

# EMPLOYMENT LAW FUNDAMENTALS FOR NEW AND GROWING BUSINESSES

Course Code: ELF



The law surrounding employer obligations and employee entitlements is complex, but from the moment an organisation employs its first staff member it must ensure its operations comply with employment law requirements. Similarly, growing businesses experiencing increases in staffing, with a greater diversity in roles and responsibilities, must ensure compliance with the full range of employment law obligations.

From the outset, these obligations include complying with minimum terms and conditions of employment; managing requests for parental leave and flexible working arrangements; ensuring a fair and lawful process if required to terminate an employee's employment; understanding an organisation's obligations under the Privacy Act; and understanding critical concepts in occupational health and safety law.

This half-day programme, presented by Justitia lawyers with previous experience in senior Human Resources (HR) roles, provides a thorough grounding in these key employment law fundamentals; discusses the overall HR framework; and describes the documents required for legal compliance.

## Learning Content

The programme covers:

- Minimum terms and conditions of employment
- How the common law contract, policies, procedures, custom and practice affect the employment relationship
- The relationship between contracts, awards and industrial agreements
- Best practice selection and recruitment
- The HR framework required for legislative compliance

## Learning Outcomes

At the conclusion of this programme, participants will:

- Understand minimum terms and conditions of employment
- Understand the types of employment relationships, applicable industrial instruments and legal obligations imposed on employers
- Learn how to manage legal issues that arise during recruitment
- Identify the appropriate HR framework and documents necessary for legislative compliance

## JUSTITIA TRAINING REGISTRATION FORM

Please complete one form per participant. Confirmation of your registration will be emailed.

### COURSE DETAILS

Course Code: ELF  
Course Date: \_\_\_\_\_

### PARTICIPANT DETAILS

Prefix: Mr / Ms / Mrs / Dr / Other:  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Organisation Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Telephone: (       )  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Email Updates: ☐ Please add me to Justitia's email list  
Dietary Requirements: \_\_\_\_\_

### PAYMENT DETAILS

Payment can be made by cheque or credit card. If paying by cheque, please make your cheque payable to 'Justitia'. If paying by credit card, please complete the following section. We request you post or fax this registration form with payment.

Credit Card Type: ☐ VISA ☐ MasterCard  
Cardholder Name: \_\_\_\_\_  
Credit Card Number: 

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Expiry Date: Month: \_\_\_\_\_ / Year: \_\_\_\_\_  
Course Fee: \$ \_\_\_\_\_ (Normal Fee \$500 / Early Bird \$450)

### CANCELLATION POLICY

We will refund your total course fee if you give us 5 or more days' notice of your cancellation. We will not refund your course fee if you notify us of the cancellation less than 5 days prior to the training day. Alternatively, you will be given the opportunity to indicate that another person from your organisation will attend in your place. We ask that you inform us of this before the training day. We may sometimes need to reschedule or cancel courses due to unforeseen circumstances. In that instance, we will offer you the option of a total refund of your course fee, or, if that course is deferred to a later date, a transfer of your booking to the later date.

Fax Registration Form to:  
**(02) 6169 4480**