



Postgraduate Diploma

Collective Bargaining, Social Security and Occupational Risk Prevention

» Modality: online

» Duration: 6 months

» Certificate: TECH Technological University

» Dedication: 16h/week

» Schedule: at your own pace

» Exams: online

Website: www.techtitute.com/us/school-of-business/postgraduate-diploma/postgraduate-diploma-collective-bargaining-social-security-occupational-risk-prevention

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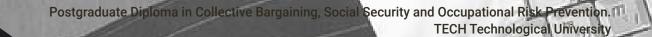
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Certificate

01 **Welcome**

The profile of the labor consultant is increasingly in demand in the labor market. Companies need a professional who can respond to changing labor relations, so specialization in Collective Bargaining, Social Security and Occupational Risk Prevention is an added value on a professional's resume. Through this program, students will acquire all that specialized knowledge that will allow them to access the main consulting firms in the country, or to start their own businesses with the security of having the necessary preparation to create a wide network of clients to whom they can advise on labor matters.









tech 08 | Why Study at TECH?

At TECH Technological University



Innovation

The university offers an online learning model that combines 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.

100,000+

200+

executives trained each year

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.



B

Learn with the best

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 Harvard Business School case studies"

Why Study at TECH? | 09 tech

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 methodology (the most internationally recognized postgraduate learning methodology) with Harvard Business School case studies. A complex balance of traditional and state-of-the-art methods, within the most demanding academic framework.



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.





tech 12 | Why Our Program?

This program will provide students with a multitude of professional and personal advantages, particularly the following:



A significant career boost

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 participants achieve positive career development in less than 2 years.



Develop a strategic and global vision of companies

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

Our global vision of companies will improve your strategic vision.



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.



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.



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.



Thoroughly develop business projects

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

20% of our students develop their own business idea.



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.



Be part of an exclusive community

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

We give you the opportunity to train with a team of world renowned teachers.





tech 16 | Objectives

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

The Postgraduate Diploma in Collective Bargaining, Social Security and Occupational Risk Prevention enables the student to:



Acquire the skills to be able to advise on freedom of association, knowing all the conflicting points in relation to this fundamental right and the Organic Law that develops it

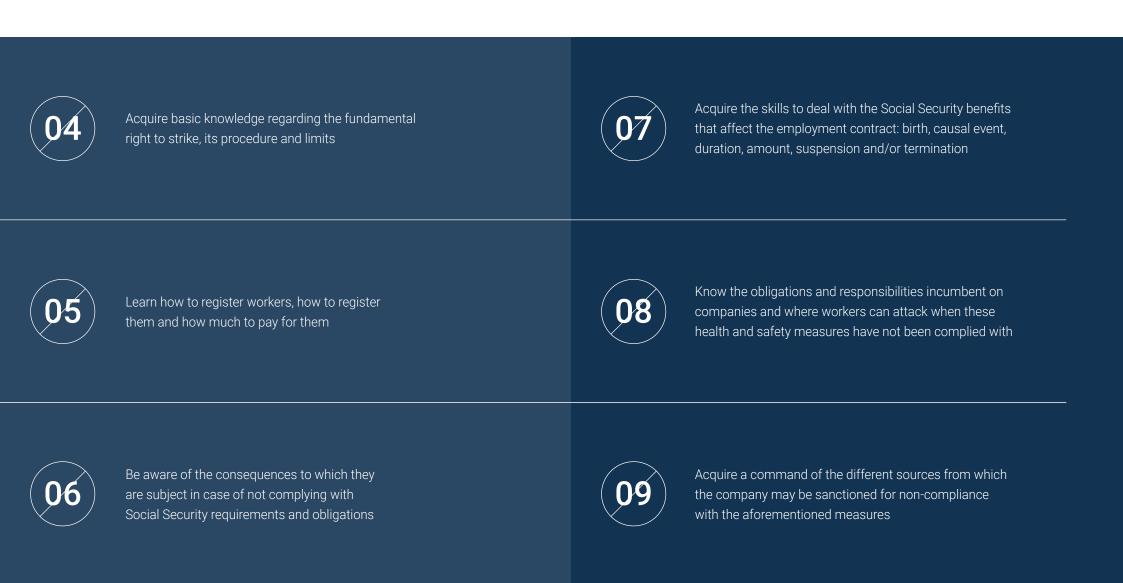


Acquiring competencies in the field of elections to legal representation of workers, rights, guarantees and other prerogatives related to the representative mandate



