

20
23

DITSELA
Programme

DITSELA WORKERS' EDUCATION INSTITUTE



***“REVIVING WORKERS’ EDUCATION THROUGH TRADE UNION
ACTIVISM”***

Background

The Development Institute for Training, Support and Education for Labour (DITSELA), was established in 1996 by the leading Trade Union Federations in South Africa; COSATU, FEDUSA and NACTU to contribute to the building of a strong, transformational and vibrant trade union movement.

The Institution is a section 21 Company, core funded by the Department of Employment and Labour through its Strengthening the Civil Society Fund and limited programme specific funding from the ETDP Seta, CHIETA Seta and other funders. The NSF continue to support and fund our flagship DANLEP (Advanced) programme, and has provided funding for the development of our new DANLEP's as well as our Provincial Programmes.

DITSELA governance is comprised of members seconded from the three labour federations, namely; COSATU, FEDUSA and NACTU. DITSELA has a national office in Johannesburg as well as a satellite office at the University of the Western Cape.

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DEAR EDUCATOR,

Welcome to the DITSELA 2023 Programme!

We hope that DITSELA can help you in 2023 to meet the education and capacity building needs of your union. Please feel free to discuss your needs with us.

Our **Education for Union Building** courses are at the centre of our programme, and are supported by four other programmes:

- Support for Unions & Federations
- Research & Development
- Resources & Information
- Networking & Infrastructure

Woven into our programmes and reflected in this brochure are two challenging themes for Unions and Union Education. They are **Union Activism and Mobilisation for Socio-Economic Justice**. We hope you will be able to join us in making these themes visible and actively addressed within the trade union movement.

This year we will continue to provide a range of support mechanisms to complement your own education plans and organisational needs.

You will find information on all aspects of our work in this Brochure.

Education

Our focus is on courses which have proved to be most useful and popular. We constantly evaluate and update them to ensure they are relevant. We have introduced a number of new courses, and innovations in our approach this year.

Courses are either National or Provincial and this is clearly shown on individual course pages. They have a different structure, explained in the Practical Arrangements Section of the brochure.

Provinces

Our Federations have identified the need for developing effective and sustainable union education at provincial level.

We have allocated a number of popular courses for Provincial Schools. However, a space is open for provinces to amend their programme with a range of optional courses appropriate to local need.

DITSELA Advanced National Labour Education Programme (Danlep)

In 2023 Five Danlep that were Piloted in 2021\2022 will undergo an evaluation process.

These are :

- **Advanced Certificate in Research and Information management**
- **Advanced Certificate Knowledge Economy and Workplace Technologies**
- **Advanced Certificate in Climate Change**
- **Advanced Certificate in Occupational Health and Safety**
- **Advanced Certificate Trustee Development**

The other five Danlep courses, i.e. **Labour Law, Leading & Managing Trade Unions, Organiser Development, Political Economy, Women Leadership** and **Educator Development** will be redeveloped in 2023.

Trade Unionist will be invited to assist in the redevelopment of these courses

Federation and Affiliate Support

We want to encourage affiliates to increase their own education and capacity building activities through:

- Working with us to adapt DITSELA materials for union specific needs

- Using DITSELA staff and Resources & Information Centre, as support
- Participating in our educator forums, Networks and Conferences
- Participating in our organisational Development Network and activities.

Research & Development

DITSELA is currently in the process of formalising some courses, in line with the **National Qualification Framework** (NQF) system. By the end of 2023 we hope to continue working well together to build union capacity and strength.

AT A GLANCE

Contents

FOREWORD	pg. 7
NATIONAL EDUCATION PROGRAMME	pg. 11
• DANLEP PROGRAMME EVALUATION WORKSHOPS	pg. 12
NATIONAL SHORT COURSES	
• Introduction Labour Law for Administrators (Block 2)	pg. 13
• Labour Law: Arbitration	pg. 15
• Negotiation Skills: Strategy & Tactics; Disclosure of Information	pg. 16
• Finance for Non-Financials	pg. 17
• Political Economy	pg. 18
• Educator Meetings	pg. 19
• The Siyakhuluma Seminar Series	pg. 23
LABOUR LAW ACCREDITED SKILLS PROGRAMME	pg. 20
PROVINCIAL EDUCATION PROGRAMME	pg. 24
• Needs Analysis	pg. 24
• Provincial School	pg. 24
• Train the Trainer	pg. 25
WESTERN CAPE PROGRAMME	pg. 26
• Trade Union Practice Qualification	pg. 26
• Needs Analysis	pg. 27
• Provincial School	pg. 27
• Train the Trainer	pg. 27
WESTERN CAPE SHORT COURSES	
• Labour Law: Introduction; Dismissals & Disputes	pg. 28
• Labour Law: Arbitration	pg. 29
• Occupational Health and Safety	pg. 30
SUPPORT	pg. 32
RESEARCH AND ORGANISATIONAL DEV PROGRAMME	pg. 34
PRACTICAL INFORMATION	pg. 35
CONTACT US	pg. 44



FOREWORD

It is thrilling to bring to you the outline of our 2023 programme, themed **“REVIVING WORKERS’ EDUCATION THROUGH TRADE UNION ACTIVISM”**. What makes it more intriguing, is the realization that the labour movement is getting quite ecstatic in taking the struggle of the working class forward. This is what we observed as 2022 came to close. We trust that you will find this year to be of great value and very interesting.

As we start the year 2023, we need to acknowledge the multiple setbacks that had befallen workers and worker movements locally and globally. The capitalist agenda is like an albatross on our necks as the working class and the poor. If we are to die as the working class; we shall die fighting. We have no alternative but to close ranks and defend the base in the workplace and society in general.

