



The Latest in Legislative Changes

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As March wraps up, we reflect on key compliance updates. This month has been one for growth and progress. In this newsletter, we'll recap the highlights and look ahead to what's next.

BREAKING NEWS

Are You Handling Family Responsibility Leave Correctly?

<https://mailchi.mp/seesa/how-to-handle-family-responsibility-leave-correctly-in-2025?e=62831d9e1e>

UIF TERS Audits - EMPLOYERS UNDER SIEGE

<https://mailchi.mp/neasa/uif-TERS-audits-employers-under-siege789?e=3fef1e9de7>

Capital Gains Tax considerations for retiring small business owners

<https://123consulting.co.za/capital-gains-tax-considerations-for-retiring-small-business-owners/>

Unlock the support you need with our custom retainer plans, designed to align with your goals. From ongoing assistance to specialized services, we offer flexible solutions tailored to your unique needs. Reach out today to discover the perfect fit for you!

Skills Development:



Reminder! The deadline for the Workplace Skills Plan (WSP) and Annual Training Report (ATR) submission of 30 April is fast approaching.

The Skills Development submission season is well underway and all employers with an annual payroll of over R500 000 are actively preparing their Workplace Skills Plans (WSPs) and Annual Training Report (ATR) to meet compliance requirements and improve Skills Development initiatives.

WSP/ATR Submission is a **core component of the Skills Development priority element on your BEE Scorecard**. It is a plan that informs the Sector Skills Plan, which guides the strategic processes and implementation of training interventions within the sector. Also adhering to specific legal and procedural basics enables you to reclaim as much as 69% of your Skills Development Levy (SDL) from your SETA through Mandatory and Discretionary grants.

What happens if you don't submit the WSP and ATR?

Failing to submit your WSP and ATR can have significant consequences for your company, including a negative impact on your B-BBEE status. As mentioned, this is because these reports are important components of the Skills Development priority element of the B-BBEE Scorecard. If your company does not submit them, you will not receive any points for skills development, which can result in a lower overall B-BBEE score. Even if your company has already scored points under this element, they will be invalidated without a SETA-approved WSP and ATR in place.

Moreover, not submitting the WSP and ATR can also result in the suspension of the grant funding linked to the WSP. This grant is an essential source of funding for training and development initiatives within your company. Without it, your company may have to rely on its own resources to invest in these initiatives, which can be challenging, especially if you're a smaller business.

The deadline is around the corner! Don't let last-minute stress derail your compliance and skills development goals.

If you have not yet finalised your WSP/ATR submissions, there is still time. Our team is available to assist in streamlining the process, ensuring compliance and helping you to take advantage of the skills Development benefits.

POPI

PERSONAL DATA PROTECTION



Annual PAIA Requests are due from 1 April 2025 to 30 June 2025

The Information Regulator is empowered to monitor and enforce compliance by public and private entities with the provisions of the Promotion of Access to Information Act (PAIA). In terms of section 32 of PAIA, the Information Officer is required to report any requests of access to information received and processed.

It is important to note that these annual reports will not be able to be submitted unless the Information Officer and Deputy Information Officers have been registered with the Information Regulator.

Should you need assistance with registrations and/or submissions, you are free to contact Denise on (011) 425-3575 or denise@vcaconsulting.co.za

Employment Equity

Following the February consultations with the DoEL, they have advised the following:

- Only organisations with 50 and more employees are deemed to be designated and are obliged to comply with the new EE Amendment Bill
- Main focus on movement in the following occupational levels –
 1. Top management
 2. Senior management
 3. Professionally qualified
 4. Skilled technical
- Persons with disabilities to be increased to 3% of your employee count, including persons with medical, intellectual and sensory disabilities
- Certificate of Compliance for both designated and non-designated employers for the purpose of tenders and should your organisation have dealing with Government or organs of the State
- 18 Sectoral targets to be reached, should these be reached aim for the Economically Active Population (EAP) targets
- 5-year compulsory Employment Equity plan (01/09/2025 – 31/08/2030)

The timeline for 2025:

- February – Consultations with stakeholders
- March – Sectoral targets and regulations to be Gazetted
- April – Training to be implemented for all inspectors
- May & June – DoEL Roadshows
- April to August – gap analysis and preparation of the new EE plans and consultations with the EE committees
- 1 September 2025 to 15 January 2026 – Annual employment Equity reports to be submitted to the DoEL

For any assistance or more information, please contact us.

COIDA

2025 Return of Earnings submissions and the requirements as per the Compensation Fund.

On the 12th of March 2025, the Acting Compensation Commissioner issued a notice to ALL employers in terms of Section 6A of the COID Act.

All employers must complete and submit the Confirmation of Employer Registration form when filing their 2024 Return of Earnings (ROE), to assist the Compensation Fund in cleansing and updating employer records.

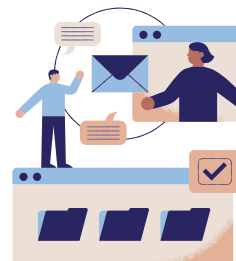
This applies to all employers, including but not limited to companies, NPO's, Trusts, Body corporates, partnerships, joint ventures, public entities, sole proprietors and domestic worker employers. Employers using consultants or third parties must also provide both the employer's and consultant's contact details, plus a signed consultant mandate.

Non-submission, incomplete forms, or false information may result in processing delays, incorrect assessments, penalties, or legal action.

This notice applies to the 202 ROE cycle and remains effective until withdrawn.

Please see the below.

https://www.gov.za/sites/default/files/gcis_document/202503/52333gen3060_0.pdf



HR: Policies and Procedures Pack



VCA is pleased to announce that we provide a Policies and Procedures "Starter Pack" for organisations. This compilation of guidelines is designed to manage employee relations and ensure compliance with labour laws and regulations within an organisation.

These policies are generic and usually require customisation, which is an extra cost. We redraft these to suit the specific company needs and the operational environment.

Starter Pack documents:

New Employee Application for employment and personal details forms (Pack of Documents)

Computer/Internet and Email Usage Policy

Disciplinary Code and Procedure Template

Employment Terms and Conditions template

Verbal Warning template

WRITTEN WARNING template

FINAL WRITTEN WARNING template

Fixed Term [temporary] Contract of Employment template

Permanent Contract template

Grievance Policy and Procedure

HIV Policy

Leave Policy

Medical certificate and sick leave policy

Motor Vehicle Policy

Notice of Disciplinary Enquiry

NOTICE OF DISMISSAL

Notice of Suspension

Notice to attend performance hearing

Overtime Policy

Parental leave company policy

Permanent contract of employment [comprehensive commission based]

Harassment Policy

Substance abuse policy

The price is R5 850 excluding VAT.

For more information, please contact renetia@vcaconsulting.co.za OR 011 425 3575

B-BBEE - YES4Youth Recruitment

Does your organisation participate in B-BBEE?

Are you happy with your current B-BBEE status or would you like to learn how you could improve your scorecard with the YES4Youth initiative?



The YES programme is a South African initiative that empowers organisations to create job opportunities for unemployed youth, between the ages of 18 – 35, offering them a 12-month quality work experience, and in turn, affording your business the chance to improve your B-BBEE status.

Most organisations find the recruitment of YES Youth tedious, confusing and time consuming – because it IS!

This is due to the fact that the Youth calculations vary from EME's, QSE's [entities with less than R50 million turnover] and Generic entities [exceeding R50 million turnover]. It is not a one size fits all exercise. Another factor to consider is whether these youth will be placed at your organisation or at another company where they complete the 12-month period.

The process needs to be conducted within the current measurement period and involves sourcing the correct candidate for your organisation [shortlisting], interviews and onboarding.

Allow VCA to take this exercise off your shoulders, by simplifying your already exhaustive B-BBEE compliance procedure!

We are registered to recruit learners from Potchefstroom to Pofadder, and anywhere in between!

Contact renetia@vcaconsulting.co.za OR 011 425 3575.

Occupational Health and Safety

Health and safety update



March 2025

The Minister of Employment and Labour has, under section 43 of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), after consultation with the Advisory Council for Occupational Health and Safety, made the following regulations in the Schedule.

Occupational Health and Safety Act and Regulations (85/1993):

- **Noise Exposure Regulations, 2024**

Gazette No. 52226/ R. 5953 of 2024, dated 6 March 2025.

- **Physical Agents Regulations, 2024**

Gazette No. 42894/ R.1589 of 2019, dated 6 March 2025.

- **General Safety Regulations, 2025**

Gazette No. 42894/ R.1589 of 2019, dated 6 March 2025.

