

Managing Other People (2)– Employment Law

Content

This Continuous Professional Development (CPD) Module focuses on key Irish legislation in order to enhance the manager's knowledge of Employment Law, including Unfair Dismissals Act, Disciplinary Procedures and Employment Contracts. The role of the National Employment Rights Authority is also explored.

Learning Outcomes

On successful completion of this module the student will be able to:

- know of the three sources of Irish Law
- have reviewed the work of the primary institutions of labour law
- understand the main activities of the Circuit and High Courts
- have been introduced to the main components of the Unfair Dismissals Acts 1977 - 2001 and considered the Acts in respect to your own area of responsibility
- have reviewed the main elements of the Employment Equality Act 2004
- have reviewed the role of the Equality Tribunal and explored aspects of equality as they pertain to your organisation
- have been presented with an overview of some of the key aspects of the Safety & Health at Work Act 2005
- have reviewed the work of the Personal Injuries Board and the work of the Health and Safety Authority
- have reviewed different aspects and types of employment contracts
- know of the two main areas where a disciplinary system is used and have been presented with good practice in respect to managing and implementing disciplinary procedures
- have reviewed details in respect to managing employee grievances effectively
- have been presented with the functions of staff training and considered your role as a first line manager in staff training
- examined the issues involved in Induction Training and plan for inducting new staff

Assessment: This module is assessed by means of ongoing continuous assessment.

Accreditation: This CPD Module is accredited by the Higher Education and Training Awards Council (HETAC). Click www.hetac.ie
 It is a Minor Award placed at Level 6 on the Irish National Framework of Qualifications. Click www.nfq.ie

Credits: 10 Credits

Delivery and Supports

The student will **learn through** open learning materials, online library, practical assignments and workshops/seminars/online discussions.

The student is **supported by** a tutorial system (telephone/email), group tutorials online, feedback on your progress (both summative and formative), various online supports (including a study skills module, assignment writing course, news forum, my virtual classroom) and a College helpdesk.

Prior to commencing a course, each student completes a one-week, tutor-led online course that will help to boost student confidence and fine tune online skills when using the OTC virtual learning environment, MyOTC.

CPD Application Forms are available online or by contacting the OTC. Tel: (01)2988544

Entry Requirements

All applicants must:

- Be age 23 years at time of application OR have successfully completed the Leaving Certificate/FETAC Level 5 Certificate.
- Employment in Human Services/Non-Profit services is not a prerequisite for entry to this programme, however, due to the applied nature of the programme, employment status will be considered in support of all applications.

Cost: €395 (€345 for any subsequent Management CPD modules studied).

CPD students can avail of reimbursements should they choose to further their studies through the full certificate, higher certificate or degree courses in Applied Management.