



<b>SAQA ID No:</b>	<b>NQF Level:</b>	<b>Credits:</b>
<b>93993</b>	<b>5</b>	<b>121</b>
<b>Qualification – National Certificate: Labour Relations Practice</b>		
Learning Programme ID 48641		
Field: 03 - Business, Commerce and Management Studies		

### National Certificate: Labour Relations Practice

#### Course Information

Equip learners to understand and apply the underlying principles of the Labour Relations sector and associated Human Resource Development Legislation.

Provide a Qualification at NQF Level 5 that is the second step in a learning pathway in the Labour Relations field which will enhance the mobility of employees along a career path in the sector. This can be done through an individual learning programme or through associated learnerships at various levels and areas in the Labour Relations environment.

<b>Course</b>	Full-time <b>National Certificate: Labour Relations Practice</b>		
<b>Programme Type</b>	SETA		
<b>Award Type</b>	Accredited Programme		
<b>Award Issued By</b>	Edu Options Academy		
<b>Accredited By</b>	Services SETA		
<b>Course Duration</b>	Theory	45 Days	Workplace 110 Days
<b>Entrance Criteria</b>	NQF Level 4		
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What does the **National Certificate: Labour Relations Practice** course entail?

You will complete the following modules in order to obtain this qualification:

#### Year 1

Module	CREDITS
Module 1: Communicate effectively in the workplace	20
Module 2: Screen and refer cases	6
Module 3: Labour legislation to real or simulated cases	16
Module 4: Rules of the Commission for Conciliation, Mediation and Arbitration	12
Module 5: Labour Relations Act relating to Collective Agreements and Bargaining Councils	11
Module 6: Disputes and select appropriate resolution process	9
Module 7: Compensation for Occupational Injury and Disease Act of 1993 (COIDA).	44
Module 8: Transformative elements of the Human Resource Development Legislation	10

How is the **National Certificate: Labour Relations Practice** programme assessed?

You will be required to undertake and complete the following per module: (Assignment, Tasks, Research Project and Assessments) as well as a Portfolio of Evidence

Theory	Workplace
<ul style="list-style-type: none"><li>• Tasks</li><li>• Assignments</li><li>• Research Project</li><li>• Assessments</li><li>• Portfolio Of Evidence (POE)</li></ul>	<ul style="list-style-type: none"><li>• Site Diary</li><li>• Logbook</li><li>• Portfolio Of Evidence (POE)</li></ul>

Duration of the **National Certificate: Labour Relations Practice** course

The Further Education and Training Certificate: Generic Management course is delivered in the following manner:

- The year is divided into two segments namely; Theoretical and Workplace
- Attend full-time classes at our campus in Port Elizabeth over a period of 9 weeks
- And 22 weeks workplace experience
- You will have access to a computer lab for research purposes.

Who should enrol on this **National Certificate: Labour Relations Practice** course?

The Certificate in Labour Relations Practice: NQF Level 5, is designed to meet the needs of learners who are already employed and involved in the fields of Labour Relations and/or Labour Law. Additionally, however, it will also meet the needs and aspirations of the youth and unemployed who wish to pursue a career in the Labour Relations and associated fields, or in other fields where this learning may be useful. This includes adult learners who want to enter the sector or develop their careers in one or more of the related sub-fields.

What are the pre-requisites for the **National Certificate: Labour Relations Practice** course?

For you to enrol on this qualification you should be in possession of:

- A National Senior Certificate or equivalent.
- 'Equivalent' refers to foreign qualifications (these are qualifications that you obtained in a foreign country, and which are evaluated by SAQA to be equivalent to the university entrance qualification of South Africa).
- A good command of English.

<H2> Further studies after **National Certificate: Labour Relations Practice** What is the articulation pathway for me once I have completed this full-time course? In other words, what is the possible next step when I have received this qualification? Once you have obtained this qualification in Labour Relations Practice, you have the option of entering the world of work immediately, or other appropriate fields through articulation with other tertiary institutions. You can obtain a degree at any other tertiary institution (university or private university in South Africa).

## <h2> What are my next steps?

If you require more information before deciding if this is the course for you, or if you would like to find out what other options we have available, please contact our call centre on: • Landline: 041 450 2550, or Mobile: 063 236 0351 • E-mail: [educol@iafrica.com](mailto:educol@iafrica.com) If you have decided that this is the course for you, then please... • Complete the application form. • Pay the course fees in full or the deposit required. • Submit all your supporting documentation to prove that you meet the entrance criteria for this course as set out in the pre-requisites above. • Send all of the above documentation to: » [educol@iafrica.com](mailto:educol@iafrica.com) We look forward to welcoming you as a student at Ed-U Options Academy Campus.