



The Cape Chamber of PIFSA
Presents
Wage Clerk Workshop

COURSE OBJECTIVES:

This course is aimed at the assisting wage clerks/administrators in the industry with sufficient knowledge to perform their tasks satisfactorily, complying with legislation thereby ultimately adding value to the company.

WHO SHOULD ATTEND THIS COURSE:

Wage and administration clerks who are involved in the processing of wages and payments of deductions.

COURSE CONTENTS:

- The relevant sections of the BCEA and how it effects the employees remuneration.
- Subscriptions and Union deductions
- Contribution to the various funds
- Statutory deductions
- Retrenchment packages
- Workmen's compensation
- Apprenticeship wages

DURATION:

Duration : 1 day - refer to national calendar for dates
Times : 08:30 – 16:30

COST PER DELEGATE:

Please contact the Cape Town chamber for pricing
The course includes a Light lunch, tea & coffee and Course notes
A minimum of (x10) delegates are required

VENUE:

Woodlands Training Centre, 19A Woodlands Road, Woodstock

ENROLMENT:

For any further information please contact Lincen Bester at the Cape Chamber office on 021 595 1367 or lincen@cape.pifsa.org, For enrolment please complete the Enrolment form and fax it to Lincen Bester on 021 595 1376