

## COURSE OUTLINE:

# UNDERSTANDING THE NBCRFLI (National Bargaining Council for the Road Freight and Logistic Industry)

**Cost:** R1 500.00 per delegate (per Module)

**Length:** 1 Day per Module (4 Modules in total)

### **Course Objective(s)**

To equip anyone within the Bargaining Council environment with understanding the NBCRFLI and how it works. We work through both Agreements as well as the practical side of doing and submitting returns and claims.

### **Who can benefit?**

HR Managers, Operations Managers, Payroll staff, owners of Transport companies.

### **Course Outline:**

#### **MODULE 1:**

In the first Module, we work through the following:

- A concise history of Bargaining Councils in South Africa
- The Scope of registration of a Bargaining Council
- The Variation of Scope
- The Powers and Functions of a Bargaining Council
- The structure of a Bargaining Council
  - The Role of the Secretary
  - The Role of the Agents
  - Parties to the Bargaining Council
- The Negotiating Process
- The Extension to Non-Parties

During this module we work through the relevant sections of the LRA as pertains to Bargaining Councils and Bargaining Council agents.

We also work through the Constitution of the NBCRFLI in order to create a thorough understanding of this specific Council.

#### **MODULE 2:**

In the second Module, we focus on the rules pertaining to employees and employers. In other words, we work through the entire Collective Agreement as well as all its annexures. We discuss the following

- Hours of work
- Leave
- Benefit Funds
- Remuneration & Allowances
- Termination of Employment
- Employer's Obligations
- Prohibited Employment
- The Extended Bargaining Unit employees and the rules pertaining to them
- Special rules for special categories of employees

### MODULE 3:

In the third Module we work through the Exemptions and Dispute Resolution Agreement. In this Module we discuss the following:

- Enforcement of the Collective Agreement
- The Compliance Process
- The Role of the Agent
- The Arbitration
- Applying for an Exemption
- Applying for a Rescission of an Award

### MODULE 4:

In the fourth Module we cover the practical side of the administration concerning the NBCRFLI. We discuss the following and demonstrate it practically:

- How to process your monthly return
- How to submit claims (sick, leave, bonus, AWOL)
- How to read an error log
- How to read a shift audit