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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 | | 1.1  1.2 | Briefly describe the legal aspects of the disciplinary process  Identify 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 | | 2.1  2.2 | Describe the purpose of disciplinary procedure  Identify 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 |
| 2 | * Interpersonal behaviour and support skills to maintain discipline at work * Records and other means to support and monitor the disciplinary process |