Have a command of the collective bargaining agreement as a tool for setting working conditions and a series of other issues aimed at organizing labor relations









tech 20 | Structure and Content

Syllabus

The Postgraduate Diploma in Collective Bargaining, Social Security and Occupational Risk Prevention of TECH Technological University has been designed for advisors to update their knowledge in these fields, achieving a higher level of competence that will allow them to guide their clients in making decisions related to their employees.

To this end, throughout 600 hours of study, students are offered a very complete syllabus that covers everything from freedom of association to collective bargaining agreements, social security law and risk prevention actions. A content that, although it has a strong theoretical component, focuses on practice, offering students the possibility of carrying out multiple practical exercises that will be fundamental for their professional growth.

A program that has been developed with the needs of today's students in mind, and which, therefore, avoids the need to attend in-person classes thanks to its 100% online format. In this way, students have greater freedom when organizing their studies, being able to choose their schedule and the place from which to access the contents. This allows students to continue updating their knowledge while continuing with their work.

This program takes place over 6 months and is divided into 4 large modules:

Module 1.	Freedom of Association and Company Representation Model
Module 2.	Company Agreements and Conflict Resolution Measures
Module 3.	Social Security Law
Module 4.	Occupational Risk Prevention: Obligations and Responsibilities



Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Diploma in Collective Bargaining, Social Security and Occupational Risk Prevention completely online. Over the course of 6 months, you will be able to access all the contents of this program at any time, allowing you to self-manage your study time.

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

tech 22 | Structure and Content

Module 1. Freedom of Association and Company Representation Model								
1.1. 1.1.1. 1.1.2.	Trade Union Rights and their Constitutional Recognition The International Model: The ILO Doctrine as a World Standard for the Legal Regulation of the Trade Union Phenomenon The Legal Recognition of Trade Unions in the Spanish Legal System	1.1.2.	Background: Origins and Consolidation of Workers' Associations in Spain 1.1.2.2. Constitutional Recognition of Freedom of Association 1.1.2.3. Essential Content 1.1.2.4. Additional Content	1.2.1. 1.2.2.	The Legal Regulation: The Organic Law on Trade Union Freedom (LOLS) The Right to Establish or Create Trade Unions Ownership of the Right: Inclusion, Exclusion and Limitation Criteria The Founding Procedure of Trade Unions: Bylaws, Public Records		from Payroll. Company's Share of Agreement Expenses	
1.3. 1.3.1. 1.3.2.	Greater Union Representativeness Electoral Hearing Irradiation	1.4.3. 1.4.4.			Representation of Collective Interests and Social Concertation Legitimized Parties Functions of Institutional Participation Social Dialog Participation in Tripartite Bodies		Statutory Collective Negotiation	
1.7. 1.7.1. 1.7.2. 1.7.3. 1.7.4. 1.7.5.	Functions and Competencies	1.8.1. 1.8.2. 1.8.3. 1.8.4. 1.8.5.	Elective Representation of Workers in the Company Unitary Representation Company Committee Personnel Delegates Intercenter Committee Procedure for the Election of Workers' Representatives	1.9.1.	Attributions and Competencies of Institutionalized Representation Guarantees of Workers' Representatives Liability of Workers' Representatives: The Duty of Confidentiality	1.10.1 1.10.2	Other Legal Representations Ad Hoc Committees Prevention Delegates and Health and Safety Committee Representations on European Works Councils	

