

THE ESSENTIAL EMPLOYER'S WORKPLACE EMPLOYMENT SKILLS KIT

This full day (8 hours) seminar is an interactive workshop that seeks to assist you to understand the employment law issues that occur on a daily basis in your workplace. Knowing your obligations under Australia's employment and related laws, is an essential and significant part of the employment relationship. Understanding the requirements is complicated. This workshop unravels the law into practical and effective methods for you to ensure your legal obligations are covered. An external 'guest expert' IR speaker may participate in the workshop [TBA] and two significantly experienced IR Practitioners, with over 100 years of IR related 'hands on practical knowledge, will deliver the program.

INTRODUCTION TO THE FAIR WORK AND RELATED ACTS

- What are the key elements for employers to know and understand?

UNDERSTANDING UNFAIR DISMISSALS

- What is an Unfair Dismissal?
- The UFD Process
- Whom may apply
- Why may I have to pay 'go away' money
- Cases studies that help

UNDERSTANDING GENERAL PROTECTION PROVISIONS

- What are general protections?
- How do they differ from an unfair dismissal?
- Risks to employers [Directors and Officers]
- Case studies and precedents

SHAM CONTRACTING -FAIR WORK ACT

- What is sham contracting? -why should you worry
- Key case studies
- Labour Hire/Employer implications
- How to prevent sham contracting

CONDUCTING A WORKPLACE INVESTIGATION

- When is an investigation required?
- Who is best suited to conduct an investigation
- Investigations and the legal implications
- How to do it and do it right
- Decision making that works

RECRUITMENT AND EXITING EMPLOYEES

- Recruitment philosophy for the long term
- Exit procedures/protocols/employer obligations
- How to utilise deeds of agreement to protect the employer

WHO SHOULD ATTEND

- Directors/CEOs/Decision Makers/Sub Contractors
- HR/Payroll Staff
- Project Managers
- Direct Employee/Sub Contractor Supervisors

ASSESSMENT/CERTIFICATE

- The course provides practical examples and methods to ensure the employer can manage its workforce in accordance with the law. Many case studies; war stories and practical examples will be provided. The course allows lots of questions and answers and addresses the issues you want dealt with. An attendance certificate is provided.

LOCATION

- Queensland Civil Industry Training Centre 11 Hi-Tech Court, Eight Mile Plains QLD 4113

START TIME

- 8:30am for 9am -Finish approx. 5pm (approx. 8 hours)
- Morning tea, lunch provided
- Comprehensive notes/presentation pack with check lists for all participants

BRISBANE

- 11 Hi-Tech Court
- CCF QLD Members
- Eight Mile Plains QLD 4113
- Non-CCF QLD Members
- P: 07 3360 7933

www.ccfqld.com

TOWNSVILLE

- Unit 13, 547 Woolcock Street
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SHORT COURSES



CIVIL CONTRACTORS
FEDERATION

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