MODULE / 04 · PROGRAMME

HR legislation, compliance and documentation

From employment legislation to documentation and inspection

Legal framework for employment, payroll, contributions, equality, workplace safety and personal data; personnel files, policies, records retention, gap analysis and inspection readiness.

What you will be able to do

- Organize employee files and check their completeness.
- Review internal policies and identify gaps.
- Prepare the organization for an inspection and build a corrective action plan.

Who this module is for

HR professionals, business administrators and managers responsible for documentation, internal policies and compliance.

How we will work

Case-based work and templates adapted to organizational needs. Document inventory, risk matrix, inspection checklist, privacy notice template and action plan. AI-assisted preliminary review with human verification and approval.

Module lead: Erisa Dashi

MODULE / 04 · CURRICULUM

HR legislation, compliance and documentation

01 Topics and practical work

Legal framework for employment, payroll, contributions, equality, workplace safety and personal data; personnel files, policies, records retention, gap analysis and inspection readiness.

02 Tools and practical outputs

Document inventory, risk matrix, inspection checklist, privacy notice template and action plan.
AI-assisted preliminary review with human verification and approval.

MODULE / 04 · TOOLS AND PARTICIPATION

HR legislation, compliance and documentation

Module practical toolkit

Document inventory, risk matrix, inspection checklist, privacy notice template and action plan. AI-assisted preliminary review with human verification and approval.

Investment and registration

Standard	8,900 ALL
Team Pass · 2 people	15,500 ALL
1:1 Executive Session	17,900 ALL
Full People Systems Lab · 6 modules	39,900 ALL

Team Pass: two participants from the same company; total price for both. 1:1 session: individual implementation guidance, by appointment. Full Lab: six modules for one participant.

Online. Around one month for the full programme, with 1–2 modules per week. Dates and times are confirmed with participants.

An application does not process a payment or confirm a place. Registration is confirmed after participation and payment have been confirmed according to ED Consulting instructions.