



Manchester Metropolitan University
Business School

These courses are recognised by Manchester Metropolitan University and may fulfil Accreditation of Prior Learning (APL) or CPD prerequisites for entry on to postgraduate HRM courses at the Business School.



ADVANCE

“Well presented, relaxed atmosphere. A lot to take in but the course notes provided were helpful”
Virgin Holidays

“Exceptional, really enjoyable course – I will encourage others to attend”
Department of International Development

DIPLOMA IN BASIC EMPLOYMENT LAW

1 EMPLOYEE RIGHTS: FROM CONTRACT TO MATERNITY

MANCHESTER • 8 MARCH 2012
LONDON • 13 MARCH 2012

2 DISCIPLINE & DISMISSAL: FIVE WAYS TO SUCCESSFUL DISMISSALS

MANCHESTER • 26 APRIL 2012
LONDON • 17 APRIL 2012

3 DISCRIMINATION & EQUAL OPPORTUNITIES: AN A-Z GUIDE

MANCHESTER • 22 MAY 2012
LONDON • 24 MAY 2012

EACH ONE DAY COURSE – £350 + VAT. BOOK ALL THREE COURSES FOR ONLY £899 + VAT

Three courses intended for recent entrants into the HR profession, re-entrants, directors/managers who need to quickly refresh their knowledge, or line-managers who need to know the basic areas of employer responsibilities and risk. Delegates attending all three courses and successfully completing a written knowledge assessment paper (the review paper is to be completed in the delegate's own time and posted back for marking) will be issued with a Diploma in Basic Employment Law, certified by solicitors DLA Piper and endorsed by Manchester Metropolitan University.

Past delegates include:

Commonwealth War Graves Commission, DWP, Fujitsu Services, Habitat UK, Jarvis, McDonalds Restaurants Limited, MBNA Europe Bank Limited, Ministry of Defence, NHS Information Authority, Norton Rose, Scope, Siemens Business Services, Ted Baker, Thistle Hotels plc, Thomas Pink, Virgin Retail Limited.



ENQUIRIES HOTLINE 0161 235 4545
WWW.DLAPIPER.COM/ADVANCE



DIPLoma IN BASIC EMPLOYMENT LAW

Over 3,500 HR and personnel professionals and hundreds of line managers have attended this series of three Basic Employment Law programmes. Delegate evaluations routinely speak of the excellence and value of the courses and the confidence they have gained from reinforcing and broadening their knowledge of employment law.

Who can benefit by attending?

These courses attract a broad range of delegates from the public and private sectors and from large and small organisations. Recent delegates include administration officers, HR managers, personnel assistants, directors, training managers, employee relations officers, tribunals advisors, chief executives, policy and resources managers, among many, many others.

Programme

The Basic Employment Law Series consists of three one-day courses:

1. Employee Rights: From Contract to Maternity
2. Discipline & Dismissal: Five ways to Successful Dismissals
3. Discrimination & Equal Opportunities: An A-Z Guide

These courses will enable delegates to:

- Gain a thorough grounding in all key areas of employment law
- Understand how the law is applied in the workplace
- Identify the complex areas where professional advice is required
- Assess and evaluate your current policies and procedures
- Apply the law with confidence

TRAINERS

Jonathan Hearn Legal Director, Employment Lawyer, DLA Piper

Jonathan is a senior member of our London employment team. He acts for employers and senior employees in all aspects of employment law, contentious and non-contentious. Jonathan is one of DLA Piper's principal employment law trainers. He develops and delivers numerous in-house training programmes for employers. Jonathan speaks on employment law issues on TV and radio, including the Today Programme and BBC TV news.

Mike Burns Partner, Manchester

Mike has experience of dealing with the impact of TUPE on all types of commercial transactions such as acquisitions and disposals, insolvency purchases and outsourcing (acting for both contractors and clients). He has advised on all stages from effective due diligence at the beginning of a project, consultation with trade union or employee representatives and dealing with any collective or individual claims post completion. He is a regular speaker at training events.

Elizabeth Miller Consultant, DLA Piper

Elizabeth qualified as a lawyer in 2001. She was a lawyer with DLA Piper until 2005. Elizabeth has lectured for John Moores University and is a regular trainer for Advance external and in-house training courses.

