



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

Employment Equity

Custom Courses / Human Resources and Training

Unit Standard AATICD-0184 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to implement and manage employment equity in the workplace. It covers the legal framework, development of equity plans, and strategies to promote diversity and fair treatment. By the end, participants will be able to contribute to a transformed and inclusive organisational culture.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0184
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

- Analyse the legislative requirements of the Employment Equity Act and its application in the workplace.
- Develop an employment equity plan aligned with organisational goals and legal obligations.
- Implement strategies to eliminate unfair discrimination and promote affirmative action.
- Evaluate the effectiveness of employment equity initiatives through monitoring and reporting.
- Demonstrate understanding of the role of stakeholders in the employment equity process.

WHO SHOULD ATTEND

- This course is designed for HR practitioners, line managers, transformation officers, and anyone responsible for driving employment equity in their organisation.

COURSE OUTLINE

Day 1: Introduction to Employment Equity and the Legal Framework

- Overview of Employment Equity Act (No. 55 of 1998) and amendments.
- Purpose: redressing past disadvantages and promoting equal opportunity.
- Designated employers: criteria and responsibilities.
- Prohibited grounds of discrimination: race, gender, disability, etc.
- Affirmative action measures vs. unfair discrimination.
- Key institutions: Employment Equity Commission, Labour Court.
- Penalties for non-compliance.
- Case studies on unfair discrimination.

Day 2: Employment Equity Planning and Consultation

- Workforce profile analysis: race, gender, disability representation.
- Identifying underrepresentation and barriers to equity.
- Developing an Employment Equity Plan: goals, timelines, responsibilities.
- Consultation requirements: employee representatives, trade unions.
- Reporting and monitoring progress.
- Reasonable accommodation for persons with disabilities.
- Drafting an EEP: practical exercise.
- Reviewing sample EE plans.

Day 3: Implementation of Affirmative Action Measures

- Recruitment and selection: bias-free processes, targeted outreach.
- Training and development: skills programs, mentorship, bursaries.
- Promotion and succession planning: ensuring fair progression.
- Numerical goals and timetables: setting realistic targets.
- Diversity management: cultural sensitivity, inclusive policies.
- Retention strategies for designated groups.
- Case studies on successful implementation.
- Role-play: consultation meeting.

Day 4: Monitoring, Reporting, and Compliance

- Annual reporting requirements: EEA2 and EEA4 forms.
- Income differentials statement: EEA3.
- Submission deadlines and online systems.
- Internal monitoring: tracking progress against plan.
- Audits and inspections by the Department of Employment and Labour.
- Non-compliance: fines, penalties, and name-and-shame.
- Remedial action plans.
- Practical exercise: completing EEA2 form.

Day 5: Advanced Topics, Integration, and Assessment

- Intersection with Skills Development Act and B-BBEE scorecard.
- Managing EE in a multi-site or unionised environment.
- Dealing with disputes and grievances related to equity.
- Best practices in employment equity: case studies.
- Review of recent amendments and court rulings.

- Final assessment: scenario-based case study.
- Course wrap-up and Q&A.;

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-0184) 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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