



The Latest in Legislative Changes

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Monthly Motivation

With March coming to a close, the year is already picking up momentum. This month has delivered meaningful progress and important updates, and we're pleased to share key highlights as we look ahead to a productive April.

BREAKING NEWS

Follow us on Facebook for valuable insights and the latest news



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!

Don't Miss Out: WSP/ATR Submission Deadline - 30 April

At VCA Consulting, we would like to remind all organisations of the upcoming **30 April deadline** for the submission of Workplace Skills Plans (WSP) and Annual Training Reports (ATR).

Submitting your WSP/ATR is not just a compliance requirement, it is a valuable opportunity to unlock funding and drive meaningful skills development within your organisation.

Why Submit Your WSP/ATR?

Submitting on time allows your organisation to:

- Access mandatory grants
- Maximise returns on your Skills Development Levy
- Improve employee skills, performance, and productivity
- Remain compliant with Skills Development requirements



Take Action Now

Avoid last-minute pressure by preparing and submitting your reports early. Missing the deadline could result in lost funding and missed opportunities to strengthen your workforce. Early submission also provides time to address any errors or outstanding information.

Partner with VCA Consulting

Let **VCA Consulting** support you every step of the way—from preparation to successful submission. Our team is ready to ensure your process is smooth, compliant, and completed on time.

Remember: Skills development is an investment, not an expense. Don't miss this opportunity to grow your people and your business.



Employment Equity: Reminder of the minimum requirements to be compliant

We would like to alert you to the increased focus on Director-General (DG) inspections in terms of the Employment Equity Act.

The Department of Employment and Labour is actively conducting inspections to assess whether employers are complying with their Employment Equity (EE) obligations.

What inspectors are focusing on:

- Implementation of your Employment Equity Plan
- Submission of annual EE Reports (EEA2 & EEA4)
- Workplace equity analysis and numerical goals
- Functionality of your Employment Equity Committee
- Evidence of consultation and meeting minutes
- Alignment between payroll data and EE reporting

Common compliance gaps identified:

- No valid or updated EE Plan
- Failure to consult with employees
- Incorrect or incomplete EE submissions
- Lack of supporting documentation

Possible consequences of non-compliance:

- Labour Inspector undertakings or compliance orders
- Referral to the Labour Court
- Financial penalties and reputational risk

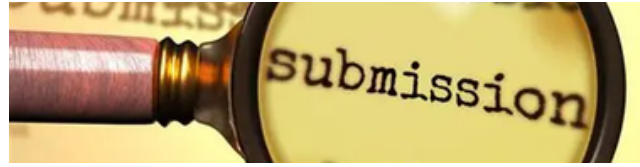
How to prepare:

- Ensure your EE Plan is current and implemented
- Keep EE Committee records and minutes up to date
- Verify your latest EEA2 & EEA4 submissions
- Align payroll data with EE reports
- Maintain a full compliance file for inspection

DG inspections are often unannounced, so it is critical to ensure your documentation is always audit-ready.



COIDA - Preparation for 2025/2026 annual ROE



The 2025/2026 Return of Earnings (ROE) submission period will open on the 1st of April 2026 and the deadline is the 30th of June 2026.

All employers registered with the Compensation Fund and who have 1 employee or more are required to submit their ROE for the period 01 March 2025 – 28 February 2026

Important deadlines:

- Submission period: 1 April 2026 – 30 June 2026
- Recommended submission: As early as possible to avoid system delays and penalties

What you need to prepare:

- Total payroll earnings (including salaries, wages, bonuses, and allowances)
- Updated company information

Why this is important:

Failure to submit your ROE on time may result in:

- A 10% penalty on your assessment
- Interest charges per month
- Possible compliance issues affecting your Letter of Good Standing

Your Letter of Good Standing is essential for:

- Tender applications
- Contract work
- Overall compliance status



We strongly encourage you to start preparing your information now to ensure a smooth and accurate submission.

Should you require assistance with your ROE submission or review of your payroll data, please feel free to contact Denise on 011 425 3575 or denise@vcaconsulting.co.za

HR : Understanding Bargaining Councils and Labour Compliance

Many companies in South Africa are registered with a Bargaining Council but are not always aware of their responsibilities or the benefits involved. Bargaining Councils are established under the Labour Relations Act and are responsible for regulating labour relations within specific industries.

They help set minimum wages, working conditions, and industry standards while also assisting with dispute resolution between employers and employees. Being compliant with Bargaining Council regulations helps businesses avoid penalties, maintain fair labour practices, and ensure legal compliance.