We need to close ranks, through mobilisation and organisation of the masses and society to fight off many social ills in various forms. Workers are always ready to agitate, organize and educate themselves through organisational development as means to fend the bondage that comes with poverty wage, unhealthy working environments and rampant corruption that eats on their economic contributions.

DITSELA Workers Education Institute is continuously striving to be a Global Centre of Excellence in Workers Education. In so doing, the year 2023 is dedicated to taking this principle by enriching the programmes around gender and socio-economic issues as the pillars that cut across our education programme. Workers education needs to respond passively but rigorously to the plight of women, young workers, workers with various disability challenges, some of which emanated from their working environments. We need to empower these groups of workers within our fold.

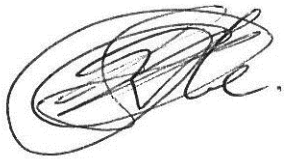
The world is now at the centre of yet another silent pandemic-Climate Change. Many government officials and politicians are

“REVIVING WORKERS’ EDUCATION THROUGH TRADE UNION ACTIVISM”

sitting in various forums, in Davos, Switzerland, to have a dialogue on this matter and we, as workers are strategically side-lined in having a massive voice. The effects of devastations caused does not discriminate, it affects all, and the workers in particular.

We argue and believe that a strong and progressive working class is essential to the short- and long-term building of the workers' education movement that can ultimately advance their own interest towards their hegemony and in building a classless society.

Workers of the world unite for you have nothing to lose but your chains!

A handwritten signature in black ink, appearing to read 'Ntsilo Molumaele', enclosed within a circular scribble.

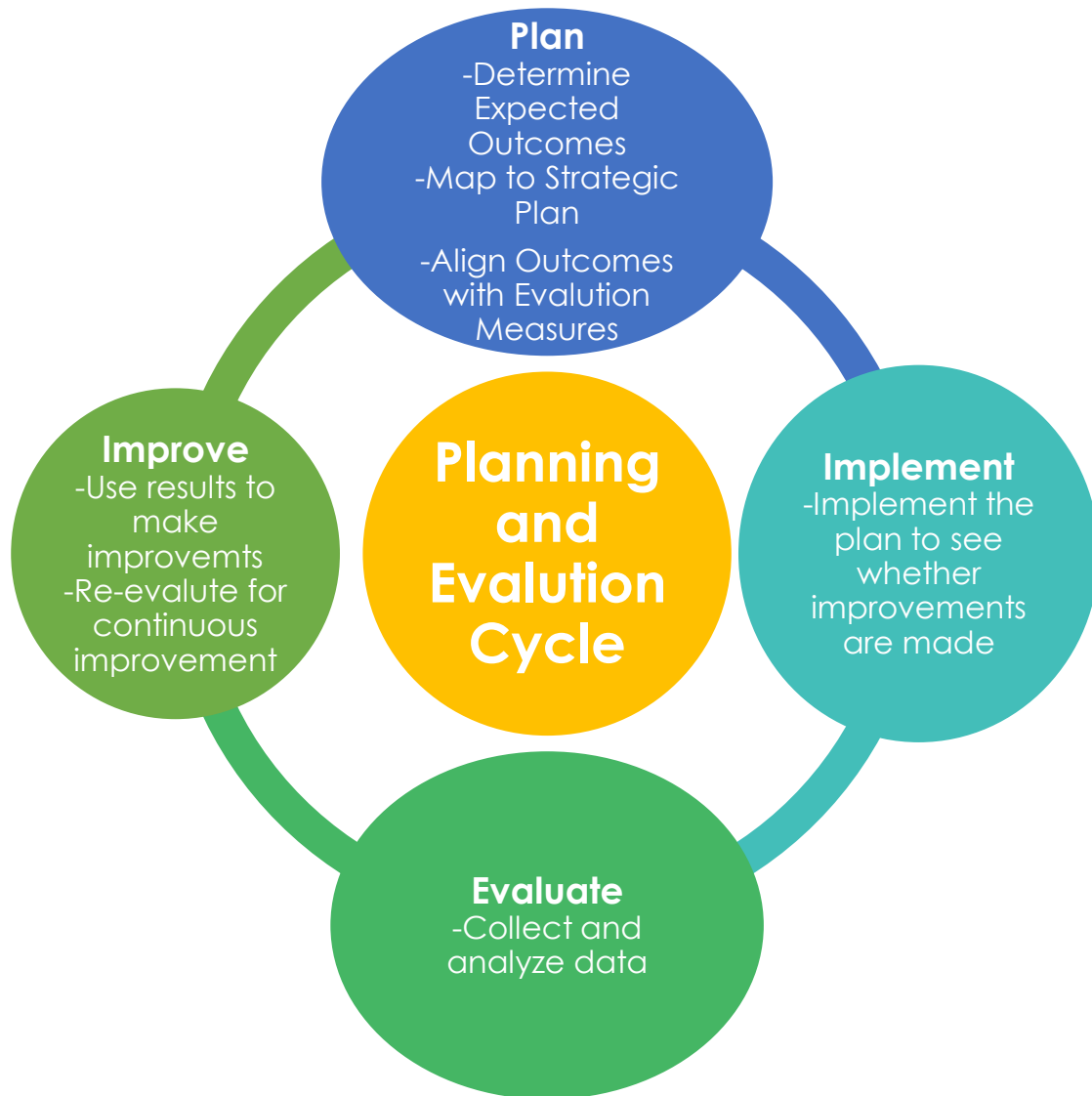
Ntsilo Molumaele(Mr.)
DITSELA Executive Director

