

2025

National Learning Schedule



01 National Learning Schedule	02 In-house Training	03 Human Resource Management Qualifications
04 Professional Development Essentials	05 Extended Training Solutions	06 Labournet Live



National Learning Schedule

Labournet's Virtual Learning Delivery Model empowers learners with flexibility and control over their educational journey. Through a blend of innovative technology and an outcomes-focused curriculum, we deliver engaging and structured online learning experiences. Our blended virtual classroom approach integrates cutting-edge learning materials designed to support professional development needs on topics such as:

Labour Law

Health & Safety

Employment Equity

Skills Development

Professional Development Essentials



Labour Law

Course Name	Price Incl VAT	Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
CCMA Proceedings	R3,330.00	08:00 – 12:00	20 – 22		24 – 26			9 – 11		4 – 6		13 – 15		
Effective Performance & Discipline Management	R3,330.00	08:00 – 12:00	27 – 29		31	1 – 2		17 – 19		11 – 13		20 – 22		
Performance Management for Managers	R3,330.00	08:00 – 12:00		3 – 5				23 – 25		18 – 20		27 – 29		
Managing Incapacity: Ill Health & Poor Work Performance	R3,330.00	08:00 – 12:00		10 – 12		14 – 16		30	1 – 2	25 – 27			3 – 5	
Introduction – Labour Law: BCEA and Contracts	R3,330.00	08:00 – 12:00		24 – 26		22 – 24			7 – 9		1 – 3		10 – 12	
Initiating & Chairing a Disciplinary Hearing	R3,330.00	08:00 – 12:00			3 – 5		5 – 7		14 – 16		8 – 10		17 – 19	8 – 10
Handling Grievances	R3,330.00	08:00 – 12:00			10 – 12		12 – 14		21 – 23		15 – 17		24 – 26	17 – 19



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Health and Safety

Course Name	Unit Standard/s	Price Incl VAT	Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
OHS Advance Act & Regulations (Legal Liability)	120344 (Competence Certificate valid 2 years)	R1,370.00	08:00 – 16:00		03 – 04	03 – 04	01 – 02	05 – 06	02 – 03	01 – 02	04 – 05	01 – 02	02 – 03	03 – 04	01 – 02
Hazard Identification Risk Assessment (HIRA)	13167 (Competence Certificate valid 2 years)	R1,370.00	08:00 – 16:00		06 – 07	06 – 07	03 – 04	08 – 09	05 – 06	03 – 04	06 – 07	04 – 05	06 – 07	06 – 07	04 – 05
Incident Investigation and Emergency Response	9964 (Competence Certificate valid 2 years)	R1,370.00	08:00 – 16:00		10 – 11	10 – 11	07 – 08	12 – 13	09 – 10	07 – 08	11 – 12	08 – 09	09 – 10	10 – 11	
COIDA	259610 (Certificate valid 2 years)	R1,370.00	08:00 – 16:00		12 – 13			14 – 15			13 – 14			12 – 13	
First Aid Level 1	119567 (Competence Certificate valid 3 years)	R940.00	08:00 – 16:00	20 – 21	17 – 18	13 – 14	10 – 11	19 – 20	12 – 13	10 – 11	18 – 19	11 – 12	13 – 14	17 – 18	10 – 11
Fire Fighting & Evacuation	12484 (Competence Certificate valid 2 years)	R695.00	08:00 – 16:00	23	29	27	24	21	11	14	15	15	15	19	3
SHE Representative	376981 (Competence Certificate valid 2 years)	R1,370.00	08:00 – 16:00	28 – 29	24 – 25	18 – 19	15 – 16	26 – 27	23 – 24	16 – 17	21 – 22	17 – 18	21 – 22	25 – 26	08 – 09
OHS in the workplace	N/A (No Competence Assessment)	R695.00			27			23			26			20	



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Employment Equity & Skills Development

Course Name	Price Incl VAT	Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Basic Supervisory Skills	R3,330.00	13:00 – 17:00	20 – 22		24 – 26			9 – 11		4 – 6		13 – 15		8 – 10
Employment Equity for Organisational Transformation	R3,330.00	13:00 – 17:00	27 – 29		31	1 – 2		17 – 19		11 – 13		20 – 22		17 – 19
Facilitate Adult Learning	R4,430.00	08:00 – 16:00		3 – 5				23 – 25		18 – 20		27 – 29		
Recruitment and Selection	R3,330.00	13:00 – 17:00		10 – 12		14 – 16		30	1 – 2	25 – 27			3 – 5	
Skills Development Coordination Practices	R4,430.00	13:00 – 17:00			3 – 6	22 – 25			7 – 10		1 – 4		10 – 13	
Organisational Wellness	R3,330.00	13:00 – 17:00		24 – 26			5 – 7		14 – 16		8 – 10		17 – 19	8 – 10
Organisational Growth and Development	R3,330.00	13:00 – 17:00			10 – 12		12 – 14		21 – 23		15 – 17		24 – 26	17 – 19
Talent Management	R3,330.00	08:00 – 12:00			17 – 19		19 – 21		28 – 30			6 – 8		1 – 3
Workplace Planning	R3,330.00	13:00 – 17:00			17 – 19		19 – 21		28 – 30			6 – 8		1 – 3
HIV / AIDS Awareness	R1,143.10	08:00 – 16:00			6		8		3		4		6	
Diversity Awareness	R571.55	08:00 – 12:00			13		15		10		11		13	
Workplace Harassment	R1,143.10	08:00 – 16:00			20		22		17		18		20	
Disability Awareness	R571.55	08:00 – 12:00			27		29		24		22		27	
Basic Supervisory Skills	R3,330.00	13:00 – 17:00	20 – 22		24 – 26			9 – 11		4 – 6		13 – 15		8 – 10



