

COMPLIANCE WITH LEGISLATIONS

UNIT CODE: HRM/CU/BUS/CR/08/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Enforce compliance with legislations

Duration of Unit: 110 Hours

Unit Description

This unit covers management of regulatory compliance. The human resource manager has the responsibility of enforcing and promoting compliance with legislations. It includes guiding on enabling and related legislation, developing and implementing strategies to promote long-term voluntary compliance, customizing relevant legislations and aligning operations to comply with the legal requirements

Summary of Learning Outcomes

1. Guide on enabling and related legislation
2. Initiate development of compliance strategies
3. Provide strategic advice on compliance matters
4. Customize relevant legislations
5. Align operations to comply with the legal requirements

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Guide on enabling and related legislations	<ul style="list-style-type: none">• Human resource legislations• Implementation of human resource legislation	<ul style="list-style-type: none">• Written tests• Observation• Oral questions• Third party report
2. Initiate development of compliance strategies	<ul style="list-style-type: none">• Compliance strategies• Tools and mechanisms for strategy development• Compliance strategies preparations	<ul style="list-style-type: none">• Written tests• Observation• Oral questions• Case studies
3. Provide strategic advice on compliance	<ul style="list-style-type: none">• Evaluation of compliance strategies• Compliance reporting procedures	<ul style="list-style-type: none">• Written tests• Observation

Learning Outcome	Content	Suggested Assessment Methods
matters		<ul style="list-style-type: none"> • Oral questions
4. Customize relevant legislations	<ul style="list-style-type: none"> • Introduction to customizing • Legislations customization 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Case studies
5. Align operations to comply with the legal requirements	<ul style="list-style-type: none"> • Human resource operations, auditing and reporting. • Human resource operations review and reporting 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Case studies

Suggested methods of delivery

- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Project
- Group discussions

Recommended resources

- Office stationeries
- Computers and computer software
- Printers
- Projectors