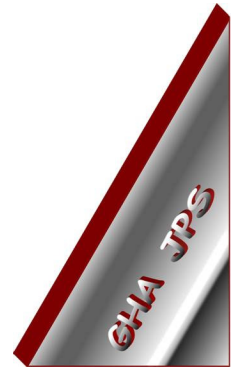


OUTLINE PROGRAMME

An Introduction to Employment Law

1. **Recruitment and Selection**
 - a. Discrimination
 - b. Making an offer of employment
 - c. Probationary Periods
 - d. References
 - e. Rehabilitation of Offenders Act & CRB Checks
 - f. Checking qualifications
 - g. Letter of engagement
2. **Statements of Particulars of Employment ('contracts')**
 - a. Variations
 - b. Comparison of letter of engagement/SOPE
 - c. What must an SOPE contain?
 - d. Pensions
3. **Family Friendly Policies**
 - a. Maternity and Adoption
 - b. Paternity
 - c. Flexible Working
 - d. Parental and Dependent Care Leave
4. **Holiday Entitlement**
 - a. Statutory Rights
 - b. Taking holiday
 - c. Termination of employment
 - d. Understanding pro rata holiday
 - e. Understanding variable hours and holidays
5. **Discipline, Appeals and Grievance Procedures**
 - a. Statutory requirements
 - b. Handling disciplinary matters
 - i Misconduct
 - ii Gross misconduct
 - iii Being accompanied
 - iv Natural Justice
 - c. Responding to a grievance
 - i During employment
 - ii After termination
 - d. Appeals procedures
6. **Termination of Employment and Employee's Rights**
 - a. Automatic unfair dismissal
 - b. Unfair dismissal
 - c. Constructive dismissal
 - d. Summary dismissal
 - e. Transfer of undertakings
 - f. Redundancy



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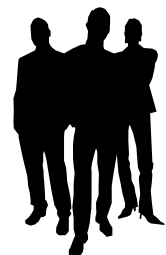
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