

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Understanding Your Pay

Unit Reference Number: T/618/0509

Level: Entry Level Three (3)

Credit Value: Three (3)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how pay is calculated	1.1 State what is meant by gross and net wages/pay 1.2 Calculate gross weekly income based on a specified hourly rate
2. Understand the key components of a pay slip	2.1 Identify key items on a payslip, including: a) Own details b) Date c) Total gross pay d) Net pay e) National Insurance Contributions f) Tax
3. Understand deductions to pay	3.1 List the common deductions made from pay
4. Understand the language used to describe wages and deductions	4.1 Give meanings for a range of words and terms used to describe pay and deductions