Vincent Reston Consultant, DLA Piper

Vincent qualified as a lawyer in 1987 and was an Associate with DLA Piper from 1996 until 2006. Vincent now works as a consultant and is a regular trainer for Advance external and in-house training courses.

DLA PIPER – THE FIRM

Employment, Pensions and Benefits Group

DLA Piper's Employment, Pensions and Benefits group is a market leading global practice with a strong reputation for delivering solutions-based advice and supporting clients in the day-to-day management of their people legal issues and risk. It includes over 250 specialist lawyers, 100 of which are in the UK, working globally on a strategic and operational level on both contentious and non-contentious matters across the private and public sectors.

The group advises on all areas of employment, trade union and employee relations, discrimination and diversity management, pensions, employee benefits and reward legal issues.

Our Pensions and Benefits team is a leading scheme advisory practice dealing with all aspects of pension scheme regulation, management and restructuring. We have acted on some of the largest scheme mergers in the UK. We advise on reward structures and have the added benefit of an in-house benchmarking capability.

“Highly informative trainer - dealt with all questions very effectively”

Otter Controls Limited

IN-HOUSE TRAINING

As well as being the leading provider of public employment law training, Advance can deliver bespoke courses for your organisation following consultation about your actual training needs. In-house training is not only more cost effective to your organisation, it enables flexibility in terms of date, location and exact subject matter. The training is tailor-made to your organisation, using your own policies and basing case studies on situations relevant to your organisation and focusing on your key areas of concern. Since most of our trainers are practising lawyers, a key benefit unique to Advance is on-the-spot legal knowledge. In-house training assignments might be a one-day workshop focusing on a specific area of employment law through to multi-day delivery when we may provide an intensive course covering points of law and case law for board members and senior HR Managers and then provide cascade training on a more practical basis to line managers and other employees to give them the ability to understand new procedures, when to use them and the legal rationale behind them.

1 PHONE US WITH YOUR REQUIREMENTS

Call Anna Juniper on 020 7796 6632 or Rachel Cook on 0161 235 4562. We will discuss with you what type of training you require, how we could best deliver such training in your organisation, a price and how to proceed.

2 RECEIVE A TAILOR-MADE PROGRAMME

Anna or Rachel will then decide upon an appropriate trainer for your needs taking into account your organisation and the type of training you need. They will then work with this trainer to draft a programme specifically tailored for you along with a detailed proposal. You are not obliged at this stage to proceed with the training.

3 DECIDE TO PROCEED

If you wish to proceed we will prepare the supporting coursebook and materials and the precise content of the programme based on your company's policies, procedures and development requirements. You can have as much or as little input at this stage as you choose.

Organisations we have trained include: G4S Securicor, Nationwide Building Society, Mitsubishi, Anglia Ruskin University, South Lakeland District Council, Proctor and Gamble, Thames Valley Police, Thames Valley Housing, NFU Mutual, Learning and Skills Council, Gateshead Council, South Yorkshire Police, Mitsui, DWP Child Support Agency, MOD, Writtle College and Johnson Matthey.

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ADVANCE

1 EMPLOYEE RIGHTS: FROM CONTRACT TO MATERNITY

MANCHESTER • 8 MARCH 2012
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The Employment Contract

- Advertisements and interviews
- The job offer
- Acceptance
- References
- Consideration
- Express and implied terms

Family friendly issues

- Maternity rights
- Right to return to work
- Dismissal and redundancy
- Parental rights and family friendly policies
- Paternity rights
- Adoptive leave

Rights arising during the Employment Relationship

- Continuous employment
- Sick pay/holiday pay/time off
- SMP
- Working time regulations
- Pension and retirement age
- Trust and confidence

- Notice
- Right of search
- Assertion of statutory rights
- Data protection and privacy
- Policies and Procedures
- Email/internet
- Data protection and employee monitoring
- Essential steps for employer protection

Part time workers

- Part-time workers
- Regulations
- Using zero hours contract employees
- Tele-workers
- Fixed-term workers
- Regulations
- Agency staff

Managing the Employment Relationship

- Probationary periods
- Grievances
- Appraisals
- Policies and procedures
- Disciplinary procedures

2 DISCIPLINE & DISMISSAL: FIVE WAYS TO SUCCESSFUL DISMISSALS

MANCHESTER • 26 APRIL 2012
LONDON • 17 APRIL 2012

Misconduct and Discipline

- Disciplinary procedures
- What is misconduct?
- Informants
- Group dismissals
- Notes and documents

Fair Dismissal

- Capability
- Misconduct
- Redundancy
- Legal prohibition
- SOSR

Unfair Dismissal Cases

- Dismissal
- Who qualifies?
- Reason for dismissal
- Special protection
- Types of Disciplinary action
- Carrying out an investigation
- Warnings and suspensions

- Conducting a disciplinary hearing
- Rights of representation
- Penalties
- Appeals
- Handling sickness absence

Tribunals

- The tribunal claim
- Your reply
- How to prepare
- Being a witness
- The hearing of the claim
- Awards – declaration, compensation, reinstatement or re-engagement
- The role of ACAS
- Compromise agreements
- When to settle?

3 DISCRIMINATION & EQUAL OPPORTUNITIES: AN A-Z GUIDE

MANCHESTER • 22 MAY 2012
LONDON • 24 MAY 2012

Discrimination

- Sex
- Race
- Disability
- Age
- Religion
- Sexual orientation

Harassment and Bullying

- Harassment
- Bullying
- Employers liability
- Social occasions/ third parties
- Reasonable steps
- Advertisements and applications
- Discrimination issues
- Interviews and selection
- Identical and uniform procedures
- Keeping records and notes
- Informal requests for work
- The final decision
- Verbal job offers
- References

Equal Opportunities

- Terms and employment conditions
- Part-time workers
- Promotion
- Equal pay

Managing Discrimination

- The disciplinary procedures
- Investigation of the complaint
- Separating the victim
- Human Rights Act
- Focus on the Equality Act – provisions in force on 1 October 2010
- Focus on the Equality Act – provisions in force in 2011



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Learning (APL) or CPD prerequisites for entry on to postgraduate HRM courses at the Business School.

Manchester Metropolitan University Business School (MMUBS) is a full range Business School, distinctive for its links with business and the professions. It is recognised for the excellence of its teaching and research in Human Resource Management and Organisational Behaviour and is one of ten CIPD Centres of Excellence. MMUBS offers a range of postgraduate courses for HR professionals.

For details of these courses and the exemptions Advance courses may entitle you to, please contact: The Centre for Professional Personnel & Development on 0161 247 3961 or email hmm@mmu.ac.uk.



Basic Employment Law Series

The Basic Employment Law Series carries the assurance of

top quality trainers and comprehensive course documentation which will act as useful reference both on the day and in the future. The sessions are in group format and interactive participation is achieved through group exercises.

Delegates are issued with an attendance certificate at the end of each programme. In addition, delegates attending all three courses and successfully completing a written knowledge assessment at the end of each programme are issued with a Diploma in Basic Employment Law, certificate by solicitors, DLA Piper and endorsed by Manchester Metropolitan University.

All delegates will take away a fully comprehensive delegate pack after each course which will act as a useful reference both on the day and in the future. Each guide can be purchased at £95 each or you can purchase the set for £195 inc P&P. To order please tick the box provided on the application form (back page).

ABOUT ADVANCE

We provide training courses and conferences for over 3,000 delegates each year, many of whom return over and over again. Our training programmes help senior executives and operational managers increase their understanding of how legislation and regulation affects the way they manage their business. Our seminar style programmes are interactive, covering the practical impacts of current and future legislation and case decisions. Our courses are led by experienced lecturers who are at the front line both as practising lawyers and HR professionals.

COURSEBOOK FOR SALE

Our coursebooks are prepared for each programme and are praised for the quality and the practical information they contain. Copies from all 3 programmes can be purchased for £195 including postage and packaging.

How to order...

To order please complete back page. Your book will be mailed on receipt of payment and after the programme has taken place.

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EASY WAYS TO BOOK

FAX 0161 235 4505

PHONE ENQUIRIES / CREDIT CARD BOOKINGS

Call **Rachel Cook** on **0161 235 4545** or, alternatively, call National Number **08700 111 111** and ask for Advance.

NOTE To confirm your booking, please complete this form and send it to the postal address below.

