

# PODCAST SCRIPT

## Human Resources Function

*Between Rosy and Miss M. Mtolo*

**Podcast format: Rosy is the first speaker and asks questions only. Miss Mtolo answers using the lesson wording.**

### Opening

**ROSY**

Welcome Miss Mtolo. Please introduce yourself and tell our listeners what today's podcast lesson is about.

**MISS MTOLO**

Hi everyone. My name is Miss M. Mtolo, and today I am going to introduce and teach the topic called Human Resources Function. The Human Resources Function is one of the important topics in Business Studies because every business needs people to do the work. A business cannot run successfully without employees who are recruited, selected, interviewed, placed, trained, paid and supported properly. The Human Resources Function therefore deals with how a business manages its workers from the time there is a vacancy until the employee is employed, trained, paid and developed. When we study Human Resources Function, we must understand that it is not only about giving people jobs. It is about making sure that the right person is placed in the right position, with the right skills, under fair working conditions, and according to labour laws.

### Meaning of recruitment

**ROSY**

Miss Mtolo, can you explain the meaning of recruitment for our learners?

**MISS MTOLO**

Recruitment is the process used by businesses to identify vacancies in the business and attract suitable candidates for it. This means that when a business has an open position, it must find people who are able to do the work. The business must first know what job is available, what type of person is needed and what skills are required. Recruitment helps the business to invite suitable people to apply for the job. A real-life example is when Shoprite needs cashiers. The business will advertise the cashier posts so that people who can work with customers, handle money and use a till can apply. It aims at finding candidates who have the necessary knowledge or experience or qualification to fill the vacancy. This means that the business does not just

want anyone to apply. It wants people who understand the work, have experience or have the right qualifications. This helps the business to employ a person who can perform the job well. A real-life example is when a school wants to employ a Mathematics teacher. The school will look for someone who has a teaching qualification and knowledge of Mathematics. Businesses may choose to use an internal or external method of recruitment depending on the nature or requirements of the vacancy. This means that a business can advertise the job inside the business or outside the business. The choice depends on the type of job and whether the business already has someone inside who can do the work. A real-life example is when a school promotes a teacher to become Head of Department. That is internal recruitment. But if the school advertises outside for a new teacher, that is external recruitment. It is an on-going process as employees leave their jobs for other jobs or get promoted or retire or as new technological skills are required. This means that recruitment happens all the time because workers may leave, retire, be promoted or the business may need new skills. A real-life example is when a bank needs workers who understand online banking and digital systems because technology is changing.

## Meaning of job analysis

**ROSY**

What is the meaning of job analysis, and why must a business understand the job before advertising it?

**MISS MTOLO**

A job analysis consists of job description and job specification. This means that before a business advertises a job, it must clearly understand the job itself and the type of person needed for the job. Job description explains the duties of the job. Job specification explains the qualifications, skills and qualities needed by the person. A real-life example is when a restaurant needs a chef. The job description will say the chef must prepare meals, manage the kitchen and check food quality. The job specification will say the chef must have cooking experience, a food preparation certificate and good hygiene. A job analysis is a tool used by the human resources function to obtain and analyse information about the business's workforce so that they can place the right person in the right job. This means that job analysis helps the business to collect information about the job and the workers so that the correct person can be chosen. A real-life example is when a hospital needs a nurse for maternity ward. The hospital must analyse the job properly so that it chooses a person who has the correct nursing skills for that department. The employer must be clear about the

nature of the work to be performed so that an appropriate job description and job specification can be prepared. This means the employer must know exactly what the worker will do before advertising the post. A real-life example is when a company needs a driver. The employer must be clear whether the driver will deliver goods, transport staff, drive long distance or work at night.

## Recruitment procedure

**ROSY**

Can you take us through the recruitment procedure step by step?