2.1. 2.1.1.	The Statutory Collective Agreement Concept and Nature of the	2.2.	The Statutory Collective Agreement and the Negotiation Process	2.3.	The Statutory Collective Agreement and its Temporary Application	2.4. 2.4.1. 2.4.2.	Relationships between Agreements The Concurrence of Collective Agreements Adherence to and Extension of
Collective Agreement 2.1.2. Types of Collective Agreements 2.1.3. Scope of Application of Collective Agreements	2.2.2.	Collective Agreement	2.3.2.	Duration of the Collective Agreement Ultraactivity Non-application of Collective Agreements		Collective Agreements	
2.5. 2.5.1. 2.5.2. 2.5.3. 2.5.4. 2.5.5. 2.5.6.	Modifying Corporate Agreements Production Reorganization Corporate Agreements	2.6.2.6.1.2.6.2.	Content and Limits of the Collective Agreement Autonomous Dispute Resolution Procedures Mediation Reconciliation Arbitration	2.7.1. 2.7.2. 2.7.3.	The Procedural Modality of Collective Disputes or Global Framework Agreements and Collective Community Negotiation Parties Entitled to Bring the Action Vicissitudes of this Special Modality Effects of the Judgment	2.8.1. 2.8.2. 2.8.3.	9
2.9.1. 2.9.2. 2.9.3.	The Procedure to Carry Out the Strike Call for Strike Administration of the Strike: Strike Committee Termination of the Strike	2.10.1 2.10.2	Effects of the Strike and Limits to its Exercise Effects of the Strike Security and Maintenance Services Minimum Services				

tech 24 | Structure and Content

Module 3. Social Security Law								
3.1.3.	Risk Protection Social Risks Risk Protection Techniques and their Evolution Social Security as a Paradigmatic Example of the Welfare State's Welfare Benefit Activity The Constitutional Configuration of the Social Security System		The Two Levels of Protection The Division by Regimes The Scope of Application of the General Regime	3.3.1. 3.3.2. 3.3.3. 3.3.4. 3.3.5.	The Legal Relationship with Social Security Employer Registration Affiliation Discharge The Low The Administrative and Criminal Consequences of Late Discharge or Lack of Discharge The Special Agreement with Social Security	3.4.1. 3.4.2. 3.4.3. 3.4.4.	The Financing of the Social Security System The Different Financing Systems The Spanish System's Sources of Financing The Obligation to Contribute The Administrative and Criminal Consequences of Non-compliance with the Obligation to Contribute Settlement of Quotas Social Security Collection	
3.5.2. 3.5.3.	Occupational Risks	3.6. 3.6.1. 3.6.2. 3.6.3.		3.7.4.	Disability Protection The Effects of Disability in the Workplace Temporary Disability Benefit Compensation for Non-Disabling Permanent Injuries Permanent Disability Pension for Permanent Disability	3.8.2. 3.8.3.	Benefits in Connection with the Birth or Adoption of a Child The Allowance for Risks during Pregnancy or Breastfeeding The Co-Responsibility Allowance for Infant Care Birth and Custodial Care Benefits The Allowance for the Care of Critically III Children	
3.9. 3.9.1. 3.9.2. 3.9.3. 3.9.4.		3.10.1. 3.10.2. 3.10.3.	Protection Against Job Loss Contributory Unemployment Benefits Unemployment Benefits Termination Benefits for Self-Employed Professionals					