DITSELA STRATEGIC FRAMEWORK

In the strategy adopted as part of our unfolding vision of being a global centre of excellence in workers’ education, DITSELA is dedicated to:

- Promoting workers’ education as part of the broader education and training discourse
- Providing quality non-formal and formal workers education that encourages critical thinking, activism and transformation of education and of society
- Supporting the development of organisational and educational capacity to build a strong workers’ movement
- Advancing the unity and solidarity of the working class locally, on the continent and globally
- Upholding the traditional union values of democracy, collectivism, equality, human rights and the dignity of labour
- Collaborating with the workers education movement locally and globally

DITSELA EDUCATION MODEL OF DELIVERY



NATIONAL EDUCATION PROGRAMME

Strategic Priority: The National Education Programme is designed to help build and strengthen union organisation through innovative and creative responses to the challenges facing the workers’ movement.

The DITSELA National Education Programme consists of accredited and non-accredited, formal and non-formal educational interventions. On the accredited programmes, we have the DITSELA Advanced National Labour Education Programme (DANLEP) and the Trade Union Practices Qualification (TUPQ), the latter is gaining popularity amongst the DITSELA Education users. These two programmes are further explained below.

DITSELA ADVANCED NATIONAL LABOUR EDUCATION PROGRAMME (DANLEP)

Objectives of DANLEP

- Develop a pool of active, skilled and confident trade unionists and other working-class organisations’ activists.
- Develop a dynamic interaction between the context that trade unions find themselves in, the work they hope to undertake with their members and the development of appropriate educational approaches and content
- Build an understanding of individual and collective roles in contributing to the development of the wider labour movement
- Pioneer a trade union – friendly approach to the accreditation of trade union education
- Create a learning space for trade unionists to critically engage and discuss the issues of the day that impact on worker’s lives

“REVIVING WORKERS’ EDUCATION THROUGH TRADE UNION ACTIVISM”

DANLEP Evaluation Workshops

In 2023 Five DANLEP that were Piloted in 2021/2022 will undergo an evaluation process.

These are:

- **Advanced Certificate in Research and Information management**
- **Advanced Certificate Knowledge Economy and Workplace Technologies**
- **Advanced Certificate in Climate Change**
- **Advanced Certificate in Occupational Health and Safety**
- **Advanced Certificate Trustee Development**

DANLEP Evaluation Workshops Dates

Where	Dates	Activity	Target
Johannesburg	18-19 April 2023	Advanced Certificate in Research and Information management	Educators, Researchers, Union Officials, Shopstewards, Organisers, Administrators and Paralegals
	18-19 April 2023	Advanced Certificate in Knowledge Economy and Workplace Technologies	Educators, Researchers, Union Officials, Shopstewards, Organisers, Administrators and Paralegals
	20-21 April 2023	Advanced Certificate in Climate Change	Educators, Researchers, Union Officials, Shopstewards, Organisers, Administrators and Paralegals
	20-21 April 2023	Advanced Certificate in Occupational Health and Safety	Educators, Researchers, Union Officials, Shopstewards, Organisers, Health & Safety Reps Administrators and Paralegals
	20-21 April 2023	Advanced Certificate in Trustee Development	Educators, Researchers, Union Officials, Shopstewards, Organisers, Administrators and Paralegals

National Short Courses

Introduction to Labour Law for Administrators: (Block 2)

Overall Aim

- This course aims to help administrators to develop an understanding of South African labour laws, and how to assist trade union members with legal issues in the absence of union officials.

Objectives

- To introduce administrators to key labour laws
- To develop an understanding of the role that administrators can play in defending and advancing workers legal rights.
- To build confidence of administrators to read and use labour law to support union officials in their work
- To practice skills and use administrative tools to ensure effective and efficient union administration and service to union members

Learning Outcomes

By the end of the workshop, administrators will have:

- A Basic understanding of labour laws
- Understood the importance of prompt and effective service to members
- Effective skills to handling members' queries skills; using the labour skills.



Participants

This course is best suited for all union administrators

Where	When	Apply By	Duration
Johannesburg	7-10 March 2023	16 February 2023	4 days



Labour Law: Arbitration

Aims

- To understand the role of arbitration and how they can be used effectively.
- To explore how best to prepare for arbitration and develop supporting materials.
- To practice representation skills for workers in arbitration hearings.

Content

- Dispute resolution in the LRA.
- Building a legal case with an organising approach.
- Preparing for arbitration.
- Arbitration process.
- Questioning techniques.
- Observation at the CCMA as a follow up.

Participants

Unionists with a systematic understanding of the LRA, in particular the law of dismissal and who are expected to represent members in arbitration.

Where	When	Apply By	Duration
Johannesburg	27-30 June 2023	08 May 2023	4 days



Negotiation Skills: Strategy & Tactics; Disclosure of Information

Aims

- To help union negotiators to be more effective.
- To explore different strategies and tactics in negotiations.
- To practice developing arguments in favour of unions policies.
- To explore the linkages between negotiations and broader union strategy.
- To identify how the LRA provides for information disclosure form employers to use in negotiations.
- To develop skills in gathering and analysing financial and other forms of information.
- To build the confidence of negotiators and help them to use information more effectively

Content

- Skills for effective negotiations.
- Strategy and tactics in negotiations
- Preparing and managing negotiations.
- Linking negotiations with broader union campaigns.
- Examining sections of the LRA on information disclosure and reflecting on how this can help build a strategic approach through case law.
- Building an understanding of financial statements and records and how this information can be used.

Participants

Union negotiators- shopstewards, organisers and leadership.

