



HUMAN RESOURCES TRAINING

Employment Equity and Skills Development Reporting

3 day course

Classroom, online or in-house

Course overview

Employment equity and skills development obligations carry filing deadlines, statutory committees and penalties, and they are commonly handled as a compliance submission assembled in a hurry once a year. This course covers meeting them properly and getting value from the work. Delegates work through the analysis that identifies barriers rather than merely counting people, plan setting with numerical goals that are defensible, and the consultative forum and its proper functioning. Skills development planning, the training report and the levy and grant mechanism are covered. Record keeping and the evidence an inspection requires follow. The course closes on integrating this work with recruitment, development and succession so it changes outcomes.

What you will learn

- Conduct an analysis that identifies barriers rather than counting people
- Set numerical goals that can be defended
- Constitute and run a consultative forum properly
- Prepare and submit the statutory reports on time
- Plan skills development and use the levy and grant mechanism
- Keep the records an inspection requires
- Integrate this work with recruitment, development and succession

Who should attend

- Human resources and transformation practitioners
- Employment equity and skills development facilitators
- Consultative forum and committee members
- Line managers with representation targets
- Executives accountable for statutory submissions

Course outline

- 01 A rushed submission against work that changes outcomes
- 02 Analysis and barrier identification
- 03 Numerical goals and defensibility
- 04 The consultative forum
- 05 Statutory reporting and deadlines
- 06 Skills development planning and the training report
- 07 Levy, grants and recovery
- 08 Records, inspection and integration with talent processes

Upcoming dates

Dates	Venue	Format	Fee per delegate
26 to 28 October 2026	Maputo, Mozambique	Classroom	USD 995
9 to 11 December 2026	Online	Online	R6,500
28 to 30 December 2026	Johannesburg, South Africa	Classroom	R14,950
18 to 20 January 2027	Lusaka, Zambia	Classroom	USD 995



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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