



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

Wholesale and Retail Sectoral Determination Overview

Services / Wholesale and Retail

Unit Standard 255495 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course provides a comprehensive understanding of the Sectoral Determination for the Wholesale and Retail sector in South Africa. Participants will learn about wage regulations, working conditions, and compliance requirements as stipulated by the Basic Conditions of Employment Act and sector-specific determinations. The course aims to equip learners with the knowledge to apply these regulations within their organizations, ensuring fair labour practices and legal adherence.

Category	Services
Subfield	Wholesale and Retail
Unit Standard	255495
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the purpose and scope of the sectoral determination for the wholesale and retail sector.
- Apply wage determinations and minimum wage requirements to employee classifications.
- Analyze working time provisions, including ordinary hours, overtime, and meal intervals.
- Evaluate leave entitlements and other employee benefits as per the sectoral determination.
- Demonstrate understanding of termination of employment and notice periods.
- Implement compliance measures to ensure adherence to the sectoral determination.

WHO SHOULD ATTEND

- This course is ideal for HR practitioners, managers, supervisors, and business owners operating in the wholesale and retail sector who need to understand and implement sectoral determination requirements.
- It is also suitable for compliance officers and trade union representatives seeking to deepen their knowledge of labour legislation in this sector.

COURSE OUTLINE

Day 1: Introduction to the Sectoral Determination and Its Scope

- Overview of the Labour Relations Act and Basic Conditions of Employment Act.
- Purpose and scope of the Wholesale and Retail Sectoral Determination.
- Categories of workers covered (full-time, part-time, temporary, etc.).
- Key definitions and terms used in the determination.
- Relationship with sectoral bargaining councils.
- Legal obligations of employers under the determination.
- Penalties for non-compliance.
- Case study: Identifying covered vs. non-covered employees.

Day 2: Wage Regulation and Payment Practices

- Minimum wage tables for various job categories (e.g., sales assistants, cashiers, packers).
- Annual wage increases and adjustment mechanisms.
- Overtime, Sunday, and public holiday pay calculations.
- Deductions: permissible deductions (tax, UIF, pension) and prohibited deductions.
- Payment of wages: weekly, bi-weekly, or monthly options.
- Written particulars of employment (payslips).
- Record-keeping obligations for employers.
- Practical exercise: Calculating wages and overtime for sample employees.

Day 3: Working Hours, Leave, and Overtime

- Ordinary hours of work (45 hours per week).
- Meal breaks and rest periods.
- Annual leave: accrual, pay, and scheduling.
- Sick leave: entitlement, medical certificate requirements.
- Family responsibility leave: eligibility and usage.
- Overtime: limits, consent, and payment rates.
- Compensatory time-off arrangements.
- Night work and shift work provisions.

Day 4: Employment Conditions and Termination

- Written particulars of employment: what must be included.
- Probation periods: duration and evaluation.
- Notice periods: minimum requirements for different service lengths.
- Termination of employment: fair reasons and procedures.
- Severance pay for retrenchment.
- Deductions for damage or loss: limits and consent.
- Certificate of service requirements.
- Case study: Handling a termination scenario.

Day 5: Compliance, Enforcement, and Practical Integration

- Role of labour inspectors and enforcement mechanisms.
- Common violations in the wholesale and retail sector.
- Self-audit checklist for employers.
- Developing a compliance action plan.
- Record-keeping and documentation best practices.

- Handling employee complaints and disputes.
- Resources for ongoing compliance (SETA, bargaining councils).
- Final assessment and course evaluation.

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

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 255495) 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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