

Facilitator

Debbie Hayter

21st Century Pay Solutions Group -
Consultant

Debbie Hayter consults for 21st Century Pay Solutions Group to over twenty organisations. Areas of work include extensive consulting in Human Resources and remuneration strategy administration as well as the provision of Human Resources Statistics, i.e. Human Capital Board Reports, Executive Committee Reports and collating all data necessary for Executive Salary Benchmarks. Debbie obtained a Bachelor of Social Science from the University of Pietermaritzburg in 1994 where she majored in Psychology and Economic History. and in 1995 she obtained a Diploma in Human Resources from the same institution. She attended a workshop in Remuneration and Incentive Scheme Strategy, Business Report Writing (in house training) Executive Succession Management Conference and a Project Management Course.

Learning Outcomes

**At the end of the course
you will be able to:**

- write effective and useful job profiles
- understand the fundamental principles of Job Evaluation
- understand the role of the Job Evaluation Committee
- compare the various Job Evaluation methodologies
- competently evaluate jobs utilising the Paterson job evaluation methodology

Information

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Introduction to Job Evaluation

TWO-DAY WORKSHOP

6–7 March 2012 • Johannesburg

13–14 March 2012 • Cape Town

Understanding the term “job evaluation”

Job evaluation is the systematic and objective process of comparing one job to another within an organisation to arrive at different job levels. It does so without looking at individual characteristics, personality or performance.

Individual abilities and efforts may be taken into account and reflected in the employee's earnings, but this is entirely different from the grading of the job. Job evaluation grades the job, not the person. Neither individual effort nor labour market conditions are taken into account when conducting the grading.

A job evaluation system enables the equitable distribution of wages and salaries, rewarding each employee for the position that they hold and their duties and responsibilities.

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 HUMAN CAPITAL REVIEW

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The importance of sound remuneration strategies and practices cannot be overemphasised. Even more so in South Africa where a general skills shortage makes it increasingly difficult to attract and retain high potential talent.

Our Remuneration Workshops are highly interactive and practical with emphasis on skills transfer in order for the participant to implement the newly acquired knowledge and skills immediately.

Michael Armstrong and Duncan Brown in *Strategic Reward: Making it Happen (2006)* stress that the guiding principles for sound remuneration practices should indicate the following:

- Develop reward policies and practices that support the achievement of the organisation's goals
- Provide rewards that attract, retain and motivate staff and help to develop a high performance culture
- Maintain competitive rates of pay
- Reward people according to their contribution
- Recognise the value of everyone who is making an effective contribution, not just the exceptional performers
- Allow a reasonable degree of flexibility in the operation of reward processes and in the choice of benefits by employees
- Devolve more responsibility for reward decisions to line managers

SETA accreditation

Many of our delegates enquire after our accreditation status. There is a misguided opinion that organisations can only claim their levies back if they use accredited training providers only. This is not entirely correct. In the Government Gazette (No.20865 of 7 February 2000), it clearly states that the Skills Development Levies Act provides for recovery of a levy payment based on the submission of Workplace Skills Plans (WSPs), Workplace Skills Implementation Plans (WSIPs), and the submission of the names of Skills Development Facilitators (SDFs), and not on the basis of making use of accredited providers or NQF-aligned training and development events only.

The course will cover the following topics:

- Job Profiling (including how-to)
- Job Evaluation definitions and methodologies
- Role of Job Evaluation Committee
- Overview of Job Evaluation methodologies with a particular focus on Paterson and SST grading systems
- Practical training on Paterson

Why attend this course?

This course would enable the candidate to be able to interpret the fundamental principles of Job Evaluation and at the same time equip the candidate to undertake the evaluation of jobs utilising the Paterson Job Evaluation methodology.

Who should attend?

