



Unit Standard ID : 11286

Description : Institute disciplinary action

NQF Level : 6

Credits : 8

Type of Unit Standard : E

Standards Generating Body : 310

Purpose

This unit standard is intended for people who are, or seek to be a human resources management or employment relations practitioner or a general manager. Persons credited with this unit standard are able to identify and categorise transgression, implement appropriate procedures and represent an employee at a disciplinary hearing.

Learning Assumed

It is assumed that people starting to learn towards this standard are able to: - communicate effectively (at least NQF level 4) - apply principles of policy and procedure implementation - demonstrate an understanding of an organisation and its functions - apply consultation skills.

Notes

NA

Workplace Assessment : Y

Issue Date : 13-SEP-05

Review Date : 13-SEP-08

Specific Outcome 1

Identify and classify transgression.

Assessment Criteria 1

ASSESSMENT CRITERION 1

1. Sufficient information is gathered concerning alleged transgression.

ASSESSMENT CRITERION 2

2. Transgression is correctly classified in terms of the available evidence.

ASSESSMENT CRITERION 3

3. The correct procedure for handling the transgression is selected.

Range Statement 1

NA

Specific Outcome 2

Implement procedure to handle non-dismissible offences.

Assessment Criteria 2

ASSESSMENT CRITERION 1

1. The employee is informed within the stipulated timeframe of the alleged contravention of a workplace rule and his/her rights in this respect.

ASSESSMENT CRITERION 2

2. The employee is confronted with the relevant facts and provided with sufficient opportunity to state his case.

ASSESSMENT CRITERION 3

3. The employee is informed in the appropriate manner of the disciplinary action to be instituted and his rights in this respect.

ASSESSMENT CRITERION 4

4. The disciplinary action is accurately recorded according to the disciplinary procedure.

Range Statement 2

NA

Specific Outcome 3

Implement procedure to handle dismissible offences.

Assessment Criteria 3

ASSESSMENT CRITERION 1

1. Further investigation is conducted and detailed information is gathered.

ASSESSMENT CRITERION 2

2. 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.



ASSESSMENT CRITERION 3

3. Detailed evidence is led including witnesses and the cross-questioning of witnesses.

ASSESSMENT CRITERION 4

4. Relevant argument and evidence in mitigation or aggravation is presented.

Range Statement 3

2. ASSESSMENT CRITERION RANGE

The correct manner includes the drafting of the charge sheet.

Specific Outcome 4

Represent employee at disciplinary hearing.

Assessment Criteria 4

ASSESSMENT CRITERION 1

1. The allegation or charge is correctly analysed and adequately investigated.

ASSESSMENT CRITERION 2

2. The relevant information is requested from the employer.

ASSESSMENT CRITERION 3

3. The employee and witnesses are properly prepared for the hearing.

ASSESSMENT CRITERION 4

4. The employee's case is succinctly and effectively presented.

ASSESSMENT CRITERION 5

5. Witnesses are appropriately questioned and cross-examined.

ASSESSMENT CRITERION 6

6. Pleas in mitigation are properly prepared and presented.

ASSESSMENT CRITERION 7

7. Where relevant appeals are lodged in terms of the disciplinary procedure.

Range Statement 4

NA

Specific Outcome 5

NA

Assessment Criteria 5

NA

Range Statement 5

NA

Specific Outcome 6

NA

Assessment Criteria 6

NA

Range Statement 6

NA

Embedded Knowledge

Knowledge considered to be critical evidence of competence is included in the assessment criteria explicitly, or can be inferred by performance. This includes knowledge on: · Principles of evidence gathering and presentation of evidence and arguments. · Cross-examination techniques. · Organisational practice. · Relevant legal requirements and processes.



Critical Cross Field Outcomes

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems by using critical and creative thinking by, e.g., · deciding on appropriate questions during the hearing and identifying mitigating factors.

UNIT STANDARD CCFO ORGANIZING

Organise and manage oneself and one's activities by, e.g., · planning to institute disciplinary action and monitoring adherence to or adapting the plan during implementation.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise and critically evaluate information by, e.g., · identifying and classifying the transgression.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively by, e.g., · representing an employee at a disciplinary hearing according to the assessment criteria for the specific outcome: `Represent employee at disciplinary hearing`.