|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Name:** | | **BSB50415 Diploma of Business Administration** | | | | | | |
| **Unit Name:** | | BSBADM506 Manage business document design | | | | | | |
| **Please fill in your details** | | | | | | | | |
| **Student Number** | |  | | | | | | |
| **Student Name** | |  | | | | | | |
| **Current Address** | |  | | | | | | |
| **Email** | |  | | | | | | |
| Assessor Name | | | | | | | | |
|  | | | | | | | | |
| Result | Individual Assessments result | | Assessment 1 | S **🞎** NS **🞎** | | Final Result | | **C 🞎** |
| Assessment 2 | S **🞎** NS **🞎** | |
| Assessment 3 | S **🞎** NS **🞎** | | **NC 🞎** |
| **Assessor Signature** |  | | | Date | |  | | |
| Feedback to Student | | | | | | | | |
|  | | | | | | | | |
| **I have received the Assessment Feedback on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)** | | | | | | | | |
| Students Signature | |  | | | | | | |
| Assessor Signature | |  | | | Date | |  | |

# Assessment 1: Case study –Part : A : Document standards

|  |  |
| --- | --- |
| Student’s Name |  |
| Assessor’s Name |  |

#### Performance objective

You must demonstrate the ability to identify organisational requirements and establish standards for producing documents.

#### Assessment description

For this task you are required to review the scenario provided below, and develop standards and guidelines for producing documents. You will also be required to apply the standards you develop to an existing document.

#### Scenario

The Human Resource department of MacVille is responsible for the management of personnel. Two key functions of the department are induction of new staff, and ongoing communication with existing staff, regarding company policies, procedures and expectations.

Currently, the department manages a small number of policy documents which are periodically created as required. They are often poorly formatted. The HR department has a shared network drive for storage of documents; however files are often not named so that they will be easily retrievable in the future.

As MacVille grows, so will the level of documentation required, so it is important that a system be implemented to streamline this process.

As a new member of the team, you have been asked by the HR manager to devise and develop a replacement system to ensure that policy and procedure documents are created according to standard guidelines.

#### Procedure

Your assessor will provide you with a text file, ‘MACVILLE Disciplinary Dismissal Policy’, for use in Step 4 of this procedure.

1. Review the scenario provided.
2. Review the policy and procedure documents provided in Appendix 1 and 2 of this Assessment Task.
3. Develop a one-page style guide outlining the standards for designing policy and procedure documents. The style guide should:
   1. ensure format of documents is appropriate to purpose and intended audience for document
   2. displays information in a way that enhances readability
   3. outline how documents should be named and stored
   4. address:

|  |  |
| --- | --- |
| * + 1. font     2. spacing | * + 1. bullet and numbering standards     2. headings     3. margins. |

1. Use the text file ‘MACVILLE Disciplinary Dismissal Policy’ and format it in MS Word according to the style guide you have established. Submit the reformatted policy as an example to illustrate your style guide.

#### Specifications

You must provide:

* A one-page style guide addressing the requirements outlined in the procedure.
* A sample policy formatted according to the style guide.
* Your assessor will be looking for:
  1. A one-page style guide submitted in paper copy.
  2. A paper-copy of the ‘Disciplinary Dismissal Policy’ formatted according to the style guide.

## Appendix 1

***Affirmative Action Policy***

#### Introduction

An affirmative action programme means a programme designed to ensure that:

Appropriate action is taken to eliminate any employment discrimination against women; and

Measures are taken to promote equal opportunity for women.

Reverse discrimination against men is not involved. Promotion and other employment decisions will continue to be based on merit. There are no quotas.

#### Legislation

This policy complies with the Commonwealth Affirmative Action (Equal Employment Opportunity for Women) Act 1986.

A series of objectives will be developed as part of an Affirmative Action programme.

Procedures for monitoring and evaluating the implementation of the programme will be designed and an assessment will take place of the achievement of these objectives.