Where	When	Apply By	Duration
Johannesburg	29 August- 01 September 2023	01 July 2023	4 days



Finance for Non-Financials

Aims

- To contribute to the development of the sound financial Management within the Union
- To deepen the understanding of the importance of effective budgeting and Union Financial Monitoring
- To develop and agree a clear approach to budgeting in provinces and ensuring implementation
- To Provide practical experience in preparing and monitoring budgets

Target

Union Finance Managers, Finance Administrators, Shortwards and Organisers

Where	When	Apply By	Duration
Johannesburg	10-13 October 2023	20 September 2023	4 days

Political Economy

Aims

- Develop a basic understanding of political economy and some of its key concepts
- Develop an understanding of different approaches to the analysis of economic issues
- Develop a framework for understanding current debates around South Africa’s economic development
- Deepen our confidence when confronted with debates around economic issues and to feel encouraged to pursue ongoing study of political economy

Course Outcome

By at the end of four days course, learners who have completed the course will be able to:

- Demonstrate an understanding of what an economy is and how capitalism works in comparison to other economies
- Explain the source of economic crises under capitalism and the different approaches to understanding crises and the relationship of globalisation to economic crises
- Reflect on key political economy challenges facing the labour movement in this period

Target

Shopstewards

Where	When	Apply By	Duration
Johannesburg	7-10 November 2023	20 September 2023	4 days

NATIONAL EDUCATORS MEETINGS

The National Educators' meetings are designed to initiate discussion around strategic organisational and education issues intended to strengthen local networking amongst activists across sectors and organisations. These meetings provide an opportunity for union activists to share their experiences across different areas of responsibility in order to build stronger organisations.

Trade union educators and LSOs are encouraged to send their programmes and materials to Ditsela to facilitate networking and information exchange in the labour movement.

Aims

- To create a platform to meet, discuss, reflect and share experiences and ideas around workers' education.
- To reflect on challenges facing the labour movement in order to design and develop appropriate education approaches and content.
- To capture the work that different labour service organisations and freelance educators are doing to support the building of a workers' education movement.

Participants

Trade union educators, Labour Service Organisation educators, education activists, health and safety and gender coordinators.

Dates

PLACE	DATE	ACTIVITY	EVENT
Johannesburg	9 February 2023	Educator meeting	2023 Programme Launch
Western Cape	10 February 2023		

LABOUR LAW ACCREDITED SKILLS PROGRAMME

DITSELA will continue to deliver the Labour Law Skills programme, which is accredited with 20 credits. This module is taken out of the **Trade Union Practice Qualification NQF Level 4 with 157 credits**. The programme will be delivered in partnership with ETDP Seta and Department of Labour and Employment. It will be delivered in two Provinces in 2023.

MODULE INFORMATION

A) INTRODUCTION

This module seeks to drive away the tendencies of applying law on the premises of opinion to that of a fact, within the standard of proof through the balance of probabilities. It further ensures that the learners are in a better position to use the law as the most important tool to organize the working environment.

WHAT DO WE MEAN BY ‘LABOUR LAW AND COLLECTIVE BARGAINING AS AN ORGANISING TOOL’?

Labour law history inform us that, due to the demands of workers for better working conditions, the right to organize, and not to mention the simultaneous demands of employers to restrict the power of workers` organizations and to keep labour costs low e.g. under payment on salaries and bad working conditions. This then calls for workers to be capacitated through educational interventions on Labour Laws.

“REVIVING WORKERS’ EDUCATION THROUGH TRADE UNION ACTIVISM”

B) MODULE OUTCOMES

When the module is completed the learner would be able to/ capable of:

- Identify and describe the current legislation relevant to workers` rights in South Africa
- Explain how the legislation is applied in the workplace
- Explain the impact of labour law in relation to trade unions in the workplace
- Explain the basic principles of relevant current health and safety legislation and the consequences of non-compliance
- Demonstrate an understanding of Labour laws and current amendments that relate to workplace reorganization.
- Plan and prepare for negotiations
- Evaluate different negotiation processes and outcomes

DATES:

DATES	PROVINCE	MODULE NAME & UNIT STANDARD	DURATION
19- 23 June 2023	Eastern Cape	Labour Law & Collective Bargaining	5 Days
14-18 August 2023	Limpopo	Labour Law & Collective Bargaining	
	Internal POE Assessment	Assessment	
	Moderation	External Moderation	
	Verification	External Verification	



“REVIVING WORKERS’ EDUCATION THROUGH TRADE UNION ACTIVISM”

We hope that this module will benefit all those who participate as learners and will in some way be able to build the workers’ organization and its power so that workers could benefit in years to come. Below are the Unit Standards as registered with the South African Qualification Authority (SAQA).

ID	UNIT STANDARD TITLE	CREDITS
243849	Explain the current legal framework for the trade union environment	10
120344	Demonstrate knowledge and understanding of relevant current occupational health and safety legislation	4
119939	Conduct negotiations in labour mediation	6
Total Units Standard		20

Participants

- Representatives from all federations/ unions are encouraged to apply for this programme.
- Participants would include Shop stewards, Organisers, Educators and young people who wish to acquire credits in Labour Law (Units Standards on the Trade Union Qualification.)



THE SIYAKHULUMA SEMINAR SERIES

The objective of the Siyakhuluma seminars is to initiate and stimulate debate and explore different perspective on contemporary issues taking place locally as well as globally from a working class perspective.

The Siyakhuluma topics for 2023 will continue to focus on current political and labour issues, which will include book reviews and launches. The purpose of this approach is to provide shop-stewards, officials and leadership with a platform for exposure to both historical and contemporary debate and literature that brings insight into the present analysis and struggles of the working class. It presents and promotes a culture of intellectual inquiry and scholarship through reading, writing and debate.

