

	Unit ID: 706
Domain	ROAD CONSTRUCTION AND MAINTENANCE - CORE
Unit Title:	Demonstrate knowledge of internal disciplinary and grievance procedures in road construction and maintenance
Level: 2	Credits: 3

Purpose

This unit standard is intended for those who work in road construction and maintenance operations. People holding credit for this unit standard are able to: Demonstrate knowledge of disciplinary procedures and demonstrate knowledge of grievance procedures.

Special Notes

1. Entry information:
 - Prerequisite
 - None.
2. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which road construction and maintenance operations are carried out.
3. Performance of all elements in this unit standard must comply with all relevant workplace requirements and manufacturers' specifications.
4. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11, 2007 as amended.
 - Occupational Health and Safety Regulations No. 18, 1997
 - Road Traffic and Transport Regulations No. 52, 1999 and Government Notice No 53 Road Traffic and Transport Regulations.
 - Road Ordinance 1972 and other relevant legislations.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Demonstrate knowledge of disciplinary procedures.

Performance criteria

- 1.1 The need and importance of workplace disciplinary code is identified in terms of protection of employees and employers.
- 1.2 Infringements that lead to disciplinary action are identified in accordance with the workplace procedures.
- 1.3 The key steps of workplace disciplinary process and procedures are identified.
- 1.4 The workplace disciplinary procedures are described in terms of roles, responsibilities and obligations of employees and employers and specialists as applicable.
- 1.5 The key grounds and steps in initiating an internal appealing against the disciplinary decisions are identified.

Element 2: Demonstrate knowledge of grievance procedures.

Performance Criteria

- 2.1 The need and importance of workplace grievances procedure is identified in terms of protection of employees and employers.
- 2.2 The key steps of workplace disciplinary process and procedures are identified.
- 2.3 The workplace grievances procedures are described in terms of roles, responsibilities and obligations of employees and employers and specialists as applicable.
- 2.4 Workplace procedure for appealing against a disciplinary charge is identified.
- 2.5 Case studies of situations that could lead to a grievance are outlined in accordance with the workplace procedures.
- 2.6 The key grounds and steps in initiating internal appeal against grievance decisions are identified.

Registration Data

Subfield:	Road Construction and Maintenance
Date first registered:	12 November 2009
Date this version registered:	12 November 2009
Anticipated review:	2013
Body responsible for review:	Namibia Training Authority