



# EE Report Submission Workshop

**A practical workshop on preparing for and completion and submission of the EEA2 and EEA4 Reports to the Department of Labour**

**For the full details about this workshop and for online bookings go to [www.ees.co.za](http://www.ees.co.za)**



## Introduction

This workshop is aimed at assisting organisations, HR Departments, EE Managers, EE Coordinators and EE Committees to complete the EE Report correctly. It is aimed at ensuring a thorough understanding of the legislative requirement of EE Reporting and offers practical help from our expert facilitator in completing your form correctly.

## COURSE OUTCOMES INCLUDE

### Understanding

- ◆ The scheme of the EE Act and the objectives of the EE reporting
- ◆ Legislative requirements with regard to Reporting and latest changes
- ◆ Job Grading, its relevance to determining Occupational Levels and how to determine Levels in the absence of an EEA9 recognised, or any, Job Grading system
- ◆ The criteria used by the DoL in evaluating accuracy/compliance of submitted Reports

### Tools to ensure integrity of data

### Knowledge and tools of how to complete

- ◆ The (changed) EEA2 Report inclusive of EE Goals and EE Targets
- ◆ Income differentials
- ◆ Online EEA2 report

**Correctly completed EEA2 and EEA4 forms** (subject to the verification of the correctness of data by the EEC/EEF where applicable)

## WHO SHOULD ATTEND THIS WORKSHOP?

- ◆ EE Managers
- ◆ HR Managers
- ◆ HR Officers and Administrators
- ◆ EE Committee/Forum Members
- ◆ Shop Stewards
- ◆ ERP/IT Personnel Custodians
- ◆ Anyone involved in the collection of data and/or preparation and submission of EEA2 Reports

- ◆ **Introduction and welcome**
- ◆ **Legislative requirements regarding the completion and submission of EEA2 Forms**
  - Overview of relevant EE Act, Codes and Regulations Requirements including
    - ◇ Scheme of the Act and the objectives
    - ◇ Definitions
    - ◇ Consultative Obligation including EE Committees' role in relation to the report
- ◆ **Ensuring the integrity of your workforce profile data**
  - Collection of data
  - Verification of accuracy of data
  - Storage and updating of data
- ◆ **Ensuring accurate categorisation of employees according to EEA9 Levels**
  - Understanding Job Grading and how it works
  - Linking your Job Grading System to the EEA9 levels if yours is not included
  - Hay and the EEA9
- ◆ **EE Goals and EE Targets**
  - EE Goals and relationship with EE Plan and duration
  - How to calculate EE Targets once EE Goals have been set
- ◆ **Completing the rest of the EE Report**
- ◆ **Income Differentials**
- ◆ **Criteria applied by the Department of Labour in evaluating EEA2 Reports**
- ◆ **Electronic On-Line Reporting**
- ◆ **Practical assistance to organisations in completing their EEA2 Reports**

*Delegates are asked to prepare, and bring, the following information for the reporting period to the workshop:*

  - A draft EEA2 Report with information therein
  - Raw data forming the basis of the Report, including all employees' race, gender, disability, position and job grades (Job Descriptions of the different jobs in the organisation if no Job Grades).
  - EE Audits outcomes (if available)
  - EE Plan
  - Progress with the implementation of the EE Plan (Non-numerical)
  - Details of all employees' remuneration

### About your presenter

**JAN MUNNIK** is regarded as one of the leading experts in EE Transformation in South Africa. He is the Managing Director of **EES-SIYAKHA** and facilitated the development of The EES Process and Manual, which set an industry standard for the successful implementation of EE Transformation. **EES-SIYAKHA** has subsequently developed the most comprehensive EE Transformation process in the market, which not only ensures Top Management leadership, but also the implementation of "best HR Practices". Jan has delivered papers at numerous conferences on EE and BEE. He consults to a number of prominent organisations and Government institutions. Jan also specialises in BEE strategy development, which he has facilitated for numerous clients in the private sector.

#### WE OFFER THE FOLLOWING DISCOUNTS AND SPECIAL OFFERS (BUT NOTE THAT YOU CANNOT COMBINE DISCOUNTS 1, 2 AND 4!)

1. Full payment seven working days from the date of your invoice gets you a 10% discount!
2. Should you be interested in attending a specific workshop that is not presented in your area, and you need to fly and stay over, we offer you a 20% discount on that event.
3. Register three delegates for an event and a fourth delegate may attend free of charge.
4. A 35% discount to NGOs.



Name of workshop/seminar: \_\_\_\_\_

Date of workshop/seminar: \_\_\_\_\_

Fees per delegate: \_\_\_\_\_

**DELEGATES' DETAILS**

No	First name	Surname	Designation	Cell phone number	Email Address
1.					
2.					
3.					
4.					

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4. A 35% discount to NGOs.

Organisation: \_\_\_\_\_

Tel: \_\_\_\_\_

Vat registration: \_\_\_\_\_

Fax: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Special dietary requirements: \_\_\_\_\_

Contact person: \_\_\_\_\_

Disabilities: \_\_\_\_\_

I have accepted the conditions printed below (please tick):

FAX THE COMPLETED REGISTRATION FORM TO HENNIE AT (011) 726 2400.  
 ENQUIRIES: Phone Hennie on (011) 726 3040 or e-mail him at [hennie@ees.co.za](mailto:hennie@ees.co.za)

**PAYMENT (PLEASE NOTE THAT FEES ARE PAYABLE PRIOR TO THE START OF THE WORKSHOP):**

**Electronic Transfers:**

**Bank:** FNB      **Branch:** Northcliff      **Branch Code:** 253 705      **Account No:** 62063883964

**Account Holder:** *Equity Compliance and Solution (Pty) Ltd*

**Cheques** to be made payable to *Equity Compliance and Solution*.

Once payment has been made, please fax through proof of payment. Please do not mail any payments.

**TERMS AND CONDITIONS**

1. **Cancellations:** Should you be unable to attend, we will accept your written cancellation by no later than 7 working days prior to the start of the workshop, in which event a cancellation fee of 25% will be charged. Thereafter, we regret we are unable to refund any fees, although in such cases we would be happy to welcome a colleague who would substitute your attendance or keep the credit for a following workshop with the same monetary value. Please note that the cancellation fee of 25% will still apply in such event. All cancellations must be confirmed in writing. 'No shows' on the dates of the workshop are still liable for the full payment. This clause also applies where we have received your registration form, invoiced you and awaiting your payment.

2. **EES-SIYAKHA** is not liable for any transportation or accommodation costs incurred related to the prospective attendance of an event that does not go ahead on the advertised date, in the absence of written confirmation from **EES-SIYAKHA** of the course proceeding on the relevant date (which will be furnished upon request in such event).