Dates:

ACTIVITY	VENUE	DATE	DURATION
Sessions	Johannesburg	17 March 2023	2-3 Hour session
		9 June 2023	
		13 October 2023	

ACTIVITY	VENUE	DATE	DURATION
Sessions	Western Cape	26 April 2023	2-3 Hour Session
		08 August 2023	
		06 October 2023	

Note: The seminar will take the form of blended delivery using online platform and as well as physical contact.



PROVINCIAL EDUCATION PROGRAMME



Strategic Priority: The Provincial Education Programme is designed to deepen the education capacity and extend the educators’ reach by supporting worker educators to be able to serve others.

In pursuing the DITSELA provincial strategy, DITSELA has scheduled **needs analysis** meetings in 3 provinces and provincial schools in the 3 provinces.

Phase 1: Needs Analysis

The needs analysis would be conducted as follows:

DATE	PROVINCE	DURATION
14-15 March 2023	Mpumalanga	1 Day
14-15 March 2023	KZN	

Phase 2: Provincial Schools

Once the needs analysis has been done on all the two provinces, DITSELA will start the process of materials development based on the outcomes of the needs-analysis conducted. Each of the provinces shall have four courses targeting 120 participants in each province. **Organiser, Strategy & Tactics will be compulsory in all of our provincial schools, and will form part of the four courses.** This is in line with DITSELA focus for 2023.

Participants

- Shop-stewards, organisers and other worker leaders.

DATES FOR DELIVERY:

DATE	SCHOOL	DURATION
8-12 May 2023	Mpumalanga	3 Days
10-14 July 2023	KZN	

“REVIVING WORKERS’ EDUCATION THROUGH TRADE UNION ACTIVISM”

Phase 3: Train the Trainer

DATE	Province
27 -31 March 2023	Limpopo
27- 31 March 2023	Eastern Cape

Phase 4: PEER EDUCATOR PROGRAMME (PEP)

Objectives

- ✚ To build new pools of educators in all provinces and drawing on previous experiences
- ✚ To replenish the already established pool of educators

This is a programme that begins with a Train the Trainer course. In 2023, a group of trade unionists will be trained as educators for PEP. These PEP educators would come from the provinces that had provincial schools previously, namely; KZN, Western Cape, Mpumalanga, Limpopo and Eastern Cape.

The educators would then have to roll out educational activities with the objective to extend the reach and depth of the province. DITSELA is definitely not able to reach each and every person. But believes that with the PEP educators, even the furthest towns and cities can access trade union education.

These provincial educators will pilot their skills in a Rural School in their provinces, supported by DITSELA facilitators.

PEP- First Roll outs

DATE	PROVINCE
March –November	KZN
March –November	Limpopo
March –November	Mpumalanga
March –November	Eastern Cape
March- November	Western Cape

WESTERN CAPE PROGRAMME

The Western Cape Programme comprises of an accredited programme (the TUPQ), the provincial programme, which includes provincial schools, PEP training and rollouts, educator's forum, networking and support work.

FURTHER EDUCATION and TRAINING CERTIFICATE in TRADE UNION PRACTICE (TUPQ)

SAQA Qualification No: 58337

Objectives

- ✚ To support and compliment the unions education programmes and capacity needs
- ✚ To build strong union organisation at shop floor, local, branch and provincial level

Aims

- ✚ Organise strategies to advance trade unionism
- ✚ Understand and advance the rights of workers
- ✚ Understand the relationship between the economy, state, political power and the formation of social classes
- ✚ Understand the history and impact of the trade union movement in South Africa and beyond

Delivery Framework

- ✚ The course is offered as a provincial programme with participants enrolling for a learnership in trade unionism or simply for the purposes of obtaining the qualification
- ✚ The programme is delivered over a period of 12 months. The first six modules will be delivered in 2023/2024

Participants

- ✚ Shop stewards, Organisers, Educators and young people who wish to acquire an NQF Level 4 qualification in trade unionism.

“REVIVING WORKERS’ EDUCATION THROUGH TRADE UNION ACTIVISM”

DATES	MODULES	MODULE NAME
March- April 2023	Recruitment	Recruitment
8-12 May 2023	Module 1 (A)	Communications
5-9 June 2023	Module 1 (B)	Numeracy
31 July-4 August 2023	Module 2 :	Labour Movement History
4-8 September 2023	Module 3	:Labour law and occupational health and safety
23-27 October 2023	Module 4 :	: Building effective organisation
February 2024	Module 5	:Recruitment/Organising and Collective Bargaining
February 2024	Module 6	:Women and other forms of oppression
March 2024	Module 7	:Media and communication
April 2024	Assessments Moderation Verification	

GRADUATION 2021/2022 GROUP

Venue	Date	Activity
Western Cape	02 June 2023	TUPQ Graduation

NEEDS ANALYSIS

DATE	SCHOOL
17-18 May 2023	Western Cape

TRAIN THE TRAINER

DATE	SCHOOL
13-17 March 2023	Western Cape

PROVINCIAL SCHOOL

DATE	SCHOOL
19-22 September 2023	Westcoast

Short Courses

Labour Law: Introduction; Dismissals & Disputes

Aims

- To provide an introductory overview of new and amended labour laws and how these laws relate to each other.
- To explore the advantages and disadvantages of using the law and the impact on organising strategies.
- To examine the legal dispute resolution machinery for unfair dismissals.
- To provide a practical and strategic framework for dealing with unfair dismissal disputes.
- To enhance practical skills in conducting conciliation and representing members.

