

COURSE CONTENT OVERVIEW

# Employment Law

The laws that govern employment and human resources practice in a business are quite often complex. This course takes learners through each part of an employment journey, looking at the basic employment regulations that every employer needs to be aware of.

The course is not designed to cover every detail of employment law. Rather, it gives you an overview of each area in employment law and what is needed if you manage and lead people day to day. If you need more detailed knowledge for your role, this course will also signpost you to further guidance.

### **Module One: Understanding the Legal Aspects**

Module One takes learners through each type of working arrangement and describes the basic rights that are attached to each.

- Background to employment law
- Employment status
- Case study
- Contract types and responsibilities
- Full-time and part-time contracts
- Fixed-term contracts
- Zero-hour contracts
- Agency staff
- Freelancers, consultants and contractors
- Employing workers with a disability
- Access to work
- Employing young workers

### **Module Two: Recruitment and Starting Work**

Module Two covers how to carry out recruitment and onboarding, in a way that is fair and without prejudice at all times.

- Protected characteristics
- Discrimination
- Advertising jobs
- Shortlisting
- Interviewing
- Right to work
- Copying documents
- When to contact the Home Office
- Disclosure and Barring Service
- Induction processes

### **Module Three: Working Arrangements**

Module Three covers the laws and best practice procedures in relation to working arrangements.

- Employment contract
- Terms and conditions
- Probationary periods
- Continuous employment
- Flexible working and compressed hours
- Working Time Regulations
- Flexibility in Working Time Regulations
- Overtime
- Pay
- Pension regulations

### **Module Four: Leave Entitlements**

Module Four covers a range of leave entitlements, including annual leave, compassionate leave, sickness absence, and the rights and pay afforded to new parents.

- Annual leave
- Additional leave entitlements
- Sickness absence
- Compassionate leave
- Maternity leave
- Statutory Maternity Pay
- Return to work
- Paternity leave
- Shared parental leave
- Unpaid parental leave
- Adoption and IVF Leave

### **Module Five: Managing Conflict, Disputes, Discipline and Grievance Procedures**

Employers must handle all staff grievances and all disciplinary issues in an objectively fair and appropriate manner. Module Five looks at how to do this.

- General guidance
- Solving workplace disputes or conflict
- Grievances
- Performance, capability and disciplinary issues
- Serious misconduct
- Gross misconduct
- Suspension from work
- Procedures
- Whistleblowing

### **Module Six: Employment Termination**

Module Six looks at each type of employment termination and details how to maintain fairness through any process. It also details what is expected of both employer and employee.

- Termination of employment
- Resignation
- Redundancy
- Dismissal
- Fair dismissal
- Unfair dismissal
- Automatically unfair dismissals
- Wrongful dismissal
- Constructive dismissal
- Tribunals
- Settlement agreements
- Retirement
- Further resources

## Aims of the training

By the end of this course, learners will be familiar with some of the basics of employment law, including:

- Employment practice, including which laws govern employment, types of working arrangements, and contracts.
- Recruitment processes.
- Working arrangements, such as contracts, hours, pay and pensions.
- Types of leave, such as maternity leave and compassionate leave.
- Some best practice and procedures for handling colleague issues, disputes and grievances.
- The basics of understanding retirement, redundancy and termination of employment.