsibilities in typical workplace situations.
- Summary and assessment of learning outcomes.

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 **2 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Mauritius
11 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	18 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 116993) 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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