Please familiarize yourself with the changes made to the General Safety Regulations, especially if your organisation falls within the Manufacturing OR Construction industries, where there are staff members working with machinery. Ensure that all your safety measures are in place, PPE is regularly issued and recorded, and machinery is regularly checked.

https://cdn.ymaws.com/www.saioh.co.za/resource/resmgr/docs/2025_folder_1/general_safety_regulations,_.pdf

Payroll



Understanding your payslip: A beginner's guide

Starting your first job is an exciting milestone, but when payday arrives, you might find yourself staring at your payslip unsure of what everything means. Here is a simple breakdown of the key elements of a payslip to help you understand where your money is going.

1. Employee details

Your payslip will include basic information such as your name, employee number, job title and possibly your tax reference number.

2. Earnings (your salary and benefits)

This section shows what you have earned before any deductions. Common earnings include:

- Basic salary: The agreed monthly wage before deductions.
- Bonuses or overtime: Any additional earnings for extra hours worked or performance incentives.
- Allowances: Some jobs provide travel, cell phone or housing allowances.

3. Deductions (What gets taken off)

Certain amounts are deducted from your salary before you receive your final pay, such as:

- PAYE (Pay-As-You-Earn): Your income tax, calculated based on your earnings.
- UIF (Unemployment Insurance Fund): A small percentage deducted to provide short-term relief if you become unemployed.
- Pension or retirement fund contributions: If your employer has a retirement plan, a portion of your salary may go towards your pension.
- Medical aid contributions: If you are part of a company medical aid, your contribution may be deducted here.

4. Net pay (your take-home salary)

This is the amount that will be deposited into your bank account after all deductions.

5. Employer contributions (additional benefits)

Some employers contribute towards your benefits, such as pension funds or medical aid. These contributions are not deducted from your salary but are reflected on your payslip as additional employer-provided benefits.

Final Tip

Always check your payslip to ensure that your salary, deductions and benefits are correct. If anything looks incorrect, speak to your HR or payroll department.

Source : hrtorque.co.za

Hard to believe we're already wrapping up Q1! It's so easy to get caught up in the daily grind, but taking time to pause, reflect, and realign is the key to long-term success. Set aside 15 - 20 min, grab a paper and pen and let's do this together.

Q1 Check-in:

- What worked well?
 - Celebrate your wins, big and small!
 - By recognising what's working helps you double down on success.
- What challenges did you face?
 - Every obstacle holds a lesson.
 - Identifying these challenges allows you to adjust and move forward with more clarity.
- Where did you spend most of your time and energy?
 - Are you focusing on revenue-generating activities, or getting stuck in day-to-day tasks that could be delegated or streamlined?
- What do you want to do differently in Q2?
 - A small shift now can create massive impact over the next 90 days.



Self-care game plan for Q2

Success isn't only about strategy. It's about how well you take care of yourself so you can show up with energy, clarity, and focus.

Remember self-care is so much more than retail therapy, massages and facials! Real self-care is about intentionality. It's not indulgent. It's not time consuming. It's not selfish. It's not a one time thing. Self-care is an intentional practice. Read that again.

Ask yourself:

How can I best take care of myself these next 90 days?

What is the most loving thing I can do for myself so I can continue to thrive in Q2?

Examples of self-care

- Hydrate / drinking water daily
- Breathing
- Going outside
- Putting down your phone
- Moving your body (dance / walk / shake)
- Saying affirmations / speaking kindly to yourself
- Resting / Taking breaks
- Learning to set boundaries
- Letting go of the guilt



It's not about being perfect, it's a practice. Keep coming back to it. Make small sustainable changes. Don't beat yourself up if you forget. Do it when you remember. Set a reminder if you need to, or try habit stacking.

Thriving in life and in business isn't just about working harder. It's about working smarter, staying energised, and making aligned decisions. How are you setting yourself up for success this coming quarter?

Sonja McKaiser is a life coach and self-care facilitator who's passionate about empowering women to redefine their midlife experience. If you're curious about how you can start to incorporate more self-care and pleasure into your life or you have any questions about midlife and self-care, you can send an email to hello@sonjamckaiser.com.

The image features a motivational quote by Jim Rohn. The background is a vertical gradient from dark blue at the top to bright orange at the bottom, resembling a sunset. The quote is centered and reads: "Don't wish it EASIER Wish you were BETTER". The words "EASIER" and "BETTER" are in a bold, white, sans-serif font and are enclosed within dark blue rectangular boxes. The other words are in a white, cursive script font. The entire graphic is framed by a thin dark blue border at the bottom and two vertical gold bars on the left and right sides.

Don't wish it
EASIER
Wish you were
BETTER

Jim Rohn