

HOW RETRENCHMENT COUNSELLING CAN HELP YOU



LOSING YOUR JOB CAN RESULT IN MANY CHANGES IN YOUR LIFE, GETTING RETRENCHMENT COUNSELLING CAN HELP YOU



“ help you work through the retrenchment and turn the challenge into an opportunity ”

HOW RETRENCHMENT COUNSELLING CAN HELP YOU

Losing your job can result in many changes in your life. You may feel devastated and may not know where to now. It can cause you serious worry and anxiety.

The Department of Employment and Labour provides a social plan service, by means of which you can be assisted to deal with retrenchment. The Department of Employment and Labour has offices countrywide and these offices have Career Counsellors, who can render assistance to you free of charge and on confidential basis. They provide employment counselling programmes to help you cope and information on employment opportunities. Getting advice on how to deal with the various changes retrenchment brings into your life, can help you work through the retrenchment and turn the challenge into an opportunity.

HOW YOU CAN BENEFIT FROM THE RETRENCHMENT COUNSELLING SERVICES OF THE DEPARTMENT OF EMPLOYMENT AND LABOUR?

YOU CAN:

- Register as a work-seeker on the employment services system of South Africa (ESSA), an electronic job-matching system of the Department of Employment and Labour
- Be assisted to find a job
- Obtain a referral to Private Employment Agencies for finding a job
- Obtain assistance to develop work skills that you will need to become more employable
- Learn job-hunting skills
- Obtain assistance to compile a CV
- Obtain assistance with job preparation, eg interviewing skills
- Receive employment counselling - helping you to choose a career or a different job direction
- Obtain information on careers and the labour market. Maybe you should consider re-training in another sector of the labour market
- Obtain information on a variety of employability enhancement issues, such as work ethics and motivation
- Get help to deal with the stress
- Get encouragement and support to pick up the pieces of your life again
- Be advised on how to use your support network such as family and friends
- Receive basic advice on managing money matters after retrenchment, such as budgeting.
- Learn what retrenchment monies are due to you
- Obtain a referral for skills development training courses offered by accredited training providers or employment
- Be referred for bursaries or skills development (funding)
- Get assistance with occupational health issues. According to the Occupational Health and

Safety Act, Act No 85 of 1993 as amended by Act 181 of 1993 and the Mine Health and Safety Act, Act of 29 of 1996 your employer/exemployer has certain responsibilities towards you with regard to your health and safety in the workplace. The Department of Employment and Labour can assist you to claim your health rights, especially now that you are losing your job

- Get information on labour relations issues such as your legal rights in retrenchment
- Be assisted in terms of referral of disputes over retrenchments to the Council for Conciliation, Mediation and Arbitration (CCMA)
- Obtain basic advice and training in setting up a small business
- Obtain basic advice and training in setting up a cooperative
- Be referred to youth employment programmes (If applicable)
- Be referred to employment programmes for people with disabilities (if applicable).
- Be referred for benefits from the Compensation Fund if you sustained an injury on duty
- Be referred for unemployment insurance benefits in terms of the Compensation for Occupational Injuries or Diseases Act. no 61 of 1995
- Be referred to organisations that help distraught workers (only with your consent).

HOW CAN YOU ACCESS THE SOCIAL PLAN SERVICES?

You can be referred to the Department of Employment and Labour through your trade union or your worker representative. Your employer can also assist you to access the services of the Department of Employment and Labour. You are also welcome to visit any of the Department of Employment and Labour's Offices, if you are already unemployed. Contact the Department of Employment and Labour's Public Employment Services staff- contact details of your closest labour centre can be found on www.labour.gov.za.


There is also a number of documents on the Department's website, www.labour.gov.za, which will provide more advice on some of the retrenchment issues mentioned above.

However, more in-depth assistance is provided during the employment counselling sessions. Book a free session today, so you can be assisted to work through your retrenchment.

IN CONCLUSION:

Remember, people deal differently with their problems. In order to deal with the particular problems that you are experiencing, it is important to focus on the fact that you have choices in life. When dealing with practical problems, you can choose to let the circumstances get the better of you, you can choose to change the situation, or you can choose to change your attitude towards the situation. If you choose to adopt a positive attitude to the situation, you can progress in life. You can make use of your current strengths and abilities such as your skills, work experience, family support, determination, faith or self-confidence.

You do not have to despair, make full use of the retrenchment counselling services offered by the Department of Employment and Labour.



