

Introduction to Employment Law

Start date	26 November 2020	End date	26 November 2020
Venue	Virtual classroom		
Tutor	Anne Adamson	Course code	2021NDR417

For further information on this course, please contact Mairi Mayfield
prof-shortcourses@ice.cam.ac.uk

To book See: www.ice.cam.ac.uk or telephone 01223 746262

Tutor biography

Anne Adamson studied law at the University of Cambridge before qualifying as a solicitor specialising in Employment Law. She has over 15 years' experience at a UK top 50 commercial law firm advising organisations on human resources issues.

Anne is currently undertaking a Master's degree in Organisational Psychology and her academic research interests include perceptions of employability and Human Capital Theory.

Anne regularly trains managers, HR and senior leaders on all aspects of Employment Law. She enjoys being part of students' professional development and takes a collaborative approach to teaching, believing that all students have something to offer in group learning.

She is a Fellow of the Royal Society of Arts and a member of the Employment Lawyers Association.

Programme:

The lectures will be online using a secure version of Zoom, and you access the sessions via a link that will be emailed to you in advance]. If you are new to Zoom, there will be a separate guide for how to set it up.

10:00 – 11:15

Session 1: Foundations of Employment Law

- Overview of the English legal system and Employment Tribunals
- Sources of employment law: Contract, Legislation (domestic and European), Statutory Guidance, Case Law
- Understanding the importance of employment status: Employee/ Worker/ Self-Employed
- Outline of fundamental employment rights

11:45 – 13:00

Session 2: The Equality Act 2010

- Introducing the 9 “protected characteristics” in the Equality Act 2010
- Types of discrimination in employment, including Direct, Indirect, Harassment and specific types of disability discrimination
- Best practice in recruitment

Lunch

14:00 – 15:15

Session 3: Managing within the law –including performance management, disciplinaries and grievances

- The unfair dismissal regime and the 5 potentially fair reasons for dismissal in the Employment Rights Act 1996
- Conduct and capability (including ill-health) management – policies and procedures
- Disciplinary and grievance processes

15:30 – 16:45

Session 4: Case studies - Putting Theory into Practice

- To consolidate learning, students will look at scenarios which put them into the shoes of a manager required to deal with employment law issues

Course syllabus

Aims

This course aims to:

- A practical overview and introduction to employment law for those who are likely to encounter it in their work.
- The course will approach employment law from the perspective of the employing organisation (rather than the employee) and will acknowledge the commercial aspects of management decisions and compliance.

Content

The course will introduce students to the broad reach of employment law. Employment Law is extremely wide-ranging and so we will focus on the core elements for day-to-day management – including equality law in the workplace and what the law says about dealing with performance issues, disciplinaries and grievances.

Presentation of the course

This course will combine a mixture of lectures, group work and case studies. Students will be encouraged to ask questions throughout the day.

As a result of the course, within the constraints of the time available, participants should be able to:

1. Appreciate risk within their organisation and identify common management issues which may have an employment law element;
2. Increase their awareness of the importance of equality legislation and how it could be breached ;
3. Understand the unfair dismissal regime and the importance of an organisation's policies and procedures.

Reading and resources list

Listed below are a number of texts that might be of interest and can add to the enjoyment of the course, but do not need to be bought, nor are they required.

Author	Title	Publisher and date
Advisory, Conciliation, and Arbitration Service	<i>Acas Code on Disciplinary and Grievance Procedures</i>	Acas.org.uk
Equality and Human Rights Commission	<i>Employment: Statutory Code of Practice</i>	equalityhumanrights.com

Additional information

Venue

Virtual classroom via Zoom

Note Students of the Institute of Continuing Education are entitled to 20% discount on books published by Cambridge University Press (CUP) which are purchased at the Press bookshop, 1 Trinity Street, Cambridge (Mon-Sat 9am – 5:30pm, Sun 11am – 5pm). A letter or email confirming acceptance on to a current Institute course should be taken as evidence of enrolment.

Information correct as of: 09 September 2020