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## MODULE DESCRIPTOR

### Module Title

Employment Tribunal Skills

Reference	BSM103	Version	3
Created	February 2017	SCQF Level	SCQF 11
Approved	March 2013	SCQF Points	15
Amended	August 2017	ECTS Points	7.5

### Aims of Module

To enable the student to obtain deep understanding of procedures, formalities and evidential requirements inherent in an employment tribunal case, and to comprehend the techniques that allow individuals and organisations to effectively manage the tribunal process.

### Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Demonstrate an understanding of employment tribunal practice and procedure.
- 2 Develop a key understanding of effective case management.
- 3 Understand the evidential requirements of an employment law case and how to practically satisfy such requirements.
- 4 Evaluate various negotiation techniques and develop the ability to implement them appropriately in practice.

### Indicative Module Content

Employment tribunal practice and procedure; evidential requirements; negotiation, questioning and case development skills.

### Module Delivery

This module will be delivered by a mixture of online topic materials, case studies, student discussions, directed reading and independent research.

### Indicative Student Workload

	Full Time	Part Time
Contact Hours	36	36
Non-Contact Hours	114	114
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	150	150
<i>Actual Placement hours for professional, statutory or regulatory body</i>		

**ASSESSMENT PLAN**

If a major/minor model is used and box is ticked, % weightings below are indicative only.

**Component 1**

Type: Coursework Weighting: 30% Outcomes Assessed: 1, 2, 3, 4

Description: A portfolio assessment consisting of various aspects of taking or defending an employment tribunal claim. It is worth 30% of the module grade

**Component 2**

Type: Coursework Weighting: 70% Outcomes Assessed: 1, 2, 3, 4

Description: Written coursework exercise worth 70% of the module grade

**MODULE PERFORMANCE DESCRIPTOR****Explanatory Text**

The Module is assessed by two components: C1 - Coursework - 30% weighting. C2 - Coursework - 70% weighting. Module Pass Mark = Grade D (40%)

Module Grade	Minimum Requirements to achieve Module Grade:
<b>A</b>	At least 70% on weighted aggregate and at least 35% in each component
<b>B</b>	At least 60% on weighted aggregate and at least 35% in each component
<b>C</b>	At least 50% on weighted aggregate and at least 35% in each component
<b>D</b>	At least 40% on weighted aggregate and at least 35% in each component
<b>E</b>	At least 35% on weighted aggregate
<b>F</b>	Less than 35% on weighted aggregate
<b>NS</b>	Non-submission of work by published deadline or non-attendance for examination

**Module Requirements**

Prerequisites for Module	None in addition to SCQF 11 entry requirement or equivalent.
Corequisites for module	None.
Precluded Modules	None.

**INDICATIVE BIBLIOGRAPHY**

- 1 CUNNINGHAM, N. and REED, M., 2013. *Employment tribunal claims: tactics & precedents*. 4th ed. London: Legal Action Group.
- 2 EMIR, A., 2018. *Selwyn's law of employment*. 20th ed. Oxford: Oxford University Press.
- 3 JONES, S. and SLADE, E., 2018. *Tolley's employment handbook*. 32nd ed. available through LexisLibrary on RGU library database.