

Department of Laws

ILEX Legal Studies – *'Law in the Workplace'*.

All Assignments/Tasks must be completed as per the dates in the ILEX Contract.

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The 'ILEX Legal Studies - Assignment Contract' (see C4 below) should be signed by staff and students. Only the 'ILEX Moderation Panel' can extend/change assignment submission deadlines (your Laws Tutor/Teacher cannot).

Appeal Process: Any student who is unhappy with their assignment grades (or on any other issue - including being excluded from the 'ILEX Legal Studies Course' for failing to submit a task/assignment in accord with the 'ILEX Legal Studies - Assignment Contract') does have a right to make an appeal to the 'ILEX Moderation Panel'.

Appeals should be submitted - in writing - to Dr Peter Jepson (Chair of the 'ILEX Moderation Panel', Strode's College). Please see your Laws Teacher, Personal Tutor, or Learning Support, if you require advice or help with making such an appeal.

The Department of Laws

ILEX Award/Certificate in Legal Studies

‘ILEX Legal Studies - Assignment Contract’

(1) **This contract is an agreement between your Laws Teacher and you the student.** It spells out the inspection dates for all assignments/tasks and the final portfolio deadline for submission. No extensions of time are possible. When completed the assignment outcome should be recorded on your Individual Learning Plan (Mr Bunce is responsible for the inspection and/or marking of the assignment tasks).

(2) **Unit 205: Law in the Workplace (Assignment 1)** – five tasks to be completed by Monday the 8th December 2008 (all five tasks need to be handed in together – i.e. in a portfolio, signed and complete - on this date).

Task 205/1 - to be submitted Monday 29th September 2008 for inspection.

Task 205/2 - to be submitted Monday 13th October 2008 for inspection.

Task 205/3 - to be submitted Monday 3rd November 2008 for inspection.

Task 205/4 - to be submitted Monday 17th November 2008 for inspection.

Task 205/5 - to be submitted Monday 8th December 2008 for inspection.

(3) **Unit 201: The Legal Environment (Online Multiple Choice Test)** the date of this examination will be determined by your Laws Teacher and is likely to take place in *November/December 2008*. There are no assignments/tasks for this module.

(4) **Unit 202: Principles of Liability (Assignment 2)** There are *six tasks* to be completed: [

Task 202/1 - to be submitted Monday 19th January 2009 for inspection.

Task 202/2 - to be submitted Monday 9th February 2009 for inspection.

Task 202/3 - to be submitted Monday 9th March 2009 for inspection.

Task 202/4 - to be submitted Monday 30th March 2009 for inspection.

Task 202/5 - to be submitted Monday 27th April 2009 for inspection.

Task 202/6 - to be submitted Monday 11th May 2009 for inspection.

Final Submission (Portfolio)¹ Deadline: Monday 11th May 2009.

I understand this contract (it has been explained to me) **and I agree that I must complete my written/typed tasks/assignments in accord with the above timetable. I recognise that any failure to complete - as per the timetable – may/will result in my failing the ILEX course** (this may/must mean that you will have to leave the course). I have been advised of a written appeal process via Dr Peter Jepson (Chair of the ILEX Moderation Panel).

Student signature: Laws Teacher

Date:

¹ All assignments (tasks) must be submitted in a portfolio (i.e. in a folder, signed and complete) for the final deadline.

Level 2 Award/Certificate/Diploma in Legal Studies – Law in the workplace 7462-205

Assignment 7462-205

You are advised to read all instructions carefully before starting work. Check with your Assessor/Tutor, if necessary, to ensure that you have fully understood the process.

You must, at all times, observe all relevant Health and Safety requirements.

This assignment should take you no longer than three hours to complete, excluding research activities. You are required to work to the time frame and deadlines as set out by your Assessor/Tutor.

Introduction

This assignment is broken down into five tasks:

Task 1 requires you to produce a set of notes that set out the law in relation to discrimination and the range of genuine occupational qualifications where discrimination is permitted.

Task 2 requires you to draft a letter that sets out the law in relation to sex discrimination.

Task 3 requires you to produce a set of notes on the 'six pack' regulations and a draft letter identifying examples of the potential reasons for an unfair dismissal.

Task 4 requires you to produce a set of notes on the relevant tests which determine whether someone is an employee or self employed and how these tests are used.

Task 5 requires you to draft a letter which outlines the advantages of having an employment contract.

Note

- 1 You will need access to the 7462 Level 2 Legal Studies Assignment guide to enable you to complete this assignment.
- 2 You should read through the instructions for each task carefully before you start.
- 3 Make sure you do **everything** you are asked to do in the instructions and other notes.
- 4 When you have completed all the tasks, re-read the instructions again just before you proof read your work for the last time.
- 5 Ensure your name, your City & Guilds registration number, task number and the date are on all documentation.
- 6 At the conclusion of the task/assignment, hand all paperwork to your Assessor/Tutor.

Level 2 Award/Certificate/Diploma in Legal Studies – Law in the workplace 7462-205

Scenario

You work at the firm of Ingram Lochee and Exton as a trainee legal assistant. You have received the following attendance note from one of the partners, Mr Exton. The attendance note reads as follows.

