



### SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (Task Team) for


#### Labour Relations

registered by Organising Field 03 – Business, Commerce and Management, publishes the following Qualifications and Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Qualifications and Unit Standards. The full Qualifications and Unit Standards can be accessed via the SAQA web-site at [www.saqqa.org.za](http://www.saqqa.org.za). Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Qualifications and Unit Standards should reach SAQA at the address below and **no later than** 30 November 2009. All correspondence should be marked **Standards Setting – Task Team for Labour Relations** and addressed to

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D. MPHUTHING

ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**QUALIFICATION:****Advanced Certificate: Labour Relations Practice**

SAQA QUAL ID	QUALIFICATION TITLE		
74570	Advanced Certificate: Labour Relations Practice		
ORIGINATOR	PROVIDER		
Task Team - Labour Relations			
QUALIFICATION TYPE	FIELD	SUBFIELD	
National Certificate	3 - Business, Commerce and Management Studies	Human Resources	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	139	Level 6	Regular-Unit Stds Based

***This qualification does not replace any other qualification and is not replaced by another qualification.***

**PURPOSE AND RATIONALE OF THE QUALIFICATION**

Purpose:

The purpose of the Qualification is to develop people who will be able to manage, resolve and help prevent labour disputes.

A large number of the competencies developed in the Qualification are rooted in actual workplace practice and should lead to greater productivity resulting from the improved performance by the learner, due to the integration of the knowledge mastered with workplace practice. Learners will be able to:

- Facilitate fair and just labour relations in an organisation.
- Manage and resolve labour disputes.
- Initiate actions that could prevent labour disputes.
- Implement management practices.
- Consider and apply relevant legislation and Jurisprudence.

The purpose of this Qualification is to:

- Equip learners to understand and develop the ability to apply the underlying principles of the Labour Relations sector and associated Human Resource Development legislation.
- Equip learners to become effective employees, employers and/or self-employed members of society.
- Improve the Labour Relations skills of employees in the sector.
- Enable the learner to assist within his/her community with labour related issues and thereby ensure social and economic transformation.
- Ensure the development of competence in the Labour Relations field.

Rationale:

With the advent of democratic government in South Africa in 1994 an entirely new approach to Labour Relations Practice (LRP) in South Africa has emerged. There has been the establishment of new statutory structures with implications for every level of labour relations in

the country. Their purpose is to advance economic development and social justice, to reduce labour unrest and to advance the democratisation of the workplace by fulfilling the primary objective of the Labour Relations Act. The Qualification will help to transform the labour market and workplace by promoting sound and improved employment relationships.

The Advanced Certificate: Labour Relations Practice, NQF Level 6 provides learners with specific learning and skills related to labour disputes, mediation, conciliation and arbitration as regulated by Labour Law. This learning will deepen their understanding of the South African Labour Relations field and will underpin their ability to use this learning in various workplaces. The development of competence in this field can lead to better service delivery, institutional longevity and the promotion of job creation and security. Application of the learning in this Qualification will also assist parties in labour disputes to enforce their labour rights, while at the same time enabling them to become aware of their obligations as active and responsible participants in society and the economy.

This Certificate is thus designed to enable individuals to develop the theoretical competencies and the practical skills to operate effectively in the labour relations field.

This qualification would be applicable to the following people and organisations:

- The Commission for Conciliation, Mediation and Arbitration (CCMA).
- The Department of Labour.
- Labour consultants.
- Bargaining and statutory councils.
- Private agencies.
- Advice offices.
- Law firms, particularly labour lawyers.
- Human Resource Practitioners.
- Trade unions and federations.
- Employer organisations and federations.

#### **RECOGNIZE PREVIOUS LEARNING?**

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#### **LEARNING ASSUMED IN PLACE**

- Communication at NQF Level 4.
- Mathematical Literacy at NQF Level 4.

It is also assumed that the learner is able to interpret financial statements and use information in the statements to make informed decisions.

#### **Recognition of Prior Learning:**

This Qualification may be achieved wholly or in part through the Recognition of Prior Learning. The Qualification may be granted to learners who have acquired the necessary skills and knowledge without attending formal courses, providing they can demonstrate competence in the outcomes of the individual unit standards as required by the Fundamental, Core and Elective components as stipulated in the Qualification and encapsulated by the Exit Level Outcomes.

