

Basic Auditors Training: 13 – 15 May 2019
Programme Facilitator: Werner van Dyk
Venue: Protea Hotel, Techno Park, Stellenbosch

Day 1:		
Time	Topic	Responsible Person
08:00 – 08:10	Opening & Welcome	Retha Louw
08:10 – 09:00	Industry, Market Requirements & the Producer	Anton Rabe
09:00 – 09:30	- History of Audits	Elize vd Westhuizen
09:30 – 10:00	<i>Tea break</i>	
10:00 – 10:30	Prep and Planning of Social Audits	Nico Mostert
10:30 – 13:00	SAQ / Audit Scheduling / APM – Audit Support	Werner van Dyk
13:00 – 14:00	<i>Lunch Break</i>	
14:00 – 14:30	Introduction and Background to Management Systems	Marjorie Smith
14:30 – 15:00	Management Systems <i>continue</i>	Marjorie Smith
15:00 – 15:15	<i>Tea break</i>	
15:15 – 16:30	Management Systems <i>continue</i>	Marjorie Smith
Day 2:		
Time	Topic	Responsible Person
08:30 – 09:30	Freedom of Association	Tbc
09:30 – 10:00	Forced and Bonded Labour	Tbc
10:00 – 10:30	<i>Tea break</i>	
10:30 – 11:00	Child Labour	Elize vd Westhuizen
11:00 – 11:30	Discrimination, Harassment and Abuse	Sunette / Marietjie Procare
11:30 – 12:00	Health and Safety & Handling of Chemicals	Tbc
12:00 – 12:30	Wages, Benefits & Terms of Employment	Johan Hopkins
12:30 – 13:00	Working Hours and Overtime	Johan Hopkins
13:00 – 14:00	<i>Lunch Break</i>	
14:00 – 15:30	Legal Framework	Elize vd Westhuizen
15:30 – 16:30	Practical Application	Elize vd Westhuizen
Day 3:		
Time	Topic	Responsible Person
08:30 – 09:30	Communication / Engagement with Farmer	Sunette / Marietjie Procare
09:30 – 10:30	Interviewing Techniques	Sunette / Marietjie Procare
10:30 – 11:00	<i>Tea break</i>	
11:00 – 13:00	Verification and Triangulation of Information	Elize vd Westhuizen
13:00 – 14:00	<i>Lunch break</i>	
14:00 – 15:00	Audit: Closing Meeting	Elize vd Westhuizen
15:00 – 15:15	<i>Tea break</i>	
15:15 – 16:30	Report Writing / Language & Style	Tracy Botha