



HUMAN RESOURCES TRAINING

Job Evaluation and Grading

3 day course

Classroom, online or in-house

Course overview

Grading decides pay ranges, career structure and who counts as senior, and when it drifts the organisation ends up with people on the same grade doing incomparable work and defending it badly. This course covers doing it defensibly. Delegates work through job analysis and writing a job description that describes the role rather than the person in it, evaluation methods from ranking and classification through to points factor systems, and the factor plan that determines what an organisation says it values. Consistency, moderation and appeals are covered. Grade structures and pay ranges follow. Equal pay for work of equal value is addressed directly, since grading is where that obligation is met or breached.

What you will learn

- Analyse a job and write a description of the role, not the person
- Compare evaluation methods and select one for the organisation
- Apply a points factor plan consistently
- Run moderation and handle appeals against a grading
- Build a grade structure and set pay ranges
- Meet equal pay for work of equal value obligations
- Maintain grading as roles change rather than letting it drift

Who should attend

- Reward, compensation and benefits staff
- Human resources practitioners and business partners
- Line managers submitting roles for grading
- Union and employee representatives
- Finance staff modelling payroll cost

Course outline

- 01 When grading drifts
- 02 Job analysis and description writing
- 03 Ranking and classification methods
- 04 Points factor evaluation
- 05 The factor plan and what it says you value
- 06 Consistency, moderation and appeals
- 07 Grade structures and pay ranges
- 08 Equal pay for work of equal value

Upcoming dates

Dates	Venue	Format	Fee per delegate
10 to 12 February 2027	Online	Online	R6,500
8 to 10 March 2027	Mbabane, Eswatini	Classroom	R14,950
15 to 17 March 2027	Nairobi, Kenya	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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