

**Become a labour
relations champion**

Managing Labour Relations



Certificate of
Competence

Encourage an environment of trust and openness and build stronger workplace relationships

WHY?

- Acquire critical insight into managing labour relations
- Develop the knowledge and skills needed to implement fair labour practices
- Follow legally compliant principles and practices in managing labour relations



Duration: 10 consecutive weeks of
online learning with assessment

Learn the basic principles of labour law, relevant labour law structures,
and gain practical knowledge and skills for fair labour practices.

Aimed at

- Human resource practitioners
- Business owners or managers
- Shop stewards or labour law representatives
- Anyone seeking a better understanding of labour issues

IMAGINE

your workplace thriving as a trusting and open environment, made possible by informed and equitable labour practices applied in a fair and decisive manner.

Learning outcomes

- Implement fair labour relations practices
- Promote sound understanding of workplace dynamics throughout the organisation
- Understand the basic principles of labour law
- Apply relevant legal input to labour-related issues
- Follow legally compliant labour relations principles and practices
- Implement fair and equitable disciplinary practices in the workplace
- Inculcate a just and practical approach to work-related disputes

The course aims to provide knowledge of the basic principles of labour law, as well as the relevant labour relations skills important to maintaining a positive working environment.

Managing Labour Relations Course Overview

Format

Wits University Certified
Online Short Course

Breakdown

10 consecutive weeks' online
learning with assessments

Language

English

Course Outcomes (Summarised)

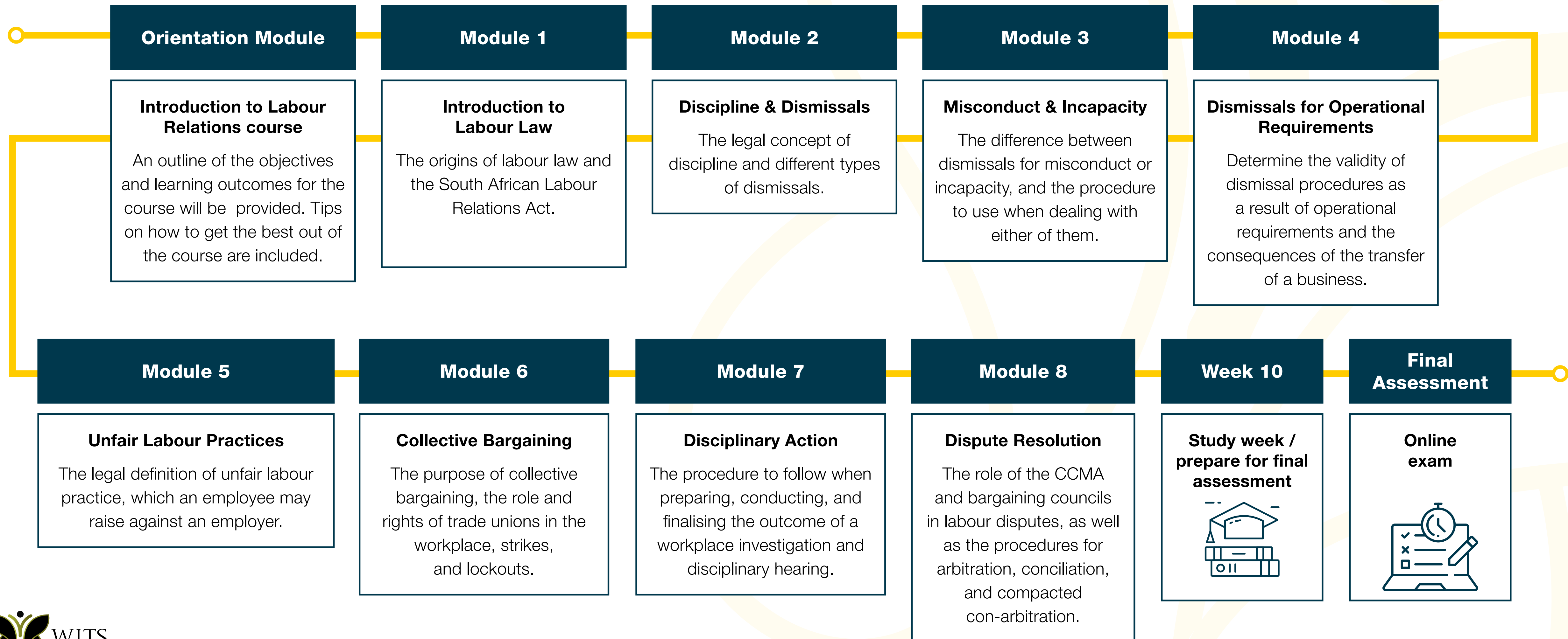
- Implement fair labour relations practices
- Follow legally compliant principles and practices in managing labour relations

