



Employment Law

Your Training Guide

May – October 2018

CENTRAL
**LAW
TRAINING**

Wilmington Professional

www.clt.co.uk

Your Employment Law Training Guide

With the second mandatory year of the SRA continuing competence regime already at its midway point, solicitors around England and Wales are **finalising their training for the second half** to ensure their learning and development needs are **addressed by 31 October**.

To support you in developing your professional competence, **Central Law Training** organises **over 650 courses and 200 webinars each year** covering a wide variety of practice areas developed with the four SRA competencies in mind.

With experience of working closely with firms of all sizes, corporates and public bodies, we are the **perfect partner to help you maximise your training budget** and ensure you and your firm receive the training that you need.

A Key to Your Training Guide

To help you identify the right training for you, each course is tagged with the SRA competency area(s) that it covers, the training duration and level.

SRA Competences	Length of training and prices
A Ethics, professionalism and judgement	3 3 hour course £105 + VAT Package price £120 + VAT CLT Members / £240 + VAT Non-members
B Technical legal practice	5 5 hour course £175 + VAT Package price £240 + VAT CLT Members / £480 + VAT Non-members
C Working with other people	6 6 hour course £210 + VAT Package price £240 + VAT CLT Members / £480 + VAT Non-members
D Managing themselves and their own work	12 2 day course £420 + VAT Package price £480 + VAT CLT Members / £960 + VAT Non-members
	5 5 hour Masterclass £175 + VAT Package price £300 + VAT CLT Members / £600 + VAT Non-members
	6 6 hour Masterclass £210 + VAT Package price £300 + VAT CLT Members / £600 + VAT Non-members
	W Webinars are 1 hour £35 + VAT Package price £60 + VAT CLT Members / £120 + VAT Non-members

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Can't find the training that meets your team's development needs?

Looking to send more than 4 people on a course?

If so, then CLT's in-house training team can help you to **achieve your goals** and **ensure your team receives the training they need.**

In-house training gives you the opportunity to design the learning solution that will **meet your firm's unique requirements.**

The bespoke training gave me more of an understanding on the topic and how important it is to the business

For more information visit:
www.clt.co.uk/in-house

Certificate in Employment Practice

12 B

Foundation

Rosamonde Quincey

This two day workshop follows the lifecycle of employment from recruitment through to termination. Suitable for those with no knowledge or experience it aims to provide a practical understanding of all the key areas listed. Learning is reinforced by using case studies and small group discussions.

Day One:

- Recruitment issues: the legal and practical considerations
- An overview of discrimination legislation and Equality Act 2010: age, sex, race, religion, disability, and sexual orientation
- Employment status
- Contracts of employment: terms required by law, common terms imposed by employers, variation
- Employment rights including maternity and the new additional paternity rights

Day Two:

- TUPE: a summary of the Transfers of Undertakings Regulations and the employment implications when selling or buying a business
- Managing attendance: a guide on handling absence problems fairly and within the law
- Discipline and grievance: a summary of the legal framework and a practical guide to investigating problems and dealing with them
- Termination of employment: dismissal and redundancy

An excellent course for those with limited or no previous experience of employment law

London

7 - 8 Jun

Employment Law Update 2018

6 A

Update

Ian Rees Phillips or Mukhtiar Singh

This course will focus on the last 12 months, with notes on relevant cases from the last 2 years, and is a must for busy practitioners trying to stay up to date.

The course will cover the most important changes to all aspects of employment law, including:

- A legislative update
- Update on practice and procedure in the Employment Tribunal
- Employment status, contracts of employment, unfair dismissal and redundancy
- National minimum wage and working time
- Discrimination and claims under the Equality Act 2010
- TUPE, including a full examination of business transfers and service provision changes

In respect of legislation, the course provides detail on the Gender Pay Gap Regulations and the effect of what might replace the ET Fees Order following *R (UNISON) v Lord Chancellor* in the Supreme Court and the impact of Brexit.

The course will also consider the host of interesting and important recent cases in Supreme Court, the Court of Appeal and the EAT, as well as some seismic first instance decisions.

Birmingham	8 Jun, 15 Oct
London	4 Oct
Newcastle	25 Oct

HOT TOPIC

Employment Status: Employee, Worker or Self-Employed **NEW**

3 B

Intermediate

John Sprack

The question of employment status determines whether the individual is entitled to the various employment rights. There have been a number of important developments on this subject in the recent past. This course examines the legislative provisions, the various appellate cases, and the practical implications. It is of relevance to all those who advise employers and employees as to their rights and obligations.