**MISS MTOLO**

The human resource manager (HRM) should prepare the job description in order to identify recruitment needs. This means that the HR manager must first write down the duties and responsibilities of the job. This helps the business to understand what kind of worker is needed. A real-life example is when a school needs an administrative clerk. The HR manager must list duties such as typing, filing, answering calls and helping parents. HRM should indicate the job specification or description or key performance areas to attract suitable candidates. This means the advertisement must clearly show what the job involves and what the applicant must have. A real-life example is when a company advertises for a security guard and states that the person must have a security certificate, be physically fit and be able to work shifts. Choose the method of recruitment, e.g. internal or external, to reach or target the suitable applicants or candidates. This means the business must decide whether to advertise inside the business or outside the business. A real-life example is when a clothing store first asks current employees if anyone wants to apply for a supervisor post before advertising outside. If internal recruitment is unsuccessful, external recruitment should be considered. This means that if no suitable person is found inside the business, the business can advertise outside. A real-life example is when a school cannot find a qualified Physical Sciences teacher among its current staff, so it advertises the post publicly. Place the advertisement in the appropriate media that will ensure that the best candidates apply. This means the business must advertise where suitable people are likely to see the job. A real-life example is when a company advertises professional posts on LinkedIn, newspapers, school notice boards, websites or recruitment agencies.

## Internal recruitment

**ROSY**

What is internal recruitment, and what should learners know about it?

**MISS MTOLO**

Refers to the use of internal sources to advertise vacancies inside the business. This means the business looks for a suitable worker who is already employed in the business. A real-life example is when a supermarket promotes a cashier to become a supervisor. Sources may include internal email or word of mouth or posters or staff notices. This means the business can inform employees about the vacancy through messages, posters or staff meetings. A real-life example is when a principal announces during a staff meeting that there is an acting departmental head post available. The business already knows the candidate's abilities. This means the employer already knows how the employee works, behaves and performs. A real-life example is when a manager promotes a reliable employee because the manager has already seen that the person is hardworking and punctual. The process is cheaper and faster than external recruitment. This means the business does not spend much money on advertising or recruitment agencies, and the appointment can happen quickly. A real-life example is when a small business promotes one of its workers instead of paying to advertise in the newspaper. It may create conflict if more than one employee applies for the same post. This means employees may become unhappy if one person is chosen and others are not chosen. A real-life example is when three teachers apply for one promotion post and those who are not chosen feel disappointed.

## External recruitment

**ROSY**

What is external recruitment, and how is it different from internal recruitment?

**MISS MTOLO**

Refers to the use of external sources to advertise vacancies outside the business. This means the business searches for applicants who are not currently working in the business. A real-life example is when a hospital advertises nursing posts to the public. Sources may include recruitment agencies or tertiary institutions or newspapers. This means the business can use different places to find applicants outside the business. A real-life example is when a bank recruits graduates from universities. It brings new ideas into the business. This means new employees from outside may bring fresh thinking, new skills and different experiences. A real-life example is when a company hires a young IT specialist who introduces new digital systems. It may increase the pool of applicants. This means many people can apply, so the business has more candidates to choose from. A real-life example is when a

government department advertises a post online and receives many applications from different provinces. It can be expensive and time-consuming. This means the business may spend money on advertising, recruitment agencies, interviews and screening many applications. A real-life example is when a company pays a recruitment agency to find a qualified engineer.

## Selection procedure

**ROSY**

After recruitment, how does the selection procedure work?

**MISS MTOLO**

Determine fair assessment criteria on which selection will be based. This means the business must decide how applicants will be judged fairly before choosing the best candidate. A real-life example is when a school decides that applicants for a teaching post will be assessed according to qualifications, teaching experience and interview performance. Applicants must submit the application forms or curriculum vitae and certified copies of personal documents or IDs or proof of qualifications etc. This means applicants must provide documents that prove who they are and what qualifications they have. A real-life example is when a person applies for a job and submits a CV, certified ID copy, matric certificate and diploma. Sort the received documents or CVs according to the assessment or selection criteria. This means the business checks all applications and organises them according to the requirements of the post. A real-life example is when HR separates applications of people who have the required qualification from those who do not have it. Screen or Determine which applications meet the minimum job requirements and separate these from the rest. This means the business removes applications that do not meet the basic requirements. A real-life example is when a company does not shortlist applicants who do not have a driver's licence for a driving post. Compile a shortlist of potential candidates identified. This means the business chooses a small group of the best applicants to invite for interviews. A real-life example is when 200 people apply for a post, but only 5 are shortlisted for interviews.

