



MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

Make your Dreams Come True

2016/17 Course Outline

MSPD Skills Development Programme

114278 Labour Relations Act (2 days)

Unit Standards 114278 NQF level-5, 12-credits

Course Outcome

- Understanding of the purpose and primary objects, application and interpretation of the Labour Relations Act.
- How to outline the purpose of the Labour Relations Act orally and in writing.
- Description and examples of Labour Relations Act
- The application of Labour Relations Act to a number of relevant, real or simulated cases.
- Description of the bodies created by the labour relations act.
- Identification of bodies created and regulated by the Labour Relations Act
- Various categories of dismissal disputes that are covered by the Labour Relations Act are identified

Course Outline

- i. Definitions and concepts
- ii. Unfair dismissal: overview
- iii. Fair reason and fair procedure
- iv. Misconduct: fair procedure
- v. Misconduct: fair reason
- vi. Incapacity: poor work performance
- vii. Incapacity: ill-health or injury
- viii. Operational requirements: fair reason
- ix. Operational requirements: section 189 procedure
- X. Remedies for unfair dismissal
- Xi. Operational requirements dismissals in terms of the Labour Relations Act are described with examples.
- **Dispute resolution routes for dismissal disputes**
 - * Dispute resolution: overview
 - * Dispute resolution
 - * The different methods of dispute resolution
 - * Dispute system in the labour relations act
 - * What is conciliation and arbitration?
 - * Difference between conciliation and arbitration
- **Disciplinary Hearings**
 - * Conducting an Investigation
 - * Fair Procedure
 - * Disciplinary Standards & Norms
 - * Preparation for Hearings
 - * Roles and Responsibilities - Appeals - Evidence - Mitigating Circumstances - Record Keeping