#### Responsibility for the affirmative action programme for women

It is the responsibility of the business manager, along with all levels of supervisory staff to see that the Affirmative Action Programme for Women is properly developed and implemented.

Management will ensure that the personnel policies and practices that operate within the organisation are reviewed. The review will identify any practices which are discriminatory or which may be necessary to achieve equal employment opportunity for women.

Staff participation is strongly encouraged.

#### Expenses Policy

Purpose of this policy is to ensure you are properly reimbursed for out of pocket expenses related to direct expenses for work-related activities, and that Macville is able to claim on taxable expenses.

#### Meals and entertainment

As a general rule, meals and entertainment necessary for the conduct of business should not be lavish, extravagant or unreasonably costly.

#### The business meal/drink

A meal is classed as a business meal and is reimbursable when the purpose of the meal is a business discussion in line with business goals.

One employee may not entertain another except when a client is present or:

when one employee is away from home

when the discussion cannot, for reasons of privacy or other pertinent business purposes, be conducted on business premises.

In order to qualify for business use, the entertainment must:

be fully documented and explained in the expense report

be for a business purpose and not just general goodwill.

#### Reimbursement of small expenses/temporary cash advance

In some situations, it may be necessary to use cash and claim the reimbursement of these expenses via a cheque requisition or your cash.

always obtain a tax invoice or we may not be able to reimburse you

parking expenses incurred while working will be reimbursed against receipts

until previous cash advances have been accounted for, further cash advances are not allowed. You must reconcile all cash advances and attach appropriate receipts with an expense statement

you will be required to sign for the advance before it is issued

An Expense Reimbursement Form must be completed and submitted with receipts to claim reimbursement. The form must detail:

* employee name
* date of purchase
* department
* expense type
* description
* client ID number
* purchase amount.

#### Occupational Health and Safety Policy

Macville cares about the safety of our people and recognises that injuries result in needless suffering to individuals and their families.

We are committed to providing a safe and healthy work environment for our employees, contractors and visitors.

All Macville employees, whatever their role, carry the primary responsibility to ensure that the work they undertake or supervise is carried out safely and without injury. Our first priority must always be the well-being of our employees. No task is so important that a person’s safety is put at risk. We believe that all accidents are preventable and are therefore, committed to the goal of ‘No Injuries’.

In the event of a workplace hazard or injury, an Incident/Hazard Report form must be completed and submitted to the Workplace Health and Safety Office. The form must detail:

* incident date
* name of person submitted report
* time of incident/hazard
* location of incident/hazard
* incident/hazard type
* description of incident/hazard
* persons involved
* witnesses
* injuries sustained
* description of injuries
* actions taken to minimise hazard or reduce risk post incident.

#### Professional development policy

Macville recognises that organisational and individual excellence are best attained by training, development and educational activities, which build upon individual strengths and are forward looking. It also recognises that responsibility for performance and development lies jointly with the individual staff member and Macville.

The individual staff member's responsibilities are to:

* take ultimate responsibility for their own career
* seek and use opportunities for development.

Macville responsibilities are to:

* identify human resource requirements
* discuss development needs with individual staff member
* establish training and development of academic, technical and administrative effectiveness in Macville.

#### Purpose

To facilitate professional development opportunities for staff and faculty consistent with the individual’s workplace function.

#### Procedure

Supervisors and/or individuals may identify relevant professional development opportunities.

A Professional Development Application forms is completed and submitted to the director for funding. The following details must be provided:

* application date
* applicant name
* department
* professional development type
* description of professional development activity
* benefit for applicant of activity
* benefit for organisation of activity
* expected outcomes from activity
* post-activity report from applicant
* once approval is granted the individual engages in program.
* once the program is completed a report is drafted and submitted to the director.

## Appendix 2

Data entry requirements for each of the fields used in this task should satisfy the criteria listed below. These lists should be treated as sample lists only, and are not to be interpreted as definitive lists for each field or type of data.