## Purpose of an interview

**ROSY**

What is the purpose of an interview in the Human Resources Function?

**MISS MTOLO**

Obtains information about the strengths and weaknesses of each candidate. This means the

interview helps the employer to understand what each candidate can do well and where the candidate may still need development. A real-life example is when a candidate explains that she is good at customer service but still needs more training in computer systems. Helps the employer in choosing or making an informed decision about the most suitable candidate. This means the interview helps the employer choose the best person for the job. A real-life example is when a school interviews three teachers and chooses the one who explains the subject clearly and shows good classroom management. Matches information provided by the applicant to the job requirements. This means the employer checks whether the candidate's answers, qualifications and experience fit the job. A real-life example is when a company asks a mechanic about car repairs to see if the person really understands the work. Creates an opportunity where information about the business and applicant can be exchanged. This means both the employer and the applicant can ask questions and share information. A real-life example is when an applicant asks about working hours and the employer asks about the applicant's experience. Determines a candidate's suitability for the job. This means the interview helps the business decide whether the person is fit for the position. A real-life example is when a hotel interviews a receptionist to see if the person can communicate politely with guests.

## Role of the interviewer before an interview

**ROSY**

Before the interview takes place, what must the interviewer do?

**MISS MTOLO**

Develop a core set of questions based on the skills or knowledge or ability required. This means the interviewer must prepare questions that are linked to the job. A real-life example is when a school prepares questions about lesson planning, discipline and assessment for a teaching interview. Check or read the application or verify the CV of every candidate for anything that may need to be explained. This means the interviewer must study the candidate's documents before the interview. A real-life example is when HR notices a gap in a candidate's employment history and asks the candidate to explain it. Book and prepare the venue for the interview. This means the interview room must be arranged before candidates arrive. A real-life example is when the office prepares chairs, water, interview forms and a quiet room. Set the interview date and ensure that all interviews take place on the same date, if possible. This means the business must organise the interview schedule properly. A real-life example is when all shortlisted candidates are

interviewed on Friday to make the process fair. Notify all shortlisted candidates about the date and place of the interview. This means candidates must be informed about when and where the interview will take place. A real-life example is when HR sends an SMS or email telling candidates to come for an interview at 10:00 at the company office.

## Role of the interviewer and interviewee during an interview

<b>ROSY</b>	During the interview, what should the interviewer and interviewee do?
<b>MISS MTOLO</b>	Allocate the same amount of time to each candidate. This means every candidate must be treated fairly and given equal time. A real-life example is when each candidate is given 20 minutes in the interview room. Make the interviewee feel at ease. This means the interviewer must help the candidate feel comfortable so that the candidate can answer well. A real-life example is when the interviewer welcomes the candidate politely and explains the interview process. Listen carefully to the responses of the interviewee. This means the interviewer must pay attention to what the candidate says. A real-life example is when the interviewer writes notes while the candidate answers questions. Give an opportunity to the interviewee to ask questions. This means the candidate must also be allowed to ask questions about the job or business. A real-life example is when the candidate asks about training opportunities or working hours. Provide time for the interviewee to ask questions. This means the interviewer must not rush the interview without allowing the applicant to speak. A real-life example is when the interviewer says, "Do you have any questions for us before we close?"

