

# Workplace Statutory Policies & Procedures

**Module Code** N52815

**Purpose** The purpose of this module is to provide learners with a general understanding of legal principles and procedures, safety and quality in the workplace. It has been developed as a core vocational module for Support Staff in the Health Service Executive. The choice of optional units enables the Centre to select units appropriate to the role-specific competencies.

**General Aims** Learners who successfully complete this module will:

- ✓ develop a general understanding of the Irish legal system.
- ✓ evaluate the impact of the law on their personal and vocational lives.
- ✓ develop skills in evaluation and analysis.
- ✓ be familiar with the language, procedures and documents related to the law, equality, safety and quality in their vocational area.

The specific learning outcome are grouped into 6 units.

Learners must complete units 1 to 4 and select a minimum of 1 other from units 5 and 6.

- Unit 1** Legislative Framework
- Unit 2** Employment Policy and Procedures
- Unit 3** Quality Service, Policy and Procedures
- Unit 4** Safety and Health at Work

**Optional Units:**

- Unit 5** Child Protection Legislation
- Unit 6** Tort

**Assessment** All assessment is carried out in accordance with FETAC regulations. Assessment is devised by the internal assessor, with external moderation by FETAC.

**Summary** Assignments 60%  
Learner Record 40%

