

Workplace Legislation Series - Course Overview

[Introduction](#)

This extensive range of Workplace Legislation Series of courses embrace the subject areas key to ensuring that your business conforms to the latest UK Government Workplace Legislation. They are designed to deliver not only effective learning, but using all the proven benefits of electronic learning delivery.

These courses are all based on current best practice and the latest legislation, and are regularly reviewed, revised and updated.

The structure for each course in this overview begins with a brief explanation of the benefits to the learner and to his/her organisation, followed by the subjects covered.

[LO 1 – Data Protection](#)

All businesses hold information about people, including information on employees, customers and prospects. As a result of the Data Protection Act 1998, which became Law in 2000, there are very strict rules governing how you must deal with this data. This course will provide essential support for organisations in complying with the Data Protection Act and covers:

- The purpose of the Data Protection Act
- The eight data protection principles
- “Processing” and “Personal Data”
- Sensitive information
- The rights of data subject

[LO 2 –Freedom of Information Act 2000](#)

Public access to information is now very much regulated by law, and failure on the part of an organisation to deal correctly with requests for such information can have serious consequences. This course will ensure that employees receiving requests for information deal with them confidently and appropriately and covers:

- The purpose and aims of the Act
- The benefits and disadvantages of the Act
- Context with the Data Protection Act

- Publication Schemes under s.19
- Individual Access Requests under S.1
- Time limits for dealing with requests
- Requests not requiring compliance
- Absolute and qualified exemptions
- The public interest test

[LO 11 – Race Legislation](#)

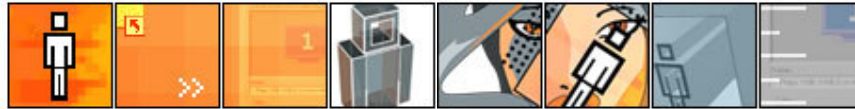
Following completion of this course the learner will, on returning to his or her job role, be able to ensure that employment policy and employee behaviour does not contravene UK law in respect of racial discrimination. They will also be able to promote a culture of equal opportunity in the area of race that operates within a framework of UK law. The course covers:

- Human Rights Act 1998
- The Race Relations Act 1998
- Race Relations Amendment Act 2000
- The Race Relations Act 1976 (Amendment) Regulations 2003

[LO 12 – Gender Legislation](#)

Following completion of this course the learner will, on returning to his or her job role, be able to ensure that employment policy and employee behaviour does not contravene UK law in respect of gender discrimination. They will also be able to promote a culture of equal opportunity in the area of gender that operates within a framework of UK law. The course covers:

- Sex Discrimination Act 1975
- Sex Discrimination (Gender Reassignment) Regulations 1999
- The Employment Equality (Sexual Orientation) Regulations 2003 - Scope
- The Equal Pay Act 1970
- European Law and Equal Pay
- The Part Time Working Regulations 2000



[LO 13 – Disability Legislation](#)

Following completion of this course the learner will, on returning to his or her job role, be able to ensure that employment policy and employee behaviour does not contravene UK law in respect of disability discrimination. They will also be able to promote a culture of equal opportunity in the area of disability that operates within a framework of UK law. The course covers:

- The Disability Discrimination Act 1995
 - a. Defining “disabled”
 - b. Who is protected from what
 - c. Scope of employment provisions
 - d. Justification
 - e. “Reasonable Adjustment”
- The Disability Discrimination Act 1995 (Amendment) Regulations 2003

[LO 14 – Religious and Age Legislation](#)

Following completion of this course the learner will, on returning to his or her job role, be able to ensure that employment policy and employee behaviour does not contravene UK law in respect of religious and age discrimination. They will also be able to promote a culture of equal opportunity that operates within a framework of UK religious and age discrimination law and codes of practice. The course covers:

- Employment Equality (Religion or Belief) Regulations 2003
 - a. Scope
 - b. Aspects of Employment
 - c. Direct Discrimination
 - d. Indirect Discrimination
 - e. Victimisation
 - f. Harassment
 - g. Genuine Occupational Requirements
 - h. Exemptions
 - i. Positive Action
- Age Discrimination

[LO 15 - Ex-Offenders Legislation](#)

Following completion of this course the learner will, on returning to his or her job role, be able to ensure that

employment policy and employee behaviour does not contravene current and planned UK law in respect of ex-offenders. They will also be able to promote a culture of equal opportunity that operates within a framework of law and codes of practice as it applies to ex-offenders.

