



IMPLEMENT AND MANAGE HUMAN RESOURCE AND LABOUR RELATIONS POLICIES AND ACTS Unit Standard: 116394



Course Information



Qualification Title	Further Education and Training Certificate: New Venture Creation
Course Title	Implement and Manage Human Resource and Labour Relations Policies and Acts
Course Level	5
Course Credits	9
Course Duration	Three days
Cost of Course	R 2 800,00 per delegate (excluding 15% VAT)

Course Overview

The course will help delegates to analyse policy, procedures, agreements and conditions of employment applicable at the workplace environment and take the full responsibility to optimise and maintain efficiencies in policies.

In addition, the learner will be well-positioned to extend the learning into systems thinking and the motivation of a productive workforce at all levels. The profession and agribusiness will benefit from higher productivity levels and a positive external image projected through this.

Further Education and Training Certificate: New Venture Creation

Who Should Attend?	• Entrepreneurs. • Those who would like to complete the qualification.
Course Objectives	• Identify and assess own business ideas/opportunities for a new venture. • Analyse the viability of a selected idea/opportunity against specific screening variables. • Research the potential of a particular idea/opportunity as a new venture. • Analyse a range of risks associated with a new venture. • Evaluate new venture ideas/opportunities based on research findings.
Benefits	Benefits of this course include learning to: • Understand the concept of risk management. • Identify trends and have the ability to implement acceptable systems. • Understand the importance of the application of business principles in agricultural production with specific reference to human resources. • Access mainstream agriculture through a business-orientated approach to agriculture.

Course Content

Course Modules	Course modules consist of: 1. The development and maintenance of effective human resource policies and practices. 2. The drafting of job descriptions, recruitment, selection panels, and employment contracts. 3. The institute and facilitation of disciplinary policies, actions, and hearings. 4. Develop, facilitate, and monitor disciplinary policy, process and procedures. 5. Institute performance evaluation committees and manage the performance evaluation process. 6. Participate in the implementation of applicable labour legislation.
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**Certification and
Assessments**

All delegates who complete the summative assessment will be assessed, moderated and receive the SOR (Statement of Results) then the certificate of competence from WWiSE or SETA if it's a qualification

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.