Teacher/Trainer Notes

Part 5: Working Life

Module 18: Basic employment rights

Duration

Estimated time for learners to complete module is approximately 60 minutes, but may vary depending on the group you are working with.

The presentation takes 42 minutes including tasks and activities.

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
• Students on iPads/tablets or ICT suite with internet access • Smartboard if using PowerPoint presentation alongside module • Planit website – www.planitplus.net • The following resources available on Planit – JSS Module 18: Basic employment rights, Basic employment rights PowerPoint presentation and access to the activities on Planit

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Preparation

- Open the Job Seeking Skills/Part 5/Module 18 section on www.planitplus.net
- Familiarise yourself with the content and activities
- Open the Basic employment rights PowerPoint presentation and edit Notes to suit your teaching style. Example text is there as a guide
- Check that students can open and use the Module 18 Basic employment rights content and that they can access activities on Planit
- If using the alternative approach below, print out worksheets before lesson
- If time is limited, students can complete activities in their own time

Presentation Module 18: Basic employment rights

Tasks and Activities

The presentation has been written to be taught alongside the Module.

Tasks have been added to the Presentations to make it interactive – learners will be asked questions as they go through the presentations.

Task 1	Slide 3	What type of things do you think will be included in your contract?
Task 2	Slide 5	Do you think Zero Hour contracts are a good idea?
Task 3	Slide 10	Have a look at these reasons – which 4 do you think you can't be dismissed for?

Activities

Activities will be carried out within the presentation or can be completed after.

- **Activity 1** – Quiz
- **Activity 2** - Case Studies

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

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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

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Module Activity Answers

Activity 1 answers

Q1 – Any three from the list below

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

Q2 – You should receive this on or before your first day of work. Additional information may be provided separately, but the main statement must be provided from your first day

Q3 – Most full time employees work around 35 to 40 hours per week

Q4 – 28 days holiday

Q5 – 10 working days

Q6 – Self-certification

Q7 – Get a fit note (sick note) from a healthcare professional

Q8 – 2 weeks' notice

Q9 – Any 2 from the list below

- looking at employees' skills, qualifications, experience and performance
- asking for volunteers
- looking at disciplinary records
- choosing employees with the shortest length of service

Q10 – Could come from the list below, or student might have thought of another:

- gender, marital status, race, disability and age

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Activity 2 answers

Q1 – No. Since April 2026, SSP can be paid from the first day of sickness absence if the employee is eligible.

Q2 – Eva will be 18 tomorrow and therefore her pay should increase to £10.85 per hour, her pay next week would increase by £71.25.

Q3 – There is no right or wrong answer here!
However, good answers can be:

Advantage: The National Minimum Wage helps workers earn a fair wage and reduces the risk of very low pay.

Disadvantage: Higher wage costs can increase employers' expenses, which may make it harder for some businesses to hire staff.

Q4 – He will be paid less. John will receive pay for his contracted hours while on holiday, but he will not receive overtime pay because he has not worked the overtime hours.

Q5 – Benefit for employees: Paid holidays give workers time to rest, spend time with family and look after their health and wellbeing.

Benefit for employers: Employees who have regular breaks may be happier, healthier and more productive when they return to work.

Q6 – 14 days.

Q7 – £15,600 (£27,300 x 20 ÷ 35= £15,600)

Q8 – No – Ian is 18 and gets the NMW of £10.85 per hour. Euan is also 18 but on an apprenticeship so will get £8.00 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.

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