



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

HR Management and Labour Relations

Custom Courses / Human Resources and Training

Unit Standard AATICD-0072 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips HR professionals and managers with the essential knowledge and skills to manage human resources effectively and navigate South African labour relations. Participants will gain a comprehensive understanding of employment law, dispute resolution, and strategic HR practices to foster a productive and compliant workplace.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0072
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 key principles of South African labour legislation, including the Labour Relations Act and Basic Conditions of Employment Act.
- Analyze the roles and functions of HR management within an organization.
- Evaluate different approaches to employee relations and dispute resolution.
- Design HR policies and procedures that align with legal requirements and organizational goals.
- Implement performance management and employee development strategies.
- Demonstrate effective communication and negotiation skills in labour relations contexts.

WHO SHOULD ATTEND

- This course is designed for HR practitioners, line managers, and supervisors who are responsible for managing staff and ensuring compliance with labour legislation.
- It is also suitable for aspiring HR professionals seeking to build a strong foundation in HR management and labour relations.

COURSE OUTLINE

Day 1: Foundations of HR Management and Labour Relations

- Introduction to HR management: strategic vs operational roles
- Overview of labour relations: parties, processes, and objectives
- Key South African labour legislation: Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act
- The role of the CCMA, bargaining councils, and labour courts
- Ethics and professional conduct in HR

Day 2: Recruitment, Selection, and Employment Contracts

- Job analysis and job descriptions
- Recruitment methods and advertising
- Selection techniques: interviews, assessments, and reference checks
- Employment contracts: essential clauses, fixed-term, probation
- Employment equity planning and affirmative action

Day 3: Performance Management and Employee Relations

- Performance management cycle: planning, monitoring, reviewing
- Performance appraisal methods and bias mitigation
- Grievance procedures: informal and formal resolution
- Disciplinary code and procedure: warnings, hearings, sanctions
- Managing incapacity: ill health and poor performance

Day 4: Collective Bargaining and Dispute Resolution

- Collective bargaining: levels, topics, and bargaining councils
- Negotiation skills and strategies
- Trade unions: recognition, rights, and organisational rights
- Industrial action: strikes, lock-outs, and protected vs unprotected action
- Dispute resolution: CCMA processes, conciliation, arbitration, and Labour Court

Day 5: Strategic HR Planning and Integration

- Strategic HR planning: forecasting demand and supply
- Talent management and succession planning
- HR policy development and implementation
- HR metrics and analytics
- Compliance audits and continuous improvement

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, open the page for this course (Unit Standard AATICD-0072) 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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