#### Spreadsheet templates

Dates

* Data entry must be constrained to: *date format only*
* Data entry must be formatted to: *short date form.*

Department

* Must be chosen from list: Sales and Marketing, Administration, Executive, Operations, Dispatch, Logistics.

Expense types

* Must be chosen from list: Food and Drink, Taxi, Printing and Stationary, Cleaning Airfares, Accommodation, Fuel, Books and Magazines, Phone.

Item description

* Data entry must be constrained to: *text only*
* Data entry must be formatted to: *italics.*

Client ID number

* Must be chosen from list: NA, IBSA-2006-0046, IBSA-2006-0050, IBSA-2008-0049, IBSA-2009-0047, IBSA-2009-0051, IBSA-2009-0052, IBSA-2009-0053, IBSA-2010-0045, IBSA-2010-0054

Purchase or estimated amount, value or cost

* Data entry must be constrained to: *numbers only*
* Data entry must be formatted to: *accounting.*

Receipt attached (query)

* Must be chosen from list: *Yes, No.*

#### Word-processed templates

Dates

* Data entry must be constrained to: *date format only*
* Data entry must be formatted to: *short date form.*

Time

* Data entry must be constrained to: time format only, between 7:00 AM and 10:00 PM
* Data entry must be formatted to: time.

Department

* Must be chosen from list: Sales and Marketing, Administration, Executive, Operations, Dispatch, Logistics.

Names

* Data entry must be constrained to: *text only*
* Data entry must be formatted to: *bold.*

Incident type

* Must be chosen from list: Accident, Injury, Assault, Machine fault, Mechanical failure.

Injury type

* Must be chosen from list: Minor, Superficial, Moderate, Serious.

Incident/injury description, action taken, description of professional development, benefits to person applying, benefits to organisation, expected outcomes of professional development:

* Data entry must be constrained to: *text only*
* Data entry must be formatted to: *normal.*

Professional development type:

* Must be chosen from list: Job specific, Updating skills, Up-skilling, New equipment, New systems, Information Technology, Personal

Post-professional development reporting:

* Must be chosen from list: Verbal report, Written report , Journal, Staff profile update, Staff information article, Group debriefing.

# Marking Guide

## Assessment Task 1: Case Study – Part : A : Document standards

|  |  |
| --- | --- |
| Student’s Name |  |
| Assessor’s Name |  |

#### Outcomes

|  |  |  |
| --- | --- | --- |
| Did the Student: | Satisfactory | |
| Yes | No |
| Submit the style guide? |  |  |
| Submit the sample policy document? |  |  |
| Submit in the agreed timeframe? |  |  |
| Constrain the style guide to one page? |  |  |

#### Performance indicators

| Did the Student provide a: (Note: these criteria must be changed if the style differs) | Satisfactory | |
| --- | --- | --- |
| Yes | No |
| Style guide that:   * ensures document format is appropriate to document purpose * ensures document format is appropriate to intended audience * ensures document format displays information in a way that enhances readability |  |  |
| * outlines how documents should be named and stored * addresses:   1. font   2. spacing   3. bullets and numbers standards   4. headings   5. margins. |  |  |
| * correctly format the MacVille Disciplinary Dismissal Policy according to the style guide? |  |  |

#### Comments/feedback to participant

|  |  |
| --- | --- |
|  | |
|  | |
|  | |
|  | |
| Outcome: | 🞏 Successful 🞏 Unsuccessful |
| Assessor name: |  |
| Assessor signature: |  |

# Assessment 2: Case Study –Part : B : Document templates

#### Performance objective

Students must demonstrate the ability to identify documents used by an organisation and develop templates according to information requirements.

#### Assessment description

You are required to review the scenario and sample policy and procedure documents provided, identify the forms required by MacVille, and produce template documents for the forms identified.

