

# Postgraduate Certificate Labor Management and Social Security





## Postgraduate Certificate Labor Management and Social Security

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online
- » Target Group: Aimed at: graduates in Law, Economics or Business Administration and Management who wish to acquire a greater specialization in the Consultancy and Management of the administrative field

Website: [www.techtute.com/us/school-of-business/postgraduate-certificate/labor-management-social-security](http://www.techtute.com/us/school-of-business/postgraduate-certificate/labor-management-social-security)

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# 01

# Welcome

Labor Management and Social Security issues are very present in the daily life of any Administration professional since, for any company, regardless of its size, employment and employability are basic aspects for which they will need advice. This is why the labor market is increasingly demanding workers specialized in this area who understand and master this sector, in order to be able to offer quality customer service. Everything you need to know you will find in this program that delves from the sources of labor law to the specifications of the Public Employment Service through a 100% online and highly enabling curriculum that will elevate your talent to the top of the industry, making you a leader perfectly qualified to take on complex challenges in any entity.



Postgraduate Certificate in Labor Management and Social Security  
TECH Technological University



“

*The market demands professionals specialized in Labor Management, so with this Postgraduate Certificate you will acquire all the necessary skills to meet its specifications”*

02

# Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class center for intensive managerial skills education.



“

*TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success”*

## At TECH Technological University



### Innovation

The university offers an online learning model that balances the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"*Microsoft Europe Success Story*", for integrating the innovative, interactive multi-video system.



### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

**95%** | of TECH students successfully complete their studies



### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

**+100000**

executives prepared each year

**+200**

different nationalities



### Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

**+500**

collaborative agreements with leading companies



### Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



### Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.





TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



### Analysis

---

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



### Academic Excellence

---

TECH offers students the best online learning methodology. The university combines the Relearning method (postgraduate learning methodology with the best international valuation) with the Case Study. Tradition and vanguard in a difficult balance, and in the context of the most demanding educational itinerary.



### Economy of Scale

---

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.



### Learn with the best

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In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



*At TECH, you will have access to the most rigorous and up-to-date case analyses in academia"*

03

# Why Our Program?

Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.



“

*We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you education of the highest academic level”*

This program will provide you with a multitude of professional and personal advantages, among which we highlight the following:

**01**

### A Strong Boost to Your Career

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

*70% of students achieve positive career development in less than 2 years.*

**02**

### Develop a strategic and global vision of the company

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional fields.

*Our global vision of companies will improve your strategic vision.*

**03**

### Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

*You will work on more than 100 real senior management cases.*

**04**

### You will take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

*45% of graduates are promoted internally.*

05

### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

*You will find a network of contacts that will be instrumental for professional development.*

06

### Thoroughly develop business projects.

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different fields in companies.

*20% of our students develop their own business idea.*

07

### Improve *soft skills* and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

*Improve your communication and leadership skills and enhance your career.*

08

### You will be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified teachers from the most prestigious universities in the world: the TECH Technological University community.

*We give you the opportunity to study with a team of world-renowned teachers.*

# 04 Objectives

TECH is aware that mastering labor management is a complicated task, but not impossible. For this reason, the objective of this Postgraduate Certificate is for the graduate to acquire a deep and specialized knowledge in this area that will allow them to stand out in their environment due to the quality of their praxis. In this way, you will not only be able to develop professionally, but you will also have more possibilities to opt for a substantial and highly beneficial job improvement for your career.



“

*TECH's goal is that you can achieve your most ambitious professional goals thanks to this 100% online Postgraduate Certificate program”*

TECH makes the goals of their students their own goals too  
Working together to achieve them

The Postgraduate Certificate in Labor Management and Social Security will qualify the student to:

01

Identify the sources of labor law and the conditions that regulate labor relations according to their circumstances

04

Address basic TGSS benefits

02

Have the necessary knowledge to know which type of contract to apply in each case

03

Intermediating in labor disputes through administrative channels

05

Handle all the tools necessary for payroll processing





06

Have specialized knowledge of the procedures to be carried out before the Public Employment Service

08

Determine the specifics of the termination of the employment contract



09

Knowing how to mediate in conflicts related to labor relations

07

Know in detail the obligations of the employer and the employee, as well as their rights and the involvement of trade unions in them

10

Develop a broad and specialized knowledge of Occupational Social Services

05

# Structure and Content

TECH and its team of experts always design their programs with the academic needs of their graduates in mind, adapting them to the strictest requirements of the labor market demand. For this reason, both the theoretical program and the additional material of this Postgraduate Certificate will provide you with the latest and most critical information of the sector, allowing you to develop successful strategies in common and complex business situations.



