



Certificate in Employment Law

Work essential EL knowledge for HR professionals in one course

This course aims to **provide practical advice on how to combine HR acumen with Employment Law knowledge to draw up clear guidelines** that can be used by organisations to guard against possible employees' claims. While it is essential for HR professionals to be well versed in Employment Law, **the set of skills and legal knowledge they require is different from lawyers, which must be applicable to their daily work.**

OBJECTIVES

To answer the key questions of:

- Why do HR professionals play an important gatekeeper role in formulation of the right policy?
- Why is Employment Law an important factor in determining whether a workforce is engaged or not?
- Why is it crucial for HR managers to understand what is conducive to employee engagement or not?



22 June, 6, 13, 20 & 27 July 2024
(5 Saturdays)

9:30am - 5:00pm (6 Hours/ Session)

CPD Hours: 30



Cantonese (with English materials)



HKIHRM

Units 1810-15, 18/F, Millennium City 2,
378 Kwun Tong Road, Kwun Tong, Kowloon
(3-minute walk from Ngau Tau Kok MTR station exit A)



[Enrol Now!](#)

	Member	Non-member
Full Programme	HK\$10,000	HK\$12,000

Super Early Bird Offer*	HK\$8,000	HK\$10,000
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[Only if enrolment & payment received by 22 April 2024]

Early Bird Offer*	HK\$9,000	HK\$11,000
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[Only if enrolment & payment received by 24 May 2024]

Per Module	HK\$2,200	HK\$2,700
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*HKIHRM e-voucher is NOT applicable to this offer

To qualify for the **course certificate**, full programme participants are required to fulfil **ALL** of the requirements below:

- A minimum of **80% attendance** of the **full programme**
- A **pass mark** in-of-term assessment (**Examination date & time: 12 August 2024, 7:00pm - 9:00pm**)



Module 1 | 22 June 2024

Overview - Employment Contract and Terms of Employment

- Basic legal knowledge in Hong Kong
- Intention to create legal relation
- Offer and acceptance of the employment contract
- Continuous employment (418)
- Contracts (Rights of Third Parties) Ordinance
- Contracting out
- Contract of service vs. Contract for service; Self-employed Persons
- Common Pitfalls in Negotiating and Drafting Contracts



Dr Bryan Law, BS, LLM, LLD

Independent Consultant

Author of Guide to Employment Law in HK

Module 2 | 6 July 2024

Introduction of wages and different types of leaves

AM 9:30am - 12:30pm

- Discretionary
- Payment of wages and salary slips
- 713 calculation
- Deduction from wages
- End of year payment
- Minimum wage
- Competition Ordinance



Dr Bryan Law, BS, LLM, LLD

Independent Consultant

Author of Guide to Employment Law in HK

PM 2:00am - 5:00pm

- Rest days
- Statutory holidays
- Annual leave
- Calculating leave payments
- Late for work
- Overtime working hours
- Work from home calculation

Maternity

- Maternity leave
- Maternity leave payments
- Medical examination
- Harmful work
- Employment protection



Mr Francis Leung, M.I.H.R.M(HK)

Consultant, Concepts Consulting

Sickness

- Sick leave
- Paid sickness day
- Sickness allowance
- Employment protection

Paternity

- Statutory paternity leave
- Paternity leave payments
- Employment protection



Module 3 | 13 July 2024

Disciplinary Action and Termination; Handling Labour Disputes and Employee Relations

AM 9:30am - 12:30pm

Disciplinary Action and Termination

- Lawful and reasonable termination
- Summary dismissal
- Consequence of unreasonable termination
- Variation of employment terms
- Payment for suspension from employment
- [Severance Payment, Long Service Payment and Terminal Payment](#)



Mr SH Chak, F.I.H.R.M(HK)

Member, Employment-Related Hong Kong Legislation and Issues Committee, HKIHRM

PM 2:00pm - 5:00pm

Handling Labour Disputes and Employee Relations

- Handling disciplinary meeting and staff termination
- Grievance handling
- Disciplinary action
 - > Between line management and HR
 - > Complaints and lawsuits
 - > Public relations issues
 - > Practising legislations
- Managing relationship with unions
- [Apology Ordinance](#)



Mr Francis Wong

Managing Consultant,
VDelivery Consulting

From Compliance to Employee Relations

- Employer branding: What it takes to be good employers
- Building up employee relations



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Module 4 | 20 July 2024

Equal Opportunities Issues & Data Protection in HRM

Equal Opportunities Issues in HRM

- Practical case study and sharing
- Unlawful acts
- Introduction to Equal Opportunities Commission (EOC)
- Role and functions
- Concepts of discrimination, harassment and equal opportunities
- The six prohibited grounds
- Application of the legislation: To identify practices that may constitute unlawful discrimination in major human resources management
- Good management practices and ways to prevent discrimination and harassment in the workplace

Data Protection

- Data and other terminologies
- Personal Data (Privacy) Ordinance
- Key compliance requirements for recruitment
- Recruitment advertisements
- Code of practice on HRM

Ms Jennifer Tam

Partner - Employment & Benefits Group, Mayer Brown
Executive Council Member, HKIHRM



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Module 5 | 27 July 2024

MPF; Employees' Compensation; Health and Safety

MPF

9:30am - 11:00am

- Employer's responsibilities and general MPF administrative matters
- Contribution Surcharge
- Common misconceptions and tips on avoiding non-compliance
- Latest developments of the MPF System
- End of MPF Offsetting and its impact



Seasoned practitioner

Health and Safety

11:00am - 12:30am

- Aspects related to office injuries and illnesses
- Occupational safety and health regulation (Manual handling operations & Display screen equipment)
- Fire safety provision in occupational safety and health regulation



Mr Peter Ng

Senior Manager, Employee Safety & Health
The Hong Kong Jockey Club

Employees' Compensation

2:00pm - 5:00pm

- Handling work injury
- Application of Employees' Compensation Ordinance
- Compensation items
- Employer's and employees' responsibilities
- Settlement channels
- Loss assessment



Ms Susanna Chan

Independent Consultant



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