

Disciplinary Procedures

The aims of the disciplinary procedure are to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement when necessary.

This course covers the aims of the disciplinary procedure, penalties including investigations, allegations and suspensions, procedures for carrying out hearings, and appeals.

| Course | Module Number | Module Name | Pass % Required |
|-------------------------|---------------|---|-----------------|
| Disciplinary Procedures | 1 | Disciplinary Procedure and Confidentiality | 70 |
| Disciplinary Procedures | 2 | Investigations, Allegations and Suspensions | 70 |
| Disciplinary Procedures | 3 | Notification Of A Hearing, The Right To Be Accompanied, And Procedure | 70 |
| Disciplinary Procedures | 4 | Penalties, Their Effects, And Appeals | 70 |
| Disciplinary Procedures | 5 | Holding Disciplinary Hearings And A Case Study | 70 |

Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

Duration: 45 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)