

Unit Title: Employment Contract and Payslip Basics	
Level:	Entry Three
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HC4/E3/LQ/035
Ofqual Unit Reference Number:	R/504/8864

*This unit has 3 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know the importance of an employment contract.	1.1. State who an employment contract is between. 1.2. State why it is important to sign an employment contract.
2. Know where to find key information on a payslip.	2.1. Identify on a given payslip: <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• National Insurance Number</li> <li>• Tax Period</li> <li>• Tax Code</li> <li>• Gross Pay</li> <li>• Net Pay.</li> </ul> 2.2. Identify the item on the payslip that indicates the amount of “take-home” pay.
3. Know about the national minimum wage.	3.1. State the national minimum wage for: <ul style="list-style-type: none"> <li>• workers aged 21 and over;</li> <li>• workers aged 18-20 inclusive;</li> <li>• pre-18 workers;</li> <li>• pre-19 apprentices.</li> </ul>

## 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	O	Role play/simulation	O
Essay		Practical demonstration	
Report		Group discussion	O
Oral question and answer	P	Performance/exhibition	
Written description	O	Production of artefact	