

Overview

This course will give payroll and Human Resources staff the knowledge and skills to enable compliance with the requirements under the *Fair Work Act*, including the National Employment Standards, which came into operation on 1 January 2010. The course will also briefly deal with transitional provisions.

Learning Outcomes

- To equip payroll and HR staff with knowledge of various key legislative requirements under the *Fair Work Act*, such as the introduction of Fair Work Australia and the implication of transitional provisions.
- To examine key elements of the National Employment Standards (“the NES”) including hours of work, flexible working, annual leave, parental leave, personal/carer’s and compassionate leave, community service leave, long service leave, notice or termination and redundancy pay, public holidays and the Fair Work Information Statement. The course will give participants the knowledge to apply such entitlements to enable compliance with legislative requirements.
- To enable participants to understand the relationship between employment entitlements under the NES and entitlements under modern awards, enterprise agreements and contracts of employment.
- To enable participants to comply with payroll record keeping requirements.
- To enable payroll officers and HR staff to assess the changes which need to be made to company policies and practices to comply with the new legislative requirements.

Who Should Attend?

This program is suited for Human Resource managers and coordinators who have responsibility for payroll and ensuring employment standards in the workplace.

Other Relevant Training Programs

Those interested in this training program may also be interested in the following other programs:

- *Employment Law for HR Managers and Advisers*
- *Managing Absenteeism and Leave under Fair Work*

Details			
Duration	0.5 Day	Time	9.00am – 12.30pm
Date	11 February, 16 April 2010	Venue	Australian Industry Group, Ground Floor, 20 Queens Road, Melbourne VIC 3004
Cost	\$253 Members \$308 Non members <small>Prices are GST inclusive. All course payments are to be made prior to attending training.</small>	Contact	Fiona Green Training & Events Coordinator - Workplace Relations Phone: 03 9867 0276 Fax: 03 9867 0122 Email: fiona.green@aigroup.asn.au
On-Site Training This training program can be conducted at your premises and can be tailored to suit the needs of your company. For further information please contact Fiona Green on 03 9867 0276.			