POST Please send this booking form or a photocopy, together with your cheque or purchase order number, to **Rachel Cook** at Advance 101 Barbirolli Square, Manchester M2 3DL.

EMAIL advance@dlapiper.com

DX 14304 Manchester

DATES AND VENUES

LONDON 13 March 2012, 26 April 2012, 22 May 2012

DLA Piper, 3 Noble Street, London, EC2V 7EE

Tel 020 7796 6632 Fax 0161 235 4505

Nearest Tube: Moorgate, St Paul's or Barbican

MANCHESTER 8 March 2012, 17 April 2012, 24 May 2012

DLA Piper, 101 Barbirolli Square, Manchester M2 3DL

Tel 0161 235 4562 Fax 0161 235 4505

If you do not receive joining instructions confirming timings and venue one week prior to the conference, please contact us.

FEES (PER COURSE) *The delegate fee includes a comprehensive course book, lunch and refreshment breaks.*

1ST DELEGATE	£350.00 (PLUS £70.00 VAT)	£420.00
2ND DELEGATE	£332.00 (PLUS £66.40 VAT)	£398.40
3RD DELEGATE	£315.00 (PLUS £63.00 VAT)	£378.00

ALL THREE COURSES

1ST DELEGATE	£899.00 (PLUS £179.80 VAT)	£1078.80
2ND DELEGATE	£854.00 (PLUS £170.80 VAT)	£1024.80
3RD DELEGATE	£811.00 (PLUS £162.20 VAT)	£973.20

Unless by prior agreement, payments have to be made before the programme takes place. Bookings will be acknowledged with a VAT receipt and joining instructions.

NOTES

CONTINUING PROFESSIONAL DEVELOPMENT This programme is suitable for HR and Personnel Professional Development and under Law Society rules, qualifies for 6 CPD hours.

CANCELLATIONS, SUBSTITUTIONS AND TRANSFERS If you are not able to attend, you may send a substitute. However, a refund cannot be made for cancellations received less than 20 working days before the course is scheduled to take place. There is a fee to cover travel and administration expenses for delegates transferring to another programme and for cancellations received more than 20 working days before the course start date.

DATABASE Your details will be held on the DLA Piper database. If you would like to be removed please contact Advance 101 Barbirolli Square, Manchester M2 3DL.

There may be occasions when changes in programme content, speakers, timing and location have to be made for reasons outside our control. We maintain the right to decline bookings if they are not in line with course training objectives.

CONFERENCE DATES *Please tick one. (Please photocopy this form for additional delegates.)*

- EMPLOYEE RIGHTS** 08/03/12 Manchester 13/03/12 London
DISCIPLINE & DISMISSAL 26/04/12 Manchester 17/04/12 London
DISCRIMINATION & EQUAL OPPORTUNITIES 22/05/12 Manchester 24/05/12 London
 I am unable to attend but would like to purchase the documentation for £195

DELEGATE INFORMATION

DELEGATE 1 Title _____ First name _____ Last name _____
Position _____
Company or organisation _____
Address _____
Postcode _____
Tel _____ Fax _____

Email

Please indicate any dietary or other special needs

DELEGATE 2 Title _____ First name _____ Last name _____
Position _____
Company or organisation _____
Address _____
Postcode _____
Tel _____ Fax _____

Email

Please indicate any dietary or other special needs

DELEGATE 3 Title _____ First name _____ Last name _____
Position _____
Company or organisation _____
Address _____
Postcode _____
Tel _____ Fax _____

Email

Please indicate any dietary or other special needs

Please tick here if you do not want to receive mailings from other organisations

PAYMENT METHOD *Please choose 1, 2, 3 or 4*


1 Cheque. Make cheques payable to **DLA Piper**

Enclosed is my cheque for £ _____

2 Invoice

My purchase order number is (if applicable) _____

3 Credit card *Please tick one*

Card no. _____ Expiry date _____ Security code _____

Account name _____

Cardholder's address (if different from that above) _____

Postcode _____

4 Bankers draft

I wish to pay by bankers transfer, and will also send a copy of this form to **Rachel Cook** at Advance 101 Barbirolli Square, Manchester M2 3DL.

Account DLA Piper **Account no.** 39115712 **Sort code** 01 05 31

Bank NatWest, Spinningfields Square, 182 Deansgate, Manchester M3 3LY

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