A Recognition of Prior Learning process may also be used to credit learners with the relevant unit standards in which they have developed the necessary competencies as a result of workplace and experiential learning.

Recognition of Prior Learning may also be applied for learners who are not in possession of a Further Education and Training Certificate or equivalent in order to gain access to the Qualification.

Learners submitting themselves for Recognition of Prior Learning should be thoroughly briefed prior to the assessment, and will be required to submit a Portfolio of Evidence in the prescribed format to be assessed for formal recognition. While this is primarily a workplace-based Qualification, evidence from other areas of endeavour may be introduced if pertinent to any of the Exit Level Outcomes.

Access to the Qualification:

Access to this Qualification is open to all learners in possession of a National Senior Certificate, a Further Education and Training Certificate or equivalent Qualification. Because of the very practical nature of the learning, it is preferable for learners to be employed in the Labour Relations sector or to have access to such a workplace to be able to practically apply the competencies developed through the unit standards.

### **QUALIFICATION RULES**

The Qualification is made up of a combination of Fundamental, Core and Elective components, totalling a minimum of 139 Credits.

Fundamental component:

- All unit standards to a total value of 7 credits are compulsory.

Core component:

- All unit standards to a total value of 117 credits are compulsory.

Elective component:

- The learner is required to select unit standards to a total value of at least 15 credits for this component, in order to complete the Qualification.

The Elective Unit Standards relate to the range of areas in which the Labour Relations Practitioner might work. The range of possibilities embodied in the Electives applies to both individual and workplace.

### **EXIT LEVEL OUTCOMES**

1. Facilitate fair and just labour relations in an organisation.
2. Manage and resolve labour disputes.
3. Initiate actions to prevent labour disputes.
4. Implement management practices.
5. Consider and apply relevant legislation and Jurisprudence.

Critical Cross-field Outcomes:

This Qualification addresses the following Critical Cross-field Outcomes:

- Identifying and solving problems pertaining to the facilitation and managing of various labour relations assignments which may have an impact on both the employer and employees.
- Working effectively with others to build and maintain relationships related to labour relations needs, responses and situations in the workplace.

- Organising and managing oneself and one's activities when supporting labour relations initiatives/processes.
- Collecting, analysing, organising and critically evaluating information which has an impact on any labour relations issue in a specific context.
- Communicating effectively when dealing with parties/stakeholders and facilitating and responding to any labour relations issue.
- Using science and technology effectively and critically when preparing, processing and distributing information based on the needs and requirements of a specific labour relations initiative.
- Demonstrating an understanding of the world as a set of related systems where meeting the needs of the parties involved in labour relations, has a positive impact on the creation of a better work life for both employers and employees.
- In order to contribute to the full personal development of each learner and the social and economic development of society at large, it must be the intention underlying any programme of learning to make an individual aware of the importance of:
  - Reflecting on and exploring a variety of strategies to learn more effectively.
  - Participating as responsible citizens in the life of local, national and global communities.
  - Being culturally and aesthetically sensitive across a range of social contexts.
  - Exploring education and career opportunities.
  - Developing entrepreneurial opportunities when dealing with any and all labour relations related issues in a specific context.

All of the above contribute to the full personal development of each learner and the social and economic development of society at large by ensuring participation as responsible citizens in the life of local, national and global communities, in terms of community development issues.

#### **ASSOCIATED ASSESSMENT CRITERIA**

Associated Assessment Criteria for Exit Level Outcome 1:

- An understanding of labour market principles, policies and economics is applied in the workplace.
- Labour legislation and regulations are applied where applicable in the workplace.
- Sustainable relations between the various parties involved in labour are established and maintained through good communication.
- Facilitation between parties is conducted on labour disputes to the mutual benefit of all parties involved.

Associated Assessment Criteria for Exit Level Outcome 2:

- Statutory time limits are adhered to achieve effective and expeditious dispute resolution.
- An agreement is reached that a dispute needs to be resolved and/or a deadlock broken.
- An appropriate dispute resolution process is selected and conducted.
  - Range: Dispute resolution process may include, but is not limited to, complex conciliation, mediation, facilitation, arbitration, pre-dismissal arbitration and In Limine hearings.
- An advanced understanding of Law of Evidence is applied to ensure that the process is fair and lawful.
- A valid and enforceable award is issued within statutory time limits (including advisory awards).
- Arbitration awards are effectively understood and managed.
- The review process is understood and managed.
- The duties of a taxing master are executed in line with prescribed cost scales.

