

**INSTITUTE OF LEGAL EXECUTIVES**  
**UNIT 13 – PRACTICE OF EMPLOYMENT LAW\***

**Time allowed: 1 hour and 30 minutes plus 15 minutes reading time**

**Instructions to Candidates**

- You have been provided with a clean copy of the case study materials for you to use in this examination.
- You have **FIFTEEN** minutes to read through this question paper and the case study materials before the start of the examination.
- **It is strongly recommended that you use the reading time to read the question paper fully.** However, you may make notes on the paper or in your answer booklet during this time if you wish.
- **All questions are compulsory. You must answer ALL the questions.**
- Write in full sentences – a yes or no answer will earn no marks.
- Candidates must comply with the ILEX Examination Regulations.
- Full reasoning must be shown in answers. Statutory authorities, decided cases and examples should be used where appropriate.

**Information for Candidates**

- The mark allocation for each question and part question is given and you are advised to take this into account in planning your work.
- Write in blue or black ink or ball point pen.
- Attention should be paid to clear, neat handwriting and tidy alterations.
- Complete all rough work in your answer booklet. Cross through any work you do not want marked.

**Do not turn over this page until instructed by the Invigilator.**

\* This unit is a component of the following ILEX qualifications: **LEVEL 3 CERTIFICATE IN LAW AND**

## Question 1

Reference: Question relates to **Document 1** of the case study materials.

- (a) Advise Alan as to whether he has any potential claim(s) against his former employer and why.  

**(10 marks)**
- (b) Explain where and within what time limit(s) Alan must pursue any claim(s).  

**(5 marks)**
- (c) Advise Alan as to what remedies may be available to him if he is successful in his claim(s) and which of those remedies may be most appropriate in his situation.  

**(7 marks)**

**(Total: 22 marks)**

## Question 2

Reference: Question relates to **Documents 2 and 3** of the case study materials.

- (a) Give **three** reasons why it is important to have employment documentation in place for all employees.  

**(3 marks)**
- (b) List **five** particulars which Yuri must cover in the employment documentation for all new employees.  

**(5 marks)**
- (c) Explain what legal issues, if any, arise from Yuri's draft advertisement. Re-draft the advertisement where appropriate explaining the reasons for your amendments.  

**(10 marks)**
- (d) Consider Yuri's email (**Document 3**).

Identify and explain which interview questions may be potentially unlawful.

**(5 marks)**

**(Total: 23 marks)**

### Question 3

Reference: Question relates to **Document 2** of the case study materials.

- (a) Explain whether Roger can be made to work weekends for the first six months that Aisha is living with him and his partner.

*(5 marks)*

- (b) Advise Danni on whether she may start working at the hotel and if she does so, what possible action her former employer may take against her.

*(5 marks)*

*(Total: 10 marks)*

### Question 4

Reference: Question relates to **Document 2** of the case study materials.

- (a) Explain to Christina what consultation process she should follow to ensure the redundancies are fair.

*(5 marks)*

- (b) Identify which of Christina's selection criteria may be unlawful. Draft the **contents only** of a letter to her explaining why.

*(10 marks)*

*(Total: 15 marks)*

**End of Examination Paper**

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