

ADVANCED WORKSHOP: CCMA RULES

Duration: 1/2 day

Objective

To equip those representing employers and employees at CCMA/Bargaining Council arbitrations with knowledge and insight into the functioning and rules of the CCMA/Bargaining council.

Design

- **Serving & filing documents**
 - What is meant by “filing” and “serving” of documents?
 - How are time periods calculated?
 - How does one apply for condonation for late filing?
 - What is the employer to do if it receives an application for condonation?
- **Con-arb**
 - What is con-arb and when is it used?
 - How does one object to con-arb?
 - Should one object to it?
 - The pitfalls and advantages of con-arb
- **Applications**
 - When is a formal application necessary?
 - How does one bring or oppose an application?
 - Who must make an affidavit in support of an application?
 - What must an affidavit contain?
 - When can one apply for variation or rescission of orders?
- **Pre-arbitration conferences**
 - When and why to have them?
 - What should be contained in the pre-arb minutes?
- **Arbitrations**
 - What should one disclose?
 - How does one secure attendance of witnesses?
 - How does one make objections and what can one object to?
 - When must one file statements?
 - Do's and don'ts at arbitration
 - Postponements and no shows
 - Points *in limine*
 - Making a favourable impression
- **General**
 - Jurisdictional issues: when does the CCMA not have jurisdiction?
 - How and when do I join parties in the dispute?
 - When can I expect a cost award against me or in my favour?



Target group

HR/IR managers, line managers appearing at the CCMA or bargaining councils and union representatives.

