



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 Management

Custom Courses / Human Resources and Training

Unit Standard AATICD-0183 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to design, implement, and manage compensation and benefits strategies that align with organizational goals and comply with South African labour legislation. Participants will learn to analyze market data, evaluate job roles, and develop fair and competitive reward systems to attract, retain, and motivate employees.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0183
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 principles of job evaluation and market pricing to establish equitable compensation structures.
- Analyze the components of total rewards, including base pay, variable pay, and benefits, to design competitive packages.
- Evaluate the impact of South African labour legislation (e.g., BCEA, EEA, NMW) on compensation practices.
- Design a performance-based incentive scheme that aligns with organizational strategy.
- Implement a benefits administration process that ensures compliance and employee satisfaction.
- Demonstrate the ability to communicate compensation policies effectively to stakeholders.

WHO SHOULD ATTEND

- HR professionals, compensation and benefits specialists, payroll managers, and line managers responsible for remuneration decisions in South African organizations.

COURSE OUTLINE

Day 1: Foundations of Compensation and Benefits

- Introduction to compensation and benefits management
- Total rewards concept
- Strategic alignment of compensation with business goals
- Overview of South African labour legislation (BCEA, LRA, EEA, NMW)
- Job evaluation methods (grading, point-factor, ranking)
- Market pricing and salary surveys
- Pay equity and fairness principles

Day 2: Designing and Structuring Pay Systems

- Salary structure design: grades, ranges, and bands
- Developing pay policies
- Using salary surveys and benchmarking
- Compa-ratio analysis and salary positioning
- Merit pay, cost-of-living adjustments, and bonuses
- Pay-for-performance models
- Variable pay: profit sharing, gain sharing, commissions

Day 3: Employee Benefits and Retirement Planning

- Statutory benefits: UIF, COIDA, leave, pension fund requirements
- Retirement fund types: pension, provident, retirement annuity
- Medical aid and gap cover
- Group life, disability, and funeral cover
- Flexible benefits and cafeteria plans
- Employee wellness programmes
- Benefit communication and administration

Day 4: Performance Management, Incentives, and Remuneration Governance

- Performance appraisal methods and goal setting
- Short-term incentives: bonuses, SPIs, STIs
- Long-term incentives: share options, LTIs
- Executive remuneration and King IV principles
- Remuneration committee role
- Tax implications of remuneration (PAYE, fringe benefits tax)
- Payroll integration and data management

Day 5: Implementation, Communication, and Strategic Integration

- Communicating total rewards to employees
- Change management in compensation redesign
- Pay equity audits and gender pay gap analysis
- Compensation analytics and metrics (turnover cost, remuneration ROI)
- Global compensation issues and expatriate pay
- Ethical considerations in compensation
- Course wrap-up 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-0183) 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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