



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Conduct a Disciplinary Hearing in the Workplace

Services / Wholesale and Retail

Unit Standard 255514 · NQF Level 5 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the knowledge and practical skills to conduct a disciplinary hearing in compliance with South African labour legislation and the Code of Good Practice. Participants will learn to manage the entire disciplinary process from preparation to chairing the hearing, ensuring procedural fairness and legally sound outcomes.

Category	Services
Subfield	Wholesale and Retail
Unit Standard	255514
Accreditation	SAQA Accredited · NQF Level 5 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Prepare for a disciplinary hearing by gathering evidence, notifying parties, and arranging logistics.
- Apply the principles of procedural and substantive fairness during the hearing process.
- Demonstrate the ability to chair a disciplinary hearing impartially and effectively.
- Evaluate evidence and arguments presented to reach a reasoned decision.
- Implement appropriate sanctions or corrective measures in line with company policy and legislation.

WHO SHOULD ATTEND

- This course is designed for managers, supervisors, HR practitioners, and employee relations officers who are responsible for conducting or overseeing disciplinary hearings in the workplace.

COURSE OUTLINE

Day 1: Introduction to Disciplinary Hearings and Legal Framework

- Overview of disciplinary hearings in the workplace
- Relevant legislation: Labour Relations Act, Code of Good Practice
- Distinction between misconduct, incapacity, and poor performance
- Principles of natural justice (*audi alteram partem*, *nemo iudex in causa sua*)
- Roles and responsibilities of parties involved
- Importance of a fair procedure

Day 2: Pre-Hearing Procedures and Case Preparation

- Investigation of alleged misconduct
- Suspension: when and how
- Notice of hearing: content and delivery
- Gathering and preserving evidence
- Witness preparation and management
- Employee's right to representation and preparation time

Day 3: The Role of the Chairperson and Hearing Procedures

- Chairperson's role: impartiality and control
- Opening statements and charges
- Presentation of employer's case
- Employee's defence and cross-examination
- Rules of evidence and burden of proof
- Managing disruptions and adjournments

Day 4: Evidence, Witnesses, and Cross-Examination

- Types of evidence: oral, documentary, real
- Admissibility and relevance
- Examination-in-chief techniques
- Cross-examination techniques
- Re-examination and closing arguments
- Assessing credibility and weight of evidence

Day 5: Making Findings and Determining Sanctions

- Deliberation and decision-making process
- Balance of probabilities standard
- Mitigating and aggravating factors
- Range of sanctions: verbal warning to dismissal
- Consistency and progressive discipline
- Writing findings and reasons

Day 6: Recording and Reporting Outcomes

- Minutes of the hearing
- Outcome letter: content and delivery
- Record-keeping requirements
- Confidentiality obligations
- Right to appeal and internal review

- Referral to CCMA or bargaining council

Day 7: Dismissal and Unfair Dismissal Disputes

- Substantive fairness: valid reason
- Procedural fairness: correct process
- Automatic unfair dismissals
- Operational requirements dismissals
- Remedies: reinstatement, compensation, re-employment
- CCMA jurisdiction and processes

Day 8: Incapacity and Poor Performance Hearings

- Incapacity: ill health, injury, poor performance
- Employer's duty to accommodate
- Procedure for incapacity hearings
- Medical evidence and assessments
- Poor performance: counselling, training, and PIP
- Dismissal for incapacity

Day 9: Appeals, Reviews, and Post-Hearing Matters

- Internal appeal: process and grounds
- Labour Court review: grounds and procedure
- Implementation of sanctions
- Reinstatement and re-employment
- Managing post-hearing disputes
- Lessons learned and policy improvements

Day 10: Practical Application - Mock Hearings

- Role-play scenarios: misconduct, incapacity, poor performance
- Participants act as chairperson, employer rep, employee rep
- Conduct hearing from opening to outcome
- Peer and facilitator feedback
- Debrief and reflection

Day 11: Complex Cases and Ethical Considerations

- Complex cases: multiple charges, joint hearings
- Ethical dilemmas: bias, pressure, confidentiality
- Conflicts of interest and recusal
- Managing sensitive evidence
- Balancing employer and employee rights
- Case studies and discussion

Day 12: Integration, Assessment, and Action Planning

- Recap of key concepts
- Written assessment (case study analysis)
- Practical demonstration (mini hearing)
- Feedback and certification criteria
- Personal action plan
- Resources for further learning

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 **15 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 43,000.00	R 43,000.00
1	In-House	R 56,000.00	R 56,000.00
1	On-Campus (Pretoria)	R 64,600.00	R 64,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	20 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	21 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	24 Aug 2026	On-Campus	Mauritius
10 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	26 Aug 2026	On-Campus	Pretoria, South Africa

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 255514) 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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