



25 January 2011

Dear SARA Members and Supporters

The SARA Executive Committee is pleased to announce the continuation of its **Internship Programme**.

The programme will commence on 1 March 2011 and will end on 31 August 2011.

We are looking for nine to eighteen organisations to **host the three interns**.

Each organisation can host the interns from a few days to two weeks to expose them to corporate experience in the field of reward management.

The **learning curriculum** is as follows:

Remuneration policy and strategy

- Overview of what this is and how to develop it

Basic Pay

- Job Evaluation
 - The different Job Evaluation systems in the market and how they work
 - Overview of how to write up role profiles
- Broad-banding
 - Introduction to Broad-banding
 - Exploring why companies use Broad-banding
- Salary structuring
 - The principles of salary structuring including pay scale design
 - Some technical practice in salary structuring
- Tax and Total Package
 - What Total Package is
 - How Total Package works

Short term incentives and variable pay

- Incentive scheme design
 - The principles of incentive scheme design
- Variable pay
 - What Variable Pay is
 - Understanding the remuneration mix

Long term incentives

- What the LTI options open to South Africans are
- What the essence is of the tax and accounting changes

Remuneration committees

- Remuneration committees and the board
- Roles of the CEO, Remuneration Manager and HR Director

Software skills

- Full MS Office Suite including internet search techniques

Presentation skills

- Formal presentation skills

If you would be interested in participating please complete the attached form and email to

Yolanda Sedlmaier at ysedlmaier@deloitte.co.za, to advise her as to which aspect of the curriculum you would like to provide exposure to the interns.

We look forward to hearing from you.

Regards

SARA Intern Committee