Content

- An overview of Labour Laws.
- Key aspects of the LRA and its practical application.
- Understanding the BCEA.
- Understanding the EEA and how employers and unions can use it.
- Non-legal aspects of dismissals
- Categorisation of different types of dismissal
- Dismissal for misconduct, incapacity and operational requirements
- Dealing with dismissals at the workplace
- Referring disputes to CCMA

Participants

Organisers, shopstewards and unionists who need an understanding of labour law and how it can be used to complement union organisation.

Where	When	Apply By	Duration
Western Cape	23-26 May 2023	11 April 2023	4 days

Labour Law: Arbitration

Aims

- To understand the role of arbitration and how they can be used effectively.
- To explore how best to prepare for arbitration and develop supporting materials.
- To practice representation skills for workers in arbitration hearings.

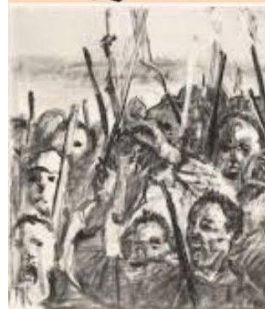
Content

- Dispute resolution in the LRA.
- Building a legal case with an organising approach.
- Preparing for arbitration.
- Arbitration process.
- Questioning techniques.
- Observation at the CCMA as a follow up.

Participants

Unionists with a systematic understanding of the LRA, in particular the law of dismissal and who are expected to represent members in arbitration.

Where	When	Apply By	Duration
Western Cape	27-30 June 2023	08 May 2023	4 days



Occupational Health and Safety (OHS)

Aim:

The purpose of this course is to introduce participants to the field of occupational health and safety as it impacts on the core objectives of Trade Unions to improve the working and living conditions of their members who depend on their work for their survival, health and well-being.

They will develop skills in recognizing and assessing occupational health hazards and risks, and approaches to addressing them effectively at workplace level and beyond in their own Trade Union structures.

In this course, Gender will be mainstreamed (an important element of all components). It is also assumed that increasing technological control of work, increasing “irregular” and opaque forms of contracts for employment and services that blur the distinction between them, and even the concept of “workplace” is increasingly problematic, though it remains the core of OHS regulation by statute and other governmental instruments. Therefore, the course will take the view that the key concepts of OHS and the laws which govern it in South Africa must be interpreted in the growing presence of precarious employment in increasingly opaque, distended and disrupted supply chains. This has long been a major concern of trade union organization in South Africa, taking new forms as technological control of work accelerates.



Course Outcomes

By the end of the course, participants should be able to:

- Understand and be able to apply the key scientific concepts that inform OHS workplace management
- Understand and be able to use the copious South African legislation and regulation shaping how OHS is handled in the workplace
- Implement an investigation into specific OHS problems in their own workplace and trade union
- Develop appropriate strategies for the pursuit of OHS improvements for their members within the Trade Union they represent

Target:

Health & Safety reps, Shopstewards, Organisers and Union officials.

Where	When	Apply By	Duration
Western Cape	22-25 August 2023	10 July 2023	4 days



SUPPORT PROGRAMME



Strategic Priority: The Support Programme combines a response and a proactive approach to the needs of the labour movement. It is about working very closely with individual unions to help build and strengthen organisation.

Requests of a national or provincial nature should be made in writing for the attention of the Executive Director of DITSELA. A consultative process to jointly assess the needs and to develop an appropriate plan of action with time frames and outcomes follows.

All support requests are discussed to ensure that their educational value is emphasised. Support interventions are always evaluated after every engagement. This is done to develop useful reports that capture education lesson and the relevant data.

DITSELA's support strategy is divided into :

- ✚ Pro – active and
- ✚ Responsive support

Responsive Support

This strategy is drawn from past experience of responding to union specific needs that may not be addressed by the rest of the scheduled education and training programme. This helps in planning effectively for union requests for different types of support.

DITSELA schedules time in programme calendar for this support work as Support Weeks, a practice that allows DITSELA to be flexible in its response.

Pro-Active Support

To ensure that a wider group of our constituency is able to access DITSELA resources and support, DITSELA will continue supporting unions organising in vulnerable sectors of the economy.

In 2023, the strategy of having the DITSELA Programme Officers, adopting unions from the different federations, to proactively support those adopted unions, will be resuscitated.



“REVIVING WORKERS’ EDUCATION THROUGH TRADE UNION ACTIVISM”

Support Weeks

Activity	Date	Duration
Week 1	13-17 Feb	
Week 2	13-17 March	As per union Consultation
Week3	17-21 April	
Support week 4	29 May- 2 June	
Support week 5	26- 30 June	
Support week 6	24- 28 July	
Support week 7	28- 31 August	
Support week 8	18-22 September	
Support Week 9	23-27 October	
Support Week 10	20-24 November	

RESEARCH & ORGANISATIONAL DEVELOPMENT PROGRAMME

Strategic Priority: The Research and Development Programme, engages with education and practice and providing internal and external support to unions from a worker’s perspective through research, quality assurance, monitoring and assessment to measure progress, improvements and impact of union education delivery as well as discover approaches to workers’ education.

DITSELA has taken a decision to formalise some courses, in line with the developing NQF system. We have set up a special project to research and take us forward. By the end of 2023, we hope to have developed, with your participation, a well thought-out and sustainable approach. We hope to continue working well together to build union capacity and strength in the year 2023.

RESEARCH & DEVELOPMENT WEEKS

These weeks are internal platforms for evaluating, designing and planning programme work. During these weeks, information across different department of the organisation is shared.

