



## Free half day Employment Law Training

**Date:** Wednesday 30 September 2009

**Time:** 10.00 am – 1.30 pm

**Venue:** Charing Cross Library  
4-6 Charing Cross Road,  
London WC2H 0HF

### Who is it for?

Trustees, Management Committee Members and Managers of Chinese community organisations who employ staff, seasonal workers or are about to employ for the first time.

### What is the aim of the course?

This session provides an introduction to the rights and responsibilities of employers.

### What will it cover?

- the difference between volunteers, employees and the self-employed
- why it is important for employers to get employment status right
- employment contracts – what needs to be in writing and why
- employment policies and procedures that are required by law
- where to get more information

Participants will also receive a free copy of the booklet *Essential Employment Menu*, LVSC's guide on employment law for small organizations. Lunch will be provided.

### Booking a place

Space is limited so book early to avoid disappointment! For a booking form, please email Miss Isis Hsiao at [isis@ciac.co.uk](mailto:isis@ciac.co.uk) or call on 08453 131 868 ext. 201.

The event is organised by the Chinese Information and Advice Centre (CIAC) and the training is provided by LVSC's **PEACe BAMER project** (personnel, employment advice and conciliation service).