

SKILLS DEVELOPMENT COURSE: INSTITUTE DISCIPLINARY ACTION

COURSE SPECIFICATIONS

Course Code:	SDF-IDA
Course Length:	2 Days
Start Time:	08:30
End Time:	15:30
Available for:	Local or On-Site Training

PURPOSE

This unit standard is intended for line managers or human resources practitioners who may be called upon to charge an employee in disciplinary hearings.

TARGET AUDIENCE

This course is designed for supervisory and managerial personnel.

LEARNING OUTLINE

Identify and classify transgression:

- 1 Sufficient information is gathered concerning alleged transgression
- 2 Transgression is correctly classified in terms of the available evidence
- 3 The correct procedure for handling the transgression is selected

Implement procedure to handle non-dismissible offences:

- 4 The employee is informed within the stipulated timeframe of the alleged contravention of a workplace rule and his/her rights in this respect
- 5 The employee is confronted with the relevant facts and provided with sufficient opportunity to state his case
- 6 The employee is informed in the appropriate manner of the disciplinary action to be instituted and his rights in this respect
- 7 The disciplinary action is accurately recorded according to the disciplinary procedure

Implement procedure to handle dismissible offences:

- 8 Further investigation is conducted, and detailed information is gathered
- 9 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
- 10 Detailed evidence is led including witnesses and the cross-questioning of witnesses
- 11 Relevant argument and evidence in mitigation or aggravation is presented

Represent employee at disciplinary hearing:

- 12 The allegation or charge is correctly analysed and adequately investigated
- 13 The relevant information is requested from the employer
- 14 The employee and witnesses are properly prepared for the hearing
- 15 The employee's case is succinctly and effectively presented
- 16 Witnesses are appropriately questioned and cross-examined
- 17 Pleas in mitigation are properly prepared and presented
- 18 Where relevant appeals are lodged in terms of the disciplinary procedure

INCLUDES THE FOLLOWING

1. Course Material
2. Notes
3. PoE (if applicable)

For local training at a Onetrust training venue:

1. Refreshments
2. Lunch

**Catering is the responsibility of the client for on-site training.*

CERTIFICATION

Currently, this course is only available for non-accredited training, and therefore candidates will receive a *Certificate of Training/Attendance*, as no form of assessment will take place.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.) We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes.

CONTACT DETAILS

Further enquiries may be directed to:

ONETRUST TRAINING SOLUTIONS (PTY) LTD

Vanderbijlpark | South Africa

Tel: +27 16 982 1651

Cell: +27 83 565 0915

Email: admin@otts.co.za