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Professional Development Essentials

Course Name	Price Incl VAT	Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Emotional Intelligence (1-Day Session)	R 2 530,00	08:30 – 16:00		19				13				09		
Stress Management (1-Day Session)	R 2 530,00	08:30 – 16:00			14						12			
Time Management (1-Day Session)	R 2 530,00	08:30 – 16:00		25						05				
Negotiation Skills (2-Day Session)	R 4 370,00	08:30 – 16:00				02 – 03						20 – 21		
Customer Service Excellence (2-Day Session)	R 4 370,00	08:30 – 16:00		17 – 18						12 – 13				
Professional Telephone Skills and Etiquette (1-Day Session)	R 2 530,00	08:30 – 16:00			18						02			
Dealing with Organisational Change (1-Day Session)	R 2 530,00	08:30 – 16:00				10								
Conflict Management (1-Day Session)	R 2 530,00	08:30 – 16:00			27			18			25			
Business Ethics (1-Day Session)	R 2 530,00	08:30 – 16:00			13				23			08		
Self-Management in a Hybrid World (1-Day Session)	R 2 530,00	08:30 – 16:00			11					14				
Finance for Non-Finance Managers (3 half days)	R 4 596.55	09:00 – 12:00		05 – 07	12 – 14	09 – 11	14 – 16	25 – 27		06 – 08	17 – 19		05 – 07	03 – 05

Please Note:

The above public dates are hosted by third-party providers. To ensure a smooth experience for all participants, we require **confirmation of all bookings at least 7 days in advance**. If you have any questions or need further assistance with your booking, please contact our support team at ldsupport@labournet.com



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In-house Training

Our in-house training model offers flexible delivery options tailored to meet your specific training needs. With a range of courses available in both half-day and full-day formats, we accommodate varying schedules and depth of focus to ensure effective learning outcomes. Training sessions are offered either face-to-face or online for groups of 7 to 25 delegates per session fostering engagement and collaboration within optimal group sizes. We also provide on-site training which can be arranged and delivered as consecutive full-day sessions, ensuring a seamless learning experience with consistent instruction and topic continuity. Topics include:

Labour Law

Health & Safety

Employment Equity

Skills Development



In-House Training | Labour Law, Skills Development & Employment Equity

Course Title	Duration (Days)	Course Title	Duration (Days)
A Guide to Shop Stewards and Workplace Representation	2	Conflict Resolution and Negotiation Skills	2
A Practical Guide to Retrenchments	2	Cultural Diversity	1
Application of Visionary Leadership	2	Disability Awareness	0.5
Basic Business Budgeting	1	Diversity Awareness	0.5
Basic Supervisory Skills	2	Effective Performance and Discipline Management	2
Business Communication Skills	1	Employee Induction Management	2
Business Writing Skills	1	Employment Equity - Organisational Transformation for Managers and Committees	2
CCMA Proceedings	2	Facilitate Adult Learning	3
Chairing a Disciplinary Hearing	1	Fundamentals of Finance	1
Change Management	1	Handling Grievances	2
Collective Agreements and Bargaining Councils	2	HIV & AIDS Awareness	0.5
Conflict Management	1	Initiating & Chairing a Disciplinary Hearing	2



In-House Training | Labour Law, Skills Development & Employment Equity

Course Title	Duration (Days)	Course Title	Duration (Days)
Introduction - Labour Law: Employment Contracts and the BCEA	2	Recruitment and Selection	2
Introduction - Project Management	2	Skills Development Coordination Practices	3
Introduction - Skills Development Legislation	1	Stress Management	1
Managing Incapacity: Ill Health & Poor Work Performance	2	Strikes, Lockouts and Picketing	1
Misconduct Fact Finding and Investigation Process	2	Talent Management	2
Organisational Growth and Development	2	Time Management	1
Organisational Wellness	2	Workplace Harassment	1
Performance Management for Managers	2	Workplace Planning	2

Register Now



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In-House Training | Health & Safety

Course Title	Duration (Days)	Unit Standard	NQF Level
OHS Act & Regulations (Legal Liability)	2	120344 (Competence Certificate valid 2 years)	5
Hazard Identification Risk Assessment (HIRA)	2	13167 (Competence Certificate valid 2 years)	1
Incident Investigation and Emergency Response	2	9964 (Competence Certificate valid 2 years)	2
COIDA	2	259610 (Certificate valid 2 years)	2
First Aid Level 1	2	119567 (Competence Certificate valid 3 years)	1
Fire Fighting & Evacuation	1	12484 (Competence Certificate valid 2 years)	2
SHE Representative	2	376981 (Competence Certificate valid 2 years)	3
OHS in the workplace	1	N/A	2

Register Now



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Human Resource Qualifications

Exciting news!

