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| **ADVICE SERVICE ALLIANCE** **Advice Quality Standard** **Casework Experience and Range**Form: Case 1 – Employment | AQS_logo_CMYK(300dpi)hi res print |

##### This form must be completed if applying for certification to Advice with Casework in the Employment category.

Cases listed to fulfil the criteria must be cases which were active within the last 12 months. Please complete column 3 with either the case reference or file name. Please also state the caseworker responsible for the case if applying through the 12-hour caseworker route (D5.1).

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| Requirement | **File Ref No / Filename** | **Initials of Caseworker** |
| 1 | Five out of nine of sections 1.1 to 1.9: |
|  | 1.1 | Wrongful dismissal. |  |  |
|  | 1.2 | Unfair dismissal – three casefiles from the following: |
|  |  | * 1.2.1 - Conduct.
 |  |  |
|  |  | * 1.2.2 - Ill health.
 |  |  |
|  |  | * 1.2.3 - Unfair redundancy.
 |  |  |
|  |  | * 1.2.4 - Capability.
 |  |  |
|  |  | * 1.2.5 - Other.
 |  |  |
|  | 1.3 | Constructive unfair dismissal. |  |  |
|  | 1.4 | Redundancy (fair). |  |  |
|  | 1.5 | Discrimination – four case files from the following: |
|  |  | * 1.5.1 - Race.
 |  |  |
|  |  | * 1.5.2 - Sex.
 |  |  |

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|  |  | * 1.5.3 - Disability.
 |  |  |
|  |  | * 1.5.4 - Equal pay.
 |  |  |
|  |  | * 1.5.5 - Age
 |  |  |
|  |  | * 1.5.6 – Gender reassignment
 |  |  |
|  |  | * 1.5.7 – Marriage and Civil Partnership
 |  |  |
|  |  | * 1.5.8 – Sexual Orientation
 |  |  |
|  |  | * 1.5.9 – Religion or Belief
 |  |  |
|  |  | * 1.5.5 - Other.
 |  |  |
|  | 1.6 | Transfer of Undertakings (Protection of Employment) Regulations 2006. |  |  |
|  | 1.7 | Rights in work – contractual – one casefile from the following: |  |  |
|  |  | * 1.7.1 – Terms.
 |  |  |
|  |  | * 1.7.2 – Variations.
 |  |  |
|  |  | * 1.7.3 – Breaches.
 |  |  |
|  | 1.8 | Rights in work – statutory – three casefiles from the following: |
|  |  | * 1.8.1 - Maternity rights, or Paternity rights, or Adoption rights, or the right to parental leave.
 |  |  |
|  |  | * 1.8.2 - Deductions from wages.
 |  |  |
|  |  | * 1.8.3 - Trade unions.
 |  |  |
|  |  | * 1.8.4 - Sick pay.
 |  |  |
|  |  | * 1.8.5 - Rights to particulars of employment.
 |  |  |
|  |  | * 1.8.6 - Health and safety.
 |  |  |
|  |  | * 1.8.7 - Jurisdictional queries for specific professions (e.g. police, armed forces, universities).
 |  |  |
|  |  | * 1.8.8 - National Minimum Wage.
 |  |  |
|  |  | * 1.8.9 – Working Time Regulations (Right to paid leave, maximum working week, etc).
 |  |  |
| 1.9 | Employment Tribunal Fee Remission Tribunals |  |  |

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| **I confirm the above information is accurate.** |
| **Name (please print):** |  |
| **Signature:** |  |
| **Date:** |  |