“

*You will have access to the Online Classroom 24 hours a day, so you will be able to connect whenever you want and from any device with an Internet connection”*

## Syllabus

This Postgraduate Certificate in Labor Management and Social Security has been developed by the teaching team following the guidelines of quality and timeliness that define this university and adapting its content to the characteristics of the new and effective relearning methodology. Because of this, the graduate can easily obtain specialized knowledge about the area and its tools. This is a complete online program that will provide you with the keys to face challenges and business decisions in complex environments.

Throughout the 150 hours of training in which this program is distributed, the student will be able to analyze a multitude of practical cases through individual and team work. It is, therefore, an authentic immersion in real business situations.

This 100% online Postgraduate Certificate in deals in depth with the Manager administrative tasks related to the different specific procedures of the profession, and is designed to train professionals who understand Laboral Lawsuits Management from a strategic, international and innovative perspective.

A plan designed for professionals, focused on their professional improvement and that will prepare the graduate to achieve excellence in the business environment.

A program that understands your needs and those of your organization through innovative content based on the latest trends, and supported by the best educational methodology and an exceptional faculty, which will provide you with the competencies to solve critical situations in a creative and efficient way.

This Postgraduate Certificate takes place over 6 weeks and is divided into 1 single module:

### Module 1

### Labor management and Social Security



### Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Certificate in Labor Management and Social Security completely online. During the 6 weeks of the specialization, the student will be able to access all the contents of this program at any time, which will allow the students to self-manage their study time.

*A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.*

**Module 1. Labor management and Social Security**

**1.1. Sources of labor law**

- 1.1.1. Workers' Statute. Structure and basic points
- 1.1.2. Labor agreement
- 1.1.3. Contract of Employment

**1.2. Employer and employee obligations**

- 1.2.1. Employer and employee rights
- 1.2.2. Employer and employee obligations
- 1.2.3. Labor Unions

**1.3. Elements of the labor contract**

- 1.3.1. The Labor Relationship
- 1.3.2. Salary
- 1.3.3. Working Hours
- 1.3.4. Novation or suspension of the contract

**1.4. Types of employment contracts**

- 1.4.1. Work and service contract
- 1.4.2. Temporary contract
- 1.4.3. Permanent-discontinuous contract
- 1.4.4. Indefinite-term contract
- 1.4.5. The TRADE contract

**1.5. Termination of employment contract**

- 1.5.1. Disciplinary dismissal
- 1.5.2. Dismissal for objective and collective causes
- 1.5.3. Unjustified dismissal

**1.6. Conflicts in labor relations**

- 1.6.1. Labor conciliation prior to litigation
- 1.6.2. Labor inspection
- 1.6.3. The social jurisdiction

**1.7. Social Security**

- 1.7.1. TGSS and INSS
- 1.7.2. IT and IP
- 1.7.3. Quotations
- 1.7.4. Displaced

**1.8. Payroll preparation**

- 1.8.1. Wage and salary items in the payroll
- 1.8.2. Personal income tax withholdings
- 1.8.3. Social Security contributions

**1.9. Special Social Security Schemes**

- 1.9.1. Special Regime for Self-Employed or Self-Employed Workers
- 1.9.2. Special regime for coal mining
- 1.9.3. Other former special regimes already included in the General Regime

**1.10. Public Employment Service**

- 1.10.1. Notification of the term and termination of employment contracts
- 1.10.2. Unemployment benefits
- 1.10.3. Occupational Social Services



*Knowing everything related to the Special Social Security Schemes will make you stand out in your work environment and in any job interview”*



# 06

# Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.







“

*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

## TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

“

*At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world”*



*This program prepares you to face business challenges in uncertain environments and achieve business success.*



## A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.

“

*You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments”*

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

*Our program prepares you to face new challenges in uncertain environments and achieve success in your career.*

## Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

*Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.*

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



This program offers the best educational material, prepared with professionals in mind:



### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



### Management Skills Exercises

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





### Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



07

# Our Students' Profiles

The multiple opportunities offered by this Postgraduate Certificate allow TECH to offer it to a wide range of professionals, both those related to the Administration sector, as well as those who come from the legal or economic sciences. In conclusion, this is a multidisciplinary program aimed at specialists who share ambitious objectives and high expectations for the future within the labor management sector.







