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|----------------------------------|----------------------------------|
| Component Credit Value:          | <b>4</b>                         |
| Component Level:                 | <b>Two</b>                       |
| Component Guided Learning Hours: | <b>24</b>                        |
| Ofqual Component Reference No:   | <b>M/617/0058</b>                |
| Component Review Date:           | <b>31/07/2023</b>                |
| Component Sector:                | <b>14.2 Preparation for Work</b> |

### 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

|          |  |
|----------|--|
| <b>1</b> | Know about employment legislation                      |
| <b>2</b> | Know about statutory and contractual employment rights |
| <b>3</b> | Know about a contract of employment                    |
| <b>4</b> | Understand the implications of breach of contract      |
| <b>5</b> | Understand pay   |

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](http://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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**1** The learner will know about employment legislation

| The learner must know: |   | Assessment Requirements   |  | Evidence Location |
|------------------------|---|---|--|-------------------|
| <b>1.a</b>             | The function of different policies that an organisation should have in place. | Learners should <i>describe</i> the function of a minimum of three different policies that an organisation should have in place | The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> This list is not exhaustive and other appropriate assessment methods may be used. |                   |
| <b>1.b</b>             | Why it is important that the identified policies are implemented              | Learners should <i>explain</i> why it is important that the identified policies are implemented.                                |  |                   |

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Qualification Component and Record of Learner Achievement  
**Employment Rights, Contracts and Pay L2 (M/617/0058)**

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**2** The learner will know about statutory and contractual employment rights

| The learner must know: |  | Assessment Requirements  |  | Evidence Location |
|------------------------|--|--|--|-------------------|
| <b>2.a</b>             | The difference between contractual and statutory employment rights | Learners should describe the difference between contractual and statutory employment rights. | The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> 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 |
|------------------------|--|--|--|-------------------|
| <b>3.a</b>             | Different ways in which a contract of employment may be formed       | Learners should <i>describe</i> a minimum of three 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"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> </ul> |                   |
| <b>3.b</b>             | The purpose of the main sections of a written contract of employment | Learners should <i>explain</i> the purpose of the main sections of a written contract of employment.               | <ul style="list-style-type: none"> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> This list is not exhaustive and other appropriate assessment methods may be used.                       |                   |

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**4** The learner will understand the implications of breach of contract

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

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**5** The learner will understand pay

| The learner must know: |  | Assessment Requirements  |  | Evidence Location |
|------------------------|--|--|--|-------------------|
| <b>5.a</b>             | The function of the key items on a given payslip | Learners should explain the function of a minimum of three key items on a given payslip. | The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> This list is not exhaustive and other appropriate assessment methods may be used. |                   |
| <b>5.b</b>             | How net pay is calculated                        | Learners should explain how net pay is calculated.                                       |  |                   |
| <b>5.c</b>             | What the tax code means                          | Learners should explain what the tax code means.   |  |                   |

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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>   |
|-----------------------|-------------|--|
| 3                     | 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.