

**CHARTERED**   
INSTITUTE OF PROFESSIONAL CERTIFICATIONS

# UK HR EMPLOYMENT LAW

**Fully Accredited  
By:**

Chartered Institute of  
Professional Certifications

CPD  
Certification Service



# PROGRAM OVERVIEW

In 2023, over 85,000 employment dispute claims were filed with UK employment tribunals, underscoring the increasingly litigious nature of the workplace. The high volume of cases reflects the strict enforcement of employment laws and the growing awareness among employees of their legal rights. Non-compliance with UK employment laws carries significant financial and reputational risks, with tribunals having the authority to award uncapped compensation in discrimination cases under the Equality Act 2010. Additionally, **claims related to unfair dismissal, wrongful termination, redundancy disputes, and wage violations can result in substantial financial penalties, legal costs, and operational disruptions for employers.**

This certified program is designed to provide HR leaders with a comprehensive understanding of the UK's HR Employment Law landscape. You will explore **key legislations that governs employment relationships in the UK and gain essential knowledge of employer obligations, employee rights, and the procedures that underpin the UK's employment laws.** Throughout this program, participants will develop expertise in a wide array of critical topics, including **managing employment contracts, handling employment dismissals and grievances, addressing workplace discrimination, and dealing with legal risks associated with employment disputes and litigation.** You will also learn about navigating complex areas such as the protections against unfair dismissal, managing flexible working requests, ensuring compliance with working time regulations, and understanding the intricacies of employee rights during redundancy processes.

## ACCREDITATIONS



4.8



4.6



# PROGRAM OVERVIEW

Additionally, this program will provide you with valuable insights into **fulfilling occupational health and safety obligations, navigating TUPE regulations, and understanding the intricacies of trade union relationships and collective bargaining.** Participants will also acquire practical skills for establishing effective HR compliance management systems. This includes **conducting internal audits, implementing best practices for documentation, and setting up processes that meet the UK's stringent employment law standards.** By the end of the course, you will have the knowledge and tools needed to create tailored HR policies that not only comply with UK legal requirements but also support your business objectives, ensuring long-term legal adherence across all aspects of the employment relationship.

Upon successful completion of the program, you will attain the **Certification in UK HR Employment Law**, enhancing your professional credentials and demonstrating your expertise in navigating UK employment law challenges, ensuring compliance, mitigating risks, and strengthening your organization's employment compliance strategy. Globally demanded and recognized, the certification holds lifelong validity and will underscore your expertise while elevating your professional standing in the critical field of UK employment law.

## ACCREDITATIONS



4.8



4.6



# KEY SKILLS YOU WILL GAIN

## From This Program



**UK EMPLOYMENT LAW  
EMPLOYMENT CONTRACT  
GOODWILL CONTRACT  
ACAS GUIDELINES APPLICATION**

**DEI LEGAL COMPLIANCE  
DIRECT & INDIRECT DISCRIMINATION  
EQUALITY ACT 2010 ADHERENCE  
GENDER PAY GAP REPORTING**

**HOLIDAY PAY CALCULATION  
NATIONAL MINIMUM & LIVING WAGE  
COMPLIANCE  
MANAGING EMPLOYMENT LITIGATION**

**FLEXIBLE WORKING REQUESTS  
GRIEVANCE RESOLUTION STRATEGIES  
PERFORMANCE & DISMISSAL PROCEDURES  
SICKNESS & ABSENCE REGULATIONS  
WORKPLACE MENTAL HEALTH**

**UNFAIR & CONSTRUCTIVE DISMISSAL RISKS  
MISCONDUCT & GROSS MISCONDUCT**



# YOUR FACULTY DIRECTOR



## Scott Johnston

### Seasoned Employment Law Expert and Trainer

Scott Johnston is a seasoned employment law expert and trainer with over 20 years of experience in delivering high-impact training programs. A qualified Barrister since 1990, **Scott has specialized in employment law and HR since 1999, his extensive expertise has been sought by numerous prestigious organizations such as the Department of Work and Pensions, Ministry of Justice, Ministry of Defence, and KPMG**, as well as various small businesses and individuals. His advisory covers critical areas such as employment contracts, dismissals, workplace discrimination, redundancy procedures, dispute resolution, and compliance with UK employment tribunals and ACAS guidelines.

Beyond employment law, Scott's expertise extends to negotiation, conflict resolution, leadership management, and professional communication. **As a member of the Professional Speaking Association UK & Ireland and a European Champion Debater**, he is recognized for his ability to articulate legal concepts with clarity and impact. Having trained World Champion Debaters, Scott's dynamic and engaging approach ensures that participants not only grasp legal principles but also develop the strategic acumen necessary for effective HR and legal decision-making.

