



CIELA CERTIFIED INTERNATIONAL
EMPLOYMENT LAW ANALYST

CERTIFIED INTERNATIONAL EMPLOYMENT LAW ANALYST (CIELA)

With multinational enterprises being concerned with transnational human resource projects and employment law compliance across various jurisdictions, the need for streamlined employment law is highly necessary now more than it has ever been. Expertise on cross border labour and employment matters is sought after by corporates aligned globally. This is what the Certified International Employment Law Analyst (CIELA) programme seeks to provide; expertise on various aspects of Employment Law at an international level.

The programme equips the attendee in comprehending the specific issues and dimensions concerning transnational employment especially, compliance, HR policy, employment contracts, suspension and termination of employment, lay-offs and cost-cutting measures, offshoring and outsourcing, employee communication and data laws, monitoring and screening, employment status, employee discrimination, injuries and compensation, expatriate employee issues, employee rights on equity, labour unions, employment dispute resolution, wages and salary, ethics and codes of conduct, unethical practices, due diligence, and restructuring. The course looks at essentials of employment law from a practical perspective so that Human Resource professionals as well as Employment lawyers can not only learn about the applicable laws, but also about how it works in a given situation.



WHO SHOULD ATTEND THIS COURSE?

- Human Resource Professionals
- Lawyers
- In-House Counsels
- CEOs
- Administrative Staff
- Legislative Officers
- Entrepreneurs
- Law Students

MODULES

Module 1

Employment Contracts

- Overview of Confidentiality Agreements
- Overview of Contract Law
- Introduction to the Law of Contracts
- Note on Employee Handbooks
- Who is an Employee?
- Select Provisions of Uniform Customs and Practices
- The UNIDROIT Principles of Contract Law: Is there room for their Inclusion into Domestic Contracts?
- A Checklist for Confidentiality Agreements
- A Sample Confidentiality Agreement
- Checklist for Requesting and Giving References
- Checklist of Information to be given to an Employee
- Sample Employment Contract
- Sample Offer Letter

Module 2

Equality of Treatment in Work Place

- Age, Gender Race Discrimination
- Burden of Proof in Equality Claims
- Direct Discrimination
- Indirect Discrimination
- Discrimination based on Religion or Beliefs
- Pregnancy or Maternity Discrimination
- Territorial Application of Equality Act

Module 3

Working Time

- Hours of Work
- Working Time Rights
- Holidays
- Time off
- Health Assessment Form
- Working Time Checklist
- Sample Clause on Work time

Module 4

Discrimination

- Introduction to Discrimination
- Events which gives rise to a Discrimination Claim
- Religious Discrimination
- Gender Discrimination
- Disability Discrimination
- ACAS CODE on Sex Discrimination
- Sexual Orientation Discrimination (ACAS)
- Who can bring a Discrimination Claim

Module 5

Corporate Governance

- Corporate Governance Essential for HR professionals and employment lawyers
- Introduction to UK Corporate Governance Code
- Non-Executive Directors
- The Remuneration Committee
- The Audit Committee

Module 6

Bribery

- Overview of Bribery Act 2010
- Bribery Act: Essentials for Lawyers and HR professionals
- Failure to Prevent Bribery
- Bribing Foreign Officials
- Policy Note to Employees - Template
- Company Policy on Bribery - Template

Module 7

Settling Disputes

- Employment Tribunal Rules of Procedures
- Compromise Agreements and its Relevance
- Settlement and Withdrawal of Claims
- Collidge v Freeport
- Conciliation
- Settlement of Unfair Dismissal
- Sample Compromise Agreement

Module 8

Whistle Blowing

- Protected Disclosures
- Type of Whistle-blowing claims
- Types of Whistle-blowing

Module 9

TUPE

- What is TUPE and Why is it Relevant
- Service Provision Changes
- Consultation During Transfer
- Checklist for TUPE
- Letter to Transferee

Module 10

Ending Employment

- Who can Claim Dismissal
- Qualifying period for Unfair Dismissal
- Definition of Redundancy
- Definition of Dismissal
- Contractual Notice
- Sample Letter of Summary Dismissal
- Redundancy Checklist
- Part of Employee Handbook for Disciplinary procedure
- Compromise Agreement
- Checklist before Dismissal for Misconduct
- Sample letter for Hearing



COURSE DETAILS

The programme is designed by experts of the subject who have both experience in teaching and employment law practice. The course enables an interactive mode of learning through forum discussions and email.

DURATION

The course is intended to be completed in 6 months and is conducted completely online in order to cater to the convenience of all those who enrol for the programme.

US \$ 1100

COURSE FEE

- 1 Learn from the experts.
- 2 Be updated on legal and policy issues of international employment
- 3 Understand the nuances of international employment law
- 4 Convenient modes of learning
- 5 Certification

COURSE COMPLETION

The course is to be completed successfully by scoring at least 50% of the total marks for each module test which is conducted online.

CERTIFICATION

Successful candidates would be awarded the CIELA™ Certification.

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