

Flexible Working

Course length: 45 mins*

Course Code: 103080BT004

This course explores current legislation relating to flexible working practices and the business benefits it can bring.

Benefits for the Learner

If you want to find out more about the legislation covering flexible working and ways to successfully introduce flexible working within your business, this course is a great place to start!

It details the procedures which a business must follow once an employee requests a change in working hours, the many benefits flexibility can bring to both employer and employee and ways to plan, implement and monitor the introduction of flexible work across the business.

Benefits for the Business

From April 2003, parents of children aged under six or disabled children aged under 18 have the right to apply to work flexibly and their employers have a duty to consider any such request seriously. A recent survey showed that almost 30% of employers have seen an increase in the total number of requests for flexible working since the right was introduced.

This course will help you to understand your duties and obligations under The Employment Act 2002 and the procedures you must follow should a member of your staff request flexible working hours.

The course also explores some of the well-documented benefits to a business of flexible working: increased retention of skilled staff, a reduction in recruitment costs, higher staff morale, decreased absenteeism and an ability to react to changing market conditions more effectively.

What Does the Course Cover?

- Compulsory Maternity Leave
- Ordinary Maternity Leave
- Family issues addressed by flexible working
- Benefits to employees
- Benefits to the organisation
- Legislation covering flexible working
- Eligibility to work flexibly
- Flexible working arrangements
- Introducing flexible working to the organisation

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

*Courses are accessible for six months from the date of purchase.