



EMPLOYEE RELATIONS AND EMPLOYMENT LAW

INSTITUTE FOR PROFESSIONAL AND EXECUTIVE DEVELOPMENT

United Kingdom

UNIT SPECIFICATION

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Unit Title

Employee Relations and Employment Law

Credit value

The credit value for this unit is 30

30 credits equivalent to 300 hours of teaching and learning
(10 hours is equivalent to 1 credit)

Guided learning hours (GLH) = 50 hours

GLH includes lectures, tutorials and supervised study. This may vary to suit the needs and requirements of the learner and/or the approved centre of study.

Directed learning = 50 hours: This includes advance reading and preparation, group study, and undertaking research tasks.

Self-managed learning = 200 hours: This includes completing assignments and working through the core and additional reading texts. It also includes personal research reading via other physical and/or electronic resources.

Learning outcome Learner will:	Assessment criteria Learner can:
1.0 Understand the nature of employee relations	1.1 Define employee relations 1.2 Examine the four important dimensions of employee relations (i.e. employee communication, employee involvement, employee rights and employee discipline) 1.3 Examine the role "employee voice" plays in constructing and maintaining a strong organizational culture 1.3.1 Evaluate managers' and employees' expectation from the "employee voice" mechanism 1.4 Evaluate the categories of management styles in employee relations (i.e. traditional, paternalist, consultative, constitutional, opportunist)
2.0 Understand the nature and relevance of employee communication	2.1 Explain what is meant by employee communication 2.2 Explore ways of making employee communication effective 2.3 Analyse considerations that must be made in developing an effective communication system 2.4 Evaluate the importance of employee communication 2.5 Explore the methods of sharing information in the organization (e.g. team briefings, quality circles, news sheets, suggestion schemes, attitude surveys)
3.0 Understand key issues relating to employee involvement	3.1 Differentiate between employee involvement and employee participation

	<ul style="list-style-type: none"> 3.1.1 Examine the 2 types of employee participation (i.e. direct participation and indirect participation) 3.2 Give an account on the involvement commitment cycle 3.3 Evaluate the reasons why senior managers introduce employee involvement (EI) schemes 3.4 Examine the obstacles to employee involvement
<p>4.0 Understand the nature of employee rights and employee discipline</p>	<ul style="list-style-type: none"> 4.1 Explain what is meant by a "right" <ul style="list-style-type: none"> 4.1.1 Compare the rights of employees in his/her home country and those of other countries 4.2 Explain what is meant by employee discipline <ul style="list-style-type: none"> 4.2.1 Evaluate the purpose of employee discipline (i.e. for improvement, for punishment and to serve as deterrent) 4.3 Explain what is meant by gross misconduct <ul style="list-style-type: none"> 4.3.1 Identify those acts that are considered as gross misconduct 4.4 Examine the characteristics of good disciplinary procedures
<p>5.0 Understand key issues relating to trade union recognition and derecognition</p>	<ul style="list-style-type: none"> 5.1 Explain what is meant by a trade union 5.2 Examine the purpose of trade unions 5.3 Discuss the factors that have led to the decline in trade union membership in some countries 5.4 Evaluate the implications of trade union recognition 5.5 Explain what is meant by trade union derecognition 5.6 Examine grounds for seeking statutory trade union derecognition 5.7 Examine areas where employers have a legal duty to consult (e.g. redundancy, transfer of undertakings, health and safety, pensions, workplace agreement)

<p>6.0 Understand important aspects of employment law</p>	<p>6.1 Explain what is meant by a contract of employment</p> <p>6.2 Identify the essential elements of a contract of employment</p> <p>6.3 Examine the key considerations that an employer must make before ending a contract of employment</p> <p>6.4 Explain the forms of dismissal (i.e. wrongful dismissal, constructive dismissal and unfair dismissal)</p> <p>6.5 Examine the conditions under which a dismissal can be considered as unfair by law</p> <p>6.6 Examine the basic steps that an employer must follow to avoid the situation where dismissal is considered by law to be unfair irrespective of the circumstances</p> <p>6.7 Examine the conditions under which dismissal can be considered to be fair</p> <p>6.8 Examine the nature of wrongful dismissal and constructive dismissal</p> <p>6.9 Give an account on equality at work and discuss its legal implications</p>
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Recommended learning resources

Indicative reading	<p>Torrington et al 2008. Human Resource Management 7th Edition: Peason Education Limited, England. ISBN 978-0-273-71075-2</p> <p>Bratton and Gold 2007. Human Resource Management, Theory and Practice 4th Edition: McMillan, US. ISBN 978-0-230-00174-9</p> <p>www.businesslink.gov.uk (for resource on trade union recognition and derecognition) www.acas.org.uk (for resource on employment law, employee rights etc.)</p>
Learning Aid	<ul style="list-style-type: none">• A comprehensive IPED study material is available to aid in learning and research of this unit.• We supply IPED course materials free of charge. Our study materials, which offer quick learning start, are comprehensive, use simple English, and are easy to read and understand. The contents are so sufficient and self-explanatory; that in majority of cases readers do not require further support; although support is always available when you need it.