



Implement Discipline Procedure NQF Level 5



3 Day Period



Classroom or
Blended Learning



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The Qualification Certificates are issued by MerSETA



Construction

Developing Businesses, People and
Communities through **High-Impact Solutions**



About this Skills Programme

SAQA Qualification ID:

SP 0300/09-17

Minimum Credits:

21

NQF Level:

5

Duration:

This Qualification is run over 3 days

Type of course

A credit bearing merSETA registered skills programme offered on a full-time basis over 3 days.

Purpose of the course

The course is intended for line managers, managers of small businesses and junior managers of business unit in larger organisation, who may be called upon to chair disciplinary hearings.

Course outline

The structure of the course focuses on the skills and knowledge required to handle or chair a disciplinary hearing.

Entry requirements

Communication, Mathematical and Financial Literacy at Level 3.

It is assumed that people starting to learn towards this course are able to:

- Apply principles of policy and procedure implementation
- Demonstrate an understanding of an organisation and its functions
- Apply consultation skills
- Explain and apply labour relations to the disciplinary process
- Handle meetings
- Apply writing, listening and talking skills at least at NQF level 5

Course Programme

Unit Standard	Title	NQF Level	Credits
13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	4	8
10985	Conduct a disciplinary hearing	6	5
11286	Institute disciplinary action	5	8

Upon successful completion of the course, the learner will be proficient in the following areas:

- Identifying legislation that regulates employment issues.
- Effectively handle hearings and reach reasoned decisions on the basis of evidence presented.
- Able to identify and categorise transgressions, implement appropriate procedures and represent an employee at a disciplinary hearing.

Assessment method

To monitor progress and effectiveness of learning, continuous assessments (formative) are carried out by way of written tests and practical assignments, throughout the training.

ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH



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