

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 1: Understanding the Legal Aspects

Module 1 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 2: Recruitment and Starting Work

Module 2 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 3: Working Arrangements

Module 3 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 4: Leave Entitlements

Module 4 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
- Emergencies relating to dependents
- Unpaid carer's leave
- Maternity leave
- Statutory Maternity Pay
- Return to work
- Paternity leave
- Shared parental leave
- Unpaid parental leave
- Adoption leave, IVF leave and neonatal care leave
- Compassionate leave

Module 5: 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 5 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
- The letter
- The disciplinary hearing
- The appeal
- Whistleblowing

Module 6: Employment Termination

Module 6 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 leave for family reasons.
- Some best practice and procedures for handling colleague issues, disputes and grievances.
- The basics of understanding retirement, redundancy and termination of employment.