



## Employment Equity Reporting

### Half Day Course

Short course on implementing practical aspects of four key Employment Equity Act (Act 55 of 1998) forms and the new amendments to the Act

**Presented by Nerine Khan from ERX (Employment Relations Exchange)**

#### Module 1: Introduction

- A brief outline of the purpose of EEA and why implementation matters.

#### Module 2: Completing the EEA 2

- Discuss what should and shouldn't be included in an EEA 2
- Where do you get the information from to complete the EEA 2
- Timing of when you complete the form
- A practical exercise individually on completing EEA 2
- Debrief on the exercise

#### Module 3: Why completing the EEA 12 and 13 is key to EEA 2 success and achieving your plan?

- The two forms' role and links to the EEA 2
- What needs to be done to complete these two forms
- Benefits of completing the forms towards achieving your plan
- Inspectors' review and use of these forms
- A practical group exercise on the forms
- Debriefing the exercise

#### Module 4: Completing the EEA 4

- A brief background on why we have EEA 4
- How data from the form is treated
- How to complete the form

#### Module 5: The "new" amendments to the EEA

- What is and isn't a designated employer
- Deregistering if you are no longer designated
- New section 15: Minister identifying national economic sectors and setting targets for identified sectors
- Aligning old and new plans with new sector targets
- Other amended sections to align with sectors

#### Purpose of the course:

To give practical input and advice on completing the forms associated with the Employment Equity Act and an update on the soon-to-be-implemented amendments to the Employment Equity Act.

#### The course will be useful for:

- HR managers
- Employment Equity managers
- Diversity Managers
- Skills Managers
- Line Managers
- Union representatives or officials
- Employment Equity, Skills Development or Diversity committee members

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Upon completion of the course delegates will be able to:

- Understand the purpose and intent behind all EEA forms associated with the Employment Equity Act
- Complete the forms as required
- An understanding of the new amendments

For further information contact:

(012) 661 3208 or (012) 661 1411  
or

[psenekal@labourguide.co.za](mailto:psenekal@labourguide.co.za) or [hanlie@labourguide.co.za](mailto:hanlie@labourguide.co.za)