

SAQA needs to ensure it has the necessary human capital and skills to execute its mandate to implement the NQF effectively.

### Investors in People

Being a recognised Investors In People (IIP) organisation, SAQA understands this model of good people management and high performance work practices. IIP recognition is awarded to companies and organisations that are committed to the development of their people and SAQA has satisfied this requirement. SAQA ensures that its staff is given opportunities for growth and development through exposure to different learning opportunities both within the workplace and by attending courses and conferences. SAQA also encourages the academic development and growth of staff by granting study loans to its employees.

### Training and development

By constantly reviewing the skills available in-house, the skills gaps and training needs are identified. The Skills Development Forum assisted the Human Resources (HR) Directorate to successfully co-ordinate and facilitate the implementation of the Workplace Skills Plan. Other training needs that were identified and successfully met were Change Management, Performance Management, and Fraud Prevention. Both staff and management underwent training in these aspects.

### Performance management

SAQA has a performance management system that encourages employees to be effective in assisting the organisation to attain its business goals. The performance system aims to develop the potential of staff through quarterly and annual performance reviews. These reviews provide feedback on performance issues and promote the notion of ongoing support and development.

### Employment Equity

In line with the requirements of the Employment Equity Act, SAQA established a consultative forum to monitor the implementation of its Employment Equity (EE) plan. The HR Directorate in conjunction with the HR Consultative Forum reports to the Department of Labour on SAQA's compliance with the Employment Equity Act. Through its HR policies, SAQA strives to create a representative and equitable workforce.

### HIV/AIDS awareness

The HIV/AIDS Committee comprises representatives of various Directorates. Its aim is to ensure that the organisation abides by aspects of a Code of Good Practice in dealing with issues relating to HIV/AIDS and employment. On 1 December 2004, the SAQA staff commemorated World Aids Day by donating money, clothes, and food to a charity home based in Atteridgeville. The home caters for homeless, abused, orphaned, or HIV-infected children, as well as those from destitute families who have nutritional, social, and educational needs.

### Employer-employee relations

In its efforts to promote overall fair labour practice, SAQA has recognised two organised labour organisations – the South African Democratic Teachers Union (SADTU) and the SAQA Staff Association to represent staff. The SAQA Management regularly consults with these organisations in an effort to promote healthy employer-employee relations. HR continues to counsel and advise staff and managers on labour relations issues to ensure adherence to labour legislative processes.



*E Mashego (left), C Radebe, A Oberholzer and B Mitontsilana-Langa with children from Leamogetswe Safety Home*



*S Kotzé (left) assists A Skhosana during a self-defence workshop, held during Sixteen Days of Activism*



*W Oosthuizen (centre) assists M Coertze (left) and A Greyvenstein during Sixteen Days of Activism SAQA held a workshop to empower women against violence*