

COURSE CONTENT OVERVIEW

Employment Law

Employment laws can be far-reaching and often complex. This course takes learners through each part of an employment journey looking at the basic but often opaque employment rules which every employer must be aware of.

The course is not designed to cover every detail of employment law but to give the learner an overview of each area in employment law and HR practice. The course provides information on where to find more detailed knowledge should you need it in your role.

Module One: Legal Framework

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 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 proceed in recruitment and onboarding whilst acting demonstrably 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
- Probation periods
- Continuous employment
- Flexible working and compressed hours
- Working Time Regulations
- Flexibility in Working Time Regulations
- Overtime
- Pay and pensions
- Pension regulations

Module Four: Leave Entitlements

This module covers a range of types of leave entitlement, 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 Leave

Module Five: 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.

- Solving workplace disputes
- Grievances
- Performance, capability, and disciplinary issues
- Serious misconduct
- Gross misconduct
- Work suspension
- Procedures
- Whistleblowing
- Complaints procedures

Module Six: Employment Termination and Pensions

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

- Contract ends
- Resignation
- Redundancy
- Redundancy pay
- Wrongful dismissal
- Unfair dismissal
- Automatically unfair dismissals
- Construction dismissal
- Tribunals
- Further resources

Aims of the training

By the end of this course, learners will understand:

- Employment practice, for example, where the rules come from, types of working arrangement, and contracts.
- Recruitment and induction processes.
- Working arrangements, such as contracts, hours pay, and pensions.
- Types of leave, such as maternity leave and compassionate leave.
- The best practice and procedures for disputes and grievances.
- Retirement, redundancy, and termination of employment.