



*Presented by*  
**Management Forum**

# Employment Law in Practice from Recruitment to Termination

**8-9 October 2025**

Raise your knowledge of the latest employment law along with significant case law and learn how to deal practically with the numerous issues an employer regularly faces.



**Format:**  
Live online



**CPD:**  
12 hours for your records



Certificate of completion

# Latest update from our expert speaker

Employment law and its application are ever-changing beasts. Are you up to date with what could be on its way?

1. The Employment (Allocation of Tips) Bill (a private member's bill) is due to have its third reading in the House of Commons. If passed, this bill will provide enhanced protection to staff members, by entitling them to keep 100% of the tips they earn. This bill includes any agency workers that an employer hires. For employers, this means complying with a new statutory code, it will be unlawful to withhold tips from staff. This includes any service charges added to card payments. While it won't come into force in January, it looks promising that the bill will gain Royal Assent and be formally passed in 2023.
2. The Employment Relations Flexible Working Bill is also making its way through the legislative process, when passed this will mean that employees would no longer need to explain to their employers what impact it would have on business ops and how this could be managed. It will also allow staff to make two flexible working requests a year and will become a day-one right. Consultation should take place between the employee and employer to discuss the flexible working requests before a decision is reached. This allows room for a compromise (e.g. part accept a request) and reduces the deadline for providing a decision on a request.
3. The Carer's Leave Bill has already been introduced to parliament and is expected to complete all stages in 2023. The bill will make carers leave a day one right and will allow employees to take unpaid time off work to provide or arrange care for a dependant with a long-term care need.
4. Finally The Protection from Redundancy (Pregnancy and Family Leave) Bill may also be coming into force at an unspecified date in 2023. The private member's bills will change the law so that pregnant women and new parents receive greater protection from redundancy. Currently, employers are obliged to offer a suitable alternative vacancy to an employee who is on maternity leave before redundancy can be considered. If passed, the Bill would extend the level of legislative protection given to new parents and pregnant women against workplace discrimination.

## Course overview

**This event has been specifically designed for people managers and HR professionals to give an overview of employment law in an accessible, user-friendly format – mixing knowledge with a solid, practical approach – so you have the most up-to-date information and practical skills to take back to your workplace.**

Over two days, the course will logically take a journey through the employment life cycle and consider along the way the key areas of impact from recruitment to termination. More often than not, people are the most expensive and important asset in an organisation and now that the fees regime at the Employment Tribunal has gone and the number of Employment Tribunals brought year on year continue to rise, careful management is all the more important.

Although there is substantial knowledge-based learning during this event, the two days are designed to be engaging and participative as well as informative. The course will equip you with the knowledge, skills and confidence to deal with all the important employment issues so you can act effectively and positively manage people within the law. Attending this programme is an invaluable use of a busy HR professional's or Line Manager's time.

## Benefits of attending

- **Develop** your knowledge of the latest employment law and practice
- **Understand** how the law is applied both procedurally and practically
- **Be up to date** with this fast-changing area of the law and its implications
- **Raise** your competence and profile within your organisation
- **Look** at how to improve what you do in your workplace to avoid conflict
- **Communicate and give advice** as to how you and your colleagues can comply and stay within the confines of the law
- **Learn** the tips and techniques that sit behind successful execution of some of your key practices

## Who should attend?

All HR advisers and specialists from business partners to HR directors as well as people managers and Line Managers will find this a highly useful two days.

This course is also applicable to directors of SMEs who need to fully understand their people management responsibilities and the risks to avoid.

# Programme

## Day 1

### Module 1: when employment begins

- Equality Act 2010
- Data Protection Act 2018 /GDPR
- Safe interviewing
- Employment status issues
- Contracts of employment: part-time, fixed-term, zero hours, etc

### Module 2: discrimination and equality

- Discrimination
- The protected characteristics
- Types of discrimination
- Reasonable adjustments relating to disability
- Harassment
- Bullying
- Equal pay
- Gender pay gap

### Module 3: managing change

- Reorganisation within your company
- Changing terms and conditions

### Module 4: employee complaints

- Grievances – what the law requires
- Grievances – the ACAS code and procedural issues
- The right to be accompanied
- Investigations
- Appeals
- Understanding whistle-blowing – the Public Interest Disclosure Act 1998

### Module 5: capability

- Capability – what the law requires
- Capability – the ACAS code and procedural issues
- Capability – lessons to learn from case law
- Performance improvement plans
- Appeals
- Gross negligence

### Module 6: conduct

- Disciplinary – what the law requires
- Disciplinary – the ACAS code
- Progressive vs gross misconduct
- Disciplinary – lessons to learn from case law
- Suspension
- Investigations
- Appeals

