

LABOUR LAW

UNIT CODE: 0421 551 21A

Duration of Unit: 160 Hours

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Labour Law.

Unit Description

This unit specifies the competencies required to apply labor laws. It involves applying the concepts of labour law and engaging players in labour relations, trade unions and trade Unionism. It also involves applying international labour organization conventions, relevant labour legislation, and participation and joint consultations.

Summary of Learning Outcomes

1. Apply the Concepts of Labour Law
2. Engaging players in Labor Relations
3. Apply trade unions and Trade Unionism
4. Apply international labour Organization Conventions
5. Apply Relevant Labour Legislation
6. Apply Participation and Joint Consultations.

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply the concepts of Labour Law	1.1 Introduction 1.2 Classification of labour law 1.2.1Factories Act 1.2.2 Work injury Benefit Act 1.2.3Employment Act 1.2.4 The HIV & AIDS prevention and control Act,2006 1.2.5 Labour Institutions Act,2007	• Practical assessment • Project • Portfolio of evidence • Third party report

Learning Outcome	Content	Suggested Assessment Methods
	1.3 Social Security Legislation 1.3.1 NHIF Act 1.3.2 NSSF Act 1.3.3 Payment of Gratuity Act 1.4 Regulatory Legislation 1.4.1 The Industrial Relations Act 1.4.2 The trade union Act 1.4.3 The Disputes Acts 1.4.4 Terms and conditions of Employment Act. 1.5 Contract of Employment 1.5.1 Categories of employees 1.5.2 Termination of contract of employment 1.5.3 Rights and obligation of parties in the employment contract 1.5.4 Termination of Employment Contract	• Case Study • Written assessment • Oral assessment
2. Apply Players in Labour law	2.1 Central organizations of trade unions of Kenya (COTU) 2.2 Functions of COTU 2.3 Structure of COTU 2.4 Federation of Kenya Employers (FKE) 2.5 Membership of FKE 2.6 Structure of FKE 2.7 Functions of FKE	•

Learning Outcome	Content	Suggested Assessment Methods
	2.8 Industrial court 2.9 Establishment of industrial court 2.10 The industrial court procedure 2.11 Pre-industrial court procedures	
3. Apply Trade Unions and Trade Unionism	3.1 Trade union organization and structure 3.2 Types of trade unions 3.3 Functions of trade unions 3.4 historical background of trade unions	• Third party report • Written assessment • Case Study • Oral assessment • Role play
4. Apply International Labour Organization Conventions	4.1 International labour organisation history 4.2 Objectives of ILO 4.3 Principles of ILO	• Practical assessment • Project • Portfolio of evidence • Third party report

Learning Outcome	Content	Suggested Assessment Methods
		• Case Study • Written assessment • Oral assessment
5. Apply Relevant Labour Legislation	5.1 Public health Cap 242 5.2 Employment Act 2007. 5.3 Powers of medical officer. 5.4 Powers of Labour minister. 5.5 Regulation of Wages and conditions of employment Act of 2007 5.5 Workmen's compensation Act.(Cap 236) 5.6 Trade unions Act 5.7 Overall Health and Safety Legislations 5.8 Trade Disputes Act CAP 234	• Practical assessment • Project • Portfolio of evidence • Third party report • Case Study • Written assessment • Oral assessment
6.Apply Participation and Joint Consultation	6.1 Aims of employee involvement and participation 6.2 Principles of Joint Consultation 6.3 Issues in Participation 6.4 Requirement for successful involvement and participation 6.5 Forms of employee involvement and	• Practical assessment • Project • Portfolio of evidence • Third party

Learning Outcome	Content	Suggested Assessment Methods
	participation 5.6 Counselling in the workplace	report • Case Study • Written assessment • Oral assessment

Suggested Methods of Delivery

- Practical assessment
- Project
- Portfolio of evidence
- Third party report
- Case Study
- Written assessment
- Oral assessment
- Role play

Recommended Resources for 30 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
8.	Textbooks		5 pcs	1:6
9.	PowerPoint presentations	For trainer's use		
10.	Projector		1	1;30
11.	Whiteboard		1	1;30
12.	Report writing templates			

13.	Rolls flip charts		1	1;30
14.	Assorted color of whiteboard markers	For trainers Use		
B	Learning Facilities & infrastructure			
3.	Lecture/theory room		1	1:30
4.	Computer Laboratory		1	1:30
C	Consumable materials			
6.	Assorted whiteboard markers		30	1:1
7.	Internet connection		200 mbps	-
8.	Antivirus Software			-
9.	Printing Papers		Enough	-
10.	External storage media		1 tb	-
D	Tools and Equipment			
4.	Printers		2 pcs	2:30
5.	Computers	With Windows /Linux/Macintosh Operating System, Microsoft Office Software, Google Workspace Account, Antivirus Software	30pcs	1:1
6.	Mobile phones		10	10:30

References

- i. Organization operating procedures
- ii. Industry/workplace codes of practice

- iii. Text books
- iv. Human resource management journals
- v. Magazines
- vi. E-learning resources
- vii. Employment Act 2007

LABOUR LAW

UNIT CODE: 0421 551 21A

TVET CDACC UNIT CODE: BUS/CU/HRM/CR/04/6/MA

Duration of Unit: 100 hours

Relationship to Occupational Standards

This unit addresses the unit of competency: Apply labour laws

Unit Description

This unit specifies the competencies required to apply labor laws. It involves understanding the concepts of labour law, identifying players in labour relations, differentiating trade unions and trade unionism, analysing international labour organization conventions, applying relevant labour legislation, and performing participation and joint consultations.