#### Procedure

1. Review the scenario provided in Appendix 1 of this Assessment Task.
2. Review the policy and procedure documents provided in Appendix 2 of this assessment task.
3. Provide procedures for the review of documentation standards and how improvements could meet organisational requirements
4. Identify three forms required by the organisation.
5. Create templates for each of the forms. You must:
   1. Use appropriate software to create the template.
   2. Incorporate a range of formulas, functions and macros where appropriate.
   3. Include an electronic section in the template, detailing how information is to be managed or input and how the form is to be stored or submitted when completed. This should also note any sections of the form that should be checked prior to use (e.g. check that department list reflects current organisational structure and refer to Appendices below).
   4. Ensure the templates are appropriately named and stored.
6. Submit the templates electronically (in a template format and printed out).  
   Have someone complete the forms following your instructions, and provide written feedback on the usability of each form.
7. Provide a written statement of possible amendments you could make to each form, in response to feedback provided.
8. Provide procedures on how to monitor the use of standard templates and macros.
9. Provided procedures on how to evaluate the quality of documents produced against documentation standards.

#### Specifications

You must provide:

* A printed blank copy of the three forms developed.
* A printed completed copy of the three forms developed.
* Statement of feedback for each form.
* Statement of possible amendments for each form.
* The forms as electronic documents, saved in template format.

Your assessor will be looking for:

A sample (blank) form submitted, with a completed copy, feedback statement and amendments statement, submitted in paper copy for each of the three forms developed.

An accompanying electronic form saved and submitted in a standard template format, for each of the three forms developed.

A secondary worksheet in the template for each form, including clear instruction for:

* how to provide information for the document
* how and where to save the completed e-form
* how and where to submit the completed printed form
* particular sections of the form that should be checked prior to use.

## Appendix 1

#### Scenario

The policy and procedure documents managed by the Human Resources department at MacVille are designed to communicate important information to employees about rights and responsibilities, protocols, systems and expectations.

The procedures will often require information to be collected or provided, and at times will reference specific forms. However, these forms do not exist in any set format, but are usually created by employees as required. The details required are generally outlined in the policy.

Now that you have established the style guide for the policies and procedures, the HR manager has asked you to create templates for forms that can be used by all employees in the organisation. These can be electronic or paper-based, but you must keep in mind that the staff at MacVille have access only to standard MS Office programs.

## Appendix 2

***Affirmative Action Policy***

#### Introduction

An affirmative action programme means a programme designed to ensure that:

Appropriate action is taken to eliminate any employment discrimination against women; and

Measures are taken to promote equal opportunity for women.

Reverse discrimination against men is not involved. Promotion and other employment decisions will continue to be based on merit. There are no quotas.

#### Legislation

This policy complies with the Commonwealth Affirmative Action (Equal Employment Opportunity for Women) Act 1986

A series of objectives will be developed as part of an Affirmative Action programme.

Procedures for monitoring and evaluating the implementation of the programme will be designed, and an assessment will take place of the achievement of these objectives.

#### Responsibility for the Affirmative Action Programme for Women

It is the responsibility of the business manager, along with all levels of supervisory staff to see that the Affirmative Action Programme for Women is properly developed and implemented.

Management will ensure that the personnel policies and practices that operate within the organisation are reviewed. The review will identify any practices which are discriminatory or which may be necessary to achieve equal employment opportunity for women.

Staff participation is strongly encouraged.

#### Expenses Policy

Purpose of this policy is to ensure you are properly reimbursed for out of pocket expenses related to direct expenses for work-related activities, and that Macville is able to claim on taxable expenses.

#### Meals and entertainment

As a general rule, meals and entertainment necessary for the conduct of business should not be lavish, extravagant or unreasonably costly.

#### The business meal/drink

A meal is classed as a business meal and is reimbursable when the purpose of the meal is a business discussion in line with business goals.

One employee may not entertain another except when a client is present or:

when one employee is away from home

when the discussion cannot, for reasons of privacy or other pertinent business purposes, be conducted on business premises.

In order to qualify for business use, the entertainment must:

be fully documented and explained in the expense report

be for a business purpose and not just general goodwill.