“

*Take a step further by specializing in a booming area such as Labor Management and increase your chances of joining the best companies in the Administration sector”*

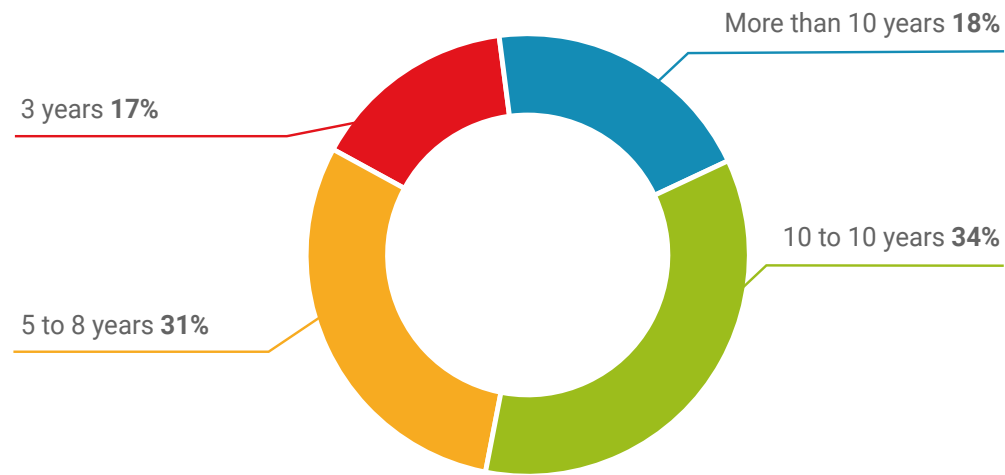
### Average Age

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Between **35** and **45** years old

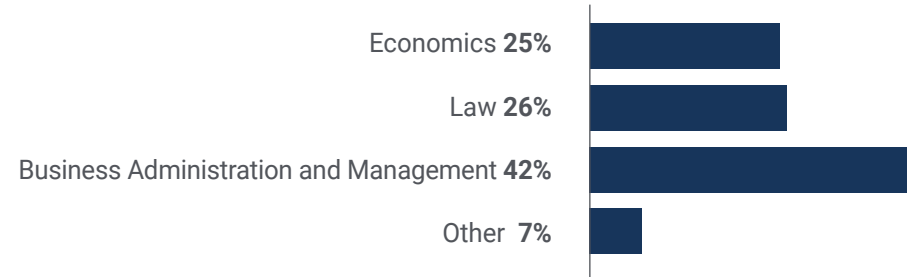
### Years of Experience

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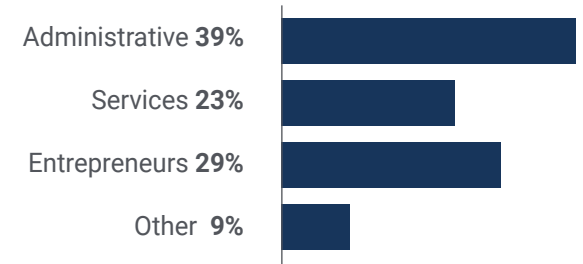
### Education

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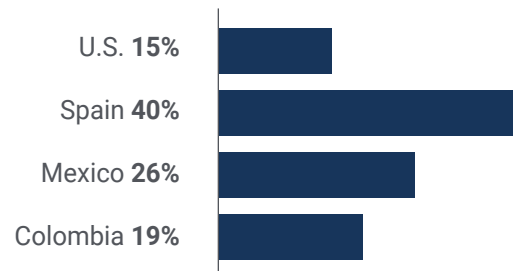
### Academic Profile

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## Geographical Distribution

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## José Rodríguez

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**Labor and financial manager of a private company**

*"In a few weeks I will be a year since I finished the academic experience that changed my life. Thanks to the Postgraduate Certificate I was able to know in detail the Labor Management sector and master the tools to carry out their tasks in an optimal and effective way, being able to implement to my resume a distinctive prestige. Therefore, shortly after finishing, my company found out that I had this knowledge, so they decided to promote me and put me in charge of the management of a project that, right now and thanks to TECH, I am successfully leading"*

08

# Course Management

The faculty of this program is characterized by its human quality and its commitment to the professional growth of the graduate. Furthermore, it is a team with a long and extensive professional experience in the Administration and Law sector, and who are still active today. By unifying these characteristics, the result is a unique, critical, realistic and current program that will allow the specialist to learn from the strategies and mistakes of those versed in Labor Management.