Labournet is in the process of obtaining accreditation for two new Human Resource qualifications, designed to elevate your expertise and drive organisational excellence. Be among the first to explore these cutting-edge programs tailored to meet evolving industry needs. To express your interest or learn more, simply click the 'Enquire Here' button for personalised support and further information.

Upcoming Qualifications:

Higher Occupational Certificate: Human Resource Administration

- NQF Level: 5
- SAQA ID: 121150
- Duration: 1 Year

Advanced Occupational Certificate: Human Resource Management Officer

- NQF Level: 6
- SAQA ID: 121151
- Duration: 2 Years



[Enquire Here](#)

Extended Training Solutions

Through our network of prequalified, trusted providers, LabourNet offers a seamless solution for managing apprenticeships, learnerships, internships, bursaries, skills programs, and short courses. Our affiliate partnerships ensure your training initiatives are handled efficiently while optimising B-BBEE compliance, maximising tax benefits, and accessing discretionary grant funding. With cost-effective solutions and our expertise, you can trust us to deliver impactful, results-driven training for your business.

Effortless Management

Cost Effective Solutions

Optimised and affordable B-BBEE compliance

Maximised Tax and Grant Benefits

Pre-qualified expert providers



Extended Training Solutions

Category	Qualification
Administration	National Certificate: Business Administration Occupational Certificate: Human Resource Management Administrator
Sales & Marketing	Occupational Certificate: Marketing Coordinator Further Education and Training Certificate: Sales and Marketing
Agricultural	National Certificate: Fruit Packing and Grading Process National Certificate: Animal Production National Certificate: Farming National Certificate: Mixed Farming Systems National Certificate: Plant Production
Contact Centre	Occupational Certificate: Contact Centre Manager National Certificate: Contact Centre and Business Outsourcing Support
Finance	Occupational Certificate: Bookkeeper
Project Management	Occupational Certificate: Project Management
Insurance	Occupational Certificate: Insurance Claims Administrator Occupational Certificate: Health Care Benefits Advisor Occupational Certificate: Insurance Underwriter Occupational Certificate: Long-Term Insurance Advisor Occupational Certificate: Financial Advisor

Category	Qualification
Retail	Occupational Certificate: Service Station Attendant Occupational Certificate: Store Person Occupational Certificate: Visual Merchandiser Occupational Certificate: Sales Assistance (Retail Sales Advisor) Occupational Certificate: Retail Supervisor Occupational Certificate: Planner Occupational Certificate: Retail Chain Store Manager Occupational Certificate: Retail Buyer Occupational Certificate: Automotive Sales Advisor
Logistics	Occupational Certificate: Bus Driver Occupational Certificate: Truck Driver Occupational Certificate: Road Transport Manager Occupational Certificate: Supply Chain Practitioner
Information Technology	National Certificate: Information Technology Technical Support National Certificate: Information Technology Systems Development National Certificate: End User Computing
Leadership	National Certificate: Generic Management Occupational Certificate: Contact Centre Manager Occupational Certificate: Project Manager

Register Now



Join us weekly for discussions on the most relevant labour compliance topics, legislative updates, and recent developments. These sessions are free of charge and led by seasoned labour consultants.

Date	Labournet Live Session	Time
24 Jan 2025	Rights and Duties of Employees & Employers	09h00 – 11h00
31 Jan 2025	Basic Conditions of Employment	09h00 – 11h00
14 Feb 2025	The Workplace Skills Plan	09h00 – 11h00
28 Feb 2025	Investigations & Fact Finding	09h00 – 11h00
05 April 2025	Types of Rules & Particular Offences	09h00 – 11h00
09 May 2025	Witnesses & Cross-Examination	09h00 – 11h00
23 May 2025	Disciplinary Sanctions Short of Dismissal	09h00 – 11h00
4 July 2025	Law of Evidence	09h00 – 11h00

Date	Labournet Live Session	Time
11 July 2025	Substantive & Procedural Fairness	09h00 – 11h00
25 July 2025	Conciliation & Arbitration	09h00 – 11h00
15 Aug 2025	Unfair Labour Practices	09h00 – 11h00
29 Aug 2025	Conflict Management in the Workplace	09h00 – 11h00
17 Oct 2025	Substance and Alcohol Abuse in the Workplace	09h00 – 11h00
31 Oct 2025	Grievance Process	09h00 – 11h00
14 Nov 2025	Managing Incapacity due - Ill Health	09h00 – 11h00
28 Nov 2025	Dealing with Absenteeism	09h00 – 11h00

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Contact us

Labournet Learning

Idsupport@Labournet.com

