



TAX AND LEGAL TRAINING

Immigration, Work Permits and Employing Foreign Nationals

2 day course

Classroom, online or in-house

Course overview

Employing a foreign national without the correct permit exposes the employer as well as the employee, and the offence is committed by continuing to employ somebody whose status lapsed rather than only by hiring them. This course covers compliance. Delegates work through the permit and visa categories and which suits which appointment, the application process, supporting documents and realistic timelines, and the employer obligations attaching to a sponsored or corporate arrangement. Verification and record keeping are covered, including checking status on an ongoing basis. Intra company transfers and short term assignments follow, along with the tax and social security consequences. The course closes on renewal, on termination and on what happens when a permit is refused.

What you will learn

- Match permit and visa categories to the appointment being made
- Prepare an application with the documents and timeline it needs
- Meet employer obligations under sponsored arrangements
- Verify status on appointment and on an ongoing basis
- Handle intra company transfers and short term assignments
- Address the tax and social security consequences of foreign employment
- Manage renewal, refusal and termination correctly

Who should attend

- Human resources and mobility staff
- Legal and compliance officers
- Recruitment and onboarding personnel
- Payroll staff handling foreign employees
- Managers hiring across borders

Course outline

- 01 The offence of continuing to employ
- 02 Permit and visa categories
- 03 Application process and documents
- 04 Timelines and planning around them
- 05 Employer obligations and sponsorship
- 06 Verification and ongoing status checks
- 07 Transfers, assignments, tax and social security
- 08 Renewal, refusal and termination

Upcoming dates

Dates	Venue	Format	Fee per delegate
16 to 17 November 2026	Durban, South Africa	Classroom	R11,950
15 to 16 March 2027	Kigali, Rwanda	Classroom	USD 795
30 to 31 March 2027	Online	Online	R6,500



Fees and how to register

This 2 day course is **R6,500** per delegate online, **R11,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 795** 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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