

Effective Handling of Disciplinary Hearings

Skills Programme



MACCAUVLEI

Accredited by the SABPP

UNIT STANDARDS COVERED

Unit Standard ID NQF Level & Credits	Unit Standard Title
US 11286 NQF Level 5 8 Credits	Institute disciplinary action
US 10985 NQF Level 6 5 Credits	Conduct a disciplinary hearing

PURPOSE

If we are pro-active in our approach to the managing of our sub-ordinates we should be able to reduce the number of disciplinary cases that arise. Sometimes however, no matter how assertive and pro-active we are in our approach, disciplinary action needs to be taken as a consequence of an employee breaking a rule. A consequence of not accepting accountability for one's actions in the workplace is thus disciplinary action. This programme focuses on the correct approach to initiating and managing disciplinary action in the workplace.

OUTCOMES

In particular, people credited with these unit standards will be able to:

- Initiate disciplinary action
- Identify and categorise transgressions
- Implement appropriate disciplinary procedures
- Represent an employee at a hearing
- Participate in a disciplinary hearing
- Conduct a disciplinary hearing
- Reach reasoned decisions on the basis of evidence presented

WHO SHOULD ATTEND?

This unit standard is intended for line managers and human resources practitioners who may be called upon to chair disciplinary hearings. Persons accredited with this unit standard are able to effectively handle hearings and reach reasoned decisions on the basis of evidence presented.

DURATION OF TRAINING

2 Interactive Days

MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 4 / Grade 12 (Matric) Certificate

LEARNING ASSUMED TO BE IN PLACE

- Communication at NQF Level 5
- Knowledge of labour relations principles relevant to the disciplinary process
- Meeting Skills

CERTIFICATION

Learners who successfully complete the Portfolio of Evidence will be awarded a Skills Programme Certificate of Competence with the Unit Standards listed.



Contact Details

For registration forms or more detail please contact us:

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Version HDH2019