



Equal Pay For Work Of Equal Value | Job Profiling| Job Grading & Evaluation 2020

28-30 April 2020, Aviator Hotel OR Tambo Int , Johannesburg

As an HR Professional, having an effective and fair job evaluation and grading system is crucial to underpin best-practice reward policies and deliver pay-for performance.

This programme is designed to be highly practical, at the end of which HR Professionals will have the necessary skills to write professional job descriptions and person specifications for their organizations. They will also have practical skills to evaluate and grade positions at the same time achieve pay equity .

COURSE OBJECTIVES

- Linking Equal pay to Job Profiles & Evaluation
- Complying with Employment Equity Plans to eliminate Pay discrepancies
- Understanding the need for clear job descriptions and person specifications in the workplace
 - Explaining and apply the principles of Job Analysis and Profiling
- Integrate profiling & evaluation processes with its performance systems & competency framework
 - Understanding the difference between job descriptions, person specifications, and competencies
 - Understanding how to use job descriptions and person specifications in the workplace
- Understanding how to link tasks to competencies and identify key performance areas and indicators
 - Providing practice in constructing professional job descriptions and person specifications
 - Learning how to evaluate and grade positions

Seminar Conductor- Ockert Botha



He is in possession of a B Degree - HR Management / Industrial Psychology and has more than 15 years HR Generalist / Managerial experience in various corporate environments.

He is an energetic, self-motivated and a hardworking Human Resources Practitioner with specialist experience in all most all aspects of HR. Ockert is an experienced facilitator and speaks with good insight as he has held various managerial positions in the HR industry

08:30 Registration and Morning Refreshments

**10:00 Comfort Break,
13:00 Lunch ,
15:00 Comfort Break,
16:00 End of Seminar**

Programme Outline

Advisory firm Deloitte recently released their Best Companies Survey, analysing the things South African companies are getting right – and wrong – in their handling of employees in the country.

‘Equal Pay For Work Of Equal Value’ makes it into the top 10 areas workers are most unhappy !

The Employment Equity Act, introduced in 1998, requires that designated employers design and implement an Employment Equity plan to drive “reasonable progress” around employment equity. These plans should also assist in eliminating unfair discrimination in the workplace, including pay inequalities.

Section 27 (Income Differentials) requires employers to progressively reduce disproportionate income differentials subject to guidance as may be given by the Minister. In 2014 the Employment Equity Amendment Act was passed and now includes specific reference to Equal Pay for Work of Equal Value, an international drive towards ensuring pay equality in the workplace. This concept is now entrenched in section 6 of the Act where employers are legally bound to conduct an analysis of their remuneration policies and practices to determine whether any potential unfair discrimination exists, and if pay differentials are found that cannot be reasonably justified (in line with the legislation) these should be progressive reduced.

General Provisions On Equity In The Workplace

- Background to the Employment Equity Act
- Eliminating unfair discrimination
- Affirmative Action Measures
- Employment Equity Plans
- Employment Equity Committees

Equal Pay For Work Of Equal Value

- Equal Pay for Work of Equal Value legislation
- Risks and Opportunities presented by the legislation
- What the Code of Good Practice sets as the benchmark for organisations
- Understanding what “Same, substantially the same, and similar” means
- Methodologies for assessment of “same, substantially the same, and similar”
- Justifiable Differences: what these are and how they can be applied to ensure fair discrimination
- The importance of defining “work” within the context of organisational (operational) requirements
- Common practices that lead to pay discrimination and how to avoid these
- Remuneration trends and best practice
- Latest developments in Equal Pay case law

PROGRAMME CONTENT

09:00: Beginning of Workshop

10:30: Morning Break

13:00: Networking Luncheon

15:00: Afternoon Tea Break

16:00: End of Workshop Day 2

What is job analysis?

