

Employee Rights and Responsibilities Mapping Document

This document recognises mapping opportunities from the Instructus Skills Online ERR Workbook against Unit L/506/1905 Employee Rights and Responsibilities.

The analysis signposts complete or partial coverage against the assessment criteria and learning outcomes for the Employee Rights and Responsibilities QCF unit.

Centres should identify appropriate solutions to fill indentified gaps, where these exist.

Reference Number	Unit Title			Level	Credit	GLH
Unit L/506/1905	Employee Rights and Responsibilities			2	2	16
LO No	AC Ref	Coverage		Location of Evidence Generating Opportunity – ERR Workbook	Comment	
		Full	Partial			
1.	1.1 Explain the role of their own occupation within an organisation and industry		✓	<p>Q41 What are the main changes that have taken place in your area of business over the last few years?</p> <p>Q42 Give an example of how the changes in Q38 have affected roles in your organisation.</p> <p>Q43 Draw a chart of your organisation (or department), including your colleagues' job roles and to whom they are responsible.</p>	Learners are required to explain their own role / occupation and how this fits within their organisation and /or industry. The research carried out when completing the ERR Workbook will assist them when contextualising their	

				<p>Q44 Who would you discuss your training and development options with?</p> <p>Q45 List three opportunities for training and development provided by your employer.</p>	<p>role.</p> <p>Guided discussion is likely to be the most appropriate method of assessment once the ERR workbook is complete.</p>
1.	1.2 Describe career pathways within their organisation and industry		✓	<p>Q41 What are the main changes that have taken place in your area of business over the last few years?</p> <p>Q42 Give an example of how the changes in Q38 have affected roles in your organisation.</p> <p>Q43 Draw a chart of your organisation (or department), including your colleagues' job roles and to whom they are responsible.</p> <p>Q44 Who would you discuss your training and development options with?</p> <p>Q45 List three opportunities for training and development provided by your employer.</p>	<p>Learners are required to describe career pathways rather than list opportunities and coverage of the assessment criteria will very much depend upon the responses given to questions as detailed within the adjacent column.</p> <p>Guided discussion is likely to be the most appropriate method of assessment once the ERR workbook is complete.</p>

<p>1.</p>	<p>1.3 Identify sources of information and advice on an industry, occupation, training and career pathway</p>	<p>✓</p>		<p>Q39 Which external sources are available to you for information and advice relating to employment issues?</p> <p>Q44 Who would you discuss your training and development options with?</p> <p>Q45 List three opportunities for training and development provided by your employer.</p> <p>Q46 Name three occupations that fall within the pan-sector.</p> <p>Q53 Name the Standard Setting Organisation in your sector and briefly explain what it does.</p> <p>Q54 Name any other bodies (professional / regulatory etc.) relevant to your area of business</p>	<p>The ERR Workbook provides ample opportunity for AC 1.3 to be fully addressed.</p> <p>This will very much depend upon the responses given however and it is the responsibility of the assessor to ensure that answers are sufficient to meet assessment requirements.</p>
<p>1.</p>	<p>1.4 Describe an organisation's principles of conduct and codes of practice</p>	<p>✓</p>		<p>Q6 If you have a grievance, who would you report it to?</p> <p>Q7 Name three things an organisation's grievance procedure should contain?</p> <p>Q16 What is 'working time'?</p> <p>Q19 What is the minimum amount of uninterrupted daily rest that an adult</p>	<p>Principles of conduct and codes of practice will be job role specific, and coverage of the assessment criteria will very much depend upon the responses given to questions as detailed within the</p>

			<p>worker should have over the period of a fortnight?</p> <p>Q20 How much notice do you need to give to your employer when applying for annual leave?</p> <p>Q28 What are the arrangements for notification of sickness in your organisation?</p> <p>Q29 How much sick pay are you entitled to in your organisation?</p> <p>Q32 Name five powers that the Health and Safety Executive have.</p> <p>Q33 Name three characteristics that may need to be accounted for within health and safety policy.</p> <p>Q37 Who is the health and safety representative in your workplace?</p> <p>Q47 List your organisation's dress code.</p> <p>Q48 Explain why it is important to be punctual at work.</p> <p>Q50 List three examples of changes to your personal circumstances that would need to be reported to your employer, and to whom you would</p>	<p>adjacent column.</p> <p>Guided discussion is likely to be the most appropriate method of assessment once the ERR workbook is complete.</p>
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				report these changes.	
1.	1.5 Explain issues of public concern that affect an organisation and industry		✓	<p>Q40 Explain an issue that has been a cause of public concern in your industry or organisation.</p>	The learner is required to explain more than one issue of concern as required within the ERR Workbook.
1.	1.6 Describe the types, roles and responsibilities of representative bodies and their relevance to their own role		✓	<p>Q39 Which external sources are available to you for information and advice relating to employment issues?</p> <p>Q51 Name four things that trade unions can do for their members.</p> <p>Q52 Name the main trade union for your occupation/industry.</p> <p>Q53 Name the Standard Setting Organisation in your sector and briefly explain what it does.</p> <p>Q54 Name any other bodies (professional / regulatory etc.) relevant to your area of business</p>	<p>Learners are required to describe the types, roles and responsibilities of representative bodies and their relevance to their own role.</p> <p>Guided discussion is likely to be the most appropriate method of assessment once the ERR workbook is complete to ensure full coverage of relevance to role.</p>
2.	2.1 Describe the employer and employee statutory rights and responsibilities that affect their own role		✓	<p>Q1 What is an apprenticeship agreement?</p> <p>Q2 Name two things that an</p>	The ERR Workbook provides ample opportunity for AC 2.1 to be fully addressed.