#### Reimbursement of small expenses / temporary cash advance

In some situations, it may be necessary to use cash and claim the reimbursement of these expenses via a cheque requisition or your cash.

always obtain a tax invoice or we may not be able to reimburse you

parking expenses incurred while working will be reimbursed against receipts

until previous cash advances have been accounted for, further cash advances are not allowed. You must reconcile all cash advances and attach appropriate receipts with an expense statement

you will be required to sign for the advance before it is issued

An Expense Reimbursement Form must be completed and submitted with receipts to claim reimbursement. The form must detail:

* employee name
* date of purchase
* department
* expense type
* description
* client ID number
* purchase amount.

#### Occupational Health and Safety Policy

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We are committed to providing a safe and healthy work environment for our employees, contractors and visitors.

All Macville employees, whatever their role, carry the primary responsibility to ensure that the work they undertake or supervise is carried out safely and without injury. Our first priority must always be the well-being of our employees. No task is so important that a person’s safety is put at risk. We believe that all accidents are preventable and are therefore, committed to the goal of ‘No Injuries’

In the event of a workplace hazard or injury, an Incident/Hazard Report form must be completed and submitted to the Workplace Health and Safety Office. The form must detail:

* incident date
* name of person submitted report
* time of incident/hazard
* location of incident/hazard
* incident/hazard type
* description of incident/hazard
* persons involved
* witnesses
* injuries sustained
* description of injuries
* actions taken to minimise hazard or reduce risk post incident.

#### Professional development policy

Macville recognises that organisational and individual excellence are best attained by training, development and educational activities, which build upon individual strengths and are forward looking. It also recognises that responsibility for performance and development lies jointly with the individual staff member and Macville.

The individual staff member's responsibilities are to:

* take ultimate responsibility for their own career
* seek and use opportunities for development.

Macville responsibilities are to:

* identify human resource requirements;
* discuss development needs with individual staff member;
* establish training and development of academic, technical and administrative effectiveness in Macville.

#### Purpose

To facilitate professional development opportunities for staff and faculty consistent with the individual’s workplace function.

#### Procedure

Supervisors and/or individuals may identify relevant professional development opportunities.

A Professional Development Application forms is completed and submitted to the director for funding. The following details must be provided:

* application date
* applicant name
* department
* professional development type
* description of professional development activity
* benefit for applicant of activity
* benefit for organisation of activity
* expected outcomes from activity
* post-activity report from applicant
* once approval is granted the individual engages in program
* once the program is completed a report is drafted and submitted to the Director.

## Appendix 3

Data entry requirements for each of the fields used in this task should satisfy the criteria listed below. These lists should be treated as sample lists only, and are not to be interpreted as definitive lists for each field or type of data.

#### Spreadsheet templates

Dates

* Data entry must be constrained to: date format only
* Data entry must be formatted to: short date form.

Department

* Must be chosen from list: Sales & Marketing, Administration, Executive, Operations, Dispatch, Logistics.

Expense types

* Must be chosen from list: Food & Drink, Taxi, Printing & Stationary, Cleaning Airfares, Accommodation, Fuel, Books & Magazines, Phone.

Item description

* Data entry must be constrained to: *text only*
* Data entry must be formatted to: *italics.*

Client ID number

* Must be chosen from list: NA, IBSA-2006-0046, IBSA-2006-0050, IBSA-2008-0049, IBSA-2009-0047, IBSA-2009-0051, IBSA-2009-0052, IBSA-2009-0053, IBSA-2010-0045, IBSA-2010-0054

Purchase or estimated amount, value or cost

* Data entry must be constrained to: *numbers only*
* Data entry must be formatted to: *accounting.*

Receipt attached (query)

* + Must be chosen from list: *Yes, No.*

#### Word-processed templates

Dates

* Data entry must be constrained to: *date format only*
* Data entry must be formatted to: *short date form.*

Time

* Data entry must be constrained to: time format only, between 7:00 AM and 10:00 PM
* Data entry must be formatted to: time.

