

# Complying with Employment Law

Darwin

**Human Resource &  
Computer Academy**

*training for your future*

## GENERAL INFORMATION

### Duration:

5 Days, 8:30am—4:30pm

### Investment:

\$1,495

Includes training reference manual

### Career Pathways

- HR Managers and HR Personnel
- Department managers
- Teams leaders
- Small business owners

## CONTENT

### Day 1: Introduction to Employment Law

- Introduction to Employment Law
- Understanding the relevant agencies and their functions
- Fair Work & Anti-Discrimination Commission
- NT WorkSafe
- Absenteeism and how to manage it
- What can you do to improve employee attendance
- Abandonment of employment
- Performance management and how to discipline
- Flexible working practices knowing the employee's rights

### Day 2: Managing conflict and behavioural issues

- Anti-discrimination and anti-discrimination laws
- Bullying & workplace harassment
- 5 strategies to protect your business from unfair dismissal claims

### Day 3: Changing jobs and roles

- Managing job descriptions/ roles
- What is an employment contract and how to draft an employment contract
- How probationary periods benefit you
- Working hours
- Leave entitlements (annual leave, long service leave, community service leave - Jury duty, CFS Personal leave)

### Day 4: Using contractors

- Understanding the differences between contractors and employees
- What is the Independent Contractors Act
- What are your Health and Safety obligations toward contractors
- Do you have to provide workers compensation cover for contractors
- Do you have to count contractor payments in your payroll tax returns
- Do you have to withhold PAYG from payment to contractors
- Step by step in how to employ overseas workers on a 457 visa

### Day 5: Work Health and Safety Legislation compliance

- Overview of Work Health and Safety (NUL) Act/Regulations
- Obligations of the PCBU
- Obligations of Officers
- Obligations of workers
- Powers and functions of the regulator (NT WorkSafe)
- Notifiable incidents, when must I report
- Hazard identification and risk assessment
- Functions and power of inspectors
- WHS Auditory obligations

This course offers accreditation for the following units:

- BSBWRK509A - Manage industrial relations
- BSBWHS501A - Ensure a safe workplace

The Academy can also deliver this course in-house and can adopt the course to the specific training needs for your organisation. For further information contact the Academy staff.



*For bookings contact us on:*

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COURSE OUTLINE

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