				<p>Apprenticeship Agreement contains?</p> <p>Q3 Give three examples of legally-binding contract terms</p> <p>Q4 There are three types of employment status - a 'worker', an 'employee' or 'self- employed'. What are the basic employment rights for workers & employees?</p> <p>Q5 What rights do self - employed people have?</p> <p>Q8 What are the four types of discrimination covered under racial discrimination?</p> <p>Q9 Give an example of indirect discrimination in terms of race.</p> <p>Q10 Give three examples of aspects of employment that are covered by sex discrimination law.</p> <p>Q11 Give three examples of when sex discrimination might not apply.</p> <p>Q12 Under what circumstances can positive action be applied?</p> <p>Q13 Name five aspects of employment relating to age that fall under the protection of the Equality</p>	<p>This will very much depend upon the responses given however and it is the responsibility of the assessor to ensure that answers are sufficient to meet assessment requirements.</p>
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				<p>Act (2010).</p> <p>Q14 Give three examples of age discrimination which may occur during the recruitment process.</p> <p>Q15 Give three examples of disability discrimination.</p> <p>Q16 What is 'working time'?</p> <p>Q17 What are the maximum hours allowed at work for those aged between 16 and 17?</p> <p>Q18 How many days paid holiday a year are employees entitled to?</p> <p>Q19 What is the minimum amount of uninterrupted daily rest that an adult worker should have over the period of a fortnight?</p> <p>Q20 How much notice do you need to give to your employer when applying for annual leave?</p> <p>Q21 How much annual leave are you entitled to?</p> <p>Q22 How much maternity leave are mothers entitled to and how is it paid?</p> <p>Q23 What condition applies for</p>	
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				<p>women to qualify to receive Statutory Maternity Pay?</p> <p>Q24 What is the paternity leave entitlement?</p> <p>Q25 What is parental leave and how long is it for?</p> <p>Q26 What is the statutory level of sick pay?</p> <p>Q27 In what circumstances would an employee not qualify for SSP?</p> <p>Q28 What are the arrangements for notification of sickness in your organisation?</p> <p>Q29 How much sick pay are you entitled to in your organisation?</p> <p>Q32 Name five powers that the Health and Safety Executive have.</p> <p>Q33 Name three characteristics that may need to be accounted for within health and safety policy.</p> <p>Q34 Name two responsibilities that employees have under health and safety legislation.</p> <p>Q35 Give one example of a health and safety regulation and explain how</p>	
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				<p>it applies to your workplace.</p> <p>Q37 Who is the health and safety representative in your workplace?</p> <p>Q38 Where would you find information within your organisation about the following topics?</p> <p>Q50 List three examples of changes to your personal circumstances that would need to be reported to your employer, and to whom you would report these changes.</p>	
2.	2.2 Describe an employer's expectations for employees' standards of personal presentation, punctuality and behaviour		✓	<p>Q16 What is 'working time'?</p> <p>Q20 How much notice do you need to give to your employer when applying for annual leave?</p> <p>Q47 List your organisation's dress code.</p> <p>Q48 Explain why it is important to be punctual at work.</p> <p>Q49 List three positive behaviours that employers expect.</p>	<p>Employers expectations will be job role specific, and coverage of the assessment criteria will very much depend upon the responses given to questions as detailed within the adjacent column.</p> <p>Guided discussion is likely to be the most appropriate method of assessment once the ERR workbook is complete.</p>

<p>2.</p>	<p>2.3 Describe the procedures and documentation that protect relationships with employees</p>	<p>✓</p>	<p>Q1 What is an apprenticeship agreement?</p> <p>Q2 Name two things that an Apprenticeship Agreement contains?</p> <p>Q3 Give three examples of legally-binding contract terms</p> <p>Q6 If you have a grievance, who would you report it to?</p> <p>Q7 Name three things an organisation’s grievance procedure should contain?</p> <p>Q29 How much sick pay are you entitled to in your organisation?</p> <p>Q31 How do you exercise your right to access your personnel records?</p> <p>Q32 Name five powers that the Health and Safety Executive have.</p> <p>Q33 Name three characteristics that may need to be accounted for within health and safety policy.</p> <p>Q34 Name two responsibilities that employees have under health and safety legislation.</p> <p>Q36 Who is responsible for health</p>	<p>The ERR Workbook provides ample opportunity for AC 2.3 to be fully addressed.</p> <p>This will very much depend upon the responses given however and it is the responsibility of the assessor to ensure that answers are sufficient to meet assessment requirements.</p>
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				<p>and safety at your workplace?</p> <p>Q37 Who is the health and safety representative in your workplace?</p> <p>Q38 Where would you find information within your organisation about the following topics?</p>	
2.	2.4 Identify sources of information and advice on employment rights and responsibilities	✓		<p>Q39 Which external sources are available to you for information and advice relating to employment issues?</p>	<p>The ERR Workbook provides ample opportunity for AC 2.4 to be fully addressed.</p> <p>This will very much depend upon the responses given however and it is the responsibility of the assessor to ensure that answers are sufficient to meet assessment requirements.</p>