

Unit Title: Understanding Your Pay	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HC4/1/LQ/046
Ofqual Unit Reference Number:	A/505/5291

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand how wages are calculated.	1.1. Identify different wage structures. 1.2. Calculate gross annual income based on a specified hourly wage. 1.3. State other factors that can affect gross income.
2. Understand the key components of a wage slip.	2.1. Identify the key components of a wage slip. 2.2. Locate the following information on a wage slip: <ul style="list-style-type: none"> • own details; • date; • total gross pay; • net pay; • National Insurance Contribution; • tax. 2.3. Give a brief description of each component. 2.4. State the meanings of abbreviations used on wage slips.
3. Understand wage deductions.	3.1. Identify the standard deductions made from wages to include: <ul style="list-style-type: none"> • National Insurance and tax; • pensions; • union subscriptions. 3.2. Calculate wage deductions and net pay.
4. Understand the language used to describe wages and deductions.	4.1. Define the meaning of the term 'minimum wage'. 4.2. Use appropriate language to describe income and wages.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	O
Report		Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	