

## Unit 76: Employment Framework in the Built Environment

Unit code: H/600/0344

QCF Level: 3

Credit value: 10

Guided learning hours: 60

### Unit aim

This unit gives learners the opportunity to gain understanding of the services and functions provided by the sector, and the structure and role of organisations within the sector. They will also gain knowledge of the rights and responsibilities of employers and employees.

### Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning outcomes	Assessment criteria
1 Understand the scope of the built environment sector	1.1 identify the services and functions of the built environment sector
	1.2 explain the contribution of the built environment sector to the national economy
	1.3 identify the structure and role of private and public representative industry organisations, institutions and businesses in the sector
2 Know the rights and responsibilities of employers and employees	2.1 identify employer rights and responsibilities
	2.2 identify the rights and responsibilities of employees
	2.3 identify the range of sources of information and advice on employment rights and responsibilities, employee welfare and employee relations
	2.4 identify the various types of employment contract
	2.5 describe the benefits of the

		arrangements made in the built environment sector to promote employee welfare
3	Be able to compile work-based evidence to support training and development	3.1 identify the purpose of work-related qualifications and the interrelationship of their components
		3.2 follow guidelines to demonstrate achievement of knowledge and competence outcomes
		3.1 plan, select and organise records and portfolios of evidence from learning and workplace activities to demonstrate achievement of knowledge, understanding and competence

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## Unit content

### 1 Understand the scope of the built environment sector

*Built environment services and functions:* town and transport planning; statutory control; design; new public and private sector development; conservation and maintenance; building and civil engineering construction contracting; project management; surveying, property and facilities management; building services engineering

*Structure and roles:* Government departments; local authorities; private sector clients and developers; sector umbrella bodies; employer and trade federations; professional institutions; trade unions; public and private limited companies; partnerships; professional consultancies; contractors; sub-contractors; manufacturers; suppliers

*Internal structure of organisations:* organisational charts; functional interdependence; staff organisation and roles; role of learners and their place in the structure

### 2 Know the rights and responsibilities of employers and employees

*Employer rights and employee obligations:* employees to work to contract; support the aims of the employer; support health and safety in the workplace; use of resources (internet, email, employer property)

*Sources of information and advice:* eg careers officer, employers (HR departments and personnel), internet, professional bodies, trades unions, Citizens Advice Bureau, Jobcentre Plus, Advisory, Conciliation and Arbitration Service (ACAS), Health and Safety Executive

*Employer responsibilities:* observance of employment legislation (Employment Act, Equal Pay, Sex Discrimination, Health and Safety at Work, Race Relations, Disability Discrimination, Age Discrimination); remuneration; minimum wage; public liability insurance

*Rights of employees:* terms and conditions of service; maternity; paternity; sickness and pay; time off for public duties; trade union representation; discrimination; working time rights; holidays; pay; Sunday working; flexible working; unfair dismissal

*Establishing employee relations:* types of contracts; joint decision making; joint problem solving; appraisals; performance management; social responsibility and employee welfare; dispute resolution (trade unions, employment tribunals, ACAS, staff associations)

*Types of employment contract:* permanent; part time; fixed term; temporary; home or teleworking; agency; job share; flexible working; impact of relevant legislation/regulations

*Contracts of employment and contracts for services:* differences between employee and independent contracts; status; employment protection; terms and conditions of services; relevant legislation/regulations

*Employee welfare:* Working Time Regulations; medical schemes; health and safety; occupational health screening; redundancy counselling; retirement preparation; pensions, loans; benevolent funds; assistance with housing costs; travel; personal problems; crèches and nursery schemes; job share; flexible working

### 3 Be able to compile work-based evidence to support training and development

*Purpose of qualifications:* recognition of knowledge; recognition of understanding; recognition of competence; recognition of skills; recognition of professional practice

*Unit components:* learning outcomes; performance criteria; assessment criteria; content/scope/range

*Evidence:* forms of assessment; college based; work based; records of achievement; portfolios and their structure; professional records and portfolios; planning, recording work experience; mentoring

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