



Employment Equity Committee Training

(Full Day Workshop)

Module 1: Overview of the Employment Equity Act

- Understanding the Employment Equity Act
- Purpose, interpretation and application of Employment Equity legislation

Module 2: Prohibition of unfair discrimination

- Understanding unfair discrimination
- Differentiation
- Discrimination
- Unfair discrimination
- Direct and indirect discrimination
- Grounds of discrimination
- Employment applicants, work analysis and inherent requirements of the job/ job descriptions
- Recruitment and selection
- How the Employment Equity Legislation attempts to eliminate and prohibit unfair discrimination

Medical & Psychological assessments

Module 3: Employment Equity and Affirmative action

- Understanding Affirmative Action
- The Equality Test (Section 9(2) of the Constitution)
- Understanding Black Empowerment
- The duties of designated employers and voluntary compliance
- The requirements of disclosure of information
- Employment Equity Plans and the requirements for keeping records

Module 4: The Employment Equity Committee/ Roles and functions

- Roles, responsibilities and functions of the Employment Equity Committee
- Monitoring Employment Policies, Procedures & Practices
- Monitoring /Evaluating Implementation of EE Plan
- Consultation
- Identification of EE Barriers
- Developing EE Measures
- Benchmarking Best Practices
- Frequency and content of Committee Meetings

Module 5: Practical analysis of disciplinary codes, policies, EE plans and EE reports

- Practical analysis of disciplinary codes, policies, EE plans and EE reports.

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Who should attend this workshop?

- Employment Equity Managers, HR Managers/ Practitioners
- Members of Employment Equity Committees, Workplace Forums, any person involved in the compilation of Employment Equity plans for the business

Objective

- The objective of this workshop is to give an overview of the Employment Equity Act. After completion of the workshop the delegates should have a better understanding of Employment Equity Act, understand the roles and functions of the Employment Equity Committee, and analyse EE plans and EE reports.

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