



Pro-Active College™
FREEDOM THROUGH KNOWLEDGE

INSTITUTE A DISCIPLINARY ACTION

This skills programme provides the learner with the knowledge, skills, attitudes and values to institute an effective disciplinary action programme in the organisation.



**Unit Standard
Aligned**



**SETA
Accredited**



**Outcomes
Based**

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standard:

**INSTITUTE DISCIPLINARY ACTION
(US: 11286)**

NQF Level 5
8 Credits

TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- individuals who are, or seek to be a Human Resources Manager or Employment Relations Practitioner; and
- all officials on a managerial level.

BENEFITS

The benefits of this skills programme include:

- the ability to demonstrate an understanding of different types of transgressions;
- improved procedure to investigate incidents;
- being able to implement procedures to handle offences;
- the ability to take disciplinary action; and
- effective representation of an employee at a disciplinary hearing.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

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ENTRY REQUIREMENTS

The credit calculation in the relevant unit standard is based on the assumption that learners:

- are competent in communication (NQF level 4);
- are able to apply principles of policy and procedure implementation;
- can demonstrate an understanding of an organisation and its functions; and
- are able to apply consultation skills.

DURATION

Four day contact session combined with practical workplace experience.

PORTFOLIO OF EVIDENCE

To be declared competent in this unit standard the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

Programme Outcomes

On completion of this skills programme, learners will be able to:

- identify and classify transgressions;
- implement procedures to handle non-dismissible offences;
- implement procedures to handle dismissible offences; and
- represent employees at disciplinary hearings.

Programme Outline

Learning Unit One

Institute a Disciplinary Action

- Identify and classify transgressions
- Sufficient information is gathered concerning alleged transgressions
- Transgressions are correctly classified in terms of the available evidence
- The correct procedures for handling different types of transgressions
- Implement procedures to handle non-dismissible offences
- The employee is informed within the stipulated timeframe of the alleged contravention of a workplace rule and his/her rights in this respect
- The employee is confronted with the relevant facts and provided with sufficient opportunity to state his/her case
- The employee is informed in the appropriate manner of the disciplinary action to be instituted and his/her rights in this respect
- Accurately record disciplinary actions according to disciplinary procedures
- Procedures to handle dismissible offences and how to implement them
- Further investigation is conducted and detailed information is gathered
- The employee is informed within the stipulated timeframe and in the correct manner, of the alleged contravention of a workplace rule and his/her rights in this respect
- Detailed evidence is led including witnesses and the cross-questioning of witnesses
- Relevant argument and evidence in mitigation or aggravation is presented
- Represent employee at disciplinary hearing
- Correctly analyse and adequately investigate the allegation or charge
- The relevant information is requested from the employer
- The employee and witnesses are properly prepared for the hearing
- The employee's case is succinctly and effectively presented
- Witnesses are appropriately questioned and cross-examined
- Pleas in mitigation are properly prepared and presented
- Relevant appeals are lodged in terms of the disciplinary procedure