Labour Compliance Audits



To assist companies in remaining compliant, we offer a Labour Compliance Audit where we review every aspect of your organisation's labour compliance.

Our audit includes:

- A full review of employment contracts, policies, and procedures
- DRAFTING of compliant employment contracts, policies and procedures as required
- Identification of any non-compliant areas
- Provision of all required contracts, policies, and procedures that need to be corrected or implemented

Why Compliance Matters

Ensuring your company is compliant with labour legislation and Bargaining Council requirements protects your business and promotes a fair and structured workplace. Failing to comply with Bargaining Council regulations and labour laws can lead to inspections, fines, penalties, and potential legal disputes. Ensuring your business is compliant protects both your company and your employees while creating a fair and legally sound workplace.

Get fully compliant with a complete solution that includes a detailed audit plus all essential contracts, policies, and procedures customized for your business needs.

Contact us for pricing.



Preparation for annual PAIA request submissions

Preparation for your **2026 PAIA Annual Report submission** in terms of the Promotion of Access to Information Act (PAIA):

- Submission period: 01 April 2026 – 30 June 2026
- Deadline: 30 June 2026 (no extensions expected)

SAVE THE DATE

Who must submit:

All public and private bodies are required to submit an annual report detailing any access to information requests received and processed during the reporting period.

What you need to prepare:

- Record of all PAIA requests received
- Outcomes of requests (granted, denied, partially granted)
- Supporting internal processes and policies
- Confirmation of your Information Officer (IO) registration

Please note:

You cannot submit your report unless your Information Officer / Deputy Information Officer is registered on the Information Regulator portal.

Why compliance is critical:

Failure to submit may result in:

- Regulatory compliance assessments or investigations
- Increased scrutiny under POPIA
- Reputational and operational risks

Recommended actions:

- Verify Information Officer registration
- Start compiling your PAIA request register
- Review your PAIA Manual for accuracy
- Prepare early to avoid last-minute system issues

If you require assistance with your PAIA Annual Report preparation or submission, please contact Denise on 011 425 3575 or denise@vcaconsulting.co.za



Unlock Your B-BBEE Potential with Our Expert Services

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 vca@vcaconsulting.co.za OR 011 425 3575

Importance of Occupational Health and Safety Audits in the Workplace

The Department of Labor are enforcing stringent laws for organisations who are non compliant in the area of Occupational Health and Safety. GAP Audits are performed to resolve areas where measures have not been implemented to ensure the health and wellbeing of employees.

These are done by assessing how the OHS Programme complies with legislation and regulations. Factors taken into consideration could be legal appointments, policies, hazard identifications, valid certifications, etc.



Why have it done?

- To identify areas where improvement is needed to protect workers from injury and illness.
- To ensure legislative compliance with the Occupational Health and Safety Act 85 of 1993.
- Level OHS practices, and
- To determine rewards / penalties administered by regulatory and certification bodies.

The OHS Audit process:

- The auditor reviews all aspects of the OHS program in the organisation. This is done against the Occupational Health and Safety Act as well as other relevant regulations.
- Effectiveness of the implementation of these measures is assessed on inspection of the premises.
- The auditor interviews relevant key personnel and confidentially discusses OHS aspects relevant to their roles and responsibilities.
- On conclusion of the audit, a report is sent to Management, highlighting the strengths / areas for improvement within the organisations' OHS program.
- Observations / recommendations made by the auditor as well as action planning for consideration are sent to the organisation for approval.

Upon successful completion of the audit, and the organisation is found compliant, an OHS Compliance Certificate is issued. This certifying document approves a workplace as legally compliant with the Occupational Health and Safety Act requirements. The certificate proves that the organisation has passed all legal standards, required by law to provide a healthy and safe working environment for all. The certificate is valid for a year.

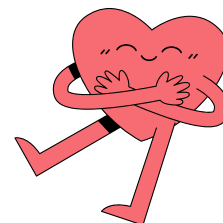
In February, the focus was on consistency on the small, repeated actions that create meaningful change over time. As we move towards the end of the first quarter, this is an opportunity to pause and take stock. Not to add more, but instead to reflect.

Are your current actions aligned with the intentions you set at the start of the year?

What's working well, and where might you need to adjust?

A simple check-in can make a significant difference:

- What's working?
 - Where are your efforts creating positive momentum?
- What needs attention?
 - Are there areas where priorities have shifted or focus has been lost?
- What can be adjusted?
 - What small change would bring you back into alignment?



