

Duration: 40 mins

Course level: Introductory

Delivery method: Online

Introduction

One third of full-time working mothers in the UK – and nearly one fifth of full-time working fathers – use some form of flexible working pattern.¹

Parents of children under the age of six, and certain people who are caring for adults, have a legal right to request flexible working and to have their request considered seriously.

Flexible Working provides a good understanding of the regulations and procedures employers must follow. It also provides general information on different working patterns and the benefits that flexible working can bring to both employees and organisations, including increased staff retention and improved morale.

Who is the course for?

This course is appropriate for anybody who manages people or has responsibility for recruitment and selection.

The easy to follow, step-by-step format of this course means participants can work at their own pace, making it ideal for anyone who is new to the subject.

What will you get from this course?

When you have completed this course, you will be able to:

- understand the key UK legislation on flexible working
- recognise the benefits of flexible working to the employee and the employer
- identify and list several different types of flexible working arrangements.

¹ Office for National Statistics

Course features

Flexible Working uses audio and on-screen summary text. It includes simple interactive exercises with immediate feedback to guide you through the basics of the subject.

At the end of the course, a multiple choice test is provided to check your knowledge and understanding. You can take the test as many times as you like.

You can start the course at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Other courses you might be interested in

Age Awareness
Absence Management
Employment Law

Course code: 103080BT004

Ufi Ltd October 2007. All rights reserved. **learndirect** is a registered trademark of Ufi Ltd. All information correct at time of going to press.

**Our
future.
It's in
our hands.**