Department

* Must be chosen from list: Sales & Marketing, Administration, Executive, Operations, Dispatch, Logistics.

Names

* Data entry must be constrained to: *text only*
* Data entry must be formatted to: *bold.*

Incident type

* Must be chosen from list: Accident, Injury, Assault, Machine fault, Mechanical failure.

Injury type

* Must be chosen from list: Minor, Superficial, Moderate, Serious.

Incident/injury description, action taken, description of professional development, benefits to person applying, benefits to organisation, expected outcomes of professional development.

* Data entry must be constrained to: *text only*
* Data entry must be formatted to: *normal.*

Professional development type

* Must be chosen from list: Job specific, Updating skills, Up-skilling, New equipment, New systems, Information Technology, Personal.

Post-professional development reporting

* Must be chosen from list: Verbal report, Written report, Journal, Staff profile update, Staff information article, Group de-briefing.

# Marking Guide

## Assessment Task 2: Case Study –Part : B : Document templates

|  |  |
| --- | --- |
| Student’s Name |  |
| Assessor’s Name |  |

#### Outcomes

|  |  |  |
| --- | --- | --- |
| Did the Student: | Satisfactory | |
| Yes | No |
| Submit three templates? |  |  |
| Submit the templates in:   * the agreed timeframe * a standard template format (e.g. *reimbursement.xlt*) * a printed format (either paper-based or PDF)? |  |  |
| Submit a paper copy of three completed templates? |  |  |
| Submit written feedback from template user? |  |  |
| Submit written statement of possible amendments based on feedback? |  |  |
| Include a page in the template, providing instruction for:   * how to provide information for the document * how and where to save the completed e-form * how and where to submit the completed printed form * which particular sections of the form should be checked prior to use? |  |  |

#### Performance indicators

| Did the Student: | Satisfactory | |
| --- | --- | --- |
| Yes | No |
| Submit templates for:   * expense reimbursement form * professional development application form * incident/hazard report form? |  |  |
| Ensure the expense reimbursement form tracks:   * employee name * date of purchase * department * expense types * description * client ID number * purchase amount? |  |  |
| Ensure the professional development form tracks:   * application date * person applying * department * professional development type * description of professional development * benefit to employee * benefit to organisation * expected outcomes * post-activity report? |  |  |
| Ensure the incident/hazard report tracks:   * incident date * person reporting * time * location * incident type * description of incident * persons involved * witnesses? * injuries sustained * description of injuries * actions taken to reduce risk post-event? |  |  |
| Provide clear instructions for use of:   * expense reimbursement form * professional development application form * incident/hazard report form? |  |  |
| Ensure instructions include:   * how and where to save/submit document * notation of sections that should be checked prior to use? |  |  |
| Use appropriate software for development of:   * expense reimbursement form * professional development application form * incident/hazard report form? |  |  |
| Provide written user feedback for:   * expense reimbursement form * professional development application form * incident/hazard report form? |  |  |
| Provide written statement of possible amendments for:   * expense reimbursement form * professional development application form * incident/hazard report form? |  |  |
| Embed usable drop-down lists to enter data, according to the list values in Appendix 1? |  |  |
| Constrain data input into the table, according to the constraints identified in Appendix 1? |  |  |

#### Comments/feedback to participant

|  |  |
| --- | --- |
|  | |
|  | |
|  | |
|  | |
| Outcome: | 🞏 Successful 🞏 Unsuccessful |
| Assessor name: |  |
| Assessor signature: |  |

# Assessment 3: Demonstration

#### Submission details

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s name |  | Phone No. |  |
| Assessor’s name |  | Phone No. |  |
| Assessment site |  | | |
| Assessment date/s |  | Time/s |  |

The Assessment Task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor.

Submit this document with any required evidence attached. See specifications below for details.

#### Performance objective

Students must demonstrate the ability to present and clearly communicate instructions about use and completion of document templates.

#### Assessment description

You are required to conduct a training session for the class, demonstrating the instructions for using and completing one of the templates you have designed.