These weeks are scheduled as follows:

Date	Activity
23-27 Jan	R&D week 1
17-21 Jul	R&D week 2
04-08 Dec	R&D week 3

PRACTICAL INFORMATION:

How do I apply to attend a DITSELA Course?

To attend any of the courses you must be nominated by your union and have a completed DITSELA course application form authorised by your union. Unions and Federations decide who attends DITSELA courses. The application form must be signed by the National Education Secretary or General Secretary of your union or by an official/ office bearer who has been mandated to do so.

Please e-mail or fax the completed and **authorised** form to DITSELA well in advance of the course. **Attach your copy of your ID. This is the requirement for our database and the funders.**

How do I apply to attend a DITSELA Seminar?

For one day seminars such as the Siyakhuluma seminar, letters and invitations are sent to all Gauteng and Western Cape based union offices with a reply slip attached. Those interested in attending, to complete and e-mail/fax back to DITSELA. Travel costs to the seminars, hosted in Johannesburg /Cape Town are for your own account.

How will I know if I am able to attend?

All applicants and their unions will be notified of the outcome of their application depending on the total number of applicants per course. This is to ensure that space is given fairly to all unions that have applied. And that an appropriate gender balance is achieved. To encourage women participation, DITSELA has a policy for child care. This is for 6 months to 6 years. A woman participant that needs such support must let DITSELA know two weeks before the course starts.

Successful applicants and their unions will receive further information about the course and will be asked to confirm attendance and dietary requirements.

“REVIVING WORKERS’ EDUCATION THROUGH TRADE UNION ACTIVISM”

Who are the course facilitators?

Facilitators are drawn from a combination of DITSELA staff, unionists, union educators, Labour Service Organisation and university departments or institutes.

Will I receive a certificate?

Short Non Accredited Courses

DITSELA will issue a certificate of attendance to participants who attend the whole course.

DANLEP (DITSELA Advanced National Labour Education Programme)

Participants will be invited to part-take in evaluation and redevelopment workshops.

TRADE UNION PRACTICE QUALIFICATION (TUPQ)

This qualification is accredited by ETDP Seta. Participants who complete the course and are competent will get an accredited certificate from ETDP Seta at NQF Level 4.

DITSELA will issue certificates to participants who have met the course requirements of attendance, participation and assessment

How much will I pay?

Although DITSELA courses are highly subsidised, unions pay a minimal fee for their participants. This is in keeping with the principle adopted by the Federations that unions must contribute to the cost of DITSELA’s programme. The fee structure is subject to change by DITSELA in consultation with the Federations. DITSELA will invoice the union/federation head office after course has finished.

SHORT Courses /Workshops

There is no attendance fee, except for transport, which trade unions must provide.

NATIONAL COURSES

Other Services

Where a union/ federation has received funding for a project for which DITSELA is providing support, the daily fee payable to DITSELA will be negotiated.

What else do I need to know?

Transport

Participants and/ or their unions are responsible for transport arrangements and any travel costs that are incurred including travel to and fro airports, parking and tollgates.

Accommodation

DITSELA will arrange accommodation for participants who are unable to travel daily to a course venue. **Please note accommodation is on shared basis. Should a participant not be able to share, s/he or his/her union can pay a single room. This must be arranged directly with the hotel/venue.** Where participants are required to be resident, DITSELA will make arrangements with the unions concerned.

The long national courses are residential. For other courses, accommodation is provided for those unable to travel daily and whose union approves the accommodation. Participants and unions will be informed of any changes to these arrangements for a particular course.

Time off and lost wages

Participants and their unions are responsible for making arrangements for time off and payment of lost wages.

Code of Conduct

All participants are expected to adhere to a Code of Good Conduct. This includes proper use of facilities, being on time and attending the full course. Harassment of all kinds, including sexual harassment, is not acceptable.

Childcare facilities

Participants requiring childcare must notify DITSELA immediately after their acceptance to attend a course has been confirmed. DITSELA will provide childcare for children from 6 months up to six years old.

Language

Due to resource constraints, all DITSELA courses are written and facilitated in English. However, as far as possible, we will make provision within a course for those who wish to express themselves in their preferred language.

Protection of Personal Information - (POPIA) Policy

AREA OF APPLICABILITY

Governance and Assurance

1. Scope

This policy intent to set out principles in relation to POPIA and is applicable across the organisation to all employees, including the organisation participants, service providers, stakeholders, members of the Board and concessions where the exchange of personal information is warranted. The policy also applies to the processing of personal information entered in a record by making use of automated or non-automated means.

2. Objective

To provide guidance on how the Organisation must comply with the obligations created by the Protection of Personal Information Act 4 of 2013.

To set out POPIA conditions and other POPIA compliance requirements and clarify key responsibilities and obligations of the various role players in Ditsela Workers Education Institute.

1. Policy General

The right of privacy is enshrined in the South African Constitution which expressly states that everyone has the right to privacy. The POPI Act is aimed at facilitating the protection of this important right.

This policy establishes measures and standards for the protection and lawful processing of personal information within the organisation and provides principles regarding the right of individuals to privacy and to reasonable safeguarding of their personal information.

The organisation shall comply with both the law and good practice, respect individuals’ rights to privacy, be open and honest with individuals whose data is held, provide training and support for staff who handle personal data, so that they can act confidently and consistently protect personal information and keeping information securely.

1.1 Main principles of Conduct

1.1.1 Eight Conditions of POPIA ACT

POPIA places a responsibility on the organisation to promote the lawful processing of personal Information and its service providers who act on behalf of the organisation.

