



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 Compliance

Custom Courses / Human Resources and Training

Unit Standard AATICD-0182 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips HR professionals and managers with the knowledge and skills to ensure organisational compliance with South African labour legislation, including the Labour Relations Act, Basic Conditions of Employment Act, and Employment Equity Act. Participants will learn to implement HR policies and practices that meet legal requirements, mitigate risk, and promote fair treatment of employees.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0182
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 the key provisions of the Labour Relations Act, Basic Conditions of Employment Act, and Employment Equity Act to workplace scenarios.
- Analyse HR policies and procedures to identify compliance gaps and recommend corrective actions.
- Evaluate the impact of non-compliance on organisational risk and employee relations.
- Design disciplinary and grievance procedures that align with legal requirements.
- Implement strategies to promote fair labour practices and prevent unfair discrimination.
- Demonstrate the ability to maintain accurate HR records as required by law.

WHO SHOULD ATTEND

- This course is designed for HR practitioners, line managers, and business owners who are responsible for managing employee relations and ensuring compliance with South African labour laws.

COURSE OUTLINE

Day 1: Introduction to HR Compliance & Legal Framework

- Definition and scope of HR compliance.
- Overview of South African labour law: BCEA, LRA, EEA, SDA, OHSA.
- Roles and responsibilities of HR in compliance.
- Consequences of non-compliance: penalties, disputes, reputational damage.
- Introduction to regulatory bodies: CCMA, Labour Court, DoL.

Day 2: Employment Contracts & Policies

- Essential clauses in employment contracts.
- BCEA provisions: leave, working hours, overtime.
- National Minimum Wage Act requirements.
- Disciplinary code and procedure.
- Grievance procedure design.
- Policy development: code of conduct, harassment, social media.

Day 3: Equity, Diversity & Non-Discrimination

- Employment Equity Act: purpose and application.
- Designated employers and EE plans.
- Affirmative action and substantive equality.
- Prohibited discrimination: direct, indirect, harassment.
- Managing reasonable accommodation.
- Skills Development Act linkages.

Day 4: Occupational Health & Safety and Employee Relations

- OHSA: employer and employee duties.
- Health and safety representatives and committees.
- Incident reporting and investigation.
- CCMA processes: conciliation, arbitration.
- Collective agreements and strikes.
- Unfair labour practices.

Day 5: Record-Keeping, Audits & Practical Integration

- Statutory record-keeping requirements (BCEA, EEA, OHSA).
- Data privacy and POPIA considerations.
- Internal compliance audits and checklists.
- Handling DoL inspections.
- Continuous compliance improvement.
- 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 **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-0182) 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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