



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Human Resource Management in the Public Sector

Business, Commerce and Management Studies / Public Administration

Unit Standard 242919 · NQF Level 7 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips public sector managers and HR practitioners with the competencies to manage human resources effectively within the legislative and policy framework of the South African public service. Participants will learn to apply relevant labour legislation, manage employee relations, and implement HR strategies that align with public sector objectives.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242919
Accreditation	SAQA Accredited · NQF Level 7 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legislative and regulatory framework governing human resource management in the South African public sector.
- Analyse the role of human resource management in achieving organisational objectives within a public sector context.
- Evaluate employee relations practices and resolve workplace issues in line with public sector policies.
- Design and implement HR strategies that promote equity, diversity, and transformation.
- Demonstrate the ability to manage performance and development of public sector employees.
- Implement disciplinary and grievance procedures in accordance with public sector regulations.

WHO SHOULD ATTEND

- This course is designed for managers, supervisors, and HR professionals working in the South African public sector who are responsible for managing human resources or who wish to enhance their understanding of public sector HR practices.

COURSE OUTLINE

Day 1: Introduction to Public Sector HRM

- Overview of the South African public sector environment
- Constitutional and legislative framework (e.g., Public Service Act, Labour Relations Act)
- Roles of the Department of Public Service and Administration (DPSA), PSC, and SALGA
- Comparison of public vs private sector HRM
- Ethical principles and Batho Pele principles

Day 2: Strategic HR Planning in the Public Sector

- Linking HR planning to strategic plans (e.g., MTSF, departmental strategic plans)
- Workforce demand and supply analysis
- Succession planning and talent management
- Skills gaps and development planning
- Budgeting for HR

Day 3: Recruitment and Selection in the Public Sector

- Legal framework: Employment Equity Act, Public Service Regulations
- Job analysis and competency profiling
- Advertising and sourcing candidates
- Shortlisting, interviews, and assessment centres
- Appointment processes and probation

Day 4: Performance Management and Development

- Performance management framework: PMDS (Performance Management and Development System)
- Developing performance agreements
- Mid-year and annual reviews
- Managing poor performance and incapacity
- Linking performance to rewards and development

Day 5: Employee Relations and Labour Law Compliance

- Grievance procedures (Resolution of Grievances Policy)
- Disciplinary code and procedures
- Incapacity and misconduct hearings
- Role of bargaining councils (PSCBC, GPSSBC)
- Managing strikes and labour action

Day 6: Compensation, Benefits, and Job Evaluation

- Remuneration structure: salary scales, notch progression
- Job evaluation systems (e.g., TASK, JE System)
- Benefits: pension, medical aid, housing allowance
- Payroll administration and deductions
- Performance bonuses and recognition

Day 7: Training and Development in the Public Sector

- Skills Development Act and National Skills Development Strategy
- Workplace Skills Plans (WSP) and Annual Training Reports (ATR)
- Training needs analysis
- Designing and delivering training

- Evaluating training effectiveness

Day 8: HR Information Systems and Record Keeping

- Overview of HRIS (e.g., PERSAL, LOGIS)
- Employee data management and confidentiality
- Reporting on HR indicators (turnover, absenteeism, demographics)
- Records retention and POPIA compliance
- Using data for HR planning

Day 9: Integration, Ethics, and Case Studies

- Integration of HR functions: from planning to exit
- Ethics and anti-corruption in HR
- Case studies: real public sector HR challenges
- Developing a HR improvement plan
- Course review and assessment

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 **12 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 38,300.00	R 38,300.00
1	In-House	R 49,800.00	R 49,800.00
1	On-Campus (Pretoria)	R 57,500.00	R 57,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Mauritius
11 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa
14 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, open the page for this course (Unit Standard 242919) 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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