



QCF Unit and Assessment Specification

Unit title	Manage Disciplinary Processes in Health and Social Care or Children and Young People's Settings
Ofqual Unit code	M/504/2232
SQA Unit code	H4YP 85
SSC Ref	LM 510

History of changes

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QCF Unit specification

Title	Manage Disciplinary Processes in Health and Social Care or Children and Young People's Settings	
Level	5	
Credit value	6	
Learning Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1 Understand how to manage disciplinary processes in relation to health and social care or children and young people's settings.	1.1	Explain how legislation, organisational policies and procedures relate to disciplinary processes.
	1.2	Analyse the relationship between disciplinary and regulatory processes.
	1.3	Identify own role and role of others in relation to disciplinary processes.
	1.4	Define practice which would be considered as: <ul style="list-style-type: none"> ◆ performance issues that may lead to disciplinary proceedings ◆ gross misconduct
	1.5	Explain the different approaches used to manage performance issues and gross misconduct.
	1.6	Outline sanctions which may be considered within a disciplinary process.

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
<p>2 Be able to manage staff practice which falls below professional and/or organisational standards.</p>	<p>2.1 Consult with others to establish management options when practice falls below standards.</p> <p>2.2 Use supervision to address with staff member, practice which falls below organisational standards and/or professional codes of conduct to include:</p> <ul style="list-style-type: none"> ◆ reflection on their practice and conduct ◆ evidence of their practice and conduct which fall below standards ◆ exploration of underlying issues ◆ setting of objectives to improve practice ◆ explanation of actions which will be taken if improvement is not achieved <p>2.3 Review with staff member objectives which have been set, to assess if improvements have been achieved.</p> <p>2.4 Initiate disciplinary process where objectives have not been met.</p> <p>2.5 Provide staff member with information about the disciplinary process including their rights.</p>
<p>3 Be able to compile and present evidence for a disciplinary proceeding.</p>	<p>3.1 Complete reports in line with work setting requirements to include:</p> <ul style="list-style-type: none"> ◆ evidence of the complaint against the member of staff ◆ evidence of the process undertaken with the member of staff ◆ analysis of risks to others as a result of staff member's conduct <p>3.2 Present evidence in a disciplinary proceeding.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
4 Be able to manage the outcomes of a disciplinary process.	4.1 Implement the decisions from a disciplinary process. 4.2 Manage the implications of the outcomes for individuals and others. 4.3 Evaluate own practice in the disciplinary process.

Additional information about the Unit
Unit purpose and aim(s)
The purpose of this Unit is to enable learners to develop the knowledge, understanding and skills to be able to manage disciplinary processes in health and social care or children and young people's settings.
Unit expiry date
N/A
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
LMC E10 — Ensure policies, procedures and practice for the conduct of workers within care series are adhered to.
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
<p>Regulatory processes relates to when behaviours and conduct are referred to a professional body for investigation.</p> <p>Others may include:</p> <ul style="list-style-type: none"> ◆ human resource personnel ◆ other managers ◆ legal representatives ◆ trade union representatives ◆ labour relations organisations, eg ACAS ◆ people who use services, carers or family members <p>Management options are when there a range of management actions which can be taken before engaging in disciplinary processes, eg training, setting objectives, coaching/mentoring. They also include disciplinary options depending on seriousness of complaint.</p> <p>Underlying issues may include:</p> <ul style="list-style-type: none"> ◆ family issues ◆ ill health ◆ bullying in the workplace ◆ financial ◆ alcohol/substance misuse

<p>Initiate disciplinary process could include:</p> <ul style="list-style-type: none"> • liaison with other managers • consultation with human resources departments • advice from legal representatives or labour relations organisations <p>Evidence may include:</p> <ul style="list-style-type: none"> • own observations • observations of others • records • complaints • feedback from people who use services, carers or family members
<p>Endorsement of the Unit by a sector or other appropriate body (if required)</p>
<p>Skills for Care and Development</p>
<p>Location of the Unit within the subject/sector classification system</p>
<p>1.3 Health and Social Care</p>
<p>Name of the organisation submitting the Unit</p>
<p>Agored Cymru</p>
<p>Availability for use</p>
<p>Shared</p>
<p>Availability for delivery</p>
<p>N/A</p>
<p>Guided Learning Hours</p>
<p>40</p>

QCF Assessment specification

Assessment (evidence) Requirements
This information is provided in the accredited Unit specification and should be incorporated in the assessment and/or assessment guidance related to this Unit'.
Guidance on Methods/Instruments of Assessment
More information on selecting instruments of assessment can be found in <i>Assessment: A Guide for Centres Offering Ofqual Accredited Qualifications</i> (Publication code: FA5465).