



## 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

# Compensation and Benefits

Custom Courses / Human Resources and Training

Unit Standard AATICD-0062 · NQF Level 5 · 10 Credits · 5 Days

## COURSE OVERVIEW

This course equips HR professionals and managers with the skills to design, implement, and manage effective compensation and benefits programs. Participants will learn to align reward strategies with organisational goals, ensure legal compliance, and foster employee satisfaction through fair and competitive remuneration practices.

|                 |                                            |
|-----------------|--------------------------------------------|
| Category        | Custom Courses                             |
| Subfield        | Human Resources and Training               |
| Unit Standard   | AATICD-0062                                |
| Accreditation   | SAQA Accredited · NQF Level 5 · 10 Credits |
| Duration        | 5 days                                     |
| Training Method | Online, On-Campus, In-House                |
| Certificate     | Issued via AATICD LMS – verifiable online  |

## LEARNING OUTCOMES

- Apply relevant legislation and regulatory frameworks to compensation and benefits practices.
- Analyze job roles and market data to determine equitable salary structures.
- Design a total rewards strategy that includes salary, bonuses, and non-monetary benefits.
- Evaluate the cost-effectiveness and competitiveness of current compensation packages.
- Implement performance-based pay systems that align with organisational objectives.
- Demonstrate compliance with tax, labour, and social security requirements for benefits administration.

## WHO SHOULD ATTEND

- This course is designed for HR practitioners, compensation and benefits specialists, payroll administrators, and line managers involved in remuneration decisions within their organisations.

## COURSE OUTLINE

### Day 1: Foundations of Compensation and Benefits

- Introduction to compensation and benefits
- Total rewards model
- SA labour legislation overview
- Fixed vs variable pay
- Job evaluation methods (Hay, Paterson, etc.
- Pay equity and fairness
- Basic payroll terminology

### Day 2: Job Evaluation and Salary Structures

- Job evaluation process and techniques
- Point-factor method in practice
- Salary structure design (grades, midpoints, ranges)
- Market pricing and salary surveys
- Compa-ratio and range penetration
- Pay progression and merit matrices

### Day 3: Variable Pay and Incentive Schemes

- Types of variable pay (bonuses, commissions, profit sharing)
- Short-term vs long-term incentives
- Performance metrics and target setting
- Gainsharing and profit-sharing plans
- Sales compensation models
- Legal considerations for incentive plans

### Day 4: Employee Benefits and Retirement Planning

- Mandatory benefits (UIF, COIDA, leave)
- Retirement funds and tax implications
- Medical aid schemes and gap cover
- Fringe benefits (company cars, housing, etc.
- Flexible benefits and cafeteria plans
- Benefit cost analysis

### Day 5: Strategic Compensation Management and Integration

- Compensation strategy and philosophy
- Pay for performance culture
- Communication and change management
- Pay equity analysis and remediation
- Global compensation trends
- Integrated case study: designing a total rewards package

## 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 **10 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           |
| 17 Aug 2026 | 21 Aug 2026 | On-Campus | Harare, Zimbabwe         |
| 17 Aug 2026 | 21 Aug 2026 | On-Campus | Shenzhen, China          |
| 24 Aug 2026 | 28 Aug 2026 | On-Campus | Bangkok, Thailand        |
| 24 Aug 2026 | 28 Aug 2026 | On-Campus | Victoria Falls, Zimbabwe |
| 31 Aug 2026 | 04 Sep 2026 | On-Campus | Lusaka, Zambia           |
| 31 Aug 2026 | 04 Sep 2026 | On-Campus | London, UK               |

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](http://www.aaticd.co.za), open the page for this course (Unit Standard AATICD-0062) 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](mailto: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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