It deals with:

- The criteria which have been developed by the appellate courts to determine whether an individual is an employee
- The definition that applies to 'worker' status, and the way in which the courts have interpreted it
- What role does the written contract play in determining employment status (*Autoclenz v Belcher*)?
- What status is required to confer protection from discrimination?
- What is the position of agency workers, interns, volunteers or individuals on zero hours contracts?
- The right of substitution and the criterion that service must be personal (*Pimlico Plumbers v Smith*)
- The relationship between employment status and tax liability

Birmingham	5 Jun pm
London	9 Oct pm

Employment Tribunal Advocacy Workshop

6 B

Intermediate

John Sprack

Do you want to enhance your skills at presenting a case in the Employment Tribunal?

This popular course caters for both the novice and the experienced practitioner. It concentrates on effective presentation and persuasive advocacy in the full merits hearing. It is based on tailor-made case studies and realistic practical exercises, with delegate performance and personal feedback as a central element.

By the end of the day, you will have covered:

- Examination-in-chief: how to present your own witnesses effectively
- Cross-examination: challenging your opponent's witnesses
- Re-examination: when and how to do it
- Useful tools: preparing and using skeletons, chronologies, written submissions, schedules and counter-schedules of loss
- Persuasive closing arguments

Birmingham 6 Jun
London 12 Jun, 25 Sep

HOT TOPIC

Employment Tribunals: How Much is the Claim Worth? **NEW**

3 B

Intermediate

John Sprack

This interactive course will focus on calculating the likely award in an Employment Tribunal case and the role played by the Schedule of Loss, making full use of case studies. It will cover:

- The basic and compensatory awards for unfair dismissal
- Deductions for contributory conduct and Polkey
- Calculating future loss
- Recoupment and its effect upon negotiation
- Uplift and reduction under the ACAS Code
- Financial loss for discrimination
- Injury to feelings: the Vento bands
- Psychiatric damage and stigma damages
- Aggravated damages
- Drafting and challenging the Schedule of Loss
- When and how to settle

This course will be of value to those acting for or advising employers or employees in discrimination and unfair dismissal cases.

London 16 Oct pm

BEST SELLER

Unfair Dismissal: A Practical Overview

6 B

Foundation

John Sprack

Unfair dismissal continues to be central to the work of the employment lawyer, whether advising or litigating. This course will cover the principles which underpin this area of the law, and put them into a practical framework, making use of problems, case studies and interactive discussion. It will deal with:

- Constructive dismissal: including fundamental breach, factors causing the resignation, delay and the last straw doctrine
- Continuity of employment: umbrella contracts and deemed continuity
- Employment status: the written contract and the role of reality
- Potentially fair reasons under the Employment Rights Act
- interpreting and applying the ACAS Code of Practice
- The band of reasonableness
- Polkey reductions and contributory conduct
- Remedies: reinstatement and re-engagement, calculating compensation

If you want to have a thorough grounding of this important area of employment law, you should attend this course.

London

2 Oct

Central Law Training Webinars

Central Law Training webinars provide **bite-sized learning** delivered by industry experts.

Covering the latest **hot topics and developments in law and practice**, they can be accessed at a time and location convenient for you.

With **over 200 webinars produced each year** covering a range of practice areas and skills, they are the perfect way of **expanding expertise**.

Available now:
[www.clt.co.uk/
webinars](http://www.clt.co.uk/webinars)

A Piece of the Pie: An Introduction to Employee Share Schemes

3 B

Foundation

Mark Gearing

Offering share-based incentives can be crucial to successfully recruit and retain the best executives and employees. This course provides the ideal introduction to what can be a complex area of law, covering the important structural and tax issues on implementation, as well as including some practical tax planning points at the time of a takeover or trade sale.

It will include:

- An overview of all HMRC approved share plans including available tax reliefs
- A detailed explanation of enterprise management incentive option arrangements
- Headline valuation issues to consider
- An introduction to employee benefit trusts and the disguised remuneration rules
- A summary of the restricted securities regime and its tax implications
- The impact of a company sale on employee share options and awards

It will be of interest to tax, corporate and employment lawyers, in-house counsel, HR professionals and finance directors.

London

5 Jun am

Advanced Employee Share Schemes

3 B

Advanced

Mark Gearing

This course is designed for those who have perhaps already attended our introductory course (*A Piece of the Pie - An Introduction to Employee Share Schemes*) or have had some experience in practice and who wish to know more about this complex area of law and tax. Attendance on the introductory course is not obligatory though, as the speaker will explain the course content in a way that non share plan lawyers will understand.

