



# DIT Diploma in Employment Law

## TU Dublin Level 6, Special Purpose Award, 20 ECTS

### Details

**Duration:** 12 Days

### Region & Dates

#### Dublin

Feb 27, Mar 13, 27, Apr 10,  
May 1, 15, 29, Jun 19, Sep  
11, 25, Oct 9, 23, 2019

#### Donegal

Mar 21, 22: May 2, 3, 30, 31:  
Jun 27, 28: Sep 5, 6: Oct 10,  
11, 2019

#### Limerick

Sep 24: Oct 8, 22: Nov 12, 26,  
2019: Jan 21: Feb 4, 18: Mar  
3, 31: Apr 21: May 5, 2020

#### Dublin

Oct 3, 17, Nov 7, 21, 2019,  
Jan 16, 30, Feb 13, 27, Mar 5,  
26, Apr 2, 23, 2020

### Time:

9.30 am– 5.00 pm

### Cost:

Ibec member: €2900  
Non-member rate: €3300

### Programme Overview

The primary objective of the Diploma in Employment Law (12 day) programme is to deliver an in-depth knowledge of key employment legislation as well as a comprehensive understanding of case law and its application.

### Programme Outcomes

On completion of the programme, participants will:

- Acquire the ability to look at all situations with a critical eye to ensure that they can deal with a range of employment law issues that arise in their organisations
- Understand the pitfalls of not complying with the legislation
- Have the ability to ensure that all policies and procedures that they have in place comply with employment law
- Have an indepth knowledge of key areas of employment legislation
- Be in a position to answer any queries regarding employment law that are to arise in the organisation
- Prepare a case including a written submission to a third party
- Be more confident in handling queries from staff 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 of Employment Law 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 diploma is for participants who are looking for a comprehensive knowledge and practical understanding of the whole area of employment law. This programme is also designed to meet the needs of those contemplating a career in people management, human resource management and related areas by focusing on the need for compliance with employment law from the recruitment stage right through to the termination of employment.



## Venues:

Ibec  
84-86 Lower Baggot Street  
Dublin 2

Ibec  
Gardner House  
Bank Place  
Charlotte Quay  
Limerick

Ibec  
3<sup>rd</sup> Floor, Pier One Quay  
Street, Donegal Town

## Programme Assessment:

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

- |   |     |
|---|-----|
| 1) Closed book exam                         | 50% |
| 2) Project (3,500 - 4,500 words)            | 20% |
| 3) Group assignment                         | 20% |
| 4) Learning journal and class participation | 10% |

## Contact:

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

## What you said:

"Every employer should have this information and training to protect themselves in the workplace."

Derek O'Driscoll, Production Manager, Staunton Foods Ltd

## Programme Schedule:

### Introduction to Employment Law

- Sources of employment law
- Role of the players and institutions in Ireland
- Current employment legislation
- Restrictions on those who can work in Ireland including non-Irish Nationals and young people
- Juries Act 1976

### Contracts of Employment

- What is a contract of employment?
- What is the difference between a contract "of" and a contract "for" employment?
- Terms of Employment (Information) Acts, 1994 and 2014
- National Minimum Wage 2000 – 2015
- Payment of Wages Act, 1991

### Employment Rights Bodies

- Workplace Relations Commission
- The Labour Court

### Equality Legislation

- Nine categories of workers
- What is discrimination?
- Discrimination - from recruitment to termination of employment
- Equal pay
- Redress

### Atypical Workers

- Fixed term workers
- Part time workers
- Temporary agency workers
- Zero hours contracts

### Discipline & Dismissals

- Managing the poor performer
- When is a disciplinary action necessary?
- Rules for terminating an employee's contract of employment
- Third party involvement
- The Unfair Dismissals Acts, 1977 – 2015

### Protective Leave

- Maternity Protection Acts, 1994 and 2004
- Adoptive Leave Acts, 1995 and 2005.
- Carers Leave Act, 2001
- Parental Leave Acts, 1998 – 2006
- Paternity Leave and Benefits Act 2016

### Introduction to Industrial Relations

- Development of industrial relations in Ireland
- Trade unions, collective bargaining and trade disputes

### Workplace Bullying and Harassment

- Defining bullying and harassment at work
- Investigating a complaint
- Dignity at work policy.
- Preventing an issue arising

### Organisation of Working Time Act, 1997

- Exclusions from this legislation
- Rest periods necessary
- Public holiday entitlements
- Annual leave entitlements
- Record keeping requirements

### Redundancy

- Protection of Employment Acts, 1977 - 2014
- Redundancy Payments Acts, 1967 - 2014
- Protection of Employment (Exceptional Collective Redundancies and Related Matters) Act, 2007

### Data Protection

- Data Protection Acts, 1988 and 2003
- The data protection principles
- The responsibilities of the data controller
- Dealing with a data request
- The Data Protection Commissioner
- Data protection and references
- GDPR

### Occupational Health & Safety

- Safety, Health and Welfare at Work Act, 2005
- Obligations under the Act
- Role of the safety representative.
- Safety statements and risk assessments
- Protective and preventative measures
- Legal redress

### Occupational Stress

- What is workplace stress?
- Employers responsibilities
- Preventative measures
- Managing stress
- Dealing with a stress related illness

### Additional Pieces of Legislation

- Protected Disclosures Act 2014
- Transfer of undertakings
- Information and consultation obligations