#### Procedure

1. Conduct training session in class, demonstrating how to use and complete your template. The training should not take more than 10 minutes.
2. A participant should be selected to complete the template as per the demonstrated instructions.
3. Selected participant to provide verbal feedback on use of template.

#### Specifications

#### You must provide:

clear presentation and demonstration of instructions to use and complete your template

observe the participant who is using and completing your template

time for the participant to provide verbal feedback to you on the effectiveness of using the template.

#### Adjustment for distance-based learners

Fulfil the Specifications above, except that:

Students should submit a portable document format file (.pdf) in lieu of a paper-based printout.

The presentation can be adjusted for distance learning. The presentation for this task can be varied to take place using an online conference tool (e.g. Skype).

The learner should conduct the presentation as specified in the Assessment Task,

# Marking Guide

## Assessment Task 3: Demonstration

|  |  |
| --- | --- |
| Student’s Name |  |
| Assessor’s Name |  |

#### Outcomes

|  |  |  |
| --- | --- | --- |
| Did the Student: | Satisfactory | |
| Yes | No |
| Conduct training session? |  |  |

#### Performance indicators

|  |  |  |
| --- | --- | --- |
| Did the Student: | Satisfactory | |
| Yes | No |
| Demonstrate clear instructions for the use and completion of template? |  |  |
| Assist a participant to complete the template? |  |  |
| Obtain feedback from participant on the effectiveness of using the template? |  |  |

#### Comments/feedback to participant

|  |  |
| --- | --- |
|  | |
|  | |
|  | |
|  | |
| Outcome: | 🞏 Successful 🞏 Unsuccessful |
| Assessor name: |  |
| Assessor signature: |  |



MacVille Disciplinary / Dismissal Policy

Part 1

1. An employee’s contract of employment may be terminated by either the employer or the employee giving the notice required by the applicable Award or the Industrial Relations Act 1990.

2. Where the prescribed notice is not given, the employee shall be paid wages in lieu of notice, or the employer may withhold wages due to the employee, as the case may be, equivalent to the notice not given or received.

Part 2

1. Notwithstanding Part 1 above, where any employee is guilty of misconduct, the contract of employment may be terminated instantaneously. In such cases there is no requirement for the giving of notice nor payment in lieu of notice.

2. Where it is alleged that an employee is guilty of misconduct, the employee shall be provided with details of the allegation/s and be given a reasonable opportunity to respond to allegations prior to a decision being made to either terminate the employment or to issue a written warning.

Part 3

1. Where it is alleged that an employee’s capacity or performance is unsatisfactory, then the following procedure should be followed. The existence of this procedure shall not prevent an employee being dismissed in accordance with Part 2 above.

2. The initial discussion and direction will be provided on an informal basis by the Business manager or other authorised person. The employee shall be advised that such discussion forms part of the process arising out of Clause 3.1.

3. If the problem/s persist the Business manager or other authorised person will discuss with employee:

i. the matter/s of concern;

ii. actions necessary to resolve the concerns; and

iii. a timetable for improvement to be evidenced.

Input including explanations will be sought from the employee.

4. As a result of this discussion the Business manager or other authorised person will notify the employee in writing regarding those matters in question discussed per Clause 3.5 above.

The notice will detail:

i. the matter/s of concern;

ii. actions necessary to resolve the concerns;

iii. a timetable for improvement to be evidenced.

5. This notice will be signed and confirmed by the employee to record the discussion in (3) above. If there is a disagreement as to the content of the notice the employee shall have the opportunity for their view to be placed on the record.

6. Appropriate monitoring and counselling shall then be provided to the employee by the Business manager or other authorised person.

7. Where the problem/s are not rectified through the use of the above process, the employee’s contract of employment may be terminated.

Part 4

1. At any meeting or discussion forming part of the process in Part 2 or 3, the employee may be accompanied by a Union representative or other person of the employee’s choosing.

Part 5

1. On request a dismissed employee will be provided with a written statement of reasons for dismissal.