

## MEET YOUR OBLIGATIONS UNDER THE FAIR WORK ACT 2009

This short four (4) hour course provides you with an essential overview of your obligations under the Fair Work Act 2009. These obligations range from record keeping to managing resources such as employees and sub-contractors. You will also receive information on the legal process and procedures that employees generally undertake to sue their employer. This course is a **MUST ATTEND** for business owners and senior management personnel.

### INTRODUCTION TO THE FAIR WORK ACT

- Why the Act applies to you

### UNDERSTANDING YOUR OBLIGATIONS

- Employee Terminations
- General Protections
- Record Keeping
- Enterprise Bargaining
- Industrial Action
- Right of Entry.

### MINIMUM EMPLOYEE ENTITLEMENTS

- National Employment Standards
- Modern Awards.

### KEY MODERN AWARD CLAUSES

- Penalty rates
- Work Arrangements
- Hours of Work
- Consultation
- Dispute Settlement
- Individual Flexible Agreement
- Performance Management.

### EMPLOYMENT CONTRACTS

- Letters of Offer
- Common Law Contracts
- Enterprise Agreements.

### WHO SHOULD ATTEND

Business Owners and:

- Managing Directors
- Senior Managers
- Project Managers
- Construction Managers.

### ASSESSMENT

- The course is awareness only with no requirements for written documents or workshops and focuses on brief presentations, group discussion and visual aids. Questions and discussions of specific issues with presenter and group are encouraged.

### ENTRY REQUIREMENTS

- English reading, writing and speaking.

### LOCATION

- Queensland Civil Industry Training Centre | Hi-Tech Court, Eight Mile Plains QLD 4113

### START TIME

- 8:30 – 5:00pm (Full Day course)

### COST

- CCF QLD Members \$415
- Non CCF QLD Members \$450

#### BRISBANE

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#### TOWNSVILLE

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