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MODULE DESCRIPTOR

Module Title

Employment Tribunal Skills

Reference	BSM103	Version	4
Created	June 2018	SCQF Level	SCQF 11
Approved	March 2013	SCQF Points	15
Amended	June 2018	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, and of effective case management.
- 2 Understand the evidential requirements of an employment law case and how to practically satisfy such requirements.
- 3 Demonstrate an understanding of the key requirements for written and oral submissions for an employment tribunal case and demonstrate an ability to implement them in practice.
- 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, 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: A coursework exercise comprising a written and oral element 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:
A	At least 70% on weighted aggregate and at least 35% in each component
B	At least 60% on weighted aggregate and at least 35% in each component
C	At least 50% on weighted aggregate and at least 35% in each component
D	At least 40% on weighted aggregate and at least 35% in each component
E	At least 35% on weighted aggregate
F	Less than 35% on weighted aggregate
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module None.

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.