



NORTHSIDE COMMUNITY LAW CENTRE COMMUNITY EDUCATION PROGRAMME

Northside Community Law Centre is pleased to offer a wide range of community education courses, featuring several legal courses aimed at all organisations that work within communities, there are several half, one and two-day courses on various legal topics.

All courses will take place in Northside Civic Centre or if you have 8 or more participants we will come to you.

The Law Centre will tailor make a course for your organisation.

All members of the Law Centre are entitled to 20% reduction on all NCLC courses

For information on all courses contact the Law Centre on 8477804 or email Ros on rpalmer@nclc.ie

The following is a list of courses and a short description

Employment Law Fundamentals

Description

This 12-week course is facilitated along with the Ballymun Community Law Centre. The course is FETAC (Level 6) –accredited by Northside Centre for the Unemployed a fetac accredited centre in Coolock. This course runs a half day a week

Course Objectives

This course aims to provide students with a basic grounding in the main areas of employment law. The course will address many issues that arise at work, including contracts of employment, terms and conditions of employment, health & safety, leave entitlements, discrimination, dismissal and disciplinary measures.

All students must complete a project, assignment and an open book exam to receive their accreditation.



Family Law Matters

Description

This 12 week course is FETAC (Level 4) -accredited, accredited by Northside Centre for the Unemployed a fetac accredited centre in Coolock The course gives a basic understanding of the rights and entitlements of the child and family under Irish and international law, and helps students to become better informed about the legal framework through which family matters are dealt with in the Irish legal system.

Course Objectives

Students who successfully complete this course will:

- Gain a basic understanding of the Irish legal system
- Become familiar with the fundamental rights of the child and family as outlined in the Irish Constitution
- Develop an awareness of the main features of Irish family law
- Understand how legislation impacts on children and families
- Become familiar with the legal language, procedures and documents relevant to family law
- Develop skills in reflection and the ability to apply what they have learned to their jobs or their own personal lives.

All students must complete a learner's journal and a project, to receive their accreditation.

Mental Health Advocacy Course

Description

These two day courses are designed to provide participants with information about mental health legislation, as well as give an overview of legal issues surrounding capacity issues, such as powers of attorney, wardships, and guardianship within the context of people with disabilities and the elderly.

Day 1 - Mental Health the context of people with disabilities

Day 2 - Mental Health the context of the Elderly



Landlord & Tenancy Course

Description

This is a one day course, dealing with the rights and duties of tenants focusing particularly on the Residential Tenancies Act 2004; the Private Residential Tenancies Board; applying for rent supplement; Rental Accommodation Scheme (RAS) and proposals for RAS in the Housing (Miscellaneous Provisions) Bill 2008.

Course Objectives

This course aims to provide students with a basic understanding of the Private Residential Tenancies Board. The course also aims to provide students with an understanding as to the statutory rights and duties of tenants.

Local Authority Housing Course

Description

This is a one day course, dealing with the rights of tenants in local authority housing; applying for housing; equality issues; eviction procedure and the controversial Section 62 Notice to Quit; excluding orders; the Housing (Miscellaneous Provisions) Bill 2008.

Course Objectives

This course aims to provide students with a basic understanding of the different types of local authority housing schemes; equality issues; challenging decisions of local authorities and Tribunal level and High Court level; the procedure utilised by local authorities to evict tenants; applying for excluding orders; the proposals in the Housing (Miscellaneous Provisions) Bill 2008.



Consumer Law update

Description

This is a one day course dealing with recent changes to Consumer Law, in particular the Consumer Protection Act 2007. The course is aimed at anyone who advises consumers on their rights or is interested in knowing more about the protection given when buying goods or services. It will look at the main provisions of the Act and the functions of the National Consumer Agency. It will look at how this act implements the *EU Unfair Commercial Practices Directive* and consider the practical implications of the four new consumer protection provisions:

- of unfair commercial practices
- of misleading commercial practices
- of aggressive commercial practices
- and the 'blacklist' of 23 misleading commercial practices and 8 aggressive commercial practices that are unfair in all circumstances

Course Objectives

Participants will be aware of the main provisions of the new Consumer Protection Act 2007. They will have an understanding of the role and function of the National Consumer Agency. They will have a sound practical understanding of the 4 new protections afforded to consumers and how these can be enforced.

Judgement Mortgages course

This is a 2 day course. The aim of the course is to give participants the knowledge of the judgement mortgage process, boundaries and the stages of judgement mortgages proceedings together with an understanding of the relevant documentation.

Course Objectives

- (1) Understand the Irish legal system as it pertains to judgement mortgages
 - (2) Know what happens at each stage of judgement mortgage proceedings and understand the relevant documentation
 - (3) Know and identify the stage of the judgement mortgage process and identify the next steps necessary
 - (4) Know the boundaries in the legal process
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Access to records & Confidential Information

This one day course is aimed at information and service providers who have the duties and responsibilities of managing service user's personal data and records. When should data be destroyed; how should this data be maintained; what are the obligations on staff; etc.

- Access to Records
- Common Law: Ownership of medical records.
- Legislation regulating access to records
- The Disclosure of Confidential Information
- The Duty of Confidentiality

This course is also aimed at information and service providers who assist service users in accessing their personal data and records both under the Freedom of Information Acts and the Data Protection Acts. Who is responsible for releasing the records or data; what are the restraints on information being released; etc.