Associated Assessment Criteria for Exit Level Outcome 3:

- Statistical data is read and interpreted to establish trends so as to anticipate possible labour disputes.

- Research is conducted to benchmark dispute trends nationally and internationally.
- Interventions are conducted with stake holders to foster positive workplace relations and to forestall future labour disputes.
- Education and training interventions are designed, developed and presented in line with best practice to interested stakeholders to advance understanding of labour issues and alternative ways of dealing with them to avoid disputes.
  - Range: Interventions may include but are not limited to, road shows, exhibitions, workshops, user forums, awareness campaigns, out-reach programmes, capacity building programmes.

#### Associated Assessment Criteria for Exit Level Outcome 4:

- Diversity in the workplace is acknowledged and managed.
- Best Practice guidelines for the prevention and resolution of labour disputes are identified and interpreted for a team, department or division.
- Arbitration, conciliation and In Limine hearings are conducted according to convention and standard practice.
- Meetings to address conflicts and/or disputes are chaired according to convention.

#### Associated Assessment Criteria for Exit Level Outcome 5:

- Relevant legislation relating to strikes, lock-outs and picketing is interpreted and applied.
- An advanced understanding of the South African Constitution as it relates to the dispute resolution process is demonstrated using examples of real situations.
- Case law is applied to comply with judicial precedents and to ensure consistency of decisions.
- The relationship between the International Labour Organisation (ILO) Conventions and South African Labour Law is understood and examples are given of those clauses/sections that have been ratified by the South African Government and are contained in South African legislation.

#### Integrated Assessment:

The Qualification and its associated assessment criteria have been designed so that assessment is fully integrated with the learning. The learner must, in an authentic setting:

- Demonstrate competence by means of the practical application of the embedded knowledge in a manner that meets the required performance standard required.
- Illustrate a clear understanding of the concepts, theory and principles that underpin the practical actions taken.

The emphasis throughout the Qualification should be on continuous, formative assessment. Much of this is achieved in "sites of application" and involves a range of assessment tools, which will include a degree of self and peer assessment. A number of appropriate summative assessments should be planned at specific times by the assessor/s, keeping the learner well-informed of all aspects of assessment principles.

As a result of a range of ongoing assessment approaches in terms of testing and evaluating the fundamental, practical and reflexive competence of the learner, a skills matrix should be produced. This will clearly indicate not only the knowledge gaps and skills deficits of the individual, but also highlight the learner's strengths and weaknesses related to the other elements of applied competence, namely:

- Information processing and the power of analysis.
- Problem solving and a decision making capacity.
- Communication skills.

The assessment process should also be able to be used for Recognition of Prior Learning, subject to the rules and criteria of the relevant Education and Training Quality Assurance (ETQA) body.

### **INTERNATIONAL COMPARABILITY**

This Qualification has been compared with international practice in Labour Relations. However, it needs to be recognised that the South African Labour Legislation deals pointedly with the legacy of the past and the introduction of new, democratic structures, systems and practices in the Labour Relations field. This Qualification deals explicitly with those elements. Labour Relations is based on domestic legislation and therefore will only relate locally.

Japan:

JILAF - Japan International Labour Foundation:

Course Title: Present Issues of the Trade Union Movement in Japan:

- Current and political conditions in Japan.
- Status and activities of the trade union movement in Japan.

Course Title: Labour-related legislation and the social security in Japan:

- History and special characteristics of current labour-related legislation in Japan and the social security system for workers and working women.
- The main benefits under employment insurance and social insurance.
- Legislation relating to childbirth.
- Child care.
- Nursing care.
- Related labour statistics.

Course Title: History of the Labour Movement in Japan:

- Japanese economy and society.
- Japanese culture.

Course Title: Trade unions and industrial relations in Japan:

- Characteristics of the organisational structure of the Japanese labour movement and the content of its activities.
- Functions, roles and mutual relations of RENGO (Japanese Trade Union Confederation).
- Industrial federations.
- Company-based unions.
- Policy system demands.

