

Component Credit Value:	3
Component Level:	One
Component Guided Learning Hours:	27
Ofqual Component Reference No:	Y/616/0463
Component Review Date:	31/07/2022
Component Sector:	14.2 Preparation for Work

Component Summary

The purpose of this component is to raise the learner's awareness of their employment rights and contracts. They will learn about employment legislation, statutory and contractual employment rights and contracts of employment. They will learn how to identify and understand the key information on a payslip.

Standards

This component has **5** standards

1	Know about employment legislation
2	Know about statutory and contractual employment rights able to seek guidance and advice to identify learning options
3	Know about a contract of employment
4	Know about the implications of breach of contract
5	Know about the key information on a payslip

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.

Summary of Assessment

This component may be assessed through:

1) an internally set, internally marked and externally verified portfolio of evidence. The information on the following pages details what the learner must successfully complete to achieve the component. Knowledge that must be demonstrated by the learner is highlighted in purple and any associated assessment requirements have been provided. Assessment verbs are displayed in *italics* and expectations for these at each level, along with information on different assessment methods, are available in 'A Guide to Assessing AIM Awards Qualifications' on the AIM Awards website (www.aimawards.org.uk).

This document has been designed to be used as a Record of Learner Achievement Form; Assessors must make it clear to Internal and External Verifiers where achievement of each standard has been evidenced. Once the work has been marked and signed off as meeting the standards by the Assessor, final feedback should be provided to the learner.

Or

2) an externally set, externally marked online Multiple Choice Question (MCQ) exam. The online multiple choice exam must be invigilated by an AIM approved invigilator. Further information on our requirements is detailed in the qualification handbook.

Where a component may be assessed through either portfolio of evidence, or an externally set, externally marked MCQ exam, the centre must choose one of these assessment methods for the assessment of the component.

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Qualification Component and Record of Learner Achievement
Employment Rights, Contracts and Pay L1 (Y/616/0463)

MCQ assessment option available
 For use in AIM Awards centres



1 The learner will know about employment legislation

The learner must know:		Assessment Requirements	Evidence Location
1.a	Different policies that an organisation should have in place	Learners should <i>identify</i> a minimum of three different policies that an organisation should have in place.	
1.b	The function of different policies that an organisation should have in place	Learners should <i>outline</i> the function of a minimum of three different policies that an organisation should have in place.	
1.c	Why it is important that an organisation implements these policies	Learners should <i>state</i> why it is important that an organisation implements these policies.	

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2 The learner will know about statutory and contractual employment rights

The learner must know:		Assessment Requirements		Evidence Location
2.a	Examples of statutory employment rights	Learners should <i>identify</i> a minimum of three examples of statutory employment rights.	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal 	
2.b	Examples of contractual employment rights	Learners should <i>identify</i> a minimum of three examples of contractual employment rights.	<ul style="list-style-type: none"> • Observation of practical ability • Expert witness evidence • Professional discussion • Report This list is not exhaustive and other appropriate assessment methods may be used.	

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3 The learner will know about a contract of employment

The learner must know:		Assessment Requirements		Evidence Location
3.a	Different ways in which a contract of employment may be formed	Learners should <i>state</i> different ways in which a contract of employment may be formed.	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal • Observation of practical ability • Expert witness evidence • Professional discussion • Report This list is not exhaustive and other appropriate assessment methods may be used.	
3.b	The main sections of a written contract of employment	Learners should <i>list</i> the main sections of a written contract of employment.		
3.c	The purpose of the different sections of a written contract of employment	Learners should <i>outline</i> the purpose of the different sections of a written contract of employment.		

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MCQ assessment option available
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4 The learner will know about the implications of breach of contract

The learner must know:		Assessment Requirements		Evidence Location
4.a	How a contract of employment may be breached by an employer	Learners should <i>identify</i> an example of how a contract of employment may be breached by an employer.	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal • Observation of practical ability • Expert witness evidence • Professional discussion • Report This list is not exhaustive and other appropriate assessment methods may be used.	
4.b	How a contract of employment may be breached by an employee	Learners should <i>identify</i> an example of how a contract of employment may be breached by an employee.		
4.c	Possible outcomes of a breach of contract	Learners should <i>state</i> possible outcomes of a breach of contract.		

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5 The learner will know about the key information on a payslip

The learner must know:		Assessment Requirements		Evidence Location
5.a	Different parts of a payslip	Learners should, on a given payslip, <i>identify</i> : (a) deductions (b) payments (c) information relating to the payee (d) general information	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal • Observation of practical ability • Expert witness evidence • Professional discussion • Report This list is not exhaustive and other appropriate assessment methods may be used.	
5.b	The purpose of different parts of a payslip	Learners should <i>state</i> the purpose of: (a) deductions (b) payments (c) information relating to the payee (d) general information		
5.c	How net pay is calculated	Learners should <i>state</i> how net pay is calculated.		

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Final Tutor Feedback (Strengths and Areas for Improvement):

Learner Submission Disclaimer

I declare that this is an original piece of work and that all of the work is my own unless referenced.

Assessor Disclaimer

I confirm that this learner's work fully meets all the assessment requirements listed above at the correct level and that any specified evidence requirements have been addressed.

Assessor: _____ **Learner:** _____ **Date:** _____

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Document Version History

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
2	June 2021	MCQ assessment option available for this component (details on page 2)

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.