

Maternity, Paternity and Family Friendly Policies

This course provides essential knowledge for participants involved in the administration and management of family friendly policies and procedures in their organisations.

It provides a comprehensive introduction to the UK's provisions for maternity, parental, paternity, adoption and dependant leave, using practical examples and case studies.



This half day course covers the following:

- Legal overview
- Issues during pregnancy including time off for ante natal care
- Maternity leave and maternity pay
- Returning to work
- Paternity leave and paternity pay
- Adoption rights and issues
- Parental leave and time off dependants
- Flexible working



Training Methods: Lectures, case studies and group discussions.

Assessment is a thorough observation of practical elements and a test paper which is marked by the Tutor and then verified by an assessor, for Quality Assurance purposes. To gain a certificate a course mark in excess of 80% is required.

On successful completion of the course, students will receive a Certificate.
Employers will receive all necessary paperwork to provide an auditable paper trail