

CASE STUDY MATERIALS

January 2012
Level 3
PRACTICE OF EMPLOYMENT LAW
Subject Code L3-13

The logo for ILEX, consisting of the word "ilex" in a blue, lowercase, sans-serif font.A diagonal banner in the top right corner with a grey background and black border, containing the text "StudentBounty.com" in white.

INSTITUTE OF LEGAL EXECUTIVES

UNIT 13 - PRACTICE OF EMPLOYMENT LAW*

CASE STUDY MATERIALS

Information for Candidates on Using the Case Study Materials

- This document contains the case study materials for your examination.
- In the examination, you will be presented with a set of questions which will relate to the case study materials. You will be required to answer all the questions on the examination paper.
- You should familiarise yourself with the case study materials prior to the examination, taking time to consider the themes raised in the materials.
- You should take the opportunity to discuss the materials with your tutor/s either face to face or electronically.
- It is recommended that you consider the way in which your knowledge and understanding relates to the case study materials.

Instructions to Candidates Before the Examination

- You will be provided with a clean copy of the case study materials in the examination.
- You are **NOT** permitted to take your own copy of the case study materials or any other materials including notes or text books into the examination.
- In the examination, candidates must comply with the ILEX Examination Regulations.

Turn over

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

ADVANCE INSTRUCTIONS TO STUDENTS

You are a trainee Legal Executive in the firm of Kempstons, The Manor House, Bedford, MK42 7AB. The firm is a busy high street practice with a successful employment department. As part of your duties you take it in turns to deal with the free advice clinic which runs on a weekly basis. Whilst you act for both employers and employees with both contentious and non-contentious work, the advice clinic is used by potential new clients to the firm. It is therefore very important to make a good impression right from the start.

Your supervisor is David Ross a Legal Executive who has left a note of the new clients you will be seeing in the advice clinic this week.

Document 1 Attendance note of conversation with new client, Lisa Williams.

Document 2 Memorandum from A Jones, secretary to David Ross concerning the advice clinic.

DOCUMENT 1

Attendance Note

David Ross attending Lisa Williams (new client).
Today's date.

Lisa is a full-time student, but has to work part-time to pay her tuition fees. She was employed as a part-time stable hand at a local livery yard, 'Marples', 18 months ago. Lisa was employed to work 13 hours a week and sometimes she worked additional hours in the holidays.

However, in the last three weeks she has had to work a number of additional hours as two of the other stable hands have been on holiday. She has worked 50 hours a week, continuously for the last three weeks, without a day off. She was so exhausted that last week she fell asleep in a tutorial at college.

Lisa approached her manager at 'Marples', Katrina, and asked to reduce her hours back to 13 a week so she could concentrate on her studies. Katrina told her that she had to do the extra hours or she would no longer have a job as she needed people who would work when she needed them. Lisa left immediately. She is worried about the overtime payment she is owed and also whether she will receive a reference from Katrina as she needs to find another job.

We agreed that she would come in with her contract of employment and any other documentation she has so that we can advise her further.

DR

Time taken 20 minutes

DOCUMENT 2

Memorandum

To: Trainee Legal Executive
From: A Jones
Date: [Today]
Re: **Advice Clinic**

I understand from David that you are running this week's advice clinic.

David suggested that you may need some preliminary details to help you consider what issues may arise when you see the clients.

The clients booked in so far for this week's advice clinic are as follows:

Rosie Reece 4.30pm

Rosie runs a small online business selling items on the internet. She has recently expanded the business and employs two part-time staff. Rosie is concerned that she does not have any documentation for them and if she is to run the business properly she understands that she may need to have basic terms and conditions for her staff.

One employee, Candice, only started work two weeks ago and has just told Rosie that she is pregnant and wants to take 12 months maternity leave. Rosie is worried that she will have to pay Candice maternity pay and is not sure she can afford it.

Rosie would like some advice on both issues at the clinic, so I have given her a 30 minute appointment.

Oliver Ford 5.00pm

Oliver employs 48 staff at his factory premises in Bedford. The rent at his factory has become very expensive and he is considering reducing the size of the workforce to reduce costs. He is also considering reducing the costs of running his factory by moving over 100 miles away to Derbyshire where the rent is much cheaper.

AJ

End of Case Study Materials

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