

## Unit Standard

SAQA ID: 255514 Conduct a disciplinary hearing

**Credit Total: 15**

### **SECTION 1: FORMATIVE ASSESSMENT INSTRUMENT**

**Learner Name:** \_\_\_\_\_

**Workplace:** \_\_\_\_\_

## Welcome to your Formative Assessment!

This document deals with the formative assessment of your competence towards the outcomes which you need to achieve. “Formative Assessment refers to assessment that takes place during the process of learning and teaching” (SAQA: Criteria and Guidelines for Assessment Policy Document, pg 26).

The formative assessment activities and questions in this section count towards your overall competence and also prepare you for the summative assessment to follow. Ensure that all the questions are answered in filled giving examples where asked.

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### Unit Standard Cluster Information

| SAQA   | Unit Standard Title            | Level | Credits |
|--------|--------------------------------|-------|---------|
| 255514 | Conduct a disciplinary hearing | 5     | 15      |

## Instructions & Memorandum of Assessment

The following sections will outline all the required formative and summative assessment activities / instruments which you will need to complete in order to be deemed competent in this module.

Assessment Section 1:

### 1.1 Classroom: Formative Learner Workbook Questionnaires / Activities

These activities will be completed during the classroom or facilitation session and can be found in the learning material. Activities may include questioning, case studies, group activities and assignments.

### 1.2 Classroom: Formative Assessment Instrument

These knowledge based questions will be based on the outcomes and Unit Standards addressed in this module. This component will consist of both direct and multi-choice questions. You are required answer all the questions provided as this will also form part of your portfolio of evidence.

Assessment Section 2:

### 2.1 Summative Knowledge Assessment

You are required to complete the knowledge assessment by answering all the questions provided in filled giving examples where asked.

### 2.2 Workplace Assignments

This section will consist of Workplace assignments and projects which you will need to complete which will form part of your Portfolio of Evidence.

### 2.3 Summative Practical / Observational Assessment

The practical / observational assessment will be completed by the assessor based on your performance against the outcomes of this module to determine your competence.

### 2.4 Personal Narrative

The personal narrative requires you to reflect on the reflexive competence requirements needed to be deemed competent in this module. This section will include critical cross field outcomes.

### 2.5 Witness Testimony

The witness testimony consists of a testimonial based on your performance as observed / reviewed by your Supervisor / Manager in the workplace.

## LEARNER ASSESSMENT PLAN

***Please tick next to the unit standards you are being assessed against.***

| Unit code | UNIT STANDARD TITLES           | NQF level | Credits | ✓ |
|-----------|--------------------------------|-----------|---------|---|
| 255514    | Conduct a disciplinary hearing | 5         | 15      |   |

| Activity                     | Evidence of activity will be found where   | Place & planned date of activity | Date Completed |
|------------------------------|--|----------------------------------|----------------|
| Training                     | Classroom training registers               | Training Provider<br>Date:       |                |
| Self assessment              | Assessment contract signed & dated         | Learner file<br>Date:            |                |
| Assessment contract          | Assessment contract signed & dated         | Learner file<br>Date:            |                |
| Initial meeting              | Assessor briefing checklist                | Learner file<br>Date:            |                |
| Unit Standard No             | Assessment contract & assessment plan      | Learner file<br>Date:            |                |
| Formative Assessment         | Assessment instruments                     | Learner file<br>Date:            |                |
| Summative Assessment         | Assessment instruments                     | Learner file<br>Date:            |                |
| Other Evidence               | Research portfolio (if applicable)         | Learner file<br>Date:            |                |
| Feedback                     | Feedback Report                            | Learner file<br>Date:            |                |
| Moderation                   | Moderators report                          | Learner file<br>Date:            |                |
| Judgement                    | Assessor Summary Report / Moderator report | Learner file<br>Date:            |                |
| 1 <sup>st</sup> Reassessment | Assessors summary report / instruments     | Learner file<br>Date:            |                |
| 2 <sup>nd</sup> Reassessment | Assessors summary report / instruments     | Learner file<br>Date:            |                |

### Special arrangements for assessment

|           |
|-----------|
| Place     |
| Language  |
| Resources |
| Barriers  |

### People to be involved with assessment

|           |                 |
|-----------|-----------------|
| Learner:  | Manager:        |
| Trainer:  | Mentor / Coach: |
| Assessor: | Moderator:      |

### Next steps for learning

|  |
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### Resources required for this assessment

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**Guidelines to the learner:**

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Learners Name: \_\_\_\_\_

Learner's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessors Name: \_\_\_\_\_

Assessor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ASSESSMENT APPEALS PROCEDURE**

1. A learner has the right to appeal under the following circumstances
  - If the laid down assessment procedures were not followed during assessments
  - If not all evidence available was taken into account during the assessment
  - The assessor was not a subject matter expert or did not have a subject matter expert during the assessment process
  - The assessor did not assess according to the performance criteria and range statement stipulated in the unit standard
  - Not all the range items were available for assessment
2. A learner bringing an appeal against a decision of the assessment will lodge such an appeal with the assessor and the internal moderator within 2 days of the assessment feedback session.
3. A learner bringing an appeal should complete the "Learner's Notice of Assessment Appeal" form before the Appeal Hearing. The form should be handed to the internal moderator or a representative of the SETA.
4. Should the internal moderator re-affirm the assessor's decision, the learner may appeal to the external verifier within 2 days after the initial moderator's feedback session. The external verifier's decision will be final. Should the external verifier re-affirm the assessors' decision, the cost for re-evaluation will be upon the learner. Should the verifier's decision differ from the assessor's decision, the cost for re-evaluation will be borne by the assessor.

## ASSESSMENT APPEAL APPLICATION FORM

### LEARNER'S NOTICE OF ASSESSMENT APPEAL

**TO: The Internal Moderator**

A meeting with the internal moderator is hereby requested to discuss the outcome of my assessment.

Internal moderator name \_\_\_\_\_

Date of submission: \_\_\_\_\_

Name of employee assessed: \_\_\_\_\_

Name of Assessor: \_\_\_\_\_

Date of feedback session: \_\_\_\_\_

### Grounds for Appeal

| No | Tick the applicable ground(s) for appeal   | Tick |
|----|--|------|
| 1  | The assessment did not follow the laid down procedure  |      |
| 2  | Not all evidence available was taken into account during the assessment  |      |
| 3  | The assessor was not a subject matter expert nor was a subject matter expert present during the assessment process   |      |
| 4  | The assessment was not according to the performance criteria and the range statement stipulated in the unit standard |      |
| 5  | Not all the range items were available for the assessment  |      |

### Reasons for Appeal

| No | Please give detailed reasons for the choice(s) above |
|----|--|
| 1  |  |
| 2  |  |
| 3  |  |
| 4  |  |
| 5  |  |

Learner's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee witness: \_\_\_\_\_