Module 4. Occupational Risk Prevention: Obligations and Responsibilities 4.2. The Specific Obligation of 4.3. The Specific Obligation of 4.1. The Preventive Obligation 4.1.6. Documentation Requirement Obligations to Record and Notify Health Surveillance **Coordination of Business** 4.1.1. General Content, Scope and Limits Occupational Accidents and 4.1.2. Instrumental Obligations **Activities** 4.2.1. Subjects in Charge. Time of Materialization Occupational Illnesses 4.1.3. Evaluation and Planning of The Voluntariness Principle and its 4.3.1. Obligations in the Event of Concurrency 4.1.8. Serious and Imminent Risk Preventive Activities Exceptions of Activities 4.1.4. Training and Information Obligations 4.2.3. The Results of Health Surveillance: Access 4.3.2. Contracts and Subcontracts 4.1.5. Obligation to Provide Work Equipment and to and Confidentiality of Information 4.3.3. The Special Regulation of the Means of Protection Construction Sector 4.4.2. Risk Prevention in Self-Employment 4.4. Obligation to Protect Certain 4.5. The Obligation to Prevent 4.6. Harassment at Work as an 4.7. Administrative Liability **Groups of Professionals** Psychosocial Risks Occupational Hazard in Occupational Risk 4.4.1. Particularly Sensitive Workers, Pregnant and 4.5.1. Types of Psychosocial Risks **Prevention Matters** 4.6.1. Mobbina Breastfeeding Women, Temporary Workers 4.5.2. Preventive Measures 4.6.2. Sexual Harassment and Harassment 4.7.1. Principles of the Administration's and Temporary Agency Workers 4.5.3. Digital Disconnection as a Worker Health Based on Sex Sanctioning Powers Protection Formula 4.6.3. Differences with Labor Disputes 4.7.2. Responsible Parties 4.6.4. Prevention Obligation and 4.7.3. Infringements and Penalties in Occupational Preventive Measures Health and Safety Matters 4.7.4. The Administrative Sanctioning Procedure 4.7.5. The Infringement Report as a Precondition for the Initiation of the Sanctioning Proceeding and Employees and Suppliers 4.10. Social Security Liabilities 4.9. Civil Liability 4.8. Criminal Liability in the Field of 4.9.1. Nature of Civil Liability Arising out 4.10.1. The Benefits Surcharge and its Compatibility Occupational Risk Prevention of Occupational Accidents and/or 4.10.2. Concept and Nature 4.8.1. Specific and Generic Occupational Risk Occupational Diseases 4.10.3. Responsible Parties Prevention Offenses 4.9.2. Employer's Liability for the Acts 4.8.2. Concurrent Offense Situations of its Employees 4.8.3. Compatibility of Criminal Liability 4.9.3. Responsibility for the Coordination of with Other Liabilities Activities: Decentralization of Production 4.8.4. Subjective Scope of Criminal Liability and Responsibility of Contractors 4.8.5. The Legal Entity as a Criminally Liable Party and Subcontractors 4.8.6. Criminal Liability of Directors, Executives 4.9.4. Group Liability

4.9.5. Responsibilities of Manufacturers



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.





tech 28 | Methodology

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.





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



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

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.

tech 30 | Methodology

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.



Methodology | 31 tech

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.

tech 32 | Methodology

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.



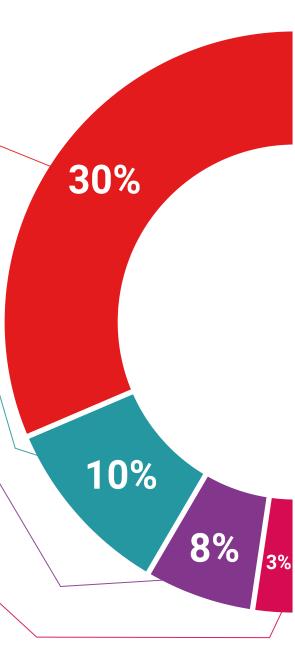
Management Skills Exercises

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.





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.

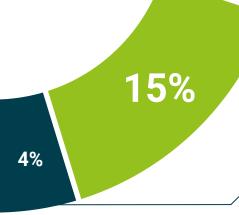


This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

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.