“

*In the online classroom you will find a multitude of case studies and additional material selected by the teaching team exclusively for this program so that you can contextualize all the information”*

## Management



### Mr. Miguel Ángel De la Rosa Fernández

- ◆ Expert Lawyer in Public Administration and Tax Law
- ◆ Partner and administrator of Intext Asociados
- ◆ Partner and manager of R. Estate Advisers Madrid
- ◆ Mortgage management lawyer at Exequator SL
- ◆ Master's Degree in Tax Law from Centro de Estudios Financieros
- ◆ Master's Degree in Legal Practice from the Complutense University of Madrid
- ◆ Graduate in Legal Sciences in Public Administration
- ◆ Law degree from Madrid Complutense University

## Professors

### Mr. Miguel Ángel Guzmán

- ◆ Lawyer at Finsolutia SLU
- ◆ Civil and Banking Litigation Lawyer in Ejaso ETL
- ◆ Teacher at the Complutense University of Madrid
- ◆ Teacher at the Spanish Association of Municipal Veterinarians.
- ◆ Law Degree from the Complutense University of Madrid.
- ◆ Master's Degree in Mediation from Universidad Internacional de La Rioja
- ◆ Master's Degree in the Practice of Law from the Universidad Internacional de La Rioja
- ◆ MBA and Master's Degree in Big Data and Business Intelligence from the European Business School of Barcelona.
- ◆ Superior Technician in Prevention of Professional Risks



09

# Impact on Your Career

This Postgraduate Certificate can only bring to the graduate's professional career a positive impact that will help them to position themselves at the top of the Labor Management sector. Through the provision of unique knowledge and a dynamic, exclusive and current academic experience, you will master the tools of the trade, increasing your chances of climbing the career ladder and getting the leadership of large business projects that will make you stand out.





“

*You will master everything related to the TGSS and INSSS, as well as all aspects related to contributions, aspects that will make you stand out in your work environment”*

## Are you ready to take the leap? Excellent professional development awaits you

TECH's Postgraduate Certificate in Labor Management and Social Security is an intensive program that prepares you to face challenges and business decisions in the field of Administration. The main objective is to promote your personal and professional growth. Helping you achieve success.

If you want to improve, make a positive change at a professional level and network with the best, then this is the place for you.

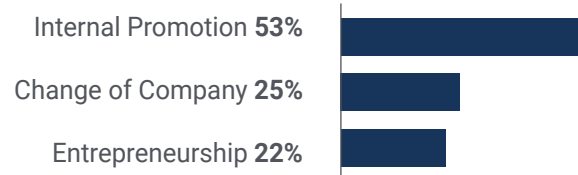
*Looking for a salary increase? This program will help you achieve this through the improvement of your professional skills.*

*This Postgraduate Certificate will give you the keys to become a benchmark in labor management in the national and international scene.*

### When the change occurs



### Type of change



## Salary increase

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The completion of this program represents a salary increase of more than **25,22%** for our students.



10

# Benefits for Your Company

Having a highly qualified and knowledgeable manager in your company through this program will increase your company's talent and help it grow in the sector in which it operates. Graduates of this Postgraduate Certificate will be perfectly equipped to take on more complex tasks, as well as to face those situations in which the participation of a professional versed in Labor Management and Social Security is required.





“

*You have before you the best academic opportunity to specialize in Labor Management through a program that adapts to your time and academic needs”*

Developing and retaining talent in companies is the best long-term investment.

01

### **Growth of talent and intellectual capital**

The professional will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.

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02

### **Retaining high-potential executives to avoid talent drain**

This program strengthens the link between the company and the professional and opens new avenues for professional growth within the company.

03

### **Building agents of change**

You will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.

---

04

### **Increased international expansion possibilities**

Thanks to this program, the company will come into contact with the main markets in the world economy.



05

### **Project Development**

The professional can work on a real project or develop new projects in the field of R & D or business development of your company.

---

06

### **Increased competitiveness**

This program will equip students with the skills to take on new challenges and drive the organization forward.

11

# Certificate

The Postgraduate Certificate in Labor Management and Social Security guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Technological University.





“

*Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”*

This **Postgraduate Certificate in Labor Management and Social Security** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** via tracked delivery\*.

The diploma issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Certificate, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Program: **Postgraduate Certificate in Labor Management and Social Security**

Official No. of Hours: **150 h.**



\*Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.



## Postgraduate Certificate Labor Management and Social Security

- » Modality: **online**
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- » Certificate: **TECH Technological University**
- » Dedication: **16h/week**
- » Schedule: **at your own pace**
- » Exams: **online**

# Postgraduate Certificate Labor Management and Social Security