## Employment contract

<b>ROSY</b>	What is an employment contract?
<b>MISS MTOLO</b>	Oral or written agreement specifying terms and conditions under which a person consents to perform certain duties in return for an agreed upon wage or salary. This means an employment contract is an agreement between the employer and the employee. It explains what work the employee will do and how much the employee will be paid. A real-life example is when a teacher signs a contract stating the post, salary, working hours and leave conditions. It contains the conditions of employment. This means the contract explains important rules of the job. A real-life example is when a contract states working hours, leave days and notice

period. It should be signed by both the employer and employee. This means both parties must agree to the contract. A real-life example is when the manager and employee both sign the contract before the employee starts work. It protects both the employee and employer. This means the contract gives rights and responsibilities to both sides. A real-life example is when an employee uses the contract to prove agreed salary, and the employer uses the contract to prove job duties. It must comply with labour legislation. This means the contract must follow South African labour laws. A real-life example is when a contract follows the Basic Conditions of Employment Act by including fair working hours and leave.

## Aspects of an employment contract

**ROSY**

What details or aspects should appear in an employment contract?

**MISS MTOLO**

Personal details of the employee. This means the contract must include information about the worker. A real-life example is the employee's full name, ID number and contact details. Name or address of the employer. This means the contract must show who the employer is and where the business is located. A real-life example is the name and address of the school, company or shop. Job title or job description. This means the contract must state the position and duties of the employee. A real-life example is "Administrative Clerk" with duties such as filing, typing and assisting visitors. Remuneration or Salary or Wage. This means the contract must state how much the employee will earn. A real-life example is a contract stating that the employee will earn R8 000 per month. Working hours or leave or notice period. This means the contract must explain the time the employee works, the leave allowed and how much notice must be given before leaving the job. A real-life example is when a contract says the employee works from 08:00 to 16:00 and must give one month's notice before resigning.

## Legal requirements of the employment contract

**ROSY**

What are the legal requirements of an employment contract?

**MISS MTOLO**

Employment contracts may not contain any requirements that are in conflict with the BCEA. This means the contract must not go against the Basic Conditions of Employment Act. A real-life example is when a contract cannot force an employee to work

unfair hours without proper conditions. The employer and employee must both sign the contract. This means both parties must show that they accept the agreement. A real-life example is when the worker signs and the manager signs before employment starts. The employer must explain the terms and conditions of the employment contract to the employee. This means the employer must make sure the employee understands the contract. A real-life example is when HR explains salary, leave, working hours and duties before the employee signs. The contract must include a code of conduct and or or code of ethics. This means the contract must show expected behaviour at work. A real-life example is when the code of conduct says employees must be honest, punctual and respectful. Conditions of employment or duties or responsibilities of the employees must be stipulated clearly. This means the contract must clearly explain what the employee must do. A real-life example is when a security guard's contract clearly states patrol duties, reporting duties and shift times.

## Reasons for terminating an employment contract

ROSY

What are the reasons for terminating an employment contract?

MISS MTOLO

Dismissal due to misconduct. This means the employer can end the contract if the employee behaves badly or breaks serious rules. A real-life example is when an employee is dismissed for stealing from the business. Retrenchment for operational reasons. This means a business may end employment because it can no longer afford workers or because the business is restructuring. A real-life example is when a factory closes one department and some employees lose their jobs. Retirement. This means the contract ends when the employee reaches retirement age. A real-life example is when a teacher retires after many years of service. Resignation by the employee. This means the employee decides to leave the job. A real-life example is when an employee writes a resignation letter because she found another job. Contract period expires. This means the contract ends because the agreed time has finished. A real-life example is when a worker was employed for six months and the contract ends after six months.

## Meaning and purpose of induction

ROSY

What is induction, and what is the purpose of induction in a business?

## MISS MTOLO

Refers to the process of introducing new employees to the business and its related aspects. This means induction helps new workers understand the business, the people, the rules and the work environment. A real-life example is when a new teacher is shown the staffroom, classrooms, timetable and school rules. Introduce new employees to management or colleagues to establish relationships with fellow colleagues at different levels. This means new employees must meet the people they will work with. A real-life example is when a new cashier is introduced to the store manager, supervisors and other cashiers. Creates opportunities for new employees to experience or explore different departments. This means new employees learn how different sections of the business work. A real-life example is when a new employee at a hotel is shown reception, kitchen, housekeeping and administration. Explain safety regulations and rules, so that new employees will understand their role or responsibilities in this regard. This means new employees must know how to stay safe at work. A real-life example is when a factory teaches new workers how to wear safety boots and use machines safely. Communicate information about the products or services offered by the business. This means employees must understand what the business sells or provides. A real-life example is when a new cellphone shop employee learns about phones, contracts and customer services.