“ Remember, people deal differently with their problems. In order to deal with the particular problems that you are experiencing, it is important to focus on the fact that you have choices in life ”

CONTACT DETAILS

Labour Head Office:

Telephone Number(s): (012) 309 4000

Provincial Offices:

Eastern Cape Provincial Office

Free State Provincial Office

Gauteng Provincial Office

KwaZulu-Natal Provincial Office

Limpopo Provincial Office

Mpumalanga Provincial Office

North West Provincial Office

Northern Cape Provincial Office

Western Cape Provincial Office

Telephone Numbers: (043) 701 3128

Telephone Numbers: (051) 505 6200

Telephone Numbers: (011) 853 0300

Telephone Numbers: (031) 366 2000

Telephone Numbers: (015) 290 1744

Telephone Numbers: (013) 655 8700

Telephone Numbers: (018) 387 8100

Telephone Numbers: (053) 838 1500

Telephone Numbers: (021) 441 8000

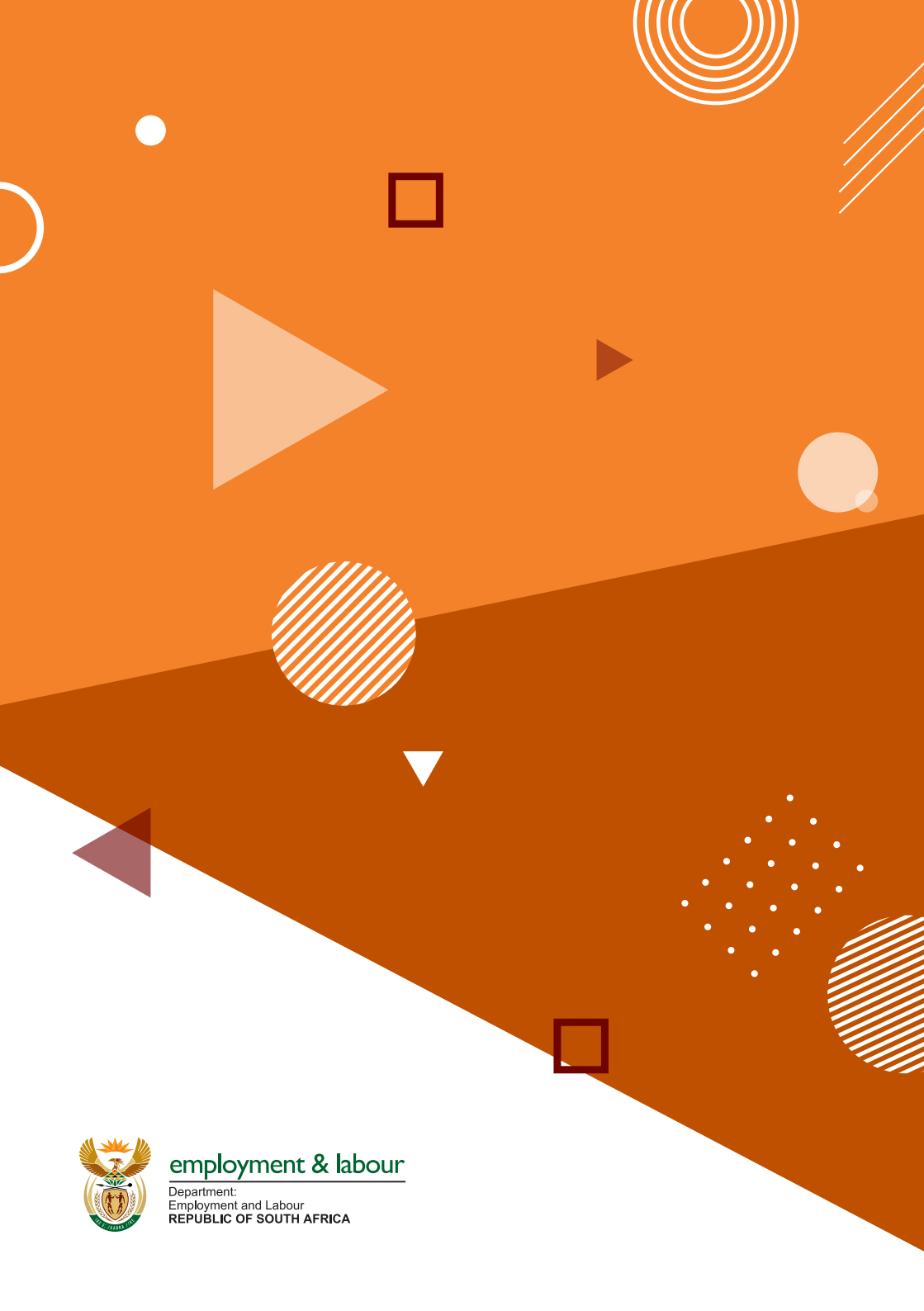


**CONTACT DETAILS: LABOUR CENTRES
(SCAN THE CODE WITH YOUR PHONE)**

www.labour.gov.za



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Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA