



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 Resources Management for Public Sector

Business, Commerce and Management Studies / Public Administration

Unit Standard 243111 · NQF Level 6 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips public sector managers and HR practitioners with the competencies to manage human resources processes in compliance with South African legislative frameworks, including the Public Service Act and Labour Relations Act. Participants will learn to implement recruitment, performance management, and employee relations strategies tailored to the public sector environment. The course aims to foster ethical, efficient, and accountable HR practices that support service delivery and organisational effectiveness.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	243111
Accreditation	SAQA Accredited · NQF Level 6 · 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 resources management in the South African public sector.
- Implement recruitment and selection processes that adhere to equity, fairness, and transparency principles.
- Analyse performance management systems to align individual performance with organisational objectives.
- Evaluate employee relations practices, including grievance and disciplinary procedures, to ensure compliance.
- Design workforce planning strategies to address current and future human resource needs.
- Demonstrate the ability to manage HR records and information in accordance with public sector requirements.

WHO SHOULD ATTEND

- This course is designed for HR managers, line managers, and supervisors within the South African public sector who are responsible for managing human resources processes.
- It is also suitable for aspiring HR professionals seeking to specialise in public sector HR management.

COURSE OUTLINE

Day 1: Introduction to Human Resources Management in the Public Sector

- Overview of HRM: definitions and scope
- Public sector context: Batho Pele principles, Constitution, and PFMA
- Key legislation: Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act
- Public Service Act and Public Service Regulations
- Structure of the public sector: national, provincial, local government
- Role of the Public Service Commission (PSC)
- Ethics and accountability in public service

Day 2: Strategic HR Planning and Organisational Design

- Strategic HR planning: aligning with government priorities
- Workforce planning: demand and supply analysis
- Job analysis and job descriptions
- Organisational structures: functional, divisional, matrix
- Rightsizing and restructuring in the public sector
- Succession planning and talent management
- HR metrics and reporting

Day 3: Recruitment and Selection in the Public Sector

- Recruitment policies and procedures
- Advertising vacancies and attracting diverse candidates
- Shortlisting and screening methods
- Interview techniques: behavioural, competency-based
- Assessment centres and psychometric testing
- Employment equity and affirmative action
- Appointment processes and probation
- Record-keeping and reporting

Day 4: Performance Management and Appraisal

- Performance management cycle: planning, monitoring, reviewing
- Performance agreements and work plans
- Key performance indicators (KPIs) for public servants
- Appraisal methods: 360-degree, rating scales, MBO
- Feedback and coaching skills
- Managing underperformance: PIPs and counselling
- Rewards and recognition in the public sector
- Linking performance to development and promotion

Day 5: Employee Relations and Labour Law Compliance

- Labour Relations Act: unfair dismissal, unfair labour practices
- Collective bargaining: bargaining councils, public sector unions
- Disciplinary code and procedures: investigations, hearings, sanctions
- Grievance procedures: steps and timelines
- Dispute resolution: CCMA, PSCBC, Labour Court
- Strike management and essential services
- Employee wellness and EAP programmes

- Promoting diversity and inclusion

Day 6: Compensation and Benefits Administration

- Public Service Remuneration Framework: salary scales, grading
- Job evaluation methods (e.g., Patterson, Hay)
- Allowances: housing, transport, rural, etc.
- Benefits: pension (GEPF), medical aid (GEMS), housing subsidy
- Payroll administration and deductions
- Leave management: annual, sick, family responsibility
- Tax implications and statutory deductions
- Remuneration policy review and benchmarking

Day 7: Training and Development in the Public Sector

- Skills Development Act and Skills Development Levies Act
- Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs)
- Training needs analysis (TNA)
- Learning methodologies: classroom, e-learning, on-the-job
- Learnerships, internships, and bursaries
- Evaluating training: Kirkpatrick model
- Career pathing and development plans
- Continuous professional development (CPD)

Day 8: HR Information Systems and Record Keeping

- Overview of HRIS in the public sector (e.g., PERSAL, LOGIS)
- Employee data management: capturing, updating, storing
- Record-keeping requirements: personnel files, contracts, forms
- Data protection and privacy (POPIA)
- Reporting: headcount, turnover, absenteeism, diversity
- HR analytics and dashboards
- Integration with other government systems
- System security and access control

Day 9: Ethics, Governance, and Integrated HR Practice

- Code of conduct for public servants
- Conflict of interest, corruption, and fraud prevention
- Governance: King IV, PFMA, Treasury regulations
- Risk management in HR
- Case studies: ethical dilemmas in HR
- Integration of HR functions: strategic alignment
- Change management in the public sector
- Final assessment and action planning

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 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 26,800.00	R 26,800.00
1	In-House	R 34,900.00	R 34,900.00
1	On-Campus (Pretoria)	R 40,300.00	R 40,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
21 Aug 2026	02 Sep 2026	On-Campus	Shenzhen, China
24 Aug 2026	03 Sep 2026	On-Campus	Bangkok, Thailand
25 Aug 2026	04 Sep 2026	On-Campus	Victoria Falls, Zimbabwe
25 Aug 2026	04 Sep 2026	On-Campus	Abu Dhabi, UAE
26 Aug 2026	07 Sep 2026	On-Campus	Durban, South Africa
27 Aug 2026	08 Sep 2026	On-Campus	Shenzhen, China
28 Aug 2026	09 Sep 2026	On-Campus	Harare, Zimbabwe
31 Aug 2026	10 Sep 2026	On-Campus	Victoria Falls, Zimbabwe

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 243111) 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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