Course Title: Industrial Relations:

- Broad explanation of basic principles and methods of labour relations.
- Describing the mechanism of the spring labour offensive.
- Specific examples of labour-management relations.
- Collective bargaining and the management consultation system.

Course Title: RENGO (Japanese Trade Union Confederation):

- Outline and explanation of RENGO.
- Constituent organisations.

- Organisation efforts.
- Policy system demand.
- Proposal activities.
- Involvement in politics.
- Role in election campaigns.

Course Title: Ministry of Health, Labour and Welfare:

- Outline of labour administration.
- Explanation of employment policy.
- Explanation of support systems.
- Explanation of industrial relations and the government.
- Explanation of the labour legislation.

Course Title: Japan Productivity Centre (JPC):

- Explanation of the establishment and history of the Japan productivity centre (JPC).
- The explanation of the relationship between the productivity development movement and the labour movement.
- The explanation of the process and background of productivity development.
- The explanation of the relationship with the maintenance and securing of employment.

The above set of short courses offered by the Japan International Labour Foundation (JILF) contains some elements of the learning in the Advanced Certificate: Labour Relations Practice, Level 6. It must be noted however, that they include additional issues like culture and productivity, which are not included in the South African Qualification.

Brazil:

The National Training and Vocational Development Secretariat (SEFOR).

Course Title: Labour Relations and Industrial Performance:

- The industrial workforce and the labour market.
- The structure of the labour market.
- Shaping the labour market.
- Basic economic and labour statistics.
- Working conditions.
- The factory environment.
- Shaping the factory environment.
- Factory conditions in São Paulo.
- Industrial performance.
- Industrial capabilities.
- The political economy of production performance.

Conclusion:

The course offered by The National Training and Vocational Development Secretariat (SEFOR) in São Paulo, Brazil, covers very broad subject areas which seem more of an overview of the labour market and therefore it does not align with this Qualification.

USA:

Cornell University - Industrial and Labour Relations (ILR) School:



Course Title: Increasing Effectiveness in arbitration:

- How to select an arbitrator.
- Assessing the strengths and weaknesses of your case.
- Evidence and testimony necessary to win an arbitration.
- How to frame an issue for arbitration.
- Techniques for presenting an opening statement.
- Guidelines for developing the theory of your case.
- Approaches to identifying and preparing witnesses.
- Key points in preparing an opening statement.
- Understanding important evidentiary concepts.
- Approaches to evidentiary problems.
- Oral closing arguments and written briefs.

Course Title: Collective Bargaining Immersion Programme:

- Preparation for collective bargaining.
- Effective collective bargaining.
- Dynamics of labour negotiations.

Course Title: Contract Administration:

- Contract Language.
- Working within it, making it work for you.
- Effective Discipline.
- Best practices for a unionised environment.
- Effective Grievance Handling.
- From one step to arbitration.
- Investigation tools and techniques.
- Labour relations for managers.
- Managing effectively in a unionised environment.

Course Title: Collective Bargaining:

- Contemporary issues in collective bargaining: In focus and in context.
- Effective collective bargaining skills and strategies.
- Interest based bargaining.
- Preparation for collective bargaining.

Course Title: Labour-Management Cooperation:

- Labour-management strategies for organisational change.
- The dynamics of labour negotiations.

Course Title: Legal Issues:

- Labour-relations law.

Course Title: Certificate: Collective Bargaining Studies:

- Labour relations law.
- Preparation for collective bargaining.
- Effective collective bargaining.
- Contract language.
- Working within it, Making it work for you.

- Dynamics of labour negotiations.
- Interest-based bargaining.
- Labour-management strategies for organisational change.
- Labour Relations Forum.
- Contemporary issues in collective bargaining.

These American courses compare favourably with the South African Advanced Certificate: Labour Relations Practice, Level 6. The local Qualification offers all the same basic subjects, in both the Core and Elective components.

Ireland:

Labour Relations Agency - Belfast.

Course Title: Written Statement of Main Terms and Conditions of Employment:

- Employment rights.

Course Title: Disciplinary Rules and Procedures:

- Disciplinary rules and procedures to promote fairness, consistency and order.

