



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

Understanding Employment Relations in Local Government

Business, Commerce and Management Studies / Public Administration

Unit Standard 244297 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with a comprehensive understanding of the employment relationship within the local government sector. It explores the legal and institutional frameworks governing employment, the roles and responsibilities of key stakeholders, and the application of relevant policies and procedures to promote fair and effective labour relations.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244297
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate an understanding of the legal and policy framework governing employment relations in local government.
- Analyse the roles and responsibilities of employers, employees, and organised labour within the local government context.
- Apply the principles of the Employment Relations Act and relevant collective agreements to workplace scenarios.
- Evaluate the impact of grievance and disciplinary procedures on employment relationships in local government.
- Demonstrate an understanding of the mechanisms for dispute resolution, including mediation, arbitration, and the Labour Court.
- Implement strategies to promote constructive employment relations and compliance with labour legislation.

WHO SHOULD ATTEND

- This course is designed for municipal employees, labour relations officers, HR practitioners, shop stewards, and managers in local government who need to understand the dynamics of employment relations in the public sector.

COURSE OUTLINE

Day 1: Foundations of Employment Relations in Local Government

- Overview of employment relations and its importance in local government
- Legislative framework: Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act
- Role players: employers, employees, trade unions, employer organisations, bargaining councils
- Collective bargaining processes and agreements
- Dispute resolution mechanisms: CCMA, Labour Court, grievance procedures
- Introduction to codes of conduct and disciplinary procedures

Day 2: Application of Employment Relations Practices

- Disciplinary code and procedure: steps, hearings, sanctions
- Grievance handling: informal resolution, formal process, appeals
- Unfair labour practices: types, examples, remedies
- Dismissal law: substantive and procedural fairness
- Collective agreements: negotiation, implementation, enforcement
- Performance management and incapacity: poor work performance, ill health

Day 3: Strategic Integration and Practical Application

- Strategies for proactive employment relations management
- Mock disciplinary hearing: roles, procedures, decision-making
- Mock grievance hearing: investigating, mediating, resolving
- Drafting collective agreement provisions: wages, working hours, leave
- Employment relations and organisational culture
- Case studies on service delivery challenges and employment relations solutions

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 **6 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	19 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 244297) 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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