## Aspects to be included in an induction programme

### ROSY

What aspects should be included in an induction programme?

### MISS MTOLO

Safety regulations and rules. This means the induction programme must teach employees how to work safely. A real-life example is when new workers are shown emergency exits and fire extinguishers. Overview of the business. This means the new employee must learn what the business does and how it operates. A real-life example is when the principal explains the school vision, mission and departments to a new teacher. Information about the products or services offered by the business. This means employees must understand what the business provides to customers. A real-life example is when a bank teaches new employees about savings accounts, loans and digital banking. Introduction to management and close colleagues. This means the new employee must meet the people in the workplace. A real-life example is when HR introduces a new receptionist to the manager and office staff. Conditions of employment. This means the employee must understand working hours, leave, salary and rules. A real-life example is when HR explains lunch times,

sick leave and overtime rules.

## Benefits of induction

<b>ROSY</b>	What are the benefits of induction for businesses?
<b>MISS MTOLO</b>	<p>Allows new employees to settle in quickly and work effectively. This means induction helps new employees feel comfortable and start working properly. A real-life example is when a new teacher knows where to find textbooks, registers and school policies. Realistic expectations for new employees as well as the business are created. This means both the employee and employer understand what is expected. A real-life example is when a new employee understands performance targets from the first week. New employees may feel part of the team resulting in positive morale and motivation. This means induction helps employees feel welcome and confident. A real-life example is when colleagues welcome a new worker and help the worker adjust. Reduces the staff turnover as new employees have been inducted properly This means employees are less likely to leave if they understand the workplace and feel supported. A real-life example is when a new nurse stays at the hospital because she received proper guidance. Employees may have a better understanding of business policies regarding ethical or professional conduct or procedures or CSR, etc. This means induction teaches workers how to behave professionally and follow business rules. A real-life example is when employees learn about confidentiality, respect and customer care.</p>

## Meaning and procedure of placement

<b>ROSY</b>	What is placement, and what procedure should be followed when placing a selected candidate?
<b>MISS MTOLO</b>	<p>A specific job is assigned to the selected candidate. This means after selection, the successful candidate is given a specific position. A real-life example is when a selected applicant is placed as a receptionist. Selected candidates are placed where they will function optimally and add value to the business. This means the business must place the employee where the employee can perform best. A real-life example is when a person who is good with numbers is placed in the finance department. The qualifications or skills or personality of the selected candidate is matched with the requirements of the job. This means the business compares the person's abilities with the job needs. A real-life example is when a friendly person with</p>

communication skills is placed at customer service. Employer should outline specific responsibilities or expectations of the employee new position. This means the employer must explain what the employee is expected to do. A real-life example is when a manager tells a new cleaner which areas must be cleaned and what time cleaning must be completed. Determine the employee's strengths or weaknesses or skills or interests by subjecting him to various psychometric tests. This means the business may test the employee to understand where the employee fits best. A real-life example is when a company uses tests to see whether a person is better suited for sales, administration or technical work.

## Importance of training or skills development in HRM

ROSY

Why is training or skills development important in Human Resources Management?

MISS MTOLO

The employee who receives the necessary training is more able to perform in their job. This means training helps employees do their work better. A real-life example is when a cashier is trained to use a till and then serves customers faster. The investment in training that a company makes shows employees that they are valued. This means employees feel important when the business spends time and money developing them. A real-life example is when a company sends workers to a computer course and they feel motivated. An effective training program allows employees to strengthen their skills. This means training improves what employees already know. A real-life example is when a teacher attends a workshop and improves teaching strategies. Ongoing training and up skilling of the workforce, encourages creativity. This means continuous learning helps employees come up with new ideas. A real-life example is when employees learn digital marketing and create new ways to advertise products online. Productivity usually increases when the human resources function implements training courses. This means trained employees can produce more and make fewer mistakes. A real-life example is when factory workers are trained to use new machines and production becomes faster.

## Salary determination methods

ROSY

Can you explain the salary determination methods?

MISS MTOLO

Workers are paid according to the number of items or units produced or action performed. This means some

workers are paid based on how much work they produce. This is called piece meal. A real-life example is when a worker is paid for each basket of fruit picked on a farm. Workers are paid for the amount of time they spend at work or on a task. This means some workers are paid according to hours, days, weeks or months worked. This is time-related. A real-life example is when a security guard is paid monthly for working specific shifts. Workers are not remunerated for the number of hours worked, regardless of how long it takes them to make the items This means in piece meal payment, the focus is on the number of items produced and not the time taken. A real-life example is when a seamstress is paid per dress made, even if one dress takes longer than another. Workers with the same experience or qualifications are paid on salary scales regardless of the amount of work done. This means some employees are paid according to salary scales. A real-life example is when teachers with similar qualifications and years of experience are placed on similar salary levels. Many private and public sector businesses use this method This means both government and private businesses may use salary scales or time-related pay. A real-life example is when government departments and companies pay employees monthly.

## Link between salary determination and the BCEA

<b>ROSY</b>	How is salary determination linked to the BCEA?
<b>MISS MTOLO</b>	<p>The BCEA sets out conditions that ensure fair labour and human resources practices. This means the Basic Conditions of Employment Act protects employees and promotes fairness at work. A real-life example is when the BCEA protects workers from unfair working hours. BCEA outlines legalities, such as the employment contract, which may affect salary determination. This means salary must be linked to legal employment conditions. A real-life example is when an employment contract states the salary, overtime and leave according to the law. According to the BCEA, businesses may use different remuneration methods to pay their employees. This means businesses can use different payment methods as long as they follow the law. A real-life example is when one business pays workers monthly and another pays workers per item produced. Payment of salaries should be based on whether the employee is permanent or employed on a fixed contract This means the type of employment can affect how payment is arranged. A real-life example is when a permanent teacher is paid monthly while a temporary worker may be paid according to the contract period. Businesses are supposed to deduct income tax (PAYE) from the employees' taxable salaries. This means employers</p>

must deduct tax from employees who qualify to pay tax. A real-life example is when a company deducts PAYE from a worker's salary and pays it to SARS.

## Examples of fringe benefits

ROSY	What are examples of fringe benefits that employees may receive?
MISS MTOLO	<p>Pension Fund This is money saved for an employee's retirement. A real-life example is when a teacher contributes monthly to a pension fund and receives benefits after retirement. Provident Fund This is also a retirement benefit where employees receive money when they retire or leave employment according to fund rules. A real-life example is when a factory worker belongs to a provident fund. Funeral benefits This helps employees or their families with funeral costs. A real-life example is when a worker's family receives funeral support after the worker passes away. Medical Aid Fund or Health Insurance Fund This helps employees pay for medical costs. A real-life example is when an employee uses medical aid to visit a doctor or hospital. Car or Travel or Housing or Cell phone or Clothing allowance These are extra benefits given to employees to help with work-related costs. A real-life example is when a sales representative receives a travel allowance because the job requires travelling to customers.</p>

## Impact of fringe benefits on businesses

ROSY	What is the impact of fringe benefits on businesses?
MISS MTOLO	<p>Improves productivity\ resulting in higher profitability. This means employees may work harder when they receive benefits. A real-life example is when employees are motivated by medical aid and pension benefits and perform better. Businesses save money as benefits are tax deductible. This means some benefits may reduce the tax burden of the business. A real-life example is when a company claims some employee benefits as business expenses. Fringe benefits can be used as leverage for salary negotiations. This means businesses can offer benefits when they cannot increase salaries too much. A real-life example is when a company offers a cellphone allowance instead of a higher salary. It can create conflict or lead to corruption if allocated unfairly. This means employees may become unhappy if benefits are not given fairly. A real-life example is when only some employees receive travel allowances without a fair reason. Fringe benefits are additional costs that may result in cash flow problems. This means benefits</p>

cost money and may affect the business finances. A real-life example is when a small business struggles to pay medical aid contributions for many employees.

