

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Pay and Payslips
Unit Reference Number:	D/615/7063
Level:	Level 1
Credit Value:	1
Minimum GLH:	9

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about the different ways in which employees can be paid	1.1 State different ways in which employers can pay their employees
	1.2 State how often an employee might expect to be paid
	1.3 State own preference for: a) method of payment b) how often they would like to be paid
2. Know about the main items on a payslip	2.1 Identify the following items on a payslip: a) gross pay b) net pay c) national insurance contributions d) tax code e) tax deduction
	2.2 Outline the purpose of tax and national insurance contributions
3. Know about the importance of keeping a record of earnings	3.1 Identify documents that provide a record of earnings
	3.2 State why these should be kept