POPIA consist of eight conditions which are adopted by the organisation as principles guiding the organisation to comply with the obligations created by the POPIA. The conditions are as follows:



❖ Condition 1 – Accountability

- The Organisation is accountable and responsible for personal information in its possession at an organisational level and shall comply with all the 8 POPIA conditions, including its operators and partners that are dealing directly with organization`s information.
- Departments are accountable and responsible for personal information they process in their respective units. Each employee is responsible to comply with POPIA, POPIA Policy and POPIA Procedure as they process personal information in their different components.

❖ Condition 2 - Processing Limitation

- The Organisation shall ensure that the processing of any personal Information is done in accordance with the relevant legislation without infringing on the data subjects right to privacy.
- The Organisation shall ensure that personal Information is only processed if the reasons given for the processing are adequate, legitimate, relevant and not excessive. Personal information shall be processed for the purpose it was collected for and not for a different purpose unless in accordance with exceptions in the Act.

❖ Condition 3 - Specific Purpose

- The organisation shall only collect personal Information for a specific purpose which is explicitly and limit the processing to the specific purpose it was collected for. The Organisation must ensure, in collecting the information, that the data subject is aware of the purpose for which the information is being collected.

❖ Condition 4 - Further Processing Limitation

- The further processing of any personal information must be compatible with the purpose for which it was initially collected for.

❖ Condition 5 - Information Quality

- The Organisation shall take reasonable steps to ensure that the personal Information it processes, and stores is complete, accurate, not misleading and kept up to date where necessary.



❖ Condition 6 – Openness

- The Organisation must maintain the documentation of all processing operations under its responsibility. The purpose of this condition is to ensure transparency and fairness in the processing of personal information.
- The Organisation shall ensure that the data subject is aware of the reasons for which his/her personal Information is processed. The Organisation shall inform data subjects of any breaches relating to the Data Subject personal information.

❖ Condition 7 - Security Safeguards

- The organisation shall secure the integrity and confidentiality of personal information in its possession through the implementation of appropriate measures to prevent; the loss, damage and unauthorised destruction of personal Information; and unlawful access which leads to processing of personal Information without the consent of the data subject.
- IT will guide the organisation in terms of what are the appropriate IT security technologies to ensure safeguarding and protection of automated personal information and educate employees on protecting and securing automated processing of personal information.
- Infrastructure Asset Management will guide the organisation in terms of appropriate security measures and facilities to ensure safeguarding and protection of non-automated personal information.
- The Organisation shall also ensure that it has written agreements with all Operators processing personal Information on its behalf. These agreements will need to outline the Operators measures to ensure the protection of personal Information in their possession.
- The Organisation shall establish and implement processes or mechanisms to notify a data subject and the Information Regulator where there are reasonable grounds to believe that the personal Information of a data subject has been accessed or acquired by any unauthorised person.

❖ Condition 8 - Data Subject Participation

- The Organisation shall establish mechanisms and processes to provide data subjects with the opportunity to request, correct, delete or destroy their personal information insofar as requests have been done in the prescribed manner and where possible and justifiable.



2.1.1 Personal Information Life Cycle

Processing includes any activity concerning personal information. When employees or partners:

- Collects Personal Information;
- Use Personal Information;
- Share Personal Information;
- Transfer Personal Information;
- Store Personal Information;
- Destroy Personal Information;

shall do so in accordance with compliance requirements of POPIA Act and shall do so in accordance with compliance requirements of POPIA Act, Protection of Personal Information (POPIA) Policy



4.1.3 Additional rights and obligation not grouped under the 8 POPIA conditions:

- Processing of special personal information;
- Processing of Children’s personal information;
- Direct Marketing;
- Processing subject to prior authorisation;
- Profiling of data subjects based on the automated processing of PI;
- Transfer of PI to other countries;
- Notification to the Regulator;
- Assessments;
- Information Notices;
- Enforcement Notices and Administrative fines.

The organisation shall take proper measures and controls to ensure compliance with these obligations. The POPIA will provide guidance in terms of how to implement these additional obligations.

4.1.1 Information Officer

The Organisation shall appoint an Information Officer in terms of section 55 of the Act. The Information Officer after the effective date has been announced may only take up her/his duties in terms of the Act after the Organisation has registered him /her with the Information Regulator.

1.1.1 Training and Awareness

Management shall ensure that all their staff members are trained on how to process personal information in accordance with the Act. The information Officer shall be responsible to provide such training and general awareness. Management shall appoint POPIA Champions to assist with implementation of POPIA in the respective divisions.

4.1.6 General Data Protection Regulation

The Organisation must determine, based on its business model, if the Organisation activities falls within the ambit of the GDPR. Based on the assessment if the GDPR applies to the Organisation, shall identify such activities, its risks and develop and monitor controls to minimise the risks associated with breach of GDPR.

4.2 Key Outcomes of Principals

- Organisational Compliance with the POPIA Act.
- Protection of personal information within the organisation.
- Promotion of a privacy culture.
- A cross functional coordinating POPIA Champions
- Enhanced personal information security safeguards

2. Process for Monitoring

The effective implementation and monitoring of this Protection of Personal Information (POPIA) Policy shall be done through relevant committees. Internal audits shall be conducted accordingly to determine conformance and implementation. This policy shall be reviewed accordingly to reflect the environmental changes or regulation requirement in order to ensure that is relevant and current to the organisation.

3. Accountabilities and Responsibilities

he overall accountability for development and implementation of this procedure lies with the Executive Director with the support from Management of the organisation as the responsible persons for actual development, implementation of this procedure.

This policy shall be reviewed in three-years cycle and if there is a need to review the policy before three-years cycle lapses due to any circumstances being legal requirements, changes in the businesses, the need to reflect current practices or activities, the policy shall be unlocked for review accordingly.

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