

CERTIFICATE IN EMPLOYMENT LAW

10-day course
(a combination of full- and half-days)

Single Delegate cost:
€3,150



Accredited by

ICM

The Institute of Commercial Management

For more information, or to book:
call us on (01) 819 8500
visit www.pai.ie
or email info@pai.ie

About the course

This ICM-accredited Certificate in Employment Law is made up of 13 modules delivered over 10 days (to include seven half days and three full day sessions). This course aims to provide participants with an understanding of Employment Law and how to interpret this legislation. Each participant will be awarded 36 CPD points upon completion of the course.

Modules, while primarily theory based, will incorporate practical training methods and ongoing assessment tools. Discussion will be encouraged and where possible, depending on module content, sessions will be complemented by more proactive workshop methods, with the introduction of case studies and onsite exercises. Relevant court and Workplace Relations Commission (WRC) decisions and codes of practice within the public service will also be addressed.

Methodology and Content

The course is designed to ensure that participants are exposed to relevant legal requirements which inform their respective roles. The course will familiarise participants with a framework for compliance and will enable participants to use the tools gained in ensuring future practice is informed by legal obligations.

Topics are structured to reflect the unique obligations applicable to employees in the Public and Civil Service and further the topics selected and cognisant of the wide range of issues which present to staff at all management levels.

Over the course of the programme, reference may be made to some or all of the following employment statutes:

- Redundancy Payments Acts 1967 to 2007;
- Industrial Relations Acts, 1969–2004;
- Unfair Dismissals Acts 1977 to 2007;
- Protection of Employees (Employers' Insolvency) Act 1984;
- Payment of Wages Act 1991;
- Minimum Notice and Terms of Employment (Information) Acts, 1994 to 2001;
- Maternity Protection Acts 1994 to 2004;
- Adoptive Leave Acts 1995 and 2005;
- Protection of Young Persons (Employment) Act 1996;
- Organisation of Working Time Act 1997;
- Parental Leave Acts 1998 and 2006;
- Employment Equality Acts 1998 to 2010;
- National Minimum Wage Act 2000;
- Carer's Leave Act 2001;
- Protection of Employees (Part-Time) Work Act 2001;
- Protection of Employees (Fixed-Term) Work Act 2003;
- EC (Protection of Employees on Transfer of Undertakings) Regulations 2003;
- Safety, Health and Welfare at Work Act 2005;
- Employees (Provision of Information and Consultation) Act 2006; and
- Employment Permits Act, 2006–2014.

Assessment

Attendees will be encouraged to participate and engage with tutor led discussions throughout the 13 module programme. Each module will end with a case study discussion or a short multi-choice questionnaire for self-assessment and group discussion.

Tutors will issue recommended reading and will encourage self-directed learning, while guiding attendees in the practical application of the programme content.

End of programme assessment:

The final assessment will present a “real life” problem scenario and will ask students to advise on the obligations which accrue in that scenario. This method of assessment is selected where the application of skills gained will best benefit attendees in dealing with working life situations which will be informed by their newly acquired skillset.

Participants will have approximately 4 weeks to complete the short assignment.

Certification

This course is accredited by the Institute of Commercial Management (ICM). Delegates will receive an ICM continuing professional development (CPD) certificate on successful completion of the course including a single assessment after the taught aspect of the course has ended. Public Affairs Ireland is an ICM accredited Professional Development Training Centre and is authorized to deliver ICM approved training and development programmes leading to CPD Awards accredited by the Institute of Commercial Management.