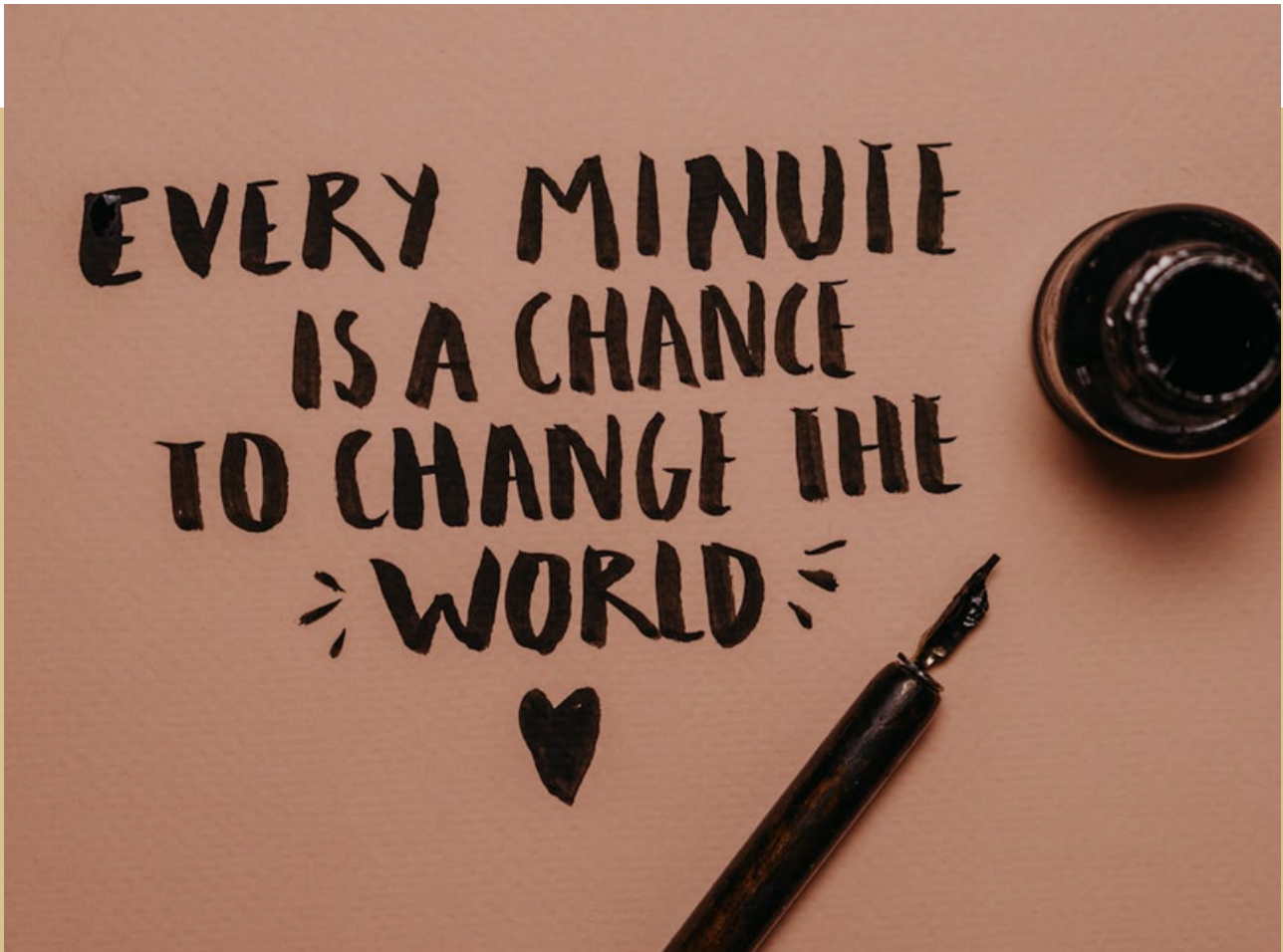
Progress is rarely linear. The ability to pause, reflect, and realign is what keeps it sustainable. This month, give yourself permission to step back briefly so you can move forward with greater clarity and intention.

About Sonja

Sonja is a certified life coach, workshop facilitator and podcast host, who helps professionals reclaim clarity, energy, and purpose at work and in life. Alongside private coaching, she designs workshops on wellbeing, boundaries, and leadership, creating space for healthier, more productive workplaces. She also offers online vision board workshops for teams. You can listen to her podcast, *If not now, then when...?* on your favourite podcast streaming platform.

And if you or your team want support turning your intentions into actions this year, send an email to hello@sonjamckaiser.com

The **MORE**
you **REFLECT**
the **MORE**
you **LEARN**



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