Health Care Management · HM463

HR Compliance and Document Control

Duration	Category	Ref
1 Week	**Health Care Management**	**HM463**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

Effective HR compliance and document control help organisations maintain accurate records, follow applicable policies and regulations, and reduce operational and legal risks. This five-day course provides practical knowledge and skills for managing HR documents, maintaining compliance, controlling document versions, and ensuring proper access, storage, and retention.

Objectives

By the end of the course, participants will be able to:

- Understand key principles of HR compliance and document control.
- Identify essential HR documents and compliance requirements.
- Apply effective document control and filing procedures.
- Manage document versions, approvals, and changes.
- Maintain confidentiality, retention, and secure disposal of HR documents.
- Identify and address common HR compliance and documentation risks.

Target Audience

- HR Officers and HR Administrators
- HR Compliance Officers
- Personnel and Records Officers
- HR Assistants
- Administrative Officers
- Managers responsible for HR documentation and compliance

Course Outline

Day 1

Fundamentals of HR Compliance

- Introduction to HR compliance
- HR policies, procedures, and legal requirements
- Employee documentation requirements
- Roles and responsibilities for compliance

- Common HR compliance risks

Day 2

HR Document Management

- Types of HR documents and records
- Document creation and standardisation
- Filing and classification systems
- Document tracking and retrieval
- Maintaining complete and accurate HR records

Day 3

Document Control Processes

- Document identification and numbering
- Version control and revision management
- Review and approval procedures
- Document distribution and access control
- Managing obsolete and superseded documents

Day 4

Confidentiality, Retention and Security

- Confidentiality of employee information
- Physical and electronic document security
- Document retention requirements
- Archiving and records disposal
- Managing access and protecting sensitive information

Day 5

Compliance Monitoring and Practical Application

- HR compliance audits and reviews
- Identifying documentation gaps
- Corrective and preventive actions
- Document control checklists and monitoring
- Practical compliance and document-control exercise
- Review, discussion, and course assessment

Ask us for a date for this course

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training@hplustraining.com · +44 74 0108 8599 · +90 539 827 59 14