ATTENDANCE NOTE		
Client		Fee Earner
Helena Farthing, Grayson Caparo, Cordelia Ogden		Mr James Exton
Date	Time	Time engaged
Today	10.15am	1 hour
<p>Miss Helena Farthing, Mr Grayson Caparo and Miss Cordelia Ogden all came in to see me today on separate but related matters. As there is a degree of similarity on these matters I thought it would be useful for you to examine them all together and assess what the respective rights of each of the parties are. Mrs Ogden in particular seems to be upset but seemingly determined to stand up for her rights, whatever those rights turn out to be.</p> <p>Miss Helena Farthing - She owns a company called "Blushes with Bessima Ltd" a cosmetic product company which has recently enjoyed considerable success in the cosmetics industry. Part of the marketing strategy is to use sales persons to demonstrate and market "Blushes with Bessima" Products. Recently a new lip gloss was launched and Miss Farthing advertised for a new sales representative to promote this product. She didn't specifically request a woman in the advertisement but assumed because of the nature of the position that it would attract female applicants. A Richard Hadfield applied for the post. He did have some previous experience in selling men's aftershave and hair gels. Miss Farthing said the position actually involved demonstrating the lip gloss and was therefore more suitable for a lady and as such she would have to decline his application. Richard Hadfield then wrote her a letter saying that he had been discriminated against and that she would be hearing from his solicitor!</p> <p>Grayson Caparo - He was previously employed by "Cool and Sumptuous Ices" a company that makes ice-cream. His role was to cut the ice-cream into blocks for packing as it came out of the mixer. It appears that many of the staff were under pressure to</p>		

Level 2 Award/Certificate/Diploma in Legal Studies – Law in the workplace 7462-205

increase productivity and one way of doing this was to unplug the safety system on the cutter which would make it go faster. Apparently Cool and Sumptuous were aware of this practice but they always ignored it despite three serious accidents with the cutter, where the injured employees were paid sums of money to keep quiet. Last week Grayson was asked by his supervisor to unplug the guard in order to "get the job done quickly!" When he refused he was called in to the supervisor's office and told he was being sacked for being a trouble maker!

Miss Cordelia Ogden - She formerly worked for DD Magazine as a freelance "Style Editor". In this position she had access to privileged information about the magazine and forthcoming publications and photographs which give the magazine a lead in the fashion publications market. She recently started seeing socially a Henry Drayscott who, unknown to her, was an executive at BB's Magazine a direct rival to DD Magazine. She admits that she may have by accident let him see some of the material that was due for publication and in particular some photographs of a fashion shoot in Paris. These were then used in BB's Magazine. Somehow the owner of DD Magazine found out about her relationship with Henry Drayscott and accused her of betraying the company. She tried to explain that she did not know of Henry Drayscott's involvement with BB's Magazine but to no avail as the owner simply said "the responsibility is yours - you're fired!" She feels this is very unfair especially after confronting Henry who simply said "all is fair in love and war!"

Task 1

You are due to see Richard Hadfield for an interview. Prepare a set of notes to remind yourself of the law on discrimination in relation to employment and identify the range of genuine occupational qualifications where discrimination is permitted under the relevant statute. Use any three relevant case examples to support your notes.

Task 2

Write a letter to Miss Farthing that explains the potential grounds that Richard Hadfield would have in an action for sexual discrimination. (Her address is Rose Heights, Juniper Way, Dartford, Kent DA3 0HT). Include in this letter the most relevant points of Richard's position together with any possible defences, and draw a likely conclusion based on these facts and the law.

Level 2 Award/Certificate/Diploma in Legal Studies – Law in the workplace 7462-205

Task 3

- a) Grayson Caparo is coming in for an interview with you, as he feels he has been unfairly dismissed. Prepare a set of notes for yourself as a reminder during the interview on the “six pack” regulations under Health and Safety legislation that applies both to employers and employees.

- b) Following the interview, prepare a draft letter to Grayson Caparo (13 Step Way, Birmingham B13 7EU) identifying examples of the potential reasons for an **unfair** dismissal and draw a conclusion as to whether he has been unfairly dismissed, why, and the remedies he can expect.

Task 4

You are due to see Cordelia Ogden in an interview to discuss whether she will have any potential action against DD Magazine. This depends on whether her former status amounted to her being an employee. Prepare a set of notes to remind yourself during the interview on what the relevant tests are and the way these are used to determine this.

Task 5

Write a letter to Miss Cordelia Ogden (45 Harcourt Way, Birmingham, B67 8UI) indicating whether you feel she is an employee and the advantages of having an employment contract if, ultimately, she is regarded as a former employee of DD Magazine.

Level 2 Award/Certificate/Diploma in Legal Studies – Law in the workplace 7462-205

Marking & grading criteria

(Not to be shown to candidates)

Assignment number	7462-205
Version	A

Candidate name:	
Enrolment no:	
I confirm that all work submitted is my own	
Signature:	
Date:	Pass / Merit / Distinction / Resit

Assessor name:	
Signature:	Date:

Internal Quality sampled by:	
Signature:	Date: