

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip learners with the necessary knowledge, skills and attitudes to participate in the development and implementation of an organisation's employment equity plans and prepare, recruit and select suitable candidates according to ability and potential.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Participate in the implementation and utilisation of equity related processes
- Recruit and select candidates to fill defined positions

PROGRAMME OUTLINE

- Employment Equity processes
- Plan and prepare for recruitment and selection
- Recruit applicants
- Select staff

LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should already be able to:

- Communicate verbally and in writing at NQF level 3
- Interpret relevant labour legislation and organisational policies
- Gather, organise, record and manage information.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL against these unit standards are allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 3 Days

Assessment: Portfolio of evidence will be submitted within four weeks after completing the training. Assessment activities include evaluating an employment equity plan and report as well as recruitment plan and selection document.

Certification: This includes obtaining endorsement from the SETQAA.

Unit Standard(s):

- 10983 - Participate in the implementation and utilisation of equity related processes
- 10978 - Recruit and select candidates to fill defined positions

NQF Level: 4

Credits: 15

TARGET GROUP

- Line managers
- HR managers
- Administration managers
- Administration clerks
- Recruitment agents

BENEFITS

- Increased productivity
- Compliance with EE and BEE legislation
- Effective recruitment and selection processes
- Credits towards a qualification
- Improved opportunities to claim skills grants