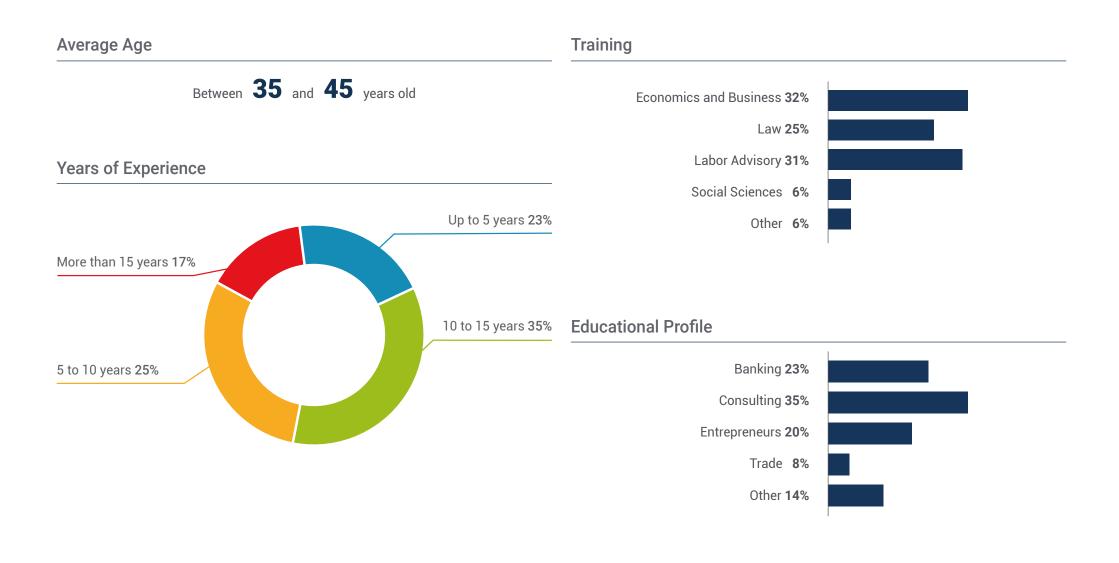


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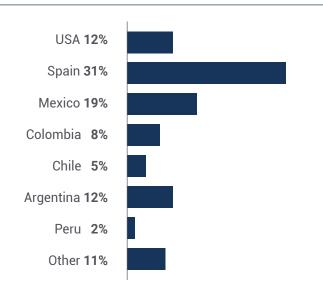