Course Title: Grievance Procedures:

- Deal with grievances fairly, consistently and speedily.

The three courses offered by the Labour Relations Agency in Belfast do not compare well with the South African Advanced Certificate: Labour Relations Practice, Level 6. The only similarity is the Grievance Procedures Course, which is included in this Qualification's Elective component.

India:

XLRI Jamshedpur - School of Business and Industrial Relations.

Course Title: Personnel Management and Industrial Relations:

- Human resource planning.
- Human resource information systems.
- Selection.
- Performance management.
- Training and development.
- Compensation administration.
- Industrial relations.
- Labour relations.
- Personnel management.

The course offered by the School of Business and Industrial Relations in Jamshedpur, India deals with very broad subjects with little detail. The learning in terms of subject areas is similar but not in terms of subject detail. Many of the Modules are Personnel Management related.

UK (United Kingdom):

Central London - Employee Relations, Trade Unions and the Law:

Course Title: Training and Development:

- A Thorough understanding of rights and responsibilities.
- Collective side of employment law and employee relations.
- Explain essential elements of trade union.
- Describe key elements of union recognition.

Course Title: Employee Relations:

- Employment relationship.
- Processes used to resolve conflicts and manage the relationship.

Course Title: European Union:

- Managing employee relations.
- Employee relations processes and procedures.

The above three course show a close relationship to the Unit Standards in the South African Advanced Certificate: Labour Relations Practice, Level 6. The one major difference is the inclusion of 'trade union element' in the above course.

Labour Relations Agency - United Kingdom:

Course Title: Advisory Workshops:

- Assist employers and develop and maintain effective employment practices and procedures that best meet their needs and which comply with statutory requirements.
- Raise awareness of the provisions of employment legislation and to promote and develop good practice.
- Update participants on a range of relevant issues which could affect the content of their employment documentation.

The above course does not compare all that favourably with the South African Advanced Certificate: Labour Relations Practice, Level 6 as it only covers issues related to informing the learners about basic labour relations issues.

Australia:

Seek Learning - Open Universities Australia.

Course Title: Graduate Certificate in Industrial Relations:

- Effectively manage people in organisations.
- Current Industrial Relations theory.
- Practices within people management.

This Graduate Certificate in Industrial Relations does not compare well as it focuses mainly on Management subjects and the human resource side dealing with people at work. It does not cover the real core issues related to Industrial Relations.

In conclusion it can be said that the Advanced Certificate: Labour Relations Practice, Level 6 does not seem to be similar to any other qualification on labour relations offered at this level in any other country. It is a product of the need for transformation in the labour relations field in South Africa and of the introduction of new procedures and structures to deal with labour relations and labour issues in South Africa and therefore is unique to South Africa.

**ARTICULATION OPTIONS**

Horizontal articulation is possible with:

- ID 57206: Certificate: Management Studies; NQF Level 6.

Vertical articulation is possible with:

- ID 48920: National Certificate: Attorneys Practice; NQF Level 7.

**MODERATION OPTIONS**

- Anyone assessing a learner, or moderating the assessment of a learner, against this Qualification must be registered as an assessor with the relevant ETQA, or with an ETQA that has a Memorandum of Understanding (MOU) with the relevant ETQA.

- Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA, or with an ETQA that has an MOU with the relevant ETQA.

- Assessment and moderation of assessment will be overseen by the relevant ETQA according to the policies and guidelines for assessment and moderation of that ETQA, in terms of agreements reached around assessment and moderation between various ETQAs (including professional bodies), and in terms of the moderation guideline detailed immediately below.

- Moderation must include both internal and external moderation of assessments at all exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual unit standards as well as the integrated competence described in the Exit Level Outcomes of the Qualification.

- Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA, or with an ETQA that has an MOU with the relevant ETQA.

The options as listed above provide the opportunity to ensure that assessment and moderation can be transparent, affordable, valid, reliable and non-discriminatory.

**CRITERIA FOR THE REGISTRATION OF ASSESSORS**

For an applicant to register as an assessor or moderator of this Qualification the applicant needs to be:

- Registered as an assessor with the relevant ETQA.
- In possession of a Qualification in Labour Relations or Labour Law at NQF Level 7 or higher, whether achieved by Recognition of Prior Learning or not.

