

## Age discrimination – a practical approach

### Overview

A recent survey revealed that ageism is the most common form of discrimination in the work place. In October 2005 a CIPD survey of managers and HR professionals showed that 59% of those questioned felt that they had been discriminated against on the grounds of age at some stage in their careers. Also, 22% of those interviewed admitted that age had affected their own recruitment decisions. This, along with many other recently published statistics, could translate into claims when the Age Discrimination Regulations 2006 come into effect from 1 October this year.

Complying with this new regime will require employers to review the whole range of their personnel and HR policies to assess whether they are age-discriminatory. The price for getting it wrong will be unlimited compensation. This programme focuses on the practical requirements of the legislation and will ensure that you are well prepared and do not accidentally discriminate against older or younger workers.

### Training objectives

This course will help participants:

- Get to grips with the new legislation on age discrimination
- Understand what it means in practice
- Audit current policies and practices to ensure compliance

### Audience

This programme is ideal for anyone who needs to understand – and comply with – the new regime, including:

- HR managers / officers
- Recruitment specialists
- Line managers

### Format

Participants in this practical one-day workshop are encouraged to take a pro-active approach, using small team discussions, case studies and practical exercises. This helps to ensure a pooling of ideas and experience in applying the knowledge back at work.

We recommend that the group be limited to 12 participants if maximum benefit is to be had from the day.

### Special features

Your organisation's current policies and procedures can be incorporated into the workshop, to help ensure maximum relevance and benefit from the day..

### The expert trainer

Alison is an independent HR and management development consultant, specialising in employment law, leadership development and organisational development. Formerly European HR Manager for Kodak, she has also worked within the finance, retail, hospitality, IT and manufacturing sectors. With a highly interactive and dynamic training style, Alison is unerringly focused on the practical aspects of helping people solve problems and achieve objectives. Her enthusiastic and professional approach has won her many clients, including Avis, BP, Daimler Chrysler, Deutsche Bank, Ecotec, Elite Hotels, HSBC, Homebase, Microwarehouse, Procter & Gamble and Standard Bank.

## Course outline

### 1 Age Discrimination Regulations – the key principles

- Scope of the legislation
- Definitions of age discrimination
- Direct discrimination
- Indirect discrimination
- Harassment and bullying
- Victimisation
- Test of objective justification
- Exclusions and exceptions.

### 2 Recruitment and selection

- Advertising
- Application forms and CVs
- Shortlisting
- Interviewing
- Graduate recruitment schemes
- Job descriptions
- Person specifications
- Pre-employment testing and medicals
- References
- Positive action
- Monitoring

### 3 Terms and conditions

- Service-related benefits
- National minimum wage
- Statutory-related pay
- Redundancy payments
- Diversity policy
- Bullying and harassment policy
- Health benefits
- Early retirement
- Personal pension schemes

### 4 Managing performance

- Performance appraisals
- Promotion
- Pay reviews
- Rewarding long service
- Managing conduct and capability issues
- Health issues, including disability

### 5 Training and development

- Access to training
- Vocational training schemes
- Graduate training schemes
- Using external providers

### 6 Retirement and dismissal

- Default retirement age
- 'Duty to consider' procedure
- Pensions and retirement
- Effect on unfair dismissal law
- Age discriminatory dismissals
- Remedies and compensation

## **7 Conclusion**

- Course review / discussion
- Close

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