Timetable

Time	Module	Trainer
9am-1pm	<p>Introduction & Sources of Employment Law</p> <p>This Introduction to course include a basic introduction to the courts system and to the legal system generally. It will include an introduction of terminology as well as provide an overview of how the courts function and the role of the employment for a within that structure. The module will look at the sources of employment law</p>	William Maher
9am-3pm	<p>The contract of employment</p> <p>To include an analysis of contract of/for services and the express and implied terms of the contract to include the Organisation of Working Time Act 1997, Terms of Employment (Information) Act 1994. Permitted variation in contractual terms; redeployment, retirement and reduction in wages.</p> <p>Atypical Workers</p> <p>Fixed term workers, part-time workers, Temporary Agency workers, Zero Hour Contracts.</p>	Michael Kinsley
9am-1pm	<p>Employee rights and Employer Duties in Legislation – Complying with minium standards</p> <p>Statutory provisions to include protective leave (maternity, parental, carer’s leave), pay and pensions. Specific protections afforded to part-time/fixed-term employees, agency workers and intern workers.</p>	Sharon Dillon Lyons
9am-1pm	<p>Equality & the Nine Grounds of Discrimination</p> <p>Overview of Employment Equality Acts 1998-2011 and the Equal Status Acts 2000-2012, application of law to employees and prospective employees. Duties to persons with disabilities and discharge of reasonable accommodation duties. Preventing direct and indirect discriminatory practices.</p>	William Maher
9am-3pm	<p>Public Law and the Employment Relationship</p> <p>Application to public bodies, Principles of natural and Constitutional Justice, Fair Procedures, ensuring general decision making complies with principles of administrative law.</p> <p>Public Law 2 – testing employment procedures against the law of fair procedures</p> <p>Applying fair procedures in disciplinary matters, the rule against bias, the doctrine of legitimate expectations and acting within statutory jurisdiction.</p>	Sharon Dillon Lyons

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Time	Module	Trainer
9am-1pm	<p>Health & Safety</p> <p>General obligations pursuant to Safety, Health and Welfare Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007 with particular focus on bullying and harassment; workplace stress. Dealing with grievances; - S.I. No. 146 of 2000 - Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000 and S.I. No. 17 of 2002 Industrial Relations Act 1990 (Code of Practice Detailing Procedures For Addressing Bullying in The Workplace) (Declaration) Order 2002.</p>	Michael Kinsley
9am-1pm	<p>Employment Law and the Law of Data</p> <p>Data Protection Acts 1988 - 2003, Freedom of Information Act 2015). The use of data in the employment relationship, generating records, document management, access to employee data and compatible disclosure</p>	Sharon Dillon Lyon
9am-3pm	<p>Termination of Employment 1</p> <p>Dismissal, unfair dismissal, reasons where a dismissal may occur; ensuring the process is fair.</p>	William Maher
	<p>Termination of Employment 2</p> <p>Redundancy and Wrongful Dismissal</p>	
9am-1pm	<p>Industrial Relations</p> <p>The Industrial Relations Act 1990; strikes, pickets and dealing with trade unions. Collective bargaining, trade disputes.</p>	Michael Kinsley
9am-1pm	<p>Protected Disclosures & Injunctions</p> <p>Examining the rights and responsibilities of employers and employees under the Protected Disclosures Act 2014. Also, injunctions in employment law disputes.</p>	William Maher

Speakers



William Maher BL is a practicing Barrister with a particular interest in employment law and the area of protected disclosures. In addition to a practice encompassing a broad range of civil and commercial law concerns, William has lectured on Employment Law, Public Law, Irish and EU Constitutional arrangements and the Irish and European legal and political process. Previously, he worked with IBEC influencing Irish and European decision makers on behalf of the Irish business interests.

Sharon Dillon-Lyons BL is a practicing Barrister specialising in civil law; particularly Employment law, Probate and Chancery matters. Prior to commencing practice, Sharon worked in policy and compliance in the Charities sector. Sharon lectures in DIT and Dorset College in Employment Law, Business Law and Competition Law.



Michael Kinsley BL is a practicing Barrister and holds a Bachelor of Corporate Law degree and a postgraduate LLB from NUI Galway. Since being called to the Bar, he has developed a wide ranging practice with a focus on labour and employment matters. He has also gained experience in designing and delivering courses in labour, employment and equality law to students and as part of professional training courses. Recently, he published an article analysing the Protected Disclosures Bill, 2013 in the Irish Law Times.