

Unit Title: Employment Rights, Contracts and Pay	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HC4/1/LQ/042
Ofqual Unit Reference Number:	R/505/8794

*This unit has 5 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know about employment legislation.	1.1. List different policies that an organisation should have in place. 1.2. State the function of each policy. 1.3. State why it is important that an organisation implements these policies.
2. Know about statutory and contractual employment rights.	2.1. Give an example of a statutory employment right. 2.2. Give an example of a contractual employment right.
3. Know about a contract of employment.	3.1. State two different ways in which a contract of employment may be formed. 3.2. List the main sections of a written contract of employment. 3.3. State the purpose of the different sections of a written contract of employment.
4. Know about the implications of breach of contract.	4.1. Give an example of how a contract of employment may be breached by the employer. 4.2. Give an example of how a contract of employment may be breached by the employee. 4.3. State possible outcomes of a breach of contract.

5. Know about the key information on a payslip.

5.1. On a given payslip identify:

- deductions
- payments
- information relating to the payee
- general information.

5.2. State the purpose of:

- deductions
- payments
- information relating to the payee
- general information.

5.3. State how net pay is calculated.

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