**NOTES**

N/A

**UNIT STANDARDS**

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	337085	Demonstrate an understanding of labour market dynamics	Level 6	4
Fundamental	264408	Manage and improve communication processes in a function	Level 6	3
Core	119946	Conduct a labour conciliation process	Level 5	12
Core	119939	Conduct negotiations in labour mediation	Level 5	6
Core	119500	Conduct research in a paralegal context	Level 5	10
Core	115326	Identify and apply the principles of law of evidence	Level 5	6
Core	119941	Manage and conduct an arbitration process	Level 5	12
Core	337119	Write advisory awards in labour disputes	Level 5	6

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	119933	Write arbitration awards	Level 5	8
Core	337082	Apply labour dispute prevention approaches	Level 6	16
Core	264403	Apply problem-solving techniques to make decisions on a multi-faceted problem	Level 6	5
Core	337080	Demonstrate an understanding of labour market economics and statistics	Level 6	6
Core	337079	Facilitate a mass retrenchment process	Level 6	8
Core	337081	Interpret and apply labour legislation relating to strikes, lock-outs and picketing	Level 6	5
Core	337084	Interpret the implications for South Africa of Conventions of the International Labour Organisation which have been ratified by the South African government	Level 6	6
Core	119929	Manage and conduct an in limine hearing	Level 6	6
Core	264409	Use negotiation in multi-faceted situations to achieve the objectives of a function	Level 6	5
Elective	119935	Apply the Arbitration Act in dispute resolution	Level 5	4
Elective	337083	Demonstrate an understanding of legislation, regulations and dispute resolution institutions in the public service	Level 5	10
Elective	114228	Demonstrate and apply an understanding of bargaining council rules	Level 5	3
Elective	337120	Conduct fact finding and investigation processes	Level 6	8
Elective	337121	Demonstrate an understanding of collective agreements and bargaining councils	Level 6	12
Elective	337086	Interpret and apply the South African Constitution as it relates to the dispute resolution process	Level 6	5
Elective	337101	Interpret and apply the provisions of the Promotion of Administrative Justice Act (PAJA)	Level 6	5
Elective	337100	Tax a bill of costs	Level 6	5

**LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION**

**None**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## UNIT STANDARD:

*Facilitate a mass retrenchment process*

SAQA US ID	UNIT STANDARD TITLE		
337079	Facilitate a mass retrenchment process		
ORIGINATOR	PROVIDER		
Task Team - Labour Relations			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Human Resources		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	8

New NQF Level: NQF Level 06

*This unit standard does not replace any other unit standard and is not replaced by another unit standard.*

**SPECIFIC OUTCOME 1**

Demonstrate an understanding of and apply the requirements for the issuing of a notice of intention to dismiss.

**SPECIFIC OUTCOME 2**

Prepare for facilitation meetings.

**SPECIFIC OUTCOME 3**

Conduct facilitation meetings.

**SPECIFIC OUTCOME 4**

Complete the facilitation meetings.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Core	74570	Advanced Certificate: Labour Relations Practice	Level 6



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Demonstrate an understanding of labour market economics and statistics***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
337080	Demonstrate an understanding of labour market economics and statistics		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Labour Relations			
<b>FIELD</b>	<b>SUBFIELD</b>		
3 - Business, Commerce and Management Studies	Human Resources		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	6

New NQF Level: NQF Level 06

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Interpret and apply the methods of analysing labour markets.

**SPECIFIC OUTCOME 2**

Identify and apply the principles of macro-economics to the labour market.

**SPECIFIC OUTCOME 3**

Identify and apply the principles of micro-economics to the labour market.

**SPECIFIC OUTCOME 4**

Interpret and source labour economic statistics.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>LEVEL</b>
Core	74570	Advanced Certificate: Labour Relations Practice	Level 6



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Interpret and apply labour legislation relating to strikes, lock-outs and picketing***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
337081	Interpret and apply labour legislation relating to strikes, lock-outs and picketing		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Labour Relations			
<b>FIELD</b>		<b>SUBFIELD</b>	
3 - Business, Commerce and Management Studies		Human Resources	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	5

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Demonstrate an understanding of the right to strike and the recourse to lock out.

