



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Employment Equity (EE) Committee Training

Overview

The Employment Equity Committee members will gain a comprehensive understanding of the Employment Equity legislation and procedure from this course, along with all the useful tools they need to collaborate positively in creating a reliable company consultation process.

Objectives

By attending this training course, delegates will understand:

- The reason for the Employment Equity Act and know how to interpret and implement it.
- Plan, implement and monitor employment equity.
- The employment equity laws, which forbid harassment and discrimination in particular.
- When and how to use EEA2 and EEA4 forms for reporting.
- How to be ready for equity audits and what to anticipate.

Course Prerequisite

Read, Write & Understand English

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent subject matter trainer, who utilises a combination of the following techniques to ensure that the session is practical and experiential: Discussion; Role Play; Exercises & Case Studies; Videos/DVD's; Games, Slide Shows & Written Questions.

Who should attend?

HR managers and HR personnel, General managers, Employment equity committee members, All other individuals who need to know what employment equity is about.

Course Outline

This course consists of the following 6 modules	
Module 1	Overview of The Employment Equity Act: Understanding the Employment Equity Act; Designated groups: African, Coloured and Indian, women, disabled
Module 2	Prohibition of Unfair Discrimination: Understanding unfair discrimination; Differentiation; Discrimination; Direct and indirect discrimination; Grounds of discrimination; Job candidates, work analyses, and the specific needs of the positions/job descriptions; Recruitment and selection; The ways in which the Employment Equity Act prohibits unjust discrimination; Medical and Psychometric assessments
Module 3	Employment Equity & Affirmative Action: What is Affirmative Action; Why do we need Black Empowerment; National or regional demographics; BBBEE scorecard; The duties of designated employers; The requirements of disclosure of information; Employment Equity Plans and the requirements for keeping records; EEA2 Report; One year and three-year plans
Module 4	Wage Discrimination: Wage gaps based on race, gender and disability; Pay discrepancies; New amendments to the Employment Equity Act; Fines and penalties; EEA4 report
Module 5	Roles, Responsibilities and Functions of The Employment Equity Committee: Monitoring Employment Policies, Procedures & Practices; Monitoring /Evaluating Implementation of an EE Plan; Oversight of EE committee vs HR department responsibilities; Consultation; Identification of Barriers relating to Employment Equity: Recruitment barriers, Promotion barriers, Qualification barriers and skills development, Succession planning barriers; Developing EE Measures
Module 6	The Skills Development Committee: Workplace skills plan and Annual Training Report; The BBBEE scorecard and skills development; Practical analysis of EE plans and EE reports; Planning and preparing for an EE Committee

Additional Information

Duration	1 Day	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire