



The Latest in Legislative Changes

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With July behind us and winter in full swing, it's the perfect time to pause, reassess, and prepare for the road ahead. In a fast-moving regulatory environment, clarity is key—and so is staying ahead of change.

BREAKING NEWS

Understanding your total package (TCOE) – what's included beyond your salary

<https://hrtorque.co.za/your-questions-answered-understanding-your-total-package-tcoe-whats-included-beyond-your-salary/>

New laws coming after spam calls in South Africa

<https://businesstech.co.za/news/business-opinion/830509/new-laws-coming-after-spam-calls-in-south-africa/>

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Skills Development: Beyond Budget Lines: Driving Growth Through Discretionary Spend

For many businesses, skills development is just another budget line item – a compliance requirement to tick off. But what if you could turn your **Skills Development Levy (SDL)** into a powerful growth driver for your business and your people?

By leveraging **discretionary grants**, employers can unlock significant value beyond the mandatory grant refunds. These grants fund initiatives like:

- Learnerships
- Internships
- Apprenticeships
- Graduate placements
- Short skills programmes

And the benefits extend far beyond compliance.



Why look beyond the budget?

When used strategically, discretionary funding helps you:

- Develop critical and scarce skills aligned with your business goals.
- Improve your **B-BBEE score**, especially on the priority Skills Development element.
- Attract, develop, and retain top talent through meaningful training and growth opportunities.
- Boost productivity and foster innovation in your workforce.
- Contribute to national priorities by empowering youth, women, and people with disabilities.

How to access discretionary grants

To qualify for discretionary funding, companies must:

- Submit a compliant Workplace Skills Plan (WSP) and Annual Training Report (ATR) by the annual deadline.
- Identify programmes aligned with SETA funding priorities.
- Apply during the SETA's discretionary grant window period.

Working with an experienced Skills Development Facilitator can help ensure you maximise the benefits of your SDL contribution.

Turn your SDL into a strategic investment

Your skills development spend is more than a cost of compliance – it's an opportunity to grow your business, your people, and your contribution to the economy. At VCA, we specialise in helping companies unlock the full potential of discretionary funding. Let us help you turn your budget into growth.

Contact us today to get started.

POSTERS

New EE & BCEA Posters Now Available – Make Sure Yours are Updated!

While you're updating your Employment Equity posters,
don't miss the latest Basic Conditions of Employment Act amendments.
Stay fully compliant with both key labour law changes !

Contact Jeanett on 011 425 3575 or jeanett@vcaconsulting.co.za



Employment Equity

Requirements for 2025

Requirements

Employment Equity season is around the corner and many designated organisations are well on their way with their preparations. Here is a break down of all the requirements for compliance:

- 5-year Employment Equity plan in line with the Sector Targets, including objectives for each year, starting from the 1st of September 2025 to 31 August 2030
- EE Committee – fully representative of the organisation
- EE committee training
- 2025 EE report submissions
- Quarterly EE meetings
- Update your EE file

All plans should be drafted and consultations had with the relevant stakeholders by the 31st of August, in order for organisations to be ready for submission on the 1st of September 2025.

ALL organisations, whether designated or non-designated, will receive reminder letters from the DoEL on the 1st of September. This is to ensure all organisations receive their Compliance Certificate for 2025.

COIDA

Deadline and penalties for late submissions



The deadline for the 2024/2025 Return of Earnings submission was the 31st of July 2025. For those organisations who have **not submitted** their returns on time, there will be a 10% penalty charged per month until submission is complete.

Don't forget about the additional documents that need to be uploaded:

- CIPC document
- Detailed payroll report
- EMP501
- Confirmation of registration form
- 3rd Party Power of Attorney – should you make use of a 3rd party

Payroll

REMINDER

Companies, trusts, close corporations with a February year end and individuals registered for provisional tax have to submit and pay their first provisional tax payments for 2026 by no later than the **31st of August 2025**.



HR - Top HR Trends in SA 2025

HR departments are focusing on adapting to a changing workforce and leveraging technology to enhance employee experience and efficiency. Key trends include increased use of AI in recruitment. Emphasis is high on employee wellbeing and mental health support, with a continued push for diversity, equity, and inclusion.

Let's break it down a bit further:

✓Employee Wellbeing:

Prioritise Mental Health: Addressing this is a top priority. Focus on providing resources | support programs | creating a culture of psychological safety

Flexible Work Arrangements: Companies are increasingly offering flexible work options to promote work-life balance to better cater to individual employee needs

Personalised Employee Experience: Focusing on understanding individual needs



✓AI and Automation

AI is being used for candidate screening, assessment, and predicting future employee success. AI and automation are streamlining HR processes like Payroll, Onboarding & training, freeing up time to focus on strategic initiatives. However, friction between companies' and employees' goals for using AI will emerge: Management expects that time saved on using AI, will be spent doing extra work...



✓Doubling down on diversity, equity, inclusion, and belonging [DEI&B]

Building Inclusive Workplaces: Companies are working to create diverse and inclusive work environments through equitable recruitment processes and equal opportunities

Focus on Belonging: Beyond diversity and equity, there is a growing emphasis on fostering a sense of belonging where all employees feel valued and included

✓Striking a balance to steer skills forward



Adapting to a Changing Job Market: With the rise of AI and automation, there's a growing need for employees to adapt to new roles and acquire new skills

Focus on Learning Agility: Employers are prioritising employees who are quick learners and adaptable to change



✓Plugging into or pulling the plug on hybrid work

Remote Work Challenges: Companies still find themselves navigating the ongoing challenge of managing remote workers, including ensuring effective communication and employee engagement. As this pattern becomes more mainstream, HR leaders need to refine their organisation's hybrid policies to optimise the benefits.



✓Enhanced employee benefits

Employees expect benefits catering to their unique needs, from parent support to pet leave. The key is to find employee benefits best matching your teams' needs. A younger workforce places value on different needs to an older demographic. Curating the right mix of perks not only improves retention within your team but also helps you identify the best candidate when recruiting for new roles.

B-BBEE : Breaking Down The Five Elements: Part 3

- Skills Development

Under the Codes of Good Practice, **Skills Development** measures the total amount of money spent on Black people and Black employee training **within the measurement period**.

Being one of the **three priority elements** on the B-BBEE scorecard, it is imperative to **meet the subminimum of 40%** of the skills scorecard to avoid an overall level discount.

General Principles of Skills Development

The Measured Entity [ME] must meet the skills development act [SDA] requirements before any points are allocated. A qualifying ME needs to have the following in place:

- Compliant with the Skills Development Act
- Registered with its relevant SETA
- SETA approved Workplace Skills Plan and Annual Training Reports for the measured period
- Implemented programmes addressing priority, scarce & critical skills, as stipulated by its SETA
- Must contribute to the country's economic growth and social development goals
- Include various initiatives viz. learnerships, internships, apprenticeships, bursaries, and informal training

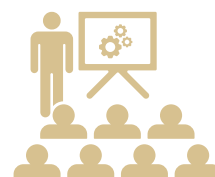
How Is It Measured?

- Expenditure on Learning Programmes for Black People = **6 points**
- Expenditure on Bursaries for Black People = **4 points**
- Expenditure on Learning Programmes for disabled Black people = **4 points**
- Number of Black People participating in learnerships, apprenticeships / internships = **6 points**
- **BONUS POINTS:** Number of Black people absorbed by the ME at the end of the Internship / Learnership / Apprenticeship Programme = **5 points**



Skills Matrix differentiating between the different types of training:

- Cat A: Bursaries or Scholarships
- Cat B: Internships
- Cat C: Learnerships
- Cat D: Learnerships or Apprenticeships
- Cat E: Work Integrated Learning
- Cat F: Informal Training (Occupationally directed informal instruction programmes)
- Cat G: Informal Training (Work-based informal programmes)



HEALTH AND SAFETY FOR MANAGERS AND SUPERVISORS COURSE

- *Intro to the OSH Act of South Africa*
- *Basic Risk Assessments*
- *OSH Act Regulations*
- *OSH Act checklist and registers*
- *An overview of COIDA*
- *Implementing a workplace Health and Safety Program*
- *Termination*

R1 160

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Minimum 6 delegates
needed to complete class

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- *OHS Act and Regulations*
- *Offenses and Penalties*

renetia@vcaconsulting.co.za or 011 425 3575





Let's be honest, your phone is so much more than just a phone. It's your inbox, your team chat, your calendar, your family group, your social circle, etc. And it never shuts up! Between WhatsApp work chats, late-night emails, calendar reminders, and every app demanding your attention, it's no wonder your brain feels fried come Friday.

The truth is, your nervous system was not designed to be "on" 24/7. This constant digital interruption chips away at your focus, energy, creativity, and ultimately, your wellbeing. But it doesn't have to be this way.

Here are 3 simple ways to practice digital self-care (and protect your precious brainpower):



1. Turn off non-essential notifications

WhatsApp groups can wait. Silence them during work blocks or after hours. Your nervous system will thank you.



2. Create a 'tech-off' window

Try 30–60 minutes a day with no screens. It's going to be hard at first. Go for a walk, make a cup of tea, water the garden, do nothing. This isn't laziness, it's brain recovery.



3. Put your phone to bed before you

No scrolling under the duvet. Did you know that blue light messes with your sleep? You and your brain deserve a break from the dopamine drip.

Newsflash! You're not a machine. You don't have to be on or available all the time. Digital boundaries are self-care. **(Read that again!)**

If these 3 tips sound like a stretch, try 1 for the next 7 days. See how you feel. Then add another. Remember, your device doesn't have to rule your life.

Sonja McKaiser is a certified life coach and self-care facilitator who's passionate about helping women and men reclaim power, pleasure, and purpose in midlife. In addition to private coaching, she offers dynamic workshops for teams on topics like vision & goals, leadership, and wellbeing which are designed to spark clarity, creativity, and connection. Curious about how to set firmer boundaries in your life or your workplace? You're more than welcome to send an email to hello@sonjamckaiser.com.

The more that
you read, the
more things you
will know. The
more that you
learn, the more
places you'll go.

Dr. Seuss