Summary of Learning Outcomes

S/No	ELEMENTS	DURATION (HOURS)
1	Understand the concept of labour law.	67
2	Identify players in labour law.	32
3	Differentiate trade unions and trade unionism.	12
4	Analyse International labour organisation convention.	9
5	Apply relevant labour legislation.	23
6	Perform participation and joint consultation.	17
	Total	100

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Understand the concepts of Labour Law	1.3 Introduction 1.4 Classification of labour law 1.2.1Factories Act 1.2.2 Work injury Benefit Act 1.2.3Employment Act	• Practical assessment • Project • Portfolio of evidence

Learning Outcome	Content	Suggested Assessment Methods
	1.2.4 The HIV & AIDS prevention and control Act,2006 1.2.5 Labour Institutions Act,2007 1.3 Social Security Legislation 1.3.1 NHIF Act 1.3.2 NSSF Act 1.3.3 Payment of Gratuity Act 1.4 Regulatory Legislation 1.4.1 The Industrial Relations Act 1.4.2 The trade union Act 1.4.3 The Disputes Acts 1.4.4 Terms and conditions of Employment Act. 1.6 Contract of Employment 1.6.1 Categories of employees 1.6.2 Termination of contract of employment 1.6.3 Rights and obligation of parties in the employment contract 1.6.4 Termination of Employment Contract	• Third party report • Case Study • Written assessment • Oral assessment
2. Identify Players in Labour law	2.1 Central organizations of trade unions of Kenya (COTU) 2.12 Functions of COTU 2.13 Structure of COTU 2.14 Federation of Kenya Employers (FKE) 2.15 Membership of FKE	• Practical assessment • Project • Portfolio of evidence • Third party report • Case Study

Learning Outcome	Content	Suggested Assessment Methods
	2.16 Structure of FKE 2.17 Functions of FKE 2.18 Industrial court 2.19 Establishment of industrial court 2.20 The industrial court procedure 2.21 Pre-industrial court procedures	• Written assessment • Oral assessment
3.Differentiate trade unions and trade unionism	3.1 Trade union organization and structure 3.2 Types of trade unions 3.3 Functions of trade unions 3.4 historical background of trade unions	• Third party report • Written assessment • Case Study • Oral assessment • Role play
4.Analyse International Labour Organization (ILO) conventions	4.1 International labour organisation history 4.2 Objectives of ILO 4.3 Principles of ILO	• Practical assessment • Project • Portfolio of evidence • Third party report • Case Study • Written assessment

Learning Outcome	Content	Suggested Assessment Methods
		• Oral assessment
5. Apply relevant labour legislation	5.1 Public health Cap 242 5.2 Employment Act 2007. 5.3 Powers of medical officer. 5.4 Powers of Labour minister. 5.5 Regulation of Wages and conditions of employment Act of 2007 5.5 Workmen's compensation Act.(Cap 236) 5.6 Trade unions Act 5.7 Overall Health and Safety Legislations 5.8 Trade Disputes Act CAP 234	• Practical assessment • Project • Portfolio of evidence • Third party report • Case Study • Written assessment • Oral assessment
6. Perform participation and joint consultation	6.1 Aims of employee involvement and participation 6.2 Principles of Joint Consultation 6.3 Issues in Participation 6.4 Requirement for successful involvement and participation 6.5 Forms of employee involvement and participation 5.6 Counselling in the workplace	• Practical assessment • Project • Portfolio of evidence • Third party report • Case Study • Written assessment

Learning Outcome	Content	Suggested Assessment Methods
		• Oral assessment

Suggested Methods of Delivery

- Practical assessment
- Project
- Portfolio of evidence
- Third party report
- Case Study
- Written assessment
- Oral assessment
- Role play

Recommended Resources for 30 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
15.	Textbooks		5 pcs	1:6
16.	PowerPoint presentations	For trainer's use		
17.	Projector		1	1;30
18.	Whiteboard		1	1;30
19.	Report writing templates			
20.	Rolls flip charts		1	1;30
21.	Assorted color of whiteboard markers	For trainers Use		

B	Learning Facilities & infrastructure			
5.	Lecture/theory room		1	1:30
6.	Computer Laboratory		1	1:30
C	Consumable materials			
11.	Assorted whiteboard markers		30	1:1
12.	Internet connection		200 mbps	-
13.	Antivirus Software			-
14.	Printing Papers		Enough	-
15.	External storage media		1 tb	-
D	Tools and Equipment			
7.	Printers		2 pcs	2:30
8.	Computers	With Windows /Linux/Macintosh Operating System, Microsoft Office Software, Google Workspace Account, Antivirus Software	30pcs	1:1
9.	Mobile phones		10	10:30

References

- viii. Organization operating procedures
- ix. Industry/workplace codes of practice
- x. Text books
- xi. Human resource management journals
- xii. Magazines

- xiii. E-learning resources
- xiv. Employment Act 2007