



BA SCHOOL OF
BUSINESS AND FINANCE

Prof. Bachelor studiju programma ``Business process management``

DESCRIPTION OF A STUDY COURSE

Course unit title	Labour Law and labor protection			
Programme	Business process management			
Year of study	2			
Academic year	2022./2023.			
Level of course unit	Bachelor			
Course unit code	BP035			
Name of lecturer(s)	G.Dambe, K.Zaķis			
Credit points	2			
Number of ECTS credits allocated	3			
Language of instruction	Latvian or English			
Type of course unit (compulsory, optional)	Compulsory			
Semester when the course unit is delivered	4			
Mode of delivery	full-time education			
Aim of Course	The study course objective is to provide basic knowledge and information about the requirements of Latvia and the EU and their implementation in the management of employment legal relations and job protection.			
Preliminary knowledge	Business English			

Course contents	No	Title	
	1	Aspects of labor law, regulatory frameworks, international regulation.	
	2	Contracts, salary. bonuses, rest time, vacations, breaks at work. Orders and the consequences of their enforcement, disciplinary measures.	
	3	Termination of employment relationships. Conditions of equal treatment, discrimination, principles of justice.	
	4	The working environment. Requirements for occupational safety and labor protection. Regulatory enactments regulating labor protection	
	5	Assessment of risks to the working environment. Risks and diseases of occupational diseases. Briefings and annual training in safety at work	
	6	Fire safety, electrical safety, labor protection requirements for work at height and dangerous objects.	
The study course calendar	No	Topic	Type of assessment
	1	Aspects of labor law, regulatory frameworks, international regulation.	Literature discussion
	2	Contracts, salary. bonuses, rest time, vacations, breaks at work. Orders and the consequences of their enforcement, disciplinary measures	Test
	3	Termination of employment relationships. Conditions of equal treatment, discrimination, principles of justice.	Written exam
	4	The working environment. Requirements for occupational safety and labor protection. Regulatory enactments regulating labor protection	Individual work; Individual work and the presentation
	5	Assessment of risks to the working environment. Risks and diseases of occupational diseases. Briefings and annual training in safety at work	Individual work; Individual work and the presentation
	6	Fire safety, electrical safety, labor protection requirements for work at height and dangerous objects.	Literature discussion
7	Exam	Written exam	

Planned learning activities and teaching methods	Assessment of learning outcomes		Distribution (%)			
	Test		10%			
	Individual work; Individual work and the presentation		10%			
	Group work and the presentation		20%			
	Literature discussion		10%			
	Written exam		50%			
	Total (%):		100%			
	Teaching methods		Student workload (h)			
	Classes in the auditorium		20			
	Work in the library		40			
	Lecturer-led class discussion		8			
	Industry representative -led discussion panel		2			
	Lecturer-led Individual assignments		10			
	Total (h):		80			
Planned learning outcomes	No	Learning outcomes			No of progr. study	
	1	Ability to demonstrate the knowledge of main indicators and their correlations				
	2	Ability to select and summarize the information needed for the solution of the problem, ability to analyse and synthesize.				
	3	Ability to work in group for the solution of the problem, the organization of the allocation of responsibilities and the work of the group.				
	4	Ability to study literature in English and Latvian, with the ability to identify the main statements and give summary about the literature both verbally and in written form.				
Assessment methods and criteria	Learning outcomes		1	2	3	4
	Assessment methods					
	Test		•	•	•	•
	Individual work; Individual work and the presentation		•	•		•
	Group work and the presentation			•		
	Literature discussion		•		•	•
Written exam					•	
Mandatory and supplementary literature	Mandatory Literature: Darba likums (Labour Law, 2002) Darba aizsardzības likums (Labor protection law, 2002) Supplementary literature: Darba tiesības, V. Slaidiņa, I. Skultāne, 2017. Zvaigzne ABC, 288 lapas (visas nodaļas) Tiesu prakses apkopojums darba tiesībās, Latvijas Brīvo arodbiedrību savienība, Rīga, 2012 Atlīdzības likums ar komentāriem, Latvijas Brīvo arodbiedrību savienība, Rīga, 2016 Darba devēja rokasgrāmata: http://www.stradavesels.lv/Uploads/2014/...					

Bibliotika

Darba aizsardzības apmācību metodes: <http://www.stradavesels.lv/Uploads/2014/...>
Darba apstākļi un veselība darbā: <http://www.stradavesels.lv/Uploads/2014/...>
Darba drošība: <http://www.stradavesels.lv/Uploads/2014/...>
Darba higiēna: <http://www.stradavesels.lv/Uploads/2014/...>
Eglīte M. (2014) 1., 6. un 11.nod. Darba medicīna: <http://www.stradavesels.lv/Uploads/2014/...>
Ergonomika: <http://www.stradavesels.lv/Uploads/2014/...>
Psihosociālā darba vide: <http://www.stradavesels.lv/Uploads/2014/...>

Evaluation criteria of learning outcomes.	
Grade	Explanation
<i>10 (outstanding)</i>	Knowledge, exceeding curriculum requirements, attests independent research and deep understanding of a problem
<i>9 (excellent)</i>	Complete acquaintance with curriculum requirements, ability to apply gained knowledge independently
<i>8 (very good)</i>	Complete acquaintance with curriculum requirements, though at times lacks deeper understanding and ability to affiliate gained knowledge with more complicated issues.
<i>7 (good)</i>	Curriculum requirements mastered, although less important knowledge gaps can be detected
<i>6 (above average)</i>	Acquaintance with curriculum requirements, though lack of problem understanding in detail can sometimes be detected
<i>5 (average)</i>	General knowledge of curriculum requirements although lacks understanding of several problems in general
<i>4 (below average)</i>	General knowledge of curriculum requirements, competence corresponds to minimum of curriculum requirements, problematic application of gained knowledge in practice
<i>3 (weak)</i>	General knowledge of a curriculum gained, though a complete lack of orientation in other relevant issues is detected. Additional studies required to get an assessment.
<i>2 (very weak)</i>	General knowledge on certain relevant issues in a curriculum gained, curricula requirements are not completed on average
<i>1 (extremely weak)</i>	A complete lack of basic curricula requirements is detected, almost no knowledge on a basic curriculum