Course Curriculum

Module 1	Introduction to Labour Law	Module 5	Unfair Labour Practices
Module 2	Discipline & Dismissals	Module 6	Collective Bargaining
Module 3	Misconduct & Incapacity	Module 7	Disciplinary Action
Module 4	Dismissal for Operational Requirements	Module 8	Dispute Resolution

Managing Labour Relations Course Prospectus

Course Outline



Managing Labour Relations Course Prospectus

Course and Module Overview

Course Overview

Managing labour relations is an essential online course for anyone who wishes to strike a balance between discipline and employee rights through fair labour practices. The course spans basic principles of labour law, and relevant labour law structure , and provides the practical knowledge and skills required to deal with labour relations issues.

Module 1: Introduction to Labour Law

In this module, you will be introduced to the concept of labour law and the Labour Relations Act (LRA) 66 of 1995. It shows the clear link between discipline in the workplace, the LRA, and dismissals. The origin of labour law in South Africa is introduced.

- **Topic 1:** Overview of labour law and labour relations
- **Topic 2:** The impact of the Labour Relations Act (LRA) on discipline in the workplace.
- **Topic 3:** The main sources of labour law

Module 2: Discipline and dismissals in the workplace

This module's objective is to provide a legal definition of the concept of dismissal . The different types of dismissal, including misconduct, incapacity, section 186 dismissals, and dismissals which are automatically unfair are explained.

- **Topic 1:** Defining the term 'dismissal'
- **Topic 2:** Types of dismissals

Managing Labour Relations Course Prospectus

Course and Module Overview

Module 3: Dismissals for misconduct or incapacity

This module delves into the detail of dismissals for misconduct or incapacity. It describes some of the common forms of misconduct and the procedure an employer needs to follow to dismiss for misconduct. Dismissals for incapacity come in three variations: incapacity for poor work performance, ill health and injury, or incompatibility, and the procedures to follow in response to each type of incapacity.

- **Topic 1:** Difference between a misconduct and an incapacity
- **Topic 2:** Dismissals for misconduct
- **Topic 3:** Dismissals for incapacity: Poor work performance
- **Topic 4:** Dismissals for incapacity: Ill health and injury
- **Topic 5:** Dismissals for incapacity: Incompatibility

Module 4: Dismissals for operational requirements and the consequence of a transfer

In this module we describe dismissals for operational requirements and dismissals as a consequence of a transfer or sale of business. It also describes the procedure employers must follow according to the LRA and the Code of Good Practice on Dismissal based on Operational Requirements to ensure fairness when retrenching for economic, technological, structural, or other needs of the employer. It also elaborates on the consequences of a transfer or sale, including liabilities and entitlements.

- **Topic 1:** Dismissals for operational requirements
- **Topic 2:** The transfer or sale of a business

Module 5: Unfair labour practices

This module provides the legal definition of an unfair labour practice. It describes the acts or omissions classified as unfair labour practice, including acts or omissions relating to promotion, demotion, probation, or training, the provision of benefits to employees, suspension, and other disciplinary action, and protecting whistle-blowers.

