

SHORT & CERTIFICATE COURSES

**WITS PLUS**

# LABOUR RELATIONS IN SOUTH AFRICA

Join us for an evening class in *Labour Relations of South Africa*, over 14 weeks, in two-hour weekly sessions.

The course is offered at the University's Braamfontein Campus West in lecture and tutorial format. You will be guided through this programme by a Wits lecturer and advocate in practice.

## OBJECTIVES

This course aims to introduce participants to the basic principles of labour law and inculcate a practical approach to work related issues.

## WHO WILL BENEFIT FROM THIS COURSE?

Any person, regardless of whether s/he is an employer or employee, who needs a simple understanding of labour issues denuded of all esoteric legal principles.

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## STRUCTURE & TIMETABLE

This course comprises a series of lectures combined with practical exercises (of two hours duration) held over a period of 14 weeks (a semester).

## OBJECTIVES

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## WHO WILL BENEFIT FROM THIS COURSE?

Any person, regardless of whether s/he is an employer or employee, who needs a simple understanding of labour issues denuded of all esoteric legal principles.

## ENTRY REQUIREMENTS

Matric or equivalent is a pre-requisite and participants need to be interested in the function of labour relations and recognise that they have a use for such knowledge in their working lives.

## SYLLABUS

- The role of trade unions in the work place.
- Details of how an investigation is conducted.
- Details of a disciplinary inquiry and the benefit of having a representative.
- Preparation and execution of arbitration.
- Introduction to the law of evidence without the legalese.

*Detailed course outlines will be provided in the first lecture.*

## OUTCOMES AND COMPETENCIES

To improve the level of competence of participants in basic labour law practice.

## ASSESSMENT OF PERFORMANCE

Students will be required to attend the lectures, undertake tutorial work, submit an assignment, write a test and an examination. Students will be required to achieve a minimum of 50% to satisfy the requirements of the programme and receive a certificate of competence.

## WHO ARE THE LECTURERS?

The course will be taught by Wits staff members in a small group environment in lectures and tutorials. Interactive discussion will be integral to these courses.

## APPLICATIONS

Applications should be accompanied by a short CV (3 pages maximum); matric certificate and a university academic/tertiary level study record.

## REGISTRATION

Your acceptance onto the programme will be confirmed by e-mail and mail. Participants are required to register and pay for the course ahead of commencement. Registration indicates your commitment to the course.

## COMMENCEMENT DATES

**Semester 1:** February, Tuesdays 17:30 – 19:30

**Semester 2:** July, Tuesdays 17:30 – 19:30

## FEES

R12 800 inclusive of course material.

## METHOD OF PAYMENT

The fees for all courses are the responsibility of the individual attending the course. All fees must be paid prior to registration. Payment can be made by electronic payment or bank deposits. You will then need to bring the original proof of payment to Wits Plus on Registration Day; dates will be provided in the acceptance letter.

## CANCELLATION OF A COURSE

Wits Plus courses offered over one semester:

- Cancellation before commencement of lectures will result in an administration fee of 15% of the total course fee regardless of the reason.
- Cancellation after commencement of lectures will result in liability for the full amount of the course fees regardless of the reason.

## CAMPUS ACCESS

All short course participants are issued with a Visitors Access Card at a cost of ±R140. Parking disc fees also apply: arrangements need to be made with the parking office. You may park in student parking on the Braamfontein Campus West.

Note: Wits Plus, University of the Witwatersrand, reserves the right to withdraw a course from its programme should registrations not reach viable numbers. In this event a full refund will be made. Refund requests will take a minimum of 30 working days to be processed after all documentation has been received.