



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.



SHORT LEARNING PROGRAMME

REPORT WRITING

Short Learning Programme

1st Cycle

Commencement Date

28 September – 03 October 2026

Closing Date

7 September 2026

2nd Cycle

Commencement Date

12–5 November 2026 (online)

Closing Date

23 October 2026



About Course

You will learn the following:

- Identifying and understanding the key South African legislations that govern workplace discipline.
- Ensuring the correct application of disciplinary procedures in accordance with current legal developments.
- Recognising the purpose and various forms of workplace discipline.
- Preparing essential documentation required for conducting disciplinary hearings.
- Managing disciplinary processes in alignment with relevant legislation, policies, and procedures



Click / Scan to register

For enquiries and registration contact:

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Course Cost

R6 655

Enrolments are now open for 2026, Act Fast Limited Space Available!!!