# OUR PARTICIPANTS

Over 70% of FORTUNE 500 Companies Have Attended Our Accredited Programs Before







# PROGRAM AGENDA

## MODULE 1 - OVERVIEW OF UK EMPLOYMENT LAW

- Legal sources: Statutes, regulations, case law, EU law post-Brexit
- Contracts, HR policies handbook and the special status of ACAS
- The role of Employment Tribunals and Courts

## MODULE 2 - EMPLOYMENT CONTRACTS, KEY CLAUSES AND POST-TERMINATION OBLIGATIONS

- Types of employment contracts including the Goodwill contract
- Identifying legal status - Employee, worker and self-employed
- Challenging and enforcing restrictive covenants/post-employment restrictions

## MODULE 3 - DIVERSITY, EQUALITY AND INCLUSION (DEI): EQUAL OPPORTUNITIES IN RECRUITMENT AND AT WORK

- Defining the 9 protected characteristics and identifying challenges
- Legal obligations and pitfalls regarding DEI
- Fair recruitment processes in advertising, interviewing and selecting

## MODULE 4 - WAGES, WORKING TIME AND HOLIDAYS

- Minimum pay, making deductions, bonuses and non-financial perks
- Casual, seasonal and zero hours
- Legal framework for working time, rest breaks and calculating holiday pay

## MODULE 5 - FAMILY-FRIENDLY RIGHTS AND ENTITLEMENTS

- Maternity, paternity leave and pay, shared parental leave, adoption, surrogacy and more
- Protecting against discrimination, returning to work
- Managing and refusing flexible working requests

## MODULE 6 - DISCIPLINARY AND GRIEVANCE PROCEDURES

- Grievance and Disciplinary overview: Procedures, penalties and dismissal
- Ensuring investigations, hearings and decisions meet the 'reasonable' threshold
- Fair decisions, appeals and the right to be accompanied





# PROGRAM AGENDA

## **MODULE 7 - MANAGING PERFORMANCE, SICKNESS AND ABSENCE, INCLUDING MENTAL ILL-HEALTH**

- Managing absence and performance including up to dismissal
- Securing medical evidence, reasonable adjustments and capability dismissal
- The challenge of managing mental ill-health

## **MODULE 8 - MANAGING MISCONDUCT, AVOIDING UNFAIR AND CONSTRUCTIVE DISMISSAL**

- Reasonable procedure and automatically unfair reasons for dismissal
- SOSR, loss of trust and confidence
- Constructive dismissal: Employee resignations due to employer actions

## **MODULE 9 - BULLYING, HARASSMENT AND VICTIMISATION**

- Preventing and managing complaints of bullying, harassment and victimisation
- Duty to prevent sexual harassment one year on
- Handling a clash of competing protected characteristics

## **MODULE 10 - REDUNDANCY, BUSINESS RESTRUCTURING AND COLLECTIVE CONSULTATION**

- Grounds for redundancy, fair selection criteria and consultation
- Collective redundancies, consultation, role of Trade Unions
- Alternatives to redundancy, redundancy payments and penalties

## **MODULE 11 - OVERVIEW OF DATA PROTECTION AND EMPLOYEE PRIVACY**

- Compliance with the UK GDPR, in employment, post-Brexit
- Managing personal data in recruitment and employment, data retention policies, subject access requests
- Data breaches and reporting obligations, employee monitoring and privacy rights

## **MODULE 12 - EMPLOYMENT TRIBUNALS AND RESOLVING DISPUTES**

- Claim and response time limits and grounds for extension
- Early conciliation, COT3, settlement agreements and mediation
- Early conciliation, COT3, settlement agreements and mediation



# YOUR CHARTER DESIGNATION



Chartered Institute of Professional Certifications' programs are unique as they provide you with professional charter designations and marks that can be used across your lifetime once you have completed our programs.

Upon successfully attending this program, you will be awarded with the **Certification in UK HR Employment Law**, that can be used in your resume, CV and other professional credentials. This certification is industry-recognized with lifelong validity. Globally demanded and recognized, this certification demonstrates your expertise in navigating complex employment laws and regulations, developing effective HR policies and procedures, managing employment-related risks and disputes, and ensuring compliance with UK employment law requirements. Developed by the Chartered Institute of Professional Certifications and certified by the CPD Certification Service, this program adheres to the highest continuing professional principles, ensuring that your certification reflects your dedication to excellence in the HR industry.

# ABOUT US

49,525

Business Leaders Have  
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390

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# OUR FACULTY DIRECTORS

We Collaborate With  
Instructors From  
Renowned Institutions



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# CONTACT US TODAY

We Thank You for Your Ongoing Support  
of Our Programs

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