Presenting Claims before the Rights Commissioner Service / Labour Court & Employment Appeals Tribunal

This is a one day course

Rights Commissioner Hearings

- How to prepare for RC hearing
- What to include in submission
- What other documents are needed
- Format the hearing takes
- How to enforce Payment of Wages in Circuit Court

Employment Appeals Tribunal Hearings

- How to prepare for EAT hearings
 - Format of hearing
 - Non-legal persons and permission to represent
 - Do you need an opening statement?
 - How to question your witness
 - How to cross examine the other side's witness – does cross examination have to be based on the evidence given by other side and if so how to formulate questions
 - Closing statement?
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Social Welfare Appeals & HSE Appeals

This one day course is aimed at information providers and others involved in assisting people responding to decisions about their social welfare and HSE entitlements.

Social Welfare Appeals

Part I of this course aims to familiarise those attending with basic welfare entitlements and the appeals process.

HSE Appeals and Complaints

Part II of this course aims to familiarise those attending with the various responses available for dealing with decisions of the HSE. When does one appeal a decision and what are the guidelines for doing so. What decisions are subject to a right of appeal e.g. supplementary welfare allowance; nursing home subvention; etc? How does one make a complaint?

Dealing with Grievance & Disciplinary Issues

This one day course explains the principle of natural justice as it relates to disciplinary and grievance procedures in the workplace.

- Understand each stage of your organisations disciplinary procedures
 - Have a full understanding of the rights of the employer and the employee (the law)
 - Be able to conduct each stage of the disciplinary process including a disciplinary interview for both minor and gross misconduct events
 - Know how to reduce your organisations risk of breaching employment law
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Termination of Employment & Redundancy

This one day course will look at the following

- The main provisions of the Employment Equality Acts 1998 & 2004, and the Equal status Acts 2000-2004
- Explain the relationship between the different claims which may be made upon the termination of a contract of employment
- Explain the issues relating to a claim for breach of contract and wrongful dismissal



- Describe the remedies available under the acts in relation to unfair dismissal
 - Explain the issue relating to a claim for constructive dismissal
 - Understand the protections & entitlements available to an employee who is made redundant
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Corporate Governance

This 2 day course involves looking at Employer's Duties within the organisations and the roles and responsibilities of Board of Directors/Management committees.

The Target Audience

The seminar will be pitched to senior management and board of managements.

Length of Project

Content Day 1 - Employment Legislation

The course covers all relevant areas of employment legislation and outlines how the legislative framework guides our employment practice as people managers/ supervisors. Through a combination of case studies and presentation, the course explores the possible life cycle of an employee; from the time of recruitment right through to the time that they leave an organisation. Some aspects covered in the course include; terms & conditions & the contract of employment, payment of wages; forms of leave; hours of work; part-time employees; health and safety; relevant codes and discipline at work. We will also look at the essential policies and procedure that you need to have in place as well as where to access relevant information & support.

Other Areas:

- Employment Legislation
- Leave Entitlements
- Disciplinary and Grievance procedures
- Recruitment & Selection
- Employee appraisals
- Health & Safety



Outcomes

By the end of the course participants will be able to:

- Have increased awareness of employment legislation
- Identify where employment problems may arise
- Identify when and where to seek advice
- Audit your own organisation's employment policies and procedure.

Content Day 2 - Board members Roles and Responsibilities

This day will clarify Boards members' roles and responsibilities and give them tools to enhance your contribution and the effectiveness of your Board.

This course outlines the purpose of the board as a whole, particularly in relation to governance and management. We then examine the specific roles of individual committee members and resourceful ways in which work can be divided up between members. We will look at effective ways of managing a meeting to get results. The course will finish with a discussion on practical solutions to deal with typical problems arising within boards.

Other areas

- Responsibilities of specific officers , chairperson/vice, secretary, treasurer
- Conducting meetings
- New members – recruitment & selection, induction

Outcomes

By the end of the course participants will be able to

- Identify their own expectations of and motivation for board membership;
- Describe the purpose of their board and its responsibilities;
- Identify the different roles of board members;
- Identify good practice in operating as a board

Practical Advocacy Skills I

Description

This course is part of a series of three one-day courses on the topic of Advocacy. The courses are designed to fit together; however, each course may be taken separately. This course specifically deals with the beginning stages of advocacy: the principles of advocacy and the role of an advocate. The course will focus on boundaries between the client and the advocate



during these stages of advocacy. For example students who participate in this course will be able to;

- Accurately identify the issues in each case.
- Decide what is relevant to each case and what is not
- Collect necessary information
- Determine if there is a complaint to be made and if so to whom it should be made; and
- Identify possible alternative solutions to the problem

Practical Advocacy Skills II

Description

This course specifically deals with the middle stages of advocacy: taking instructions from a client, arranging meetings for a client, representing a client as an advocate, etc. The course will continue to focus on boundaries between the client and the advocate during these stages of advocacy.

Practical Advocacy Skills III

Description

This course specifically deals with the final stages of advocacy, specifically representation and the closure of files. The course will feature speakers from several complaint agencies, such as the Equality Tribunal, the Office of the Ombudsman, etc.) who will guide participants through making complaints, focusing on their remit, and the complaint process at their particular agency. The course will continue to focus on boundaries between the client and the advocate during these stages of advocacy.
