

APPLICATION FORM - DIPLOMA IN EMPLOYMENT LAW

Your full name:

Home address:

Postcode:

Tel:

Email:

Trade Union:

Union branch:

Posts held:

Previous course:/s

Name and address of employer:

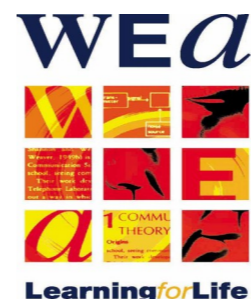
I am a fully paid up member and representative of my union

Signature of applicant:

Date:

Signature or stamp of full time officer/branch

PLEASE RETURN completed form to Monica : by email mgort@wea.org.uk or by post to:
Monica Gort at WEA London Region, 96-100 Clifton Street, London EC2A 4TP.



**NEW EVENING BLENDED
LEARNING COURSE FOR REPS**

TUC Diploma in Employment Law

**for union reps at the WEA
starting January 2013!**

at the Workers Educational Association

Trade Union Learning Centre

96 – 100 Clifton Street London EC2A 4TP

(short walk from Old Street/Moorgate/Liverpool Street/

Shoreditch stations and on lots of bus routes)

6:00 PM – 9.00 PM

Diploma Employment Law

To apply for this course you need to have completed the TUC Stage 1 Union Reps course and the TUC Stepping Up Advanced course (Stage 2 Union Reps), or equivalent.

This course will equip you with a good understanding of the trade union approach to employment law. You will learn about the changing nature of law, collective and individual law, the pressures and influences there are and how it all affects your workplace and the people you represent.

The course involves one evening per week, 36 Thursdays – 6pm – 9pm (spread over three terms) plus minimum 3 hours per week conducted online. It will involve class-room based activities, and a significant number of activities which must be completed outside of class, a large amount of which will be conducted on-line with the support of the tutor.

PLEASE NOTE! VERY IMPORTANT!!! Completion of the distance learning part of the course is an essential requirement.

Course Dates Thursdays 6.00pm — 9.00pm

TERM 1 17th January — 21st March 2013

TERM 2 18th April — 18th July 2013

TERM 3 19th September — 5th December 2013

Accreditation

The TUC Diploma is accredited at Level 3 by the National Open College Network and is divided into three core units and four study skills units.

THE CHANGING NATURE OF LAW

This unit includes:

- the origins and development of employment law
 - what is employment law
 - employment law in the nineteenth century and to the present day
 - **how law is made and can be changed**
 - sources of law, how the law can be changed
 - the European Union
 - the role of trade unions in the development of employment law
 - the role of interest groups
- **the structure of employment law**
 - types of law
 - the court structure in the UK
 - European law
 - European Court of Justice
 - **how employment law operates in practice**
 - how employment tribunals operate
 - employment appeals tribunals
 - legal situations
 - commissions
 - codes of practice
 - the role of the International Labour Organisation

EMPLOYMENT LAW AND THE INDIVIDUAL

This unit includes:

principles and procedures relating to contracts of employment

- the nature of a contract of employment
- collective agreements and individual rights
- variation of contractual terms
- remedies and enforcement

dismissal procedures and rights application of law relating to dismissal

- the law relating to dismissal
- reviewing workplace dismissal procedures and rights
- wrongful dismissal
- redundancy and consultation

TRADE UNIONS AND COLLECTIVE RIGHTS

This unit includes:

trade unions; their organisation and administration

- trade unions in law
- trade unions and their members
- trade union elections and mergers
- trade unions and political activities
- recognised trade unions and information and consultation

trade union recognition

- the legal route to recognition: advantages and disadvantages
- the legal route to recognition: persuading the employer

information for collective bargaining

- TUPE consultation
- trade unions and industrial action
- industrial action law – the basics
- industrial action law, past and future

key legal aspects of discrimination in employment

- legal definitions of discrimination
- using codes of practice
- discrimination
- equal pay – the legal provisions and using the law at work
- remedies and enforcement
- equality audits

specific legislation affecting employment rights

- family-friendly working arrangements
- maternity leave and statutory pay
- parental leave regulations
- employment protection
- proposed or recent legislation

THE STUDY SKILLS UNITS

The study skills units consist of:

COMMUNICATION and STUDY SKILLS

- read and respond to written materials
- produce written materials
- prepare and make a presentation to a group
- take part in discussions and work collectively

RESEARCH PROJECT

- project planning
- research skills
- presenting a project

INFORMATION COMMUNICATION TECHNOLOGY

- prepare and input data
- display and present information
- present data
- use database, word processing and spread sheet applications

LEGAL SKILLS

- resources, research and the law
- legal reasoning and case law
- using the law in negotiating
- taking a case to tribunal