



Certificate in Employment Law

TU Dublin Level 6, Special Purpose Award, 10 ECTS

Details

Duration: 7 Days

Region & Dates

Dublin: Feb 1, 15, Mar 1, 15,
29, Apr 12, May 10,
2019

Dublin: Sep 20, Oct 4, 11,
18, Nov 8, 15, 22,
2019

Time:
9.30 am– 5.00 pm

Venue:
Ibec
84-86 Lower Baggot Street
Dublin 2

Cost:
Ibec member: €2,400
Non-member rate: €2,600

Programme Overview:

This programme is designed to give participants a comprehensive understanding of the key aspects and practicalities of employment legislation. The programme is aimed at building the confidence and competence of participants in this critical area of every business.

Programme Outcomes:

On completion of the programme, participants will be able to:

- Understand key aspects of employment law
- Identify potential issues within their own organisation relating to employment law
- Ensure existing policies and procedures are sufficient within their organisation
- Understand the consequences of non-compliance with employment legislation
- Answer queries and questions within their organisation on employment law
- Pre-empt any difficulties that may arise in the area of employment law

Approach:

There are a number of activities and case studies used throughout the programme which ensures that all of the learning is applied in a real way. The programme is delivered by experienced Ibec executives who provide members with advice, consultancy and training on a daily basis. The programme leader encourages group discussion and involvement throughout each session, ensuring opportunities for questions and real issues are discussed at all times. Best practice examples in all areas will be highlighted and discussed throughout the programme, giving participants plenty of opportunities to build on the elements of these that could be applied in their own organisations.

Who Should Attend?

This certificate is aimed at those who are responsible for HR, employment legislation or managing people at work.



Programme Assessment:

Individual assessments are an integral part of the programme and count towards end of year results as follows:

1. Closed book exam: 70%
2. Project; 2500-3000 words: 30%

Contact:

For further information, please contact Marie Keogh by phone (01) 605 1645 or at marie.keogh@ibec.ie

What you said:

"I wanted to thank you very much for preparing and delivering such a relevant, interesting & comprehensive course.

I have been able to apply learning from every session into my daily responsibilities and it has informed and improved every aspect of my work."

Catherine Petherbridge, RKD

Programme Schedule:

Sources of Employment Law

- What are the sources of employment law?
- Divisions of law
- The courts system

Employment Contracts

- What is a contract?
- Contract "of" service Vs. contract "for" service
- Contract terms
- Types of employment contract
- Terms of Employment (Information) Act, 1994 and 2012
- Minimum Notice and Terms of Employment Act, 1973 and 2005
- Key points when drafting contracts

Discipline and Dismissals

- Unfair Dismissals Acts, 1977 to 2015
- Scope of the acts
- The concept of "fairness" and "fair" procedures.
- Dismissals deemed unfair
- Dismissals deemed not unfair
- Remedies
- Redress

Employment Rights Bodies

- Workplace Relations Commission
- The Labour Court

Health and Safety

- The Safety, Health and Welfare at Work Act, 2005.
- The obligations under the Act
- The role of the safety representative
- Safety statements and risk assessments
- Protective and preventative measures
- The legal redress where a company is in breach of the legislation

Employment Equality

- Employment Equality Acts, 1998 to 2015
- The scope of the legislation
- Direct and indirect discrimination
- Discrimination in working conditions
- Equal pay

Bullying and Harassment

- Defining bullying and harassment
- Fair procedures in a bullying and harassment incident
- The institutions involved

Atypical Workers

- Fixed term workers
- Part time workers
- Posted workers
- Agency workers

Protective Leave

- Maternity leave
- Adoptive leave
- Parental leave
- Force majeure leave
- Carers leave

Organisation of Working Time Act

- The Organisation of Working Time Act, 1997
- The exclusions from this legislation
- The rest periods necessary
- Public holidays entitlements
- Annual leave entitlements
- Record keeping requirements

Redundancy

- Protection of Employment Acts, 1977 - 2007
- Redundancy Payments Acts, 1967 - 2007
- Protection of Employment (Exceptional Collective Redundancies and Related Matters) Act, 2007

Transfer of Undertakings

- European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003
- The protection of terms and conditions of employment on transfer

Managing Work Related Stress

- What is work related stress?
- Employers responsibilities
- Workplace stressors
- Preventative measures
- Managing stress

Grievances

Handling Grievances
Grievance Meetings

Other Legislation

- Work Permits
- Protected Disclosures
- What is work related stress?
- Data Protection