



PST TRAINING (PTY) LTD

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Employment Equity (EE) Committee Training

Overview

The Employment Equity Committee members will gain a comprehensive understanding of the Employment Equity legislation and procedure from this course, along with the practical tools needed to collaborate positively in creating a reliable and transparent company consultation process.

Objectives

On completion of this course, delegates will be able to:

- Understand the purpose of the Employment Equity Act and know how to interpret and implement it effectively.
- Plan, implement, and monitor employment equity strategies.
- Apply employment equity laws that forbid harassment and discrimination.
- Use EEA2 and EEA4 forms correctly for reporting purposes.
- Prepare effectively for equity audits and know what to anticipate.
- Gain practical insights into developing EE Plans and aligning them with BBBEE requirements.

Course Prerequisite

Ability to read, write and understand English

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent subject matter trainer who utilises a combination of the following techniques to ensure that the session is practical and experiential:

- Discussion
- Role Play & Case Studies
- Practical Exercises
- Videos & Slide Shows
- Games & Group Activities
- Written Questions

Who should attend?

This course is ideal for:

- HR Managers and HR Personnel
- General Managers
- Employment Equity Committee Members
- Line Managers and Supervisors involved in recruitment, promotion, or succession planning
- Any employee who needs to understand what employment equity entails

Course Outline

This course consists of the following 5 modules

Module 1	Introduction to Employment Equity • Purpose and objectives of the Employment Equity Act • Designated groups (African, Coloured, Indian, women, persons with disabilities) • Understanding the importance of transformation in the workplace • Roles of designated employers and disclosure of information • Building a transparent and compliant consultation process
Module 2	Prohibition of Unfair Discrimination • Differentiation vs. discrimination • Direct and indirect discrimination • Grounds of discrimination in recruitment and selection • Employment Equity Act's stance on assessments (medical, psychometric, job analyses) • Practical examples of preventing harassment and bias in the workplace
Module 3	Employment Equity & Affirmative Action • What affirmative action means in practice • BBBEE scorecard and links to equity • National and regional demographics • Employment Equity Plans: one-year and three-year plans • Reporting requirements: EEA2 forms and record-keeping

Module 4	Pay Equity and Reporting • Wage discrimination: race, gender, disability • Pay gaps and discrepancies in the workplace • Amendments to the EE Act relating to wage equity • EEA4 forms and reporting obligations • Preparing for equity audits and avoiding penalties
Module 5	The Role of EE Committees • Responsibilities of EE Committees vs. HR departments • Oversight of policies, procedures, and practices • Identifying and addressing barriers (recruitment, promotion, succession planning, skills development) • The role of the Skills Development Committee and training plans • Planning and preparing effective EE meetings with measurable outcomes

Additional Information

Duration	1 Day	
Includes	• Comprehensive Training Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire