

Unit Standard

SAQA ID: 255514 Conduct a disciplinary hearing

Credit Total: 15

SECTION 2: SUMMATIVE ASSESSMENT INSTRUMENT

Learner Name: _____

Workplace: _____

Welcome to your Summative Assessment!

This document deals with the summative assessment of your competence towards the outcomes which you need to achieve. “Summative Assessment is assessment for making a judgement about achievement. This is carried out when a learner is ready to be assessed at the end of a programme of learning” (SAQA: Criteria and Guidelines for Assessment Policy Document, pg 26).

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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 Date:	
Self assessment	Assessment contract signed & dated	Learner file Date:	
Assessment contract	Assessment contract signed & dated	Learner file Date:	
Initial meeting	Assessor briefing checklist	Learner file Date:	
Unit Standard No	Assessment contract & assessment plan	Learner file Date:	
Formative Assessment	Assessment instruments	Learner file Date:	
Summative Assessment	Assessment instruments	Learner file Date:	
Other Evidence	Research portfolio (if applicable)	Learner file Date:	
Feedback	Feedback Report	Learner file Date:	
Moderation	Moderators report	Learner file Date:	
Judgement	Assessor Summary Report / Moderator report	Learner file Date:	
1 st Reassessment	Assessors summary report / instruments	Learner file Date:	
2 nd Reassessment	Assessors summary report / instruments	Learner file 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

Resources required for this assessment

Guidelines to the learner:

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: _____

PRE-ASSESSMENT MEETING CHECKLIST

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

3. OBSERVATION / PRACTICAL ASSESSMENT

FOR OFFICE USE ONLY

Instructions: The following Observational / Practical Assessment will be completed by the Assessor based on the learner's performance against the outcomes of the Unit Standards in this Module.

Kindly Note:

- Direct observational evidence must be gathered where possible to address the relevant outcomes included in the observational / practical assessment.
- The observation checklist must be completed by the assessor by ticking (yes) to confirm the learner's competence in regards to the observational outcome or (no) if it was not completed.
- Comments must be made by the assessor where possible in support of the learner's performance and competence.
- Product sampling of evidence may also be requested from and submitted by the learner in relation to the required assessment criteria where appropriate.

UNIT STANDARD: 255514 Conduct a disciplinary hearing

The assessor to complete the following:

Remember to cover all range items!!!!!!

Assessor to write observations or make clear references to evidence attached in the spaces provided.

US REFERENCE: SO2 AC1

1.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner taking or requesting statements that meets legal and organisational requirements.			
Assessor Comments			

US REFERENCE: SO2 AC2

2.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner conducting the investigation in a fair and impartial manner.			
Assessor Comments			

US REFERENCE: SO2 AC3

3.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner discussing the options with relevant specialists to decide a way forward with the disciplinary action in terms of the organisation's disciplinary procedure.			
Assessor Comments			

US REFERENCE: SO2 AC4

4.	Dates:	Completed	
Observation Criteria		Yes	No
Where no further action is required, the paperwork is completed and forwarded/filed according to organisational requirements.			
Assessor Comments			

US REFERENCE: SO3 AC1

5.	Dates:	Completed	
Observation Criteria / Product Sample		Yes	No
Verbal/written notification to employees undergoing a hearing is given in terms of organisational prescripts.			
Assessor Comments			
<i>Learner to provide / Assessor to request a product sample of the written notification prepared / sent</i>			

US REFERENCE: SO3 AC2

6.	Dates:	Completed	
Observation Criteria		Yes	No
The employee is notified of his/her rights regarding the hearing in terms of legal and organisational requirements.			
Assessor Comments			
<i>Learner to provide / Assessor to request a product sample of the written notification prepared / sent</i>			

US REFERENCE: SO3 AC3

7.	Dates:	Completed	
Observation Criteria		Yes	No
The required information is identified and given to the employee prior to the hearing in terms of legal and organisational requirements.			
Assessor Comments			

US REFERENCE: SO3 AC4

8.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner effectively preparing for the hearing in terms of human and physical resources to meet the requirements of the organisation.			
Assessor Comments			

US REFERENCE: SO3 AC5

9.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner identifying the internal and external resources available to help with the process/decision making in terms of organisational policy.			
Assessor Comments			

US REFERENCE: SO4 AC1

10.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner clarifying the roles of all parties in the process at the start of the hearing in terms of legal and organisational requirements.			
Assessor Comments			

US REFERENCE: SO4 AC2

11.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner conducting the hearing in a manner that meets all legal and organisational requirements.			
Assessor Comments			

US REFERENCE: SO4 AC3

12.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner making a decision that meets the requirements from both a legal and organisational perspective.			
Assessor Comments			

US REFERENCE: SO4 AC4

13.	Dates:	Completed	
Observation Criteria		Yes	No
The process meets procedural requirements from both a legal and organisational perspective.			
Assessor Comments			

US REFERENCE: SO4 AC5

14.	Dates:	Completed	
Observation Criteria		Yes	No
A decision is made and the employee is advised of the decision following legal and organisational requirements.			
Assessor Comments			

US REFERENCE: SO4 AC6

15.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner notifying the relevant role players of the decision in a manner that ensures all the legal and organisational requirements are met.			
Assessor Comments			

Additional Practical Activity Checklist**US REFERENCE: CCFO**

1.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner completing all tasks in an organised and efficient manner in line with current priorities and organisational requirements.			
Assessor Comments			

US REFERENCE: CCFO

2.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner identifying and solving problems in line with own responsibilities and area of operation.			
Assessor Comments			

US REFERENCE: CCFO

3.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner efficiently communicating with fellow staff and personnel in order to complete the required tasks in the workplace.			
Assessor Comments			

US REFERENCE: CCFO

4.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner assisting fellow staff members and personnel in the workplace where required.			
Assessor Comments			

US REFERENCE: CCFO

5.	Dates:	Completed	
Observation Criteria		Yes	No
Observe the learner making use of available opportunities to develop their skills and abilities in the workplace to meet the requirements of their job role.			
Assessor Comments			

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: _____

4. PERSONAL NARRATIVE

Answer the following questions based on your experience during the completion of this module. Discuss what you did well and what you would like to do differently.

	What went well?	What would I do differently?
1	<i>I was able to identify and solve problems effectively throughout the various activities completed in this module.</i>	
2	<i>I was able to understand how different workplace activities have an impact on each other.</i>	
3	<i>I was able to use new technology effectively in my daily tasks that I carried out.</i>	
4	<i>I was able to communicate effectively with my team members and supervisors.</i>	
5	<i>I was able to complete all my work in an organized and efficient manner.</i>	
8	Additional Comments	
	Learner Name:	Signature
	Assessor Name	Signature
	Date	Date

5. WITNESS TESTIMONY

Instructions: The following section must be completed by the learner's supervisor / manager in the workplace based on the learner's workplace performance. Kindly indicate with yes to verify that the learner has demonstrated this ability or knowledge effectively or no to indicate that the learner has not demonstrated this effectively.

Constructive comments and testimonial evidence may also be attached in a separate document and referenced in the section below.

Workplace Testimonial Comments and Evidence of Workplace Performance					
Unit Standard Title	SAQA ID:		Unit Standard Title	SAQA ID:	
Performance Outcomes	Yes	No	Performance Outcomes	Yes	No
Supervisor / Manager Testimonial			Supervisor / Manager Testimonial		
Testimonial Comments and Evidence of Workplace Performance					
Unit Standard Title	SAQA ID:		Unit Standard Title	SAQA ID:	
Performance Outcomes	Yes	No	Performance Outcomes	Yes	No
Supervisor / Manager Testimonial			Supervisor / Manager Testimonial		
Supervisor Acknowledgement					
Date:			Supervisor Signature		
Assessor Acknowledgement					
Date:			Assessor Signature		
Comments and Feedback					
Learner Acknowledgement					
Date:			Learner Signature		
Comments and Feedback					

FEEDBACK SECTION

Comments from Learner:

JUDGEMENT REPORT

Meet the requirements: <input type="checkbox"/> Requires additional evidence: <input type="checkbox"/> Can continue to the next assessment: <input type="checkbox"/> Action required:	Do not meet the requirements: <input type="checkbox"/> Requires another assessment: <input type="checkbox"/> Requires another assessment by another assessment: <input type="checkbox"/> By when:
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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
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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 an 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 an 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		Assessor		Action
	Yes	No	Yes	No	
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