

BASIC EMPLOYMENT LAW COURSE OUTLINE: 1 DAY

This course is for people managers at all levels

OBJECTIVES	
<ol style="list-style-type: none"> 1. To provide delegates with a practical understanding of the key areas of employment law affecting them as employers 2. To understand the main sources of employment law 3. To prepare action plans to help ensure compliance as employers back in the workplace 	
CONTENT	
<p>SESSION 1: Introduction to Employment Law</p> <ul style="list-style-type: none"> ▪ Sources of UK employment law ▪ Some Key Acts ▪ Scope of Employment Rights: who does it apply to? ▪ Eligibility to Work in the UK ▪ Workers Registration Scheme 	<p>SESSION 4: Discrimination Law</p> <ul style="list-style-type: none"> ▪ The Equality Act 2010 ▪ Protected Characteristics ▪ Types of discrimination ▪ Pre, during and post employment ▪ What action can you take?
<p>SESSION 2: Employees' Rights</p> <ul style="list-style-type: none"> ▪ Human Rights Act ▪ National Minimum Wage ▪ Parental Rights ▪ Protection against unfair dismissal ▪ Public Interest Disclosure Act (PIDA) ▪ Trade Unions ▪ Data Protection ▪ Information and Consultation 	<p>SESSION 5: Health & Safety At Work</p> <ul style="list-style-type: none"> ▪ Current Legislation ▪ Employer and Employee Duties ▪ Risk Assessments ▪ First aid Requirements ▪ Accident Book ▪ Display Screen Equipment ▪ Stress at Work
<p>SESSION 3: Contracts of Employment</p> <ul style="list-style-type: none"> ▪ The law of contract ▪ Forming Employment Contracts ▪ Statement of Main Terms and Conditions of Employment ▪ Express and Implied terms ▪ Varying the contract ▪ Terminating the contract ▪ Transfers of Undertakings (TUPE) 	<p>SESSION 6: Resolving Employment Disputes</p> <ul style="list-style-type: none"> ▪ Disciplinary ▪ Dismissal ▪ Grievance resolution ▪ Role of ACAS ▪ Role of Mediation ▪ Role of Employment Tribunal ▪ Concept of 'reasonableness' ▪ Summary, questions, additional information sources ▪ Action plans and depart