

Domain	CIVIL SOCIETY IN DEVELOPMENT	Unit ID: 682
Title:	Manage the impacts of HIV and AIDS in a civil society workplace	
Level: 6		Credits: 10

Purpose

This unit standard specifies the competencies required to manage HIV and AIDS in the workplace. It includes assessing the impacts of HIV and AIDS on the organisation, planning and implementing how the impacts will be managed and monitoring and reviewing the plans and actions. This unit standard is intended for people working in any public, private or civil society organisation who have or wish to have any responsibility for workplace management.

Special Notes

1. HIV and AIDS pose a key challenge to organisations as well as individuals in Namibia. Awareness of the effects of HIV and AIDS on people and the workplace is critical in mitigating the impact and minimising the spread of the disease.
2. Glossary of terms:
 - *'HIV'* means Human Immune-deficiency Virus
 - *'AIDS'* means Acquired Immune Deficiency Syndrome
 - *'ARV'* means Anti Retroviral and refers to the treatment used to prolong the lives of HIV-infected people.
 - *'Positive living'* refers to lifestyle changes to maintain health and well-being of HIV-infected people.
 - *'GDP'* means Gross Domestic Product and refers to one of several measures of the size of a country's economy.
3. Regulations and legislation relevant to this unit standard include the following:
 - Labour Acts: No. 6 of 1992; No. 10 of 2004; No. 11 of 2007
 - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.
 - Namibia Ministry of Labour: Guidelines for Implementation of national code on HIV and AIDS in employment, (1998) No.78.
 - Namibia Ministry of Labour: Code of Good practice: Key aspects of HIV and AIDS and Employment (2000),No.R.1298
 - A Guide to HIV and AIDS Workplace Programme (2007).
 - SADC: Code on HIV and AIDS and Employment in the Southern Africa Development Community (1997)
 - ILO code of practice on HIV and AIDS and the World of Work.
4. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which the effect of HIV and AIDS in the workplace needs to be managed.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Assess the impacts of HIV and AIDS on the organisation.

Performance Criteria

- 1.1 Infection, illness, absenteeism and death rates are known and forecasts made using a case study.
- 1.2 Costs to the organisation are enumerated for a case study.
- 1.3 Effects on productivity are enumerated for a case study.
- 1.4 The capability of the human resources function and management to deal with the impacts is assessed for a case study.

Element 2: Plan and implement how the impacts will be managed.

Performance criteria

- 2.1 Actions to improve prevention are described for a case study.
- 2.2 Actions to improve care and support are described for a case study.
- 2.3 Actions to improve the human resources function's capability are described for a case study.
- 2.4 Actions to gain organisation wide commitment are described for a case study.
- 2.5 The action plans are costed and budgets are made for a case study.
- 2.6 Legal and policy issues concerning management of HIV and AIDS in the workplace are described for a case study.

Element 3: Monitor and review the plans and actions.

Performance Criteria

- 3.1 Absence and staff attrition rates are monitored and recorded for a case study.
- 3.2 Provision and uptake of care and support are monitored and recorded for a case study.
- 3.3 Effect on recruitment, succession planning and operational efficiency is measured for a case study.
- 3.4 The importance of having organisation wide support for the management process for HIV and AIDS in the workplace is described in terms of the actions it would require and the means by which it would be in evidence.
- 3.5 Variances from budgeted costs are measured and recorded for a case study.
- 3.6 Plans and budgets are revised for a case study.

Registration Data

Subfield:	Civil Society Management
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