The course will include:

- Issues to consider when structuring an employee share plan
- The employee shareholder status or "shares for rights" arrangement
- Growth/hurdle shares
- Employee ownership trusts in the context of employee buyouts
- An introduction to share valuations

It will be of interest to tax, corporate and employment lawyers, in-house counsel, HR professionals and finance directors.

London

19 Jun am

BEST SELLER

Overview of Digital and Social Media Law

6 B

Intermediate

Sherree Westell

Digital media is not just maintaining a corporate website or even making products and services available but also setting up blogs, participating in forums and using Twitter, Facebook, LinkedIn and other sites.

This course gives an introduction and overview of the legal risks associated with all elements of digital and social media. It will be of interest to all commercial and corporate practitioners who do not deal with digital and social media law on a regular basis but need to have a working knowledge of it. It will also be useful to those joining the relevant department dealing with digital and social media law either in private practice or in-house.

It includes:

- Overview of social and digital media and key terminology
- Identifying key areas of risk with social and digital media:
 - Operational risks
 - IP and online infringement
 - Privacy and confidentiality
 - Data protection
 - Defamation
 - Other content liability issues

Birmingham 26 Sep
London 10 Oct

Central Law Training Membership

Making training affordable and simple for you and your team

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- Access a range of free webinars
- Pay for your training with an interest free finance plan
- Save even more by purchasing a training package

For more information visit
www.clt.co.uk/membership

BEST SELLER

Legal Aid Supervision: An Introduction

6 A B C

Foundation

Vicky Ling and Matthew Moore

This course has specifically been designed for those who are stepping into the role of legal aid supervisor or deputy for the first time.

The course has been written with the demands upon supervisors under the SQM/Lexcel and legal aid contracts in mind, and explains the role of the legal aid supervisor and the management skills needed to be effective.

- It meets the generic requirements for supervisor status on page 1 of the LAA Supervisor Form
- Meets the supervisor standards for new crime contracts
- Meets the supervisor standards for civil and family contracts to be re-tendered in 2017
- Covers supervision requirements in current legal aid contracts
- Covers SQM 2013 and Lexcel 6 requirements for supervision and file review
- Provides levels of competence as required by the SRA competence statement
- Practical supervision – day to day techniques for better file compliance
- Hints and tips for dealing with legal aid audits
- Building relationships and credibility
- Time management

Bristol	<i>14 Jun</i>
Leeds	<i>19 Jun</i>
London	<i>5 Jul</i>

Regulatory Law in the Healthcare Professions **NEW**

3 B

Intermediate

Andrew Crammond

This course focuses upon regulatory law and principles specific to the healthcare professionals. The course is aimed at those already practising in the field of regulatory law in the healthcare professions, whether in private practice or within a regulatory body.

The areas covered include:

- Background to the various healthcare regulatory bodies, their scope and aims
- Introduction to rules and procedure in the healthcare regulatory bodies
- The applicable legal principles in the healthcare regulators
- Managing the client and practical initial steps
- Understanding and avoiding the risks
- Updates and opportunities going forward

London	<i>18 May am, 19 Oct am</i>
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Webinars

One hour webinars are the perfect way of expanding expertise and supplementing face-to-face training. To see our full range of webinars visit www.clt.co.uk/webinars

B

Update

'Good Work' – The Taylor Review of Employment Rights

[John Sprack](#)

This webinar examines what the proposals mean in practice. What are their implications? How likely are the various reforms to see the light of day? What impact will they have if and when they do?

B

Update

Employment Status: Hitting the Moving Target

[John Sprack](#)

No topic in employment law has received more attention over the recent past than employment status. The decisions of the appellate courts and recent policy reviews carry important consequences for those who practise in this area.

B

Update

Stress, Bullying and Harassment in the Workplace: 2017 Update

[Mariel Irvine](#)

At a time when the Government is committed to improving mental health in the workplace, this webinar will review the causes of action available to those adversely affected by stress and bullying at work. Which is the best forum for obtaining redress?

B

Intermediate

Mind the Gap! Gender Pay Regulations

[John Sprack](#)

This webinar deals with the duty imposed on employers by two sets of Regulations, covering private and public sector employers in force from April 2017. You will learn the extent of the various duties, the practical steps of complying with them and the potential consequences of failing to comply.

B

Update

How Much is a Pension Worth?

John Sprack

This webinar deals with the knotty subject of calculating the compensation which should be awarded for loss of a pension when someone has been unfairly dismissed or discriminated against.

The webinar will consider the calculation of pension in cases which are simple and those which are complex, including final salary pensions, the impact of taxation and the extent to which the Ogden tables are helpful.