The formation of a Job Evaluation Panel is guided by the Job Evaluation Policy within an organisation. The trend in the market is to move away from a set, formal Panel evaluating all the positions within the organisation and to facilitate each session with preferably one or a few trained Job Evaluators as well as the subject matter expert and in some instances it would allow for the inclusion of the job holder as well as organised labour. We would therefore strongly suggest that all HR practitioners, line management as well as shop stewards attend this course.

Programme

07:30 – 08:30	Registration and refreshments
08:30	Workshop commences
10:00 – 10:30	Morning tea break
12:30 – 13:30	Lunch
15:00 – 15:15	Afternoon tea break
16:30	Wrap-up and closure

DID YOU KNOW that this workshop is one of our many other great Remuneration workshops? Email magdeline@knowres.co.za to find out more!

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Registration

Registration fee

R 8 490.00

The above registration fee includes VAT, lunch and refreshments, parking and workshop material

Special Offer

- Register 3 delegates and the 4th delegate attends free of charge!
- Special discount for registered NPO's, small businesses (30 or less employees) & full-time lecturers at universities/colleges/schools – contact us for more information!

Registration Methods

- Register online GO TO www.kr.co.za
- Phone Plaxy Kathumba on 011 880-8540
- Fax completed registration form to 011 880-8700 / 9829
- Email completed form to plaxy@knowres.co.za

Once payment has been made please fax through proof of payment with the event's name written in the top right-hand corner

Terms and Conditions

Please note: Payment must be received before the event takes place. Knowledge Resources reserves the right to refuse admission where evidence of payment cannot be shown.

CONFIRMATION OF BOOKING

Please note: If you have not received confirmation in writing, of your booking before the event, please contact us on 011 880 8540 to confirm that we have received your registration.

SOMETHING HAS COME UP AND I CANNOT ATTEND

If you cannot make it to the event, you have several options (the below options need to be received in writing):

- You may send a substitute delegate in your place, please inform the Customer Care Department of the new name for registration purposes. No additional charges will be applicable for substitutions
- You may transfer at no extra charge to another event, provided you do so in writing at least 10 working days before the event. Transfers within the 10 working days will be charged an administration fee of 20%
- You may cancel your registration, in writing, up to 10 working days before the event takes place. Cancellations inside of 10 days will be liable for the full fee
- Unfortunately, no refund or credit can be given to delegates who do not attend without giving prior notice
- Registrations received during the 10 working days before the event date, will not be excluded from any terms & conditions

In the event of unforeseen circumstances Knowledge Resources reserves the right to change the programme content, the speakers, the venue or the date. You will be notified no less than 5 working days prior to an event. Should the event be postponed, you will have the option to attend the next available date of the relevant event. The registration fee will be credited on delegate accounts, should they opt not to attend the next available date of the relevant event or in the case where an event is cancelled.

PAYMENT

- Cheques should be made payable to Knowledge Resources (Pty)Ltd. Please do not mail any cheques.
- Electronic Transfer or Direct Deposit into our bank account, validated by faxed copy of transaction slip

Nedbank Cresta
Account No.: 1913164489
Branch Code: 191305
FAX: 011 880 8700

Please note: Payment must be received by no later than 15:00 the day before the first morning of the event.

KNOWLEDGE RESOURCES

Crous Knowledge Resources Pty Ltd T/A Knowledge Resources
Ground Floor, The Mews, 173 Oxford Road, Rosebank, 2196
Company Reg. No. 1991/000853/07

PLEASE NOTE Delegates will not be allowed entry to the event if payment has not been received.

Booking made by

Phone Email

Date Signature

By signing this registration form, the delegates agree to the enclosed terms and conditions

DELEGATE 1

Name Title

Designation

Phone Fax

Cellular Email

Company

Company VAT Number

Postal Address

Postal Code

Dietary Requirements

DELEGATE 2

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 3

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 4

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 5

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

CREDIT CARD PAYMENT

Card Holders Visa / Master Amex Diners Mark appropriate box Expiry Date

Card No. CCV No.

Amount (All prices include VAT)

Date Signature