- Why is job analysis important?
- Jobs and organisational strategy
- Levels of work
- Principles of job analysis
- The job analysis process
- Practical exercise

Job descriptions

- Effective job descriptions
- Common faults with job descriptions
- Job description format

Job Grades and Overall Grading Structure

- Establishing a grading structure to fit organizational requirements
- Grades based upon job evaluation methods
- Determining how many grades and setting grade breaks
- Defining a grade and the different spread of grades (single-step, double step, broad-band)
- The pros and cons of broad-banding in different organizational cultures
- Benchmarking and designing a grade structure compared to other Companies
- Latest trends on job family grade structures and skills-based grade

- 09:00: Beginning of Workshop
- 10:30: Morning Break
- 13:00: Certificates
- 13:00: Networking Luncheon
- 13:00: End of Workshop

Job Evaluation

- Aims of Job Evaluation
- Benefits of Job Evaluation
- Principles of Job Evaluation
- Concepts Underlying the Basic Principles of Job Evaluation
- Primary Criteria for Selecting a Job Evaluation System
- Methods of Job Evaluation
- Practical Exercise

Implementing a New Job Evaluation System and Grading Structures

- The role of management in implementation and the role of HR and reward experts
- Guidance on making changes that ensures successful implementation
- Communicating the grade structures to employees
- Changing existing grade structures and transition methods
- Measuring success and ongoing review processes
- Preventing grade drift
- Practical Exercise

About the Conference Researchers & Organisers

SkillingSA is a Research and Conferencing organisation. We research topical trends in government and business circles. Our findings inform the rich content of our Conferences and Seminars.

We pride ourselves with two things:

Our events present very topical issues, Hot topics!

Our presenters are knowledgeable and qualified in the subject area!

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REGISTRATION FORM

Registration Fees

3 Day Seminar , ZAR 9 999.00

This fee does NOT include accommodation

DELEGATE NOMINATIONS

1. Mr./Ms./Mrs./Dr:

Email:.....

Tel: Cell:

2. Mr./Ms./Mrs./Dr:

Email:.....

Tel: Cell:

3. Mr./ Ms./Mrs./Dr:

Email:.....

Tel: Cell:

4. Mr./Ms./Mrs./Dr:

Email:.....

Tel: Cell:

5. Mr./Ms./Mrs./Dr:

Email:.....

Tel: Cell:

DELEGATE APPROVAL (PLEASE REGISTER ME/US)

Signatory must be authorized to sign on behalf of contracting organization

Name:

Position:

Organisation:

VAT:..... Tel:

Invoice Address:

Signature:..... Order No:

Date :

This booking form is invalid without a signature

BANKING DETAILS

Account Name: SkillingSA (PTY) Ltd
Bank: FNB, The Glen Branch
Branch Code: 259605, Account No: 62726914684

How to Register

Registration can only be done by completing THIS registration form and faxing to: 086 547 3937

or by e-mail to info@skillingsa.co.za

Do note: No booking will be accepted or invoice issued until the duly completed registration form is received!

TERMS AND CONDITIONS

Accepted applications to attend the SkillingSA training course ("Event") are in every case subject to these terms and conditions:

Payment Terms – Payment is due in full upon completion and return of the registration form. Due to limited conference space we advise early registration and payment to avoid disappointment. Admission to the conference will be refused if payment has not been received.

Orders from Public institutions will be accepted.

Delegate Cancellations – must be received by **SkillingSA** in writing and must be addressed to the Customer Services Manager at info@skillingsa.co.za

Cancellations received 10 working days before Event start-date, entitle the cancelling delegate to a full credit of amounts (credit to attend future event – not refund monies) paid to date of cancellation which may only be redeemed against the cost of any future **SkillingSA** Event, within one year from date of such cancellation;

Any cancellations received less than 10 working days before the Event start-date, do not entitle the cancelling delegate to any refund or credit note and the full fee must be paid;

Nonattendance without written cancellation, the Customer Services Manager, is treated as a cancellation with no entitlement to any refund or credit.

Speaker Changes – Occasionally it is necessary for reasons beyond our control to alter the content and timing of the program or the identity of the speakers.

If SkillingSA cancels an Event, delegate payments at the date of cancellation will be credited to a SkillingSA Event (such credit is available for up to one year from the date of cancellation). If **SkillingSA** postpones an Event, delegate payments at the postponement date will be credited towards the rescheduled Event. If the delegate is unable to attend the rescheduled Event, the delegate will receive a full credit of amounts paid up to the date of postponement which may only be redeemed against the cost of any future **SkillingSA** Event (and such credit will be available for one year from the date of postponement). No cash refunds whatsoever are available for cancellations or postponements.

Warranty of Authority – The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to **SkillingSA** for payments falling due pursuant thereto should such warranty be breached