It will be of assistance to practitioners acting for employers and employees at a remedies hearing.

A C

Intermediate

Unconscious Bias for Lawyers and Support Staff

Geoff Coughlin

This powerful webinar looks at how unconscious bias manifests itself and its impact on your firm. Topics include getting an understanding of exactly what bias is, how unconscious bias contributes to 'wilful blindness' and what this can mean for your individual practice and behaviour AND your firm's profitability, and practical tips and strategies for keeping personal bias in check and managing it effectively.

B

Intermediate

An Employment Lawyer's Guide to Drafting: Restrictive Covenants

Ian Wheaton

Restrictive covenants come in many forms and provide an important safeguard for employers who understandably want to protect their business from unwanted competition or confidentiality breaches. For employees, they can seem unfair and unduly restrictive.

This webinar will make you aware of the issues on both sides as your drafting will need to take into consideration questions of reasonableness, duration and enforceability.

A

Update

Holiday Pay – The Changing Landscape

John Sprack

This webinar examines recent European and appellate decisions, placing the analysis within the context of the overall framework of our law on holiday pay.

Management & Personal Skills Training

Management and Strategy

For those new to management responsibilities or looking to deepen their understanding of law firm management and strategy.

12 C D

Advanced

Two Day Law Firm Management Masterclass
London 4 - 5 Jul
Bristol 10 - 11 Sep

6 C

Foundation

Management Course Stage 1
London 13 Sep
Birmingham 11 Oct

6 A C D

Intermediate

Preparing for Partnership
London 7 Aug

People Management

Courses to help staff at any level understand how to support and manage team members.

6 D

Intermediate

Managing and Motivating People
Sheffield 19 Sep
London 16 Oct

6 D

Intermediate

Performance Management in Legal Practice
London 11 Sep

6 D

Intermediate

Supervision: Essential Skills for Lawyers
London 16 Oct

Business Development

Courses that equip lawyers and firms to win new business and keep existing clients happy.

6 D

Intermediate

Presentation Skills for Lawyers
London 10 Jul

Financial Management

Courses from the functional to the strategic, to ensure your firm's finances are well-managed.

6 D

Intermediate

SRA Accounts Rules for Accounts Staff
Sheffield 22 May
London 5 Jun

5 C

Intermediate

SRA Accounts Rules: Achieving Compliance
Bristol 22 May
Birmingham 3 Oct
London 22 Oct

6 A

Foundation

Understanding and Interpreting Company Accounts
London 16 May

3 D

Foundation

Improving Your Financial Performance on Client Work
London 3 Jul

Project and Time Management

Develop key skills to enable your work to be managed effectively.

6 C D Foundation
Case Analysis and Project Management for Junior Litigators
 London 17 May, 3 Oct

6 B D Intermediate
Project Management for Transactional Lawyers
 London 26 Sep

5 C Intermediate
Getting the Very Most Out of Your Day
 London 3 Sep
 Southampton 6 Sep

Compliance

Practical courses that will help you and your firm stay on the right side of SRA and general business regulation.

6 A Foundation
COLPs, COFAs and Managing Compliance 2018
 Leeds 12 Jun
 London 7 Sep
 Bristol 12 Sep
 Newcastle 19 Sep

6 A Update
Money Laundering Compliance for Solicitors
 London 26 Sep
 Newcastle 3 Oct
 Leeds 9 Oct
 Southampton 16 Oct

5 A Intermediate
Conflicts and Confidentiality in Law Firms
 London 12 Jun

6 A B Intermediate
Data Protection: Get Ready for the GDPR
 London 17 May

6 B Intermediate
An Introduction to Data Protection and GDPR
 London 14 Jun, 13 Sep
 Sheffield 26 Jun

6 B C D Intermediate
Duties of the Data Protection Officer
 London 22 Aug

3 B D Foundation
Data Protection: Conducting a Data Audit
 London 30 Aug, 16 Oct

3 B C Foundation
Data Protection: Privacy Notices, SARs, Consent and More
 London 30 Aug, 16 Oct

For In-House Lawyers

Courses designed to help in-house lawyers develop and succeed in their careers.

6 C D Foundation
The Successful In-house Lawyer
 London 25 Sep

6 C D Advanced
The Successful Leader and Manager of an In-house Legal Team
 London 26 Sep

12 A B C D Foundation
Essential Toolkit for In-House Counsel
 London 4 - 5 Sep

Book your training now

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Central Law Training, Wrens Court, 52-54 Victoria Road,
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