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| Title: | **Understanding discipline in the workplace**  |
| Level: | **3** |
| Credit value: | **1** |
| Unit guided learning hours | **5** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand the legal aspects and organisational policy relating to discipline in the workplace
 | 1.11.2 | Briefly describe the legal aspects of the disciplinary processIdentify an organisation’s employment policies and procedures that could guide the manager in dealing with disciplinary issues |
| 1. Understand how to monitor discipline in the workplace
 | 2.12.2 | Describe the purpose of disciplinary procedureIdentify the interpersonal behaviour and support skills required by a manager to monitor discipline in the workplace |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop knowledge and understanding of discipline in the workplace as required by a practising or potential first line manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Management & Leadership 2008 NOS: D14 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Council for Administration (CfA) |
| Equivalencies agreed for the unit (if required) |  |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |

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| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Organisational employment policies, (e.g. relating to time-keeping, absenteeism, conduct, level of performance, attitude and behaviour, gross misconduct)
* Legal aspects of disciplinary processes
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| 2 | * Interpersonal behaviour and support skills to maintain discipline at work
* Records and other means to support and monitor the disciplinary process
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