

Unit Title: Understanding Employment Rights And Responsibilities
Unit Level: Level 2
Unit Credit Value: 2
GLH: 15
LASER Unit Code: WJE842
Ofqual Unit Code: L/507/1477

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand employment rights and responsibilities under the law.	1.1	Describe employment rights and responsibilities to include: a) contracts of employment b) anti-discrimination legislation c) working hours and holiday entitlements d) sickness absence and sick pay e) data protection f) health and safety.
		1.2	Outline the rights and responsibilities of the employer.
		1.3	Describe the health and safety legal requirements relevant to their organisation.
2.	Understand documents relevant to employment.	2.1	Explain the main terms and conditions of a contract of employment.
		2.2	Outline the contents and purpose of a job description.
		2.3	Describe the types of information held on personnel records.
		2.4	Describe how to update information held on personnel records.
		2.5	Interpret the information shown on a pay slip or other statement of earnings.
3.	Understand key employment procedures at work.	3.1	Describe the procedures to follow if someone needs to take time off work.
		3.2	Describe the procedures to follow if there is a grievance at work.
		3.3	Describe the procedures to follow if there is evidence of discrimination or bullying at work.
		3.4	Identify sources of information and advice on employment issues to include: a) sources internal to their organisation b) resources external to their organisation.

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Assessment Guidance:
NA

Additional Information:
NA