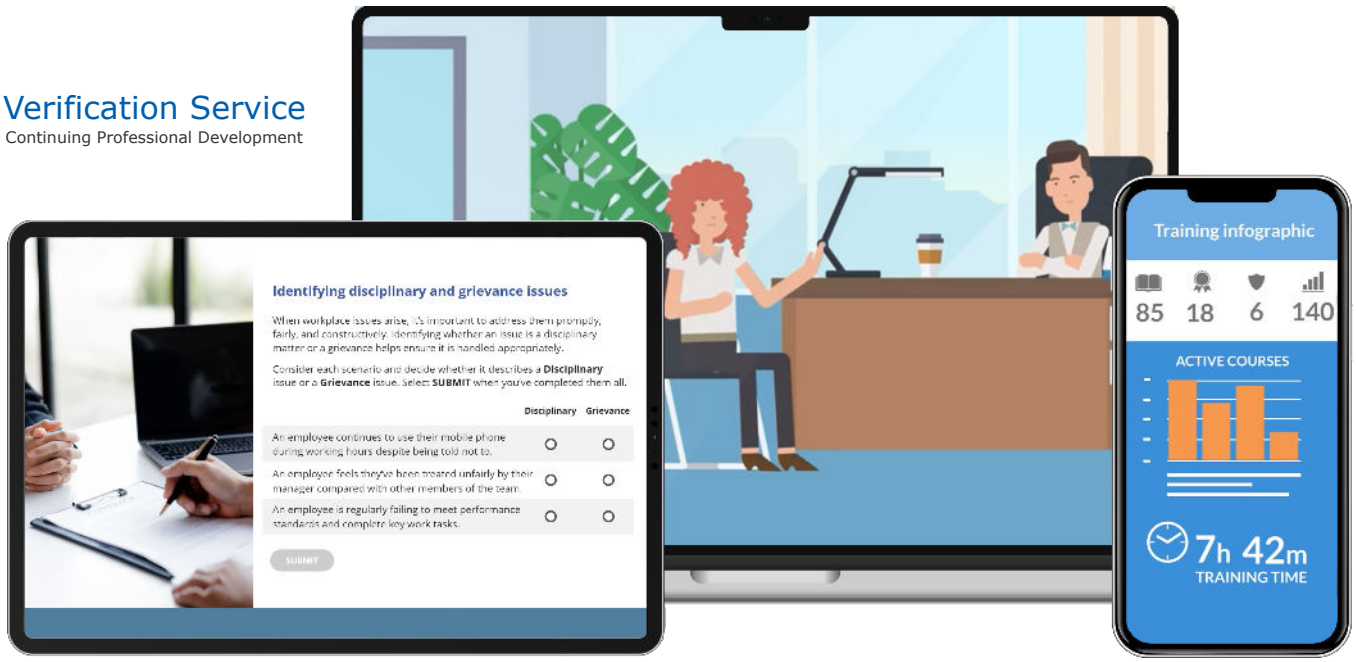
DISCIPLINE AND GRIEVANCE

CPD Verification Service
Continuing Professional Development



OVERVIEW

Handling workplace issues fairly, consistently and lawfully. Getting discipline and grievance right protects both your people and your organisation. Handled well, issues are resolved early, working relationships are preserved, and employees trust that they will be treated fairly. Handled badly, the same issues escalate into formal disputes, damaged morale, and costly employment tribunal claims. The Discipline and Grievance e-learning course provides a clear, practical guide to managing these situations properly from the first informal conversation through to a formal appeal.

The course covers the legal frameworks that apply in the UK, the role of the Acas Code of Practice, and the difference between disciplinary matters and grievances. Two detailed case studies follow a disciplinary issue and a grievance from beginning to end, showing learners exactly what a fair process looks like in practice. Whether learners manage a team, work in HR, or simply want to understand their own rights and responsibilities, this course supports compliance, protects reputation, and builds a more positive workplace culture.

OBJECTIVES

- Identify whether a workplace issue is a disciplinary matter or a grievance
- Understand the key UK legal frameworks that govern discipline and grievance
- Learn how the Acas Code of Practice applies, and what happens when it isn't followed
- Recognise the difference between minor misconduct and gross misconduct
- Gain insights into handling issues informally before they become formal
- Be equipped to follow a fair, consistent process that reduces the risk of tribunal claims

DURATION
50 minutes. Including videos, interactions and assessment.

AUDIENCE
This e-learning course is aimed at anyone who may be involved in raising, managing, or resolving disciplinary and grievance issues at work.

CERTIFICATION
Upon completion of the course the learner will receive a CPD certificate.

learnerbubble

Get in touch with us
sales@trainerbubble.com

Visit us at
learnerbubble.com