Date: \_\_\_\_\_

|   |
|---|
| <b>PRE-ASSESSMENT MEETING CHECKLIST</b> |
|---|

**Points Assessor must cover in the initial meeting with the learner - Please tick**

| Item | <u>Points to be covered</u>   | Tick |
|------|---|------|
| 1    | Welcome the candidate <b>and put them at ease</b>   |      |
| 2    | <b>Explain the purpose of the meeting</b> (why you are there and how long the meeting will take)  |      |
| 3    | <b>Explain the</b> <ul style="list-style-type: none"> <li>▪ NQF</li> <li>▪ Credits</li> <li>▪ Certification process</li> <li>▪ Learning pathways</li> </ul>   |      |
| 4    | <b>Explain</b> <ul style="list-style-type: none"> <li>▪ Who is involved in the assessment and their role (learners, coach, assessors, managers, moderators)</li> <li>▪ Principles of assessment (fairness, confidentiality, validity, sufficiency)</li> </ul>   |      |
| 5    | <b>Explain the assessment process?</b> <ul style="list-style-type: none"> <li>▪ Check learner readiness for assessment (logbook / self assessment)</li> <li>▪ Assessment contract to be completed</li> <li>▪ Preparation of learner (this meeting)</li> <li>▪ The assessment (observation and knowledge questionnaire)</li> <li>▪ Judgement of the evidence</li> <li>▪ Outcome of assessment (competent, not yet competent, need further evidence)</li> </ul>   |      |
| 6    | <b>Give Learner copies of the following documentation and explain each document</b> <ul style="list-style-type: none"> <li>▪ The Assessment Guide which includes               <ul style="list-style-type: none"> <li>○ The relevant unit standard (s)</li> <li>○ Assessment contract</li> <li>○ Assessment plan</li> <li>○ Observation checklist</li> <li>○ Knowledge checklist</li> </ul> </li> </ul>   |      |
| 7    | <b>Discuss the assessment plan</b> (complete the assessment plan document) <ul style="list-style-type: none"> <li>▪ Allow the learner to participate in the decisions made</li> <li>▪ Agree on dates, time and venue for the assessment and feedback</li> <li>▪ Agree on evidence the learner can submit</li> <li>▪ Agree and explain the assessment methods</li> <li>▪ Identify and discuss special assessment needs of the candidate</li> <li>▪ Identify and eliminate unfair barriers (language, disability etc)</li> <li>▪ Discuss and agree on witness requirements</li> </ul> |      |
| 8    | <b>Tell the candidate his/her rights and responsibilities, the assessment procedures and policies</b> <ul style="list-style-type: none"> <li>▪ How many times they may be assessed</li> <li>▪ Appeals process / procedure</li> <li>▪ Reassessment policy</li> </ul>   |      |
| 9    | <b>Ensure the assessment environment is appropriate</b> or make special arrangements  |      |
| 10   | Discuss moderation  |      |
| 11   | Allow the learner opportunity to clarify any items discussed  |      |

|   |            |
|---|------------|
| Learner declaration of acceptance of assessment instruments and relevant documentation: Date: |            |
| Learners Name:  | Signature  |
| Assessors Name:   | Signature: |

## FORMATIVE ASSESSMENT

### 1.1 KNOWLEDGE QUESTIONNAIRE

**Instructions to the Learner:** The following questions must be answered in full giving examples where asked. Please read all the questions carefully and take time to consider your answer before recording it.

#### UNIT STANDARD: Conduct a disciplinary hearing

##### Essential Embedded Knowledge

1. Explain the importance of notifying all relevant role-players of the hearing in good time.

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##### Essential Embedded Knowledge

2. Explain the importance of accurately identifying situations where the code of good conduct has been breached.

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##### Essential Embedded Knowledge

3. Explain the typical role and responsibility of a disciplinary committee.

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#### Part 1: Multiple Choice Questionnaire

**Instructions:** Complete the following multiple choice questions by selecting the correct answer from the options provided. Mark your selection with an "X" below to indicate the correct choice/s.

##### Essential Embedded Knowledge

4. Identify the benefits of ensuring for "fair play" in an organisational context.

| Choice A                                  | Choice B                              | Choice C   |
|---|---------------------------------------|--|
| There will be no benefits from doing this | To promote equality amongst all staff | To ensure for the advancement of specific staff only |
|   |                                       |  |



**Essential Embedded Knowledge**

5. Identify the correct procedure to take in the event of non-conformances towards organisational procedures.

| Choice A  | Choice B                | Choice C                                  | Choice D                                       |
|---|-------------------------|---|--|
| Report situation to supervisor or management to address | No actions are required | Commence disciplinary hearing immediately | Change organisational procedures to suit staff |
|   |                         |   |  |

**Essential Embedded Knowledge**

6. Explain the importance of implementing efficient evidence gathering techniques to gather data and evidence.

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**Essential Embedded Knowledge**

7. Explain the typical implications of the Labour Relations Act on contract law in the workplace. Make use of two (2) example to explain your answer.

|           |
|-----------|
| Example a |
|           |
|           |
| Example b |
|           |
|           |

**Essential Embedded Knowledge**

8. Explain the importance of establishing a process that will outline how new policies and procedures should be developed in a business environment.