## Compulsory benefit: UIF

<b>ROSY</b>	Can you explain UIF as a compulsory benefit?
<b>MISS MTOLO</b>	<p>The employer and the worker each contribute 1%. This means both the employer and employee pay towards UIF. A real-life example is when hundred rand is deducted from the worker and the employer also contributes hundred rand if the required amount is 1% each. The fund also assists the dependants of a contributing worker who has died. This means UIF can support the family of a worker who contributed to the fund and passed away. A real-life example is when dependants apply for UIF benefits after the death of a contributing employee. Employers must pay unemployment insurance contributions of 2% of the value of each worker's salary per month. This means the total contribution is 2%, made up of the employer's 1% and the employee's 1%. A real-life example is when the employer sends the UIF contribution to the correct authority every month. The fund offers short-term financial assistance to workers when they become unemployed or are unable to work due to illness, maternity or adoption leave. This means UIF helps workers for a short period when they cannot earn income. A real-life example is when a mother applies for maternity benefits while she is on maternity leave. Contributions are paid to the Unemployment Insurance Fund (UIF) or the South African Revenue Services (SARS). This means the money must be paid to the correct government structure. A real-life example is when a business pays UIF contributions through SARS.</p>

## Implications of Acts on the HR function

<b>ROSY</b>	What are the implications of Acts on the HR function?
<b>MISS MTOLO</b>	<p>Promotes resolution of labour disputes. This means labour laws help employers and employees solve workplace problems fairly. A real-life example is when an unfair dismissal case is taken to the CCMA. Equal pay for work of equal value. This means employees doing the same value of work should be paid fairly. A real-life example is when two employees doing the same job with the same level of responsibility must not be unfairly paid differently. Contribute 1% of their salary bill to the Skills Development Levy or SDL. This means businesses must contribute money for skills</p>

development. A real-life example is when a company pays SDL so that workers can be trained and developed. They must have a break of 60 minutes after five hours of work. This means employees must be given rest time after working for a certain number of hours. A real-life example is when a shop assistant gets a lunch break after working for five hours. Businesses should not employ children under the age of 16. This means businesses must not use child labour. A real-life example is when a factory is not allowed to employ a 14-year-old child as a worker.

## Human Resources Scenario Practice

**ROSY**

Let us practise a scenario. How should learners answer the Human Resources scenario practice?

**MISS MTOLO**

Read the scenario: A business advertises a post only inside the company and chooses an employee who meets the job specification. This scenario is about internal recruitment because the post is advertised only inside the company. The business chooses someone who is already employed in the business and who meets the requirements of the job. Identify the recruitment method used. The recruitment method used is internal recruitment. Give TWO advantages of this recruitment method. The business already knows the candidate's abilities. The process is cheaper and faster than external recruitment. Explain the difference between job description and job specification. Job description explains the duties and responsibilities of the job. Job specification explains the qualifications, skills, experience and qualities needed by the person who will do the job. List FIVE aspects that should appear in an employment contract. Personal details of the employee. Name or address of the employer. Job title or job description. Remuneration or Salary or Wage. Working hours or leave or notice period.

## Conclusion

**ROSY**

As we close the podcast, what final message should learners remember about the Human Resources Function?

**MISS MTOLO**

In conclusion, the Human Resources Function helps a business to manage people properly. It begins when a vacancy is identified and continues through recruitment, selection, interviews, contracts, induction, placement, training, salary determination, fringe benefits and labour law compliance. As learners, you must remember that Human Resources Function is about fairness, proper

planning and placing the right person in the right job. In real life, every business needs good human resources management because employees are the heart of the business.