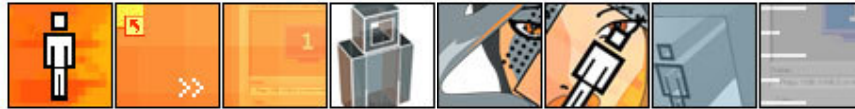
The course covers:

- Disclosure of convictions
- Rehabilitation Periods
- “Breaking the Circle”
- Driving disqualifications
- Driving endorsements
- Further minor convictions
- Further serious convictions
- Cautions
- Exceptions to the rehabilitation period rule
- Effects on job applications and interviews
- Discrimination and spent convictions

[LO 48 – An Overview of Diversity and Discrimination](#)

Many employees, whilst accepting diversity in the workplace, do so in a somewhat fatalistic manner – ‘that’s just the way things are’. This course will help them to understand that diversity is not just a fact of life; it is a positive benefit, enhancing the workplace with new skills, attitudes and ideas. The contrast drawn between a new, exciting and positive age of diversity and the old, depressing and negative age of discrimination is a sharp one that will help the learner to focus clearly on why they should become involved in fostering equal opportunity in their workplace. This course covers:

- Diversity and Equal Opportunity – what they are and why they are important
- Equal Opportunities Policy and Culture
- Discrimination, its effects, outcomes and penalties
- Direct and indirect discrimination
- Dealing with discrimination
- Harassment, its forms and effects
- Victimisation
- The contribution of induction and ongoing training to equal opportunity
- Positive Action



[LO 49 – Applying EO in the Workplace – Recruitment and Selection](#)

It is essential that managers, and the equal opportunity policies of an organisation, ensure that each stage of the recruitment and selection process avoids discrimination and bias.

Having achieved the learning outcomes of the course, the learner will ensure that both new recruits, and employees seeking promotion, are given the same opportunities for selection and advancement, irrespective of his/her age, gender, religion, sexual orientation, marital status or disability.

This means that, not only will the learner avoid problems resulting from contravening the law, but, where he or she has management responsibility, they will also be perceived as open, enlightened and progressive in their attitudes. The course covers:

- The benefits of good recruitment and selection
- Using a job map
- Recruitment advertising and:
 - a. Direct and indirect discrimination
 - b. The Race Regulations Act
 - c. Genuine Occupational Requirements
 - d. Disability discrimination
 - e. European law and NEW UK legislation
 - f. Age discrimination
- The Job Application Form
- The Application Monitoring Form
- Dealing with disabled applicants
- Sifting and short-listing applications
- The job interview
- Eligibility to work in the UK

[LO 50 – Applying EO in the Workplace – Training and Performance](#)

Performance review can be a problematical area for a manager at the best of times. This situation is exacerbated if the manager is ignorant of the equal opportunity requirements that apply to this area of his or her role. Having achieved the learning outcomes of this course, however, the learner will avoid introducing such problems and issues to the performance review process. Similar EO requirements apply to employee induction, career development and training, and the manager will be well prepared to ensure their successful application in these areas.

This means that, not only will the learner avoid problems resulting from contravening the law, but, where he or she has management responsibility, they will also be perceived as open, enlightened and contemporary in their attitudes. The course covers:

- Induction:
 - a. The benefits
 - b. The key elements
- Ongoing training and development
 - a. The key issues
 - b. Part time workers
 - c. Positive action
- Diversity training
- Performance reviews and the need for fairness
- Building equality and diversity into the process
- The need for performance review training
- Equality monitoring

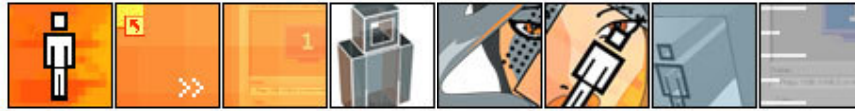
[LO 51 – Parents in Employment](#)

Having completed this course, the learner will on returning to their job role, be able to advise others on their rights and benefits in relation to Maternity leave, maternity pay, Maternity Allowance, Paternity Leave, Paternity Pay, Adoption Leave, Parental Leave and time off for family emergencies.

The learner will ensure that the policy and procedures of their organization, and their own attitudes and behaviour, do not result in employees with parental responsibilities suffering from any lack of equal opportunity for advancement.

This means that, not only will the learner avoid problems resulting from contravening the law, but, where he or she has management responsibility, they will also be perceived as open, enlightened and progressive in their attitudes. The course covers:

- Compulsory Maternity Leave
- Ordinary Maternity Leave
- Additional Maternity Leave
- Returning to work part time
- Statutory Maternity Pay
- Maternity Allowance
- Statutory Paternity Leave
- Statutory Paternity Pay
- Adoption Leave
- Parental Leave
- Time off for family emergencies



[LO 52 – Flexible Working](#)

Creating and implementing an effective equal opportunities policy is vital to any employer, large or small. Having the right policy means compliance with the increasingly complex maze of legislation but, more importantly, it indicates an employer who genuinely wishes to treat all its employees fairly, as well as accept appropriate social responsibility.

In addition, flexible working brings many benefits to the organization, such as enhanced motivation, reduced absenteeism and maximization of resources. This course covers:

- Compulsory Maternity Leave
- Ordinary Maternity Leave
- Family issues addressed by flexible working
- Benefits to employees
- Benefits to the organisation
- Legislation covering flexible working
- Eligibility to work flexibly
- Flexible working arrangements
- Introducing flexible working to the organisation

For more information please contact We Teach You at Legislation@weteachyou.co.uk or **08 700 800 800**