tech 36 | Our Students' Profiles



Geographical Distribution



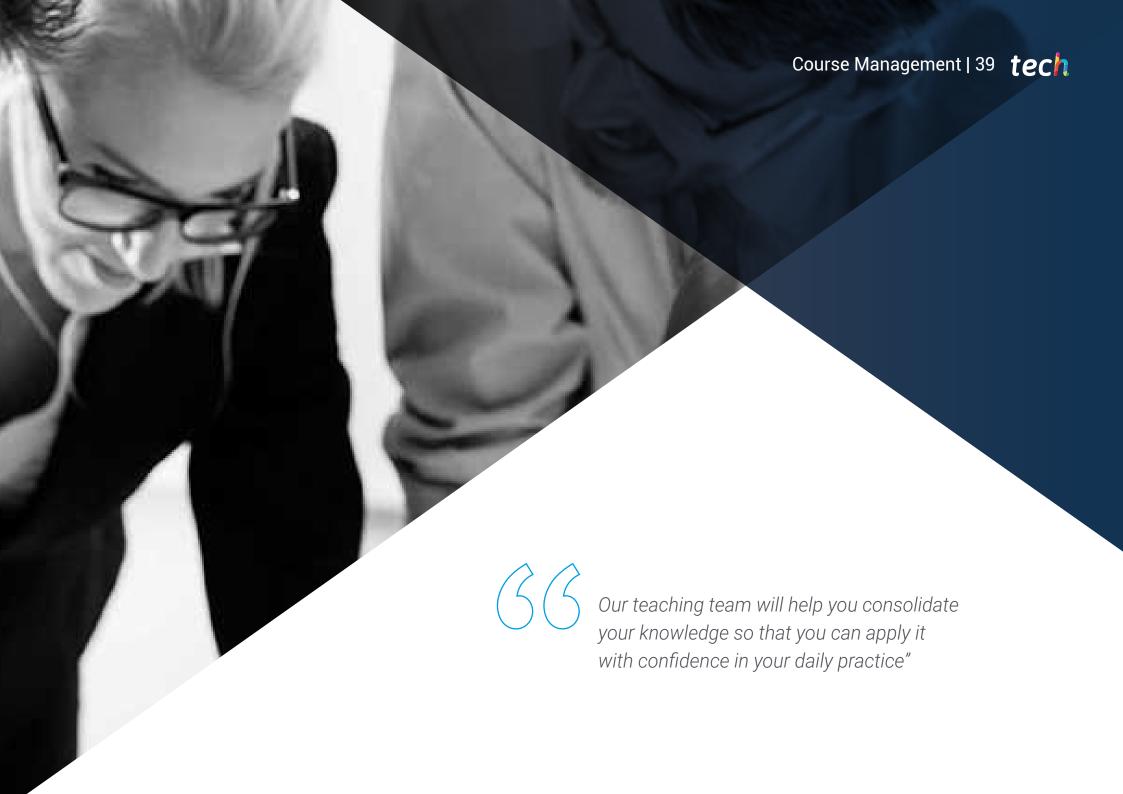


Sara María Urquiza

Lawyer

"From this program, I highlight the ability of the teachers to transmit and share knowledge in a simple, precise and orderly manner. With the balance achieved between theory and practice, the student ends up acquiring the key tools work. It's definitely an investment with great short-term returns"





tech 40 | Course Management

Management



Mr. Taléns Visconti, Eduardo Enrique

- Degree in Law from the University of Valencia
- Official Master's Degree in Law, Company and Justice University of Valencia
- PhD in Law, Company and Justice University of Valencia
- Specialization Diploma in Labor Mediation University of Valencia

Professors

Ms Aragón Gómez, Cristina

- Bachelor's Degree in Law Complutense University of Madrid
- Extraordinary Doctorate Award of the Faculty of Law of the Carlos III University of Madrid
- Master's Degree in Human Resources Management, Specialization in Labor Relations Chamber of Commerce and Industry of Madrid and Autonomous University of Madrid
- Doctor in Law. Unanimous Cum Laude by the Faculty of Social and Legal Sciences of Carlos III University of Madrid III

Ms. Nieto Rojas, Patricia

- Bachelor's Degree in Labor Sciences Carlos III University of Madrid
- Postgraduate Diploma in Employment Relationships Carlos III University of Madrid
- Master's Degree in Private Law
- Doctoral Thesis on the Worker Representation in the Company. Unanimous Cum Laude by the Faculty of Legal and Social Sciences of Carlos III University of Madrid III
- Advanced level course: "Design and implementation of equality plans and measures
- Advanced Level II" Women's Institute, European Social Fund
- Advanced Industrial Relations and Human Resources Program. Carlos III University of Madrid/ Baker & Mackenzie



