



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Discipline Enforcement and Maintenance in the Workplace

Law, Military Science and Security / Sovereignty of the State

Unit Standard 253894 · NQF Level 4 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips managers and team leaders with the skills to enforce and maintain workplace discipline in a fair, consistent, and legally compliant manner. Participants will learn to apply disciplinary procedures, handle misconduct, and foster a positive work environment.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	253894
Accreditation	SAQA Accredited · NQF Level 4 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply disciplinary procedures and codes of conduct in accordance with organisational policy and South African labour law.
- Analyse incidents of misconduct and determine appropriate corrective or disciplinary actions.
- Evaluate the effectiveness of disciplinary measures and recommend improvements.
- Demonstrate the ability to conduct disciplinary hearings and manage appeals.
- Implement strategies to promote positive discipline and reduce repeat offences.

WHO SHOULD ATTEND

- Supervisors, managers, team leaders, and HR professionals responsible for maintaining discipline in the workplace.

COURSE OUTLINE

Day 1: Foundations of Discipline Enforcement and Maintenance

- Overview of labour legislation (LRA, BCEA, Code of Good Practice)
- Principles of natural justice and substantive/procedural fairness
- The disciplinary process: investigation, hearing, sanction, appeal
- Types of misconduct and appropriate corrective measures
- Role of discipline in maintaining workplace order and productivity
- Case law examples and common pitfalls

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **3 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Mauritius
14 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 253894) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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