



TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER THE JUTA'S ANNUAL LABOUR LAW UPDATE SEMINAR

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver the Juta's Annual Labour Law Update seminar.

2. Background

The Department of Public Works & Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis in Head Office for the current financial year to identify the training needs of the Units and developed a Training Plan for implementation of those needs.

Juta's Annual Labour Law Update seminar has been identified by six (06) officials in the Directorate: Labour Relations Management.

3. Expected Outcomes/ Deliverables

This seminar will help delegates to share new ways of thinking as best practices in pursuit of excellence in profession.

4. The seminar will cover the following areas:

4.1 Individual Employment Law.

- Disciplinary procedure: Drafting charges, consequences of unfair hearing, LRA vs BCEA?.
- Misconduct: Handling dubious sick certificate, substance use and political activity in the workplace.
- Automatically Unfair Dismissals: cases involving ageing employees and religious observance.
- Unfair Labour Practices: Promotions, demotions, benefits and warnings.



4.2 Collective Labour Law

- Interpretation and application of collective agreements.
- Strike-related dismissals: What constitutes a protected strike?
- Registration of trade unions and employers organisations.

4.3 Discrimination Law

- Providing discrimination.
- Arbitrary discrimination.
- Harassment and bullying.
- Unequal pay.

4.4 Retrenchment & Transfer of business

4.5 Proposed and Amendments.

- Codes of Good Practice.
- Labour Relations Act.
- Basic Conditions of Employment Act.
- Employment Equity Regulations.

5. Duration of the seminar

The seminar should be presented over a period of one (01) day.

6. Total number to be trained

Six (06) officials from Head Office are to attend the seminar.

7. Certification

Officials should not be subjected to practical assessment.

8. Training venue

The training venue should be provided by the Service Provider.

9. Specific professional experience

The Service provider is chosen for their training experience, have proven relevant experience in management and facilitation of the Juta's Annual



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Labour Law Update seminar. The service provider should provide a competent speakers for this seminar.

10. Special Requirements

It is a requirements that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

11. All disbursements must be included within the cost per delegate.

12. Enquiries

All enquiries should be directed to:

Ms Nonkululeko Chiya
Training and Development
(012) 406 1317