Course Management | 41 tech

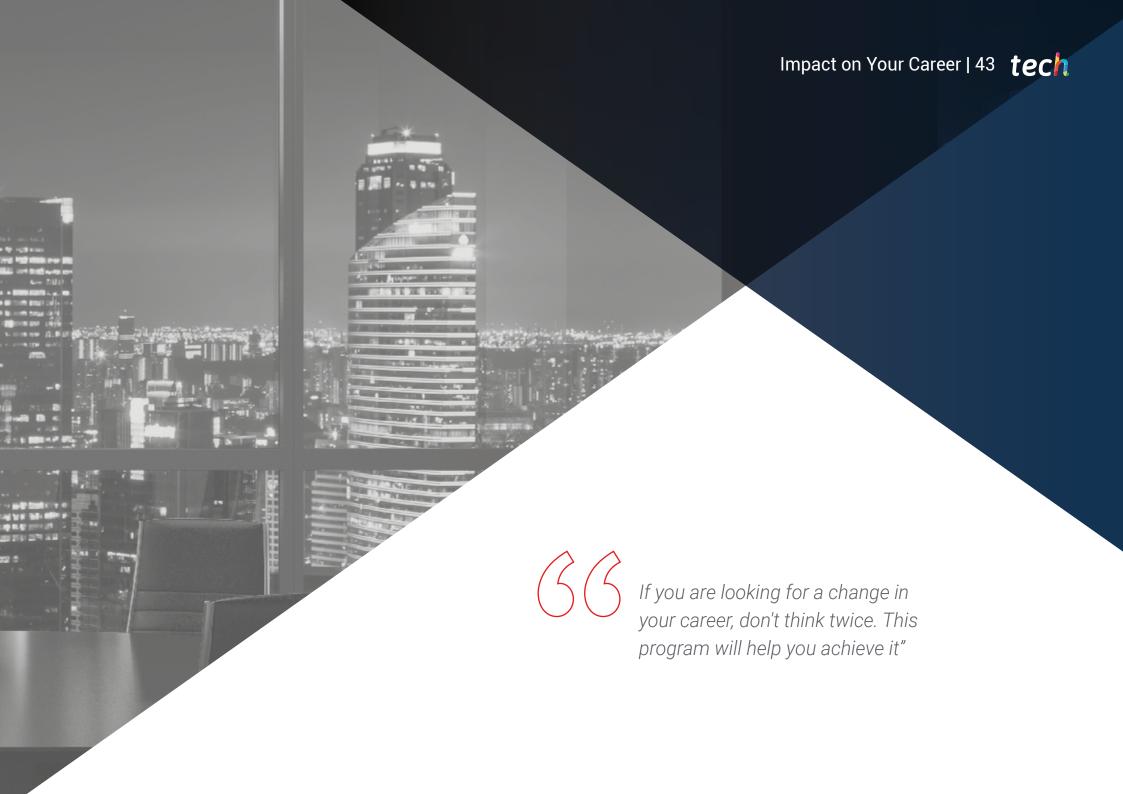
Ms. Moreno Solana, Amanda

- Law Degree. Carlos III University of Madrid. Speciality: Labor and Company Law
- Master's Degree in Occupational Hazard Prevention Carlos III University of MadridSpecialty: Occupational Safety and Ergonomics and Psicosociology
- Course on Pedagogical Adaptation. Complutense University of Madrid
- Master's Degree in Private Law Carlos III University of Madrid
- Doctor in Law: The Organization of Occupational Risk Prevention in the Companies.
 Configuring elements and problems derived from its legal regime". Carlos III University of Madrid. Outstanding Award in her Thesis's Degree

Mr. Gimeno Díaz de Atauri, Pablo

- Doctor in Law from the Carlos III University of Madrid with the qualification of Outstanding Cum Laude. Outstanding Award in his PhD
- Master's s Degree in Private Law from the Carlos III University, Madrid
- Bachelor's Degree in Law from Carlos III University of Madrid
- Bachelor's Degree in Economics from Carlos III University of Madrid
- Participation in projects Technological change and transformation in labor sources: law and collective bargaining agreements in the face of digital disruption, MERCADER UGUNIA, JESÚS R., Ministry of Innovation, Science and Universities





tech 44 | Impact on Your Career

Are you ready to take the leap? An excellent professional improvement awaits you

The Postgraduate Diploma in Collective Bargaining, Social Security and Occupational Risk Prevention from TECH is an intensive program that prepares students to face challenges and business decisions in the field of Labor Advisory. The main objective is to promote personal and professional growth. Helping them achieve success.

A program aimed at improving students' skills.

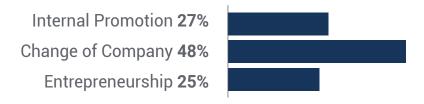
Your higher specialization will be essential to access better paying jobs.

You would like to better advise your customers. Enroll in this program and you will obtain it in a short period of time.

Time of change



Type of change



Salary increase

This program represents a salary increase of more than 25.22% for our students.

\$32,900

A salary increase of

25.22%

\$41,200





tech 48 | Benefits for Your Company

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



Intellectual Capital and Talent Growth

Professionals will bring to their companies new concepts, strategies and perspectives that can bring about relevant changes in the organization.



Retaining high-potential executives to avoid talent drain

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



Building agents of change

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



Increased international expansion possibilities

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







Project Development

You will be able to to work on a real project or develop new projects in the R+D or Business Development of your company.



Increased competitiveness

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





tech 52 | Certificate

This Postgraduate Diploma in Collective Bargaining, Social Security and Occupational Risk Prevention 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 Diploma** issued by **TECH Technological University** via tracked delivery*.

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

Title: Postgraduate Diploma in Collective Bargaining, Social Security and Occupational Risk Prevention

Official No of Hours: 600 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.



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