

MODULE DESCRIPTOR

Module Title

Employment Tribunal Skills

Reference	BSM103	Version	6
Created	August 2021	SCQF Level	SCQF 11
Approved	August 2019	SCQF Points	15
Amended	August 2021	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 Demonstrate an understanding of the evidential requirements that are required to pursue or defend an employment law case in an employment tribunal and how to practically satisfy such requirements in the running of a tribunal action.
- 3 Demonstrate an understanding of the key requirements for written submissions for an employment tribunal case and demonstrate an ability to implement them in practice.
- 4 Demonstrate an understanding of the key requirements for making oral submissions to an employment tribunal and demonstrate an ability to implement these through oral presentation.
- 5 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
Actual Placement hours for professional, statutory or regulatory body		

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, 5
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:	3, 4
Description:	A coursework exercise comprising a written element and oral submissions, worth 70% of the module grade				

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

The calculation of the overall grade for this module is based on 30% weighting of C1(horizontal axis)and 70% weighting of C2 (vertical axis) components. An overall minimum grade D is required to pass the module.

		Coursework:						
		A	B	C	D	E	F	NS
Coursework:	A	A	A	B	B	B	E	
	B	B	B	B	C	C	E	
	C	B	C	C	C	D	E	
	D	C	C	D	D	D	E	
	E	D	D	D	E	E	E	
	F	E	E	E	E	F	F	
	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.