**SPECIFIC OUTCOME 2**

Explain the limitations as set out in the Labour Relations Act on the right to strike and the recourse to lock out.

**SPECIFIC OUTCOME 3**

Interpret the legality of secondary strikes as set out in the Labour Relations Act.

**SPECIFIC OUTCOME 4**

Describe the limitations and rights of employees and employers during strikes and lock outs that are in compliance with the Labour Relations Act.

**SPECIFIC OUTCOME 5**

Explain the requirements and application of picketing rules in terms of the Labour Relations Act.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>LEVEL</b>
Core	74570	Advanced Certificate: Labour Relations Practice	Level 6





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:***Apply labour dispute prevention approaches*

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
337082	Apply labour dispute prevention approaches		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Labour Relations			
<b>FIELD</b>		<b>SUBFIELD</b>	
3 - Business, Commerce and Management Studies		Human Resources	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	16

New NQF Level: NQF Level 06

*This unit standard does not replace any other unit standard and is not replaced by another unit standard.*

**SPECIFIC OUTCOME 1**

Analyse trends and statistics.

**SPECIFIC OUTCOME 2**

Make information available and create awareness to prevent disputes.

**SPECIFIC OUTCOME 3**

Foster positive workplace relations.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>LEVEL</b>
Core	74570	Advanced Certificate: Labour Relations Practice	Level 6



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Demonstrate an understanding of legislation, regulations and dispute resolution institutions in the public service***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
337083	Demonstrate an understanding of legislation, regulations and dispute resolution institutions in the public service		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Labour Relations			
<b>FIELD</b>	<b>SUBFIELD</b>		
3 - Business, Commerce and Management Studies	Human Resources		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	10

New NQF Level: NQF Level 05

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Explain the application, scope and purpose of legislation in the public service with respect to employment relations.

**SPECIFIC OUTCOME 2**

Demonstrate an understanding of the Public Service Act and Public Service Regulations.

**SPECIFIC OUTCOME 3**

Demonstrate an understanding of dispute resolution institutions and procedures in the public service.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>LEVEL</b>
Elective	74570	Advanced Certificate: Labour Relations Practice	Level 6



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Interpret the implications for South Africa of Conventions of the International Labour Organisation which have been ratified by the South African government***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
337084	Interpret the implications for South Africa of Conventions of the International Labour Organisation which have been ratified by the South African government		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Labour Relations			
<b>FIELD</b>		<b>SUBFIELD</b>	
3 - Business, Commerce and Management Studies		Human Resources	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	6

New NQF Level: NQF Level 06

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Identify and describe the core conventions that have been ratified by South Africa.

**SPECIFIC OUTCOME 2**

Demonstrate an understanding of the critical input by South Africa in consolidating the voice of the African member states and its overall coordinating role on the African continent.

**SPECIFIC OUTCOME 3**

Identify and discuss the challenges facing the International Labour Organisation and its member states.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>LEVEL</b>
Core	74570	Advanced Certificate: Labour Relations Practice	Level 6



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## UNIT STANDARD:

*Demonstrate an understanding of labour market dynamics*

SAQA US ID	UNIT STANDARD TITLE		
337085	Demonstrate an understanding of labour market dynamics		
ORIGINATOR		PROVIDER	
Task Team - Labour Relations			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Human Resources		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	4

New NQF Level: NQF Level 06

*This unit standard does not replace any other unit standard and is not replaced by another unit standard.*

**SPECIFIC OUTCOME 1**

Explain labour market dynamics.

**SPECIFIC OUTCOME 2**

Explain the application of labour market dynamics to dispute management processes.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Fundamental	74570	Advanced Certificate: Labour Relations Practice	Level 6



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Interpret and apply the South African Constitution as it relates to the dispute resolution process***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
337086	Interpret and apply the South African Constitution as it relates to the dispute resolution process		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Labour Relations			
<b>FIELD</b>		<b>SUBFIELD</b>	
3 - Business, Commerce and Management Studies		Human Resources	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	5

New NQF Level: NQF Level 06

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Demonstrate a broad understanding of the Constitutional History of South Africa.

**SPECIFIC OUTCOME 2**

Demonstrate an understanding of the basic features of the constitutional order.