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**Part 2: Multiple Choice Questionnaire**

**Instructions:** Complete the following multiple choice questions by selecting the correct answer from the options provided. Mark your selection with an "X" below to indicate the correct choice/s.

**Essential Embedded Knowledge**

9. Identify the implications for not adhering to relevant labour legislations.

| Choice A                     | Choice B  | Choice C                                 | Choice D                        |
|------------------------------|---|--|---------------------------------|
| This is not important at all | This may lead to legal repercussions and lawsuits | This may save the company time and money | This will have no impact at all |
|                              |   |  |                                 |

**FOR ASSESSOR**

File Checked:

| Date | Assessor Signature |
|------|--------------------|
|      |                    |
|      |                    |
|      |                    |
|      |                    |

This is to verify that the learner has completed all the above and has achieved competence.

Assessor Name: \_\_\_\_\_ Assessor Reg. No: \_\_\_\_\_

Assessor Signature \_\_\_\_\_ Date: \_\_\_\_\_

This is to verify that the assessor has observed me in the workplace.

Learners Name: \_\_\_\_\_ Learners Reg No: \_\_\_\_\_

Learners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE

## FORMATIVE ASSESSMENT

# 2.1 CLASSROOM WORKBOOK – SECTION 2

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**Instructions:** The following section requires you to check and confirm the completion of all the activities and questions in the learner manual.

### Formative Assessment Activities: Learner Manual

**Instructions:** Check to confirm that you have sufficiently completed all the questions and activities found in your learner manual as instructed by your facilitator during the facilitation session.

#### 2.1.1 Learner Confirmation:

I agree that I have checked my learner manual to confirm that I have completed all the questions and activities which are required by me and as indicated by my facilitator.

| Please mark (x) next to the corresponding answer |    |
|--|----|
| Yes  | No |
|  |    |

#### 2.1.2 Learner Signature:

Learners Name: \_\_\_\_\_ Learners Registration No: \_\_\_\_\_

Learners Signature: \_\_\_\_\_ Date: 201\_\_ / \_\_ / \_\_

#### 2.1.2 Assessor Signature:

Assessor Name: \_\_\_\_\_ Learners Registration No: \_\_\_\_\_

Assessor Signature: \_\_\_\_\_ Date: 201\_\_ / \_\_ / \_\_

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**FEEDBACK SECTION**

Comments from Learner:

**JUDGEMENT REPORT**

|   |   |
|---|---|
| Meet the requirements: <input type="checkbox"/>               | Do not meet the requirements: <input type="checkbox"/>                      |
| Requires additional evidence: <input type="checkbox"/>        | Requires another assessment: <input type="checkbox"/>                       |
| Can continue to the next assessment: <input type="checkbox"/> | Requires another assessment by another assessment: <input type="checkbox"/> |
| Action required:  | By when:  |

**Assessor's feedback remarks**

**Declaration by Learner**

I, \_\_\_\_\_ declare that I am satisfied that the feedback given to me by the Assessor was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment instrument.

|                          |      |                           |      |                            |      |
|--------------------------|------|---------------------------|------|----------------------------|------|
|                          |      |                           |      |                            |      |
| Learner Name & Signature | Date | Assessor Name & Signature | Date | Moderator Name & Signature | Date |

**ASSESSMENT DECISION AND DECLARATION**

**Indicate with a tick in the relevant sections:**

|   |  |
|---|--|
| The learner has not submitted sufficient evidence and is therefore not yet competent  |  |
| The learner is required to submit additional evidence against the following:  |  |
| The learner is required to improve in the following:  |  |
| The learner is required to be reassessed:   |  |
| The learner is required to be assessed by another assessor:   |  |
| The learner has submitted evidence that is valid, relevant, current, sufficient and authentic against all the listed specific outcomes and covered all range statements and critical cross field outcomes |  |
| The learner is competent against the listed unit standards  |  |
| The learner can be issued with a unit certificate   |  |
| The learner has completed a full qualification  |  |

|                                 |      |
|---------------------------------|------|
| Assessors full name & signature | Date |
|---------------------------------|------|

**Declaration by Learner**

I, \_\_\_\_\_ declare that I am satisfied that the assessment conducted by the Assessor was relevant, sufficient, and constructive. I accept the assessment decisions and have no further questions relating to this particular assessment process.

|                     |      |                      |      |                       |      |
|---------------------|------|----------------------|------|-----------------------|------|
|                     |      |                      |      |                       |      |
| Learner name & sign | Date | Assessor name & sign | Date | Moderator name & sign | Date |

**Reassessment Decision**

|   |  |
|---|--|
| The learner has submitted evidence that is valid, relevant, current, sufficient and authentic against all the listed specific outcomes and covered all range statements and critical cross field outcomes |  |
| The learner is competent against the listed unit standards  |  |
| The learner can be issued with a unit certificate   |  |
| The learner has completed a full qualification  |  |

|                                 |      |
|---------------------------------|------|
| Assessors full name & signature | Date |
|---------------------------------|------|

**Declaration by Learner**

I, \_\_\_\_\_ declare that I am satisfied that the assessment conducted by the Assessor was relevant, sufficient, and constructive. I accept the assessment decisions and have no further questions relating to this particular assessment process.

|                     |      |                      |      |                       |      |
|---------------------|------|----------------------|------|-----------------------|------|
|                     |      |                      |      |                       |      |
| Learner name & sign | Date | Assessor name & sign | Date | Moderator name & sign | Date |

| EVALUATION OF ASSESSMENT  |                   |  |                    |               |        |
|---|-------------------|--|--------------------|---------------|--------|
| Learner Name  |                   |  |                    | Assessor name |        |
| Unit Stds   |                   |  |                    | Date          |        |
| Review dimension  | Learner<br>Yes No |  | Assessor<br>Yes No |               | Action |
| Were the principles / criteria for good assessment achieved?      |                   |  |                    |               |        |
| Did the assessment relate to the registered standard?             |                   |  |                    |               |        |
| Was the assessment practical?                                     |                   |  |                    |               |        |
| Was it time efficient and cost-effective?                         |                   |  |                    |               |        |
| The assessment did not interfere with my normal responsibilities? |                   |  |                    |               |        |
| Was the assessment instrument fair, clear, and understandable?    |                   |  |                    |               |        |
| The assessment judgment was made against set requirements?        |                   |  |                    |               |        |
| Was the venue and equipment functional?                           |                   |  |                    |               |        |
| Were special needs identified and the assessment plan adjusted?   |                   |  |                    |               |        |
| Was feedback and communication constructive?                      |                   |  |                    |               |        |
| Was an opportunity to appeal given?                               |                   |  |                    |               |        |
| Was all evidence recorded?  |                   |  |                    |               |        |
| Were the review / evaluation process apparent and user friendly?  |                   |  |                    |               |        |

| Learner Declaration of Understanding   |      |                      |      |                       |      |
|--|------|----------------------|------|-----------------------|------|
| I am aware of the moderation process and understand that the moderator could declare the assessment decision invalid |      |                      |      |                       |      |
|  |      |                      |      |                       |      |
| Learner Name & Sign  | Date | Assessor Name & Sign | Date | Moderator Name & Sign | Date |