

Open Awards Qualification Unit



Form OAQU

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Understanding Employment Rights, Contracts and Pay
QAC Code:	J/506/3636
Level:	Level 1
Credit Value:	3
Minimum GLH:	27

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Show awareness of employment legislation	1.1 List four different policies that an organisation should have in place.
	1.2 State the function of each policy.
	1.3 State why it is important that an organisation implements these policies.
2. Demonstrate an awareness of statutory and contractual employment rights.	2.1 Give an example of a statutory employment right.
	2.2 Give an example of a contractual employment right.
3. Demonstrate awareness of a contract of employment.	3.1 State two different ways in which a contract of employment may be formed.
	3.2 List the main sections of a written contract of employment and state their purpose.
4. Understand the implications of breach of contract	4.1 Give an example of how a contract of employment may be breached by the employer.
	4.2 Give an example of how a contract of employment may be breached by the employee.
	4.3 State two possible outcomes of a breach of contract.

5. Show awareness of a payslip.

5.1 Categorise the key items on a given payslip to the appropriate category, stating the purpose of each:

a) deductions

b) payments

c) information relating to the payee

d) general information.

5.2 State how net pay is calculated.