

Teacher/Trainer Notes

Part 5: Working Life

Module 22: Basic employment rights

Duration

Estimated time is 60 minutes, but may vary depending on the group you are working with.

Aims

- To learn about my basic employment rights
- To be able to understand different employment contract types
- To understand how pay and annual leave is calculated

Learning intention

- I will learn about my basic employment rights
- I will learn to understand different employment contract types
- I will understand how pay and annual leave is calculated

Success criteria

- I can understand my basic employment rights
- I can understand different employment contract types
- I can understand how pay and annual leave is calculated

Resources

- ICT suite with internet access
- Planit website – www.planitplus.net
- The following resources available on Planit – Module 22: Basic employment rights
- Access to the worksheets

Preparation

- Open the [Job Seeking Skills/Part 5/Module 22](#) section on www.planitplus.net
- Familiarise yourself with the content, activities and worksheets
- Check that students can open and use the Module 22: Basic employment rights
- Ensure students can access the worksheets

Alternative approaches and follow on activities

- If completing this module as a paper-based exercise you must print out [Activity 1 worksheet](#) and [Activity 2 worksheet](#) before delivering it
- Students can complete the activities in their own time

Reflect and review

- Review what has been learned and reinforce key points about basic employment rights and where to get further information

Career Management Skills

Self	I develop and maintain a positive self image
Strengths	I am confident, resilient and able to learn when things do not go well or as expected
	I draw on my experiences and on formal and informal learning opportunities to inform and support my career choices
Horizons	I know how to find and evaluate information and support to help my career development
	I am confident in responding to and managing change within my life and work roles
Networks	I use information and relationships to secure, create and maintain work

Career Education Scotland

Senior Phase

I can describe the rights and responsibilities placed on employers and employees and how these relate to creating a positive, productive and sustainable work environment

Module Activity Answers

Activity 1 answers

Q1 – Any three from the list below

- Information on pay
- Start date, end date or length of contract
- Hours of employment.
- Sick leave, holiday pay, and notice period.
- Disciplinary and grievance procedures.

Q2 – Within the first 2 months of starting work.

Q3 – A maximum of 48 hours

Q4 – 28 days holiday

Q5 – 5 working days

Q6 – Self-certification

Q7 – Get a fit note (sick note) from your doctor

Q8 – 2 weeks' notice

Q9 – Any 2 from the list below

- choosing employees with the shortest length of service
- asking for volunteers
- looking at disciplinary records
- looking at staff appraisal records (skills, qualifications, experience and performance).

Q10 – Could come from list below or student might have thought of another gender, marital status, race, disability and age.

Activity 2 answers

- Q1 – Joe works 23 hours per week @£6.15 = £141.45. Yes he will receive SSP as he is paid more than £120 per week.
- Q2 – Eva will be 18 tomorrow and therefore her pay should increase to £6.56 per hour, her pay next week would increase by £48.50.
- Q3 – No right or wrong answer here!
- Q4 – He will be paid less, he will receive his contracted hours which are the 4 hours but will not receive any overtime payment as he will not have worked his 2 hours overtime when he is on holiday.
- Q5 – Again students are giving their own opinion here.
- Q6 – 14 days.
- Q7 – £12,000 (21,000/35*20)
- Q8 – No – Ian is 18 and gets the NMW of £6.56 per hour. Euan is also 18 but on an apprenticeship so will get £4.30 per hour.
- Q9 – Employer is the most expected answer here although some students make state that it gives the employee flexibility especially if they are studying and might not want to be tied into working for a set number of hours per week.
- Q10 – We would hope that the student understands that an employer is investing in the young person by taking them on as an apprentice and that they will gain qualifications and should have a higher earning potential in the long term. There is a cost to an employer to train a young person and they will also have time off for study etc.