- **Topic 1:** An overview of unfair labour practices
- **Topic 2:** The types of unfair labour practices

Managing Labour Relations Course Prospectus

Course and Module Overview

Module 6: Collective Bargaining

In this module we describe the purpose of collective bargaining and the role of Trade Unions in the workplace. It describes what is meant by a Trade Union having organisational rights, as well as the procedure followed to acquire these rights, and the recognition agreement that formalises the relationship between the employer and Trade Union. It also describes the difference between protected and unprotected strikes, as well as the right of the employer to lock out striking workers.

- **Topic 1:** An overview of collective bargaining
- **Topic 2:** The right to strike and recourse to lock-out

Module 7: Disciplinary action in the workplace

This module outlines disciplinary action in the workplace and describes the procedure to follow when preparing, conducting, and finalising the outcome of a workplace investigation or a disciplinary hearing. It also describes the elements of a charge and how to formulate a charge, as well as how to determine if evidence is admissible during a disciplinary hearing.

- **Topic 1:** An overview of disciplinary action in the workplace
- **Topic 2:** Workplace investigations
- **Topic 3:** Elements of a charge and the formulation of charges
- **Topic 4:** Disciplinary hearings
- **Topic 5:** Evidence

Module 8: Dispute resolution

The objective of this module is to define the concept of a dispute, and describe the role of the Commission of Conciliation, Mediation and Arbitration (CCMA) and the Bargaining Councils in resolving labour disputes. It also describes the procedures that apply when a dispute is referred to the CCMA, as well as the procedures for arbitration, conciliation, and the con-arb process.

- **Topic 1:** Dispute resolution forums
- **Topic 2:** Dispute resolution processes
- **Topic 3:** Conciliation, arbitration, and con-arb processes
- **Topic 4:** Inquiry by arbitrator

Content Experts and Lecturers

Advocate Saleem Seedat

LLM

Writer and online lecturer for this course

Advocate of the High Court

Former part-time senior commissioner of the CCMA and has acted as a Judge in both the Labour Court and the High Court

His judgments, awards and rulings have been widely published more especially in the prestigious Industrial Law Journal.



LRMG
Igniting People. Igniting Growth.

DigitalCampus is an online education platform owned by LRMG (Pty) Ltd. It was established to provide university and education institution certified short courses to the African market.

LRMG has a certified AAA+ rating and is a Level 1 Contributor to B-BBEE as per the South African DTI's gazetted Codes of Good Practice. LRMG has a 25-year global track record for creating profit through people and their processes. We service clients in 18 African countries.

We understand that studying can be daunting. But it doesn't have to mean time out of the office, tedious travel to a campus, or fitting in with the University's schedule. DigitalCampus brings the campus

experience online. Our dedicated course leaders facilitate your journey and you receive all the support you need to successfully complete the course. With expert content designed to deliver individual and business competence in collaborative and engaging blended learning experiences, you can take the all-important step towards that new role.

We make it simple to access the skills you need.

Our mission at DigitalCampus is to help you reimagine your personal and professional potential and transform into the shape you need to fly. Our reward? The smile on your face when you receive your Certificate of Competence from Wits University.

For your peace of mind, here's why our students succeed:

- A 90% Pass Rate
- Certificate of Competence from Wits, voted No 2 University in Africa: 2022 Academic Ranking of World Universities (ARWU)
- Trusted by some of the largest organisations in Africa with over 12 000 corporate Alumni
- Individual interaction with Wits academics and tutors
- Focused learner support and engagement on the learning journey
- Completion and progress reporting to track your investment and impact your scorecard

Contact Us



www.digitalcampus.co.za



info@digitalcampus.co.za



+27 (0)87 023 0888



@DigitalCampusAfrica



@DigitalCampus_



DigitalCampus



DigitalCampus_Africa



DigitalCampus



Sign up to our newsletter

Pay Options

We have various payment options for students.

When you apply we will be able to discuss these with you and help you choose the best option for you.