**SPECIFIC OUTCOME 3**

Demonstrate an understanding of the judicial authority as set out in the South African Constitution.

**SPECIFIC OUTCOME 4**

Provide an overview of the substantive provisions of the Bill of Rights as set out in the Constitution.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>LEVEL</b>
Elective	74570	Advanced Certificate: Labour Relations Practice	Level 6



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:***Tax a bill of costs*

SAQA US ID	UNIT STANDARD TITLE		
337100	Tax a bill of costs		
ORIGINATOR			PROVIDER
Task Team - Labour Relations			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Human Resources		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	5

New NQF Level: NQF Level 06

*This unit standard does not replace any other unit standard and is not replaced by another unit standard.*

**SPECIFIC OUTCOME 1**

Explain costs and taxation in relation to arbitrations.

**SPECIFIC OUTCOME 2**

Prepare for cost and taxation considerations.

**SPECIFIC OUTCOME 3**

Make an award of costs.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Elective	74570	Advanced Certificate: Labour Relations Practice	Level 6



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## UNIT STANDARD:

*Interpret and apply the provisions of the Promotion of Administrative Justice Act (PAJA)*

SAQA US ID	UNIT STANDARD TITLE		
337101	Interpret and apply the provisions of the Promotion of Administrative Justice Act (PAJA)		
ORIGINATOR		PROVIDER	
Task Team - Labour Relations			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Human Resources		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	5

New NQF Level: NQF Level 06

*This unit standard does not replace any other unit standard and is not replaced by another unit standard.*

**SPECIFIC OUTCOME 1**

Demonstrate an understanding of the principles and provisions of the Promotion of Administrative Justice Act.

**SPECIFIC OUTCOME 2**

Apply and interpret provisions of Promotion of Administrative Justice Act (PAJA) to labour disputes.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Elective	74570	Advanced Certificate: Labour Relations Practice	Level 6



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:****Write advisory awards in labour disputes**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
337119	Write advisory awards in labour disputes		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Labour Relations			
<b>FIELD</b>		<b>SUBFIELD</b>	
3 - Business, Commerce and Management Studies		Human Resources	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	6

New NQF Level: NQF Level 05

**This unit standard replaces:**

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
119925	Consider Advisory awards in labour disputes	Level 6	6	Will occur as soon as 337119 is registered

**SPECIFIC OUTCOME 1**

Explain advisory awards.

**SPECIFIC OUTCOME 2**

Consider an advisory award following a conciliation process.

**SPECIFIC OUTCOME 3**

Consider an application for an advisory award to determine employee status.

**SPECIFIC OUTCOME 4**

Issue an advisory award.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Core	74570	Advanced Certificate: Labour Relations Practice	Level 6





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:****Conduct fact finding and investigation processes**

SAQA US ID	UNIT STANDARD TITLE		
337120	Conduct fact finding and investigation processes		
ORIGINATOR	PROVIDER		
Task Team - Labour Relations			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Human Resources		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	8

New NQF Level: NQF Level 06

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Understand and interpret terms of reference and statute for an investigation or fact finding.

**SPECIFIC OUTCOME 2**

Design an appropriate investigation or fact finding process.

**SPECIFIC OUTCOME 3**

Conduct the investigation and fact finding process.

**SPECIFIC OUTCOME 4**

Analyse information, coming to conclusions and reporting on the findings.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Elective	74570	Advanced Certificate: Labour Relations Practice	Level 6



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:***Demonstrate an understanding of collective agreements and bargaining councils*

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
337121	Demonstrate an understanding of collective agreements and bargaining councils		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Labour Relations			
<b>FIELD</b>		<b>SUBFIELD</b>	
3 - Business, Commerce and Management Studies		Human Resources	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	12

New NQF Level: NQF Level 06

*This unit standard does not replace any other unit standard and is not replaced by another unit standard.***SPECIFIC OUTCOME 1**

Explain bargaining councils.

**SPECIFIC OUTCOME 2**

Explain the binding nature of collective agreements.

**SPECIFIC OUTCOME 3**

Explain enforcement of collective agreements.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>LEVEL</b>
Elective	74570	Advanced Certificate: Labour Relations Practice	Level 6