## Day 2

### Module 7: ill health

- Absence management
- Short-term and persistent absence
- Long-term absence
- Disability-related absence
- The 'sickie'
- Return-to-work procedures
- Rehabilitation
- Occupational health
- Access to medical reports
- The fit note
- Ill-health dismissal

### Module 8: family-friendly issues

- Maternity
- Paternity
- Parental
- Shared parental
- Ante natal
- Dependant
- Flexible working
- Working-time issues

### Module 9: when employment ends

- The five potentially fair reasons to dismiss as set out in the Employment Rights Act 1996
- Managing fair dismissal both procedurally and substantively
- Settlement agreements – what to say
- Avoiding undue pressure
- Settlement agreements – the documentation

### Module 10: redundancy

- The situations that may give rise to a redundancy
- Lay-off and short-time working
- Process
- Selection
- Consultation – individual and collective
- Notification to the Secretary of State
- Statutory redundancy pay and/or enhancements
- Alternative employment
- Time off
- Automatically unfair redundancy

### Module 11: TUPE

- When does TUPE apply – identifying a 'relevant transfer'
- What are the employee protections enshrined in the legislation?
- Identifying relevant employees
- What transfers?
- Pre-transfer dismissals
- Post-transfer dismissals
- Harmonisation
- Employee liability information obligations
- Information and consultation of appropriate representatives
- Effect of the employee objecting

### Module 12: employment tribunal

- What to do when ACAS call
- ET1 and ET3
- Preparation
- Bundles
- The hearing

# Presenter



## **Toni Trevett**

Toni Trevett is a director of CompleteHR Ltd, an HR consultant, and a coach, mediator and trainer specialising in HR/people management skills, employment law, management development and personal development. She has experience of working with a variety of large and small organisations and has considerable experience of work in both the public and private sector. Clients include British American Tobacco, Schlumberger, Stihl, Shell, The Telegraph, Dairy Crest, Bywaters, NATS the ACCA, AAT and many more.

She was formerly a human resources director within the BAA plc group. She is a fellow of the Chartered Institute of Personnel and Development and a member with over 20 years standing of the Employment Tribunal judiciary, hearing cases in London and the South East. In addition to her training work she conducts investigations and hearings for clients on disciplinary, grievance, discrimination, harassment and bullying issues and is also a workplace mediator.

# Course date

**8-9 October 2025**

**Live online**

09:30-17:00 **UK (London)** (UTC+01)

Course code 14990

GBP **999** ~~1,199~~

EUR **1,399** ~~1,679~~

USD **1,607** ~~1,919~~

**Until 03 Sep**

## How to book



**Online:**

[ipi.academy/2367](https://ipi.academy/2367)

Alternatively contact us to book, or if you have any queries:



**Email:**

[info@ipiacademy.com](mailto:info@ipiacademy.com)



**Phone:**

[+44 \(0\)20 7749 4749](tel:+442077494749)

## Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

## Further information

### Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

### Please note

IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

### Terms and conditions

The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit [ipi.academy/content/terms-and-conditions](https://ipi.academy/content/terms-and-conditions)

# Reviews



## Excellent webinar!



**Shelly Gagen-Block**  
Vice President, Talent & Culture  
Avire  
Jun 12 2023



## Very good and insightful.



**Joe Farrant**  
HR Business Partner  
West Park Portfolio Service LLP  
Oct 14 2020



**I hoped to achieve a greater understanding of employment law in relation to performance management, redundancies and consultations and I definitely accomplished this and more. The course content was relevant and informative and the speaker was excellent.**



**Helen Doyle**  
HR Advisor  
Peter Brett Associates  
Oct 30 2019



**The course covered everything that I needed to know and was very enjoyable, made even more so by the fact that the speaker was easy to listen to and made things entertaining.**



**Helen Faulkner**  
Accountant  
Clesse UK Ltd  
Oct 30 2019

## Run this programme in-house for your whole team

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**ALEKSANDRA BEER**  
**Tel:** +44 (0)20 7749 4749  
**Email:** [inhouse@ipiacademy.com](mailto:inhouse@ipiacademy.com)



**YESIM NURKO**  
**Tel:** +44 (0)20 7749 4749  
**Email:** [inhouse@ipiacademy.com](mailto:inhouse@ipiacademy.com)



## IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

10-12 Rivington Street  
London EC2A 3DU

[ipi.academy](http://ipi.academy)  
**Tel:** +44 (0)20 7749 4749  
**Email:** [info@ipiacademy.com](mailto:info@ipiacademy.com)