

<b>Title:</b>	Employment Rights and Responsibilities
<b>Level:</b>	1
<b>Credit value:</b>	2
<b>GLH:</b>	18
<b>Unique Reference Number:</b>	L/505/0449
<b>Sector Subject Area:</b>	14.1: Foundations for Learning and Life.
<b>Aim:</b>	The aim of this unit is to provide learners with the knowledge to understand key employment rights, responsibilities and the main features of a contract of employment. Learners will develop awareness of both employee and employer expectations and the consequences of breaching employment agreements.
<b>Assessment Type:</b>	Assessment of this unit will be through an internally set and internally assessed portfolio of evidence.
<b>Assessment Guidance:</b>	Assessment decisions for skills-based learning outcomes must be made during the learner's normal work activity. Skills-based assessment must include direct observation as the main source of evidence and must be carried out over an appropriate period of time.

## Learning outcomes

*The learner will:*

1. Understand types and purposes of employment rights and responsibilities.

### **Delivery content:**

The aim of this learning outcome is to help learners to gain an overview of the main employment rights and policies that protect both employees and employers. They will explore statutory and contractual rights, workplace policies and mutual responsibilities.

The learner must:

- 1.1 Give three examples of **statutory employment rights**.
- 1.2 Give three examples of **contractual employment rights**.
- 1.3 Outline the **purpose** of two **employment policies** that an organisation should have in place.
- 1.4 Identify the **responsibilities** an employee has towards their employer.

2. Understand the purpose and need for a contract of employment.

**Delivery content:**

The aim of this learning outcome is to provide learners with the knowledge and skills to explore what is contained within a contract of employment and what happens when the terms are not followed.

The learner must:

- 2.1 List the **main sections** of a written **contract of employment** and state their **purpose**.
- 2.2 Give an example of how a **contract of employment may be breached** by the employer.
- 2.3 Give an example of how a **contract of employment may be breached** by the employee.
- 2.4 State two possible **outcomes** of a **breach of contract**.

**Scope of Training**

The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.

**Requirements**

<p><b>Statutory employment rights:</b></p>	<p><b>Definition:</b> Legal rights that apply to all employees regardless of their contract or workplace.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Examples such as national minimum wage, holiday entitlement, rest breaks, and protection from discrimination.</li> <li>• Understanding that these rights are protected by law.</li> </ul> <p><b>Teachers might wish to include:</b></p> <ul style="list-style-type: none"> <li>• Reference to relevant legislation (e.g. Employment Rights Act, Equality Act).</li> <li>• Discussion of recent or current workplace issues.</li> </ul>
<p><b>Contractual employment rights:</b></p>	<p><b>Definition:</b> Rights and conditions agreed between employer and employee in a contract of employment.</p>

	<p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Examples such as agreed working hours, pay, notice periods, or sick leave.</li> <li>• The difference between statutory and contractual rights.</li> </ul> <p><b>Teachers might wish to include:</b></p> <ul style="list-style-type: none"> <li>• Sample contracts or excerpts to interpret key terms.</li> </ul>
<p><b>Purpose:</b></p>	<p><b>Definition:</b> The reason why organisations create and implement workplace policies to guide behaviour, ensure consistency, and comply with legislation.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Understanding that policies provide clear expectations for employees and protect both staff and employers.</li> <li>• Examples such as Equality and Diversity, Health and Safety, Data Protection, or Grievance and Disciplinary procedures.</li> <li>• How policies promote fairness, prevent discrimination, and support safe working practices.</li> </ul> <p><b>Teachers might wish to include:</b></p> <ul style="list-style-type: none"> <li>• Reviewing excerpts from real or sample workplace policies and discussing their aims.</li> <li>• Group tasks matching policies to workplace scenarios or common issues (e.g. handling complaints, maintaining confidentiality).</li> </ul>
<p><b>Employment policies:</b></p>	<p><b>Definition:</b> Organisational rules or guidelines designed to promote fairness and compliance.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Common examples such as Health and Safety, Equality and Diversity, or Grievance and Disciplinary procedures.</li> <li>• The purpose of policies in preventing conflict and ensuring legal compliance.</li> </ul> <p><b>Teachers might wish to include:</b></p> <ul style="list-style-type: none"> <li>• Learners reviewing or creating a mock workplace policy outline.</li> </ul>
<p><b>Responsibilities:</b></p>	<p><b>Definition:</b> Duties that employees are expected to fulfil within their role.</p> <p><b>Teaching must include:</b></p>

	<ul style="list-style-type: none"> <li>• Key responsibilities such as punctuality, cooperation, confidentiality, and following procedures.</li> <li>• How responsibility links to trust and professional behaviour.</li> </ul> <p><b>Teachers might wish to include:</b></p> <ul style="list-style-type: none"> <li>• Case studies exploring good and poor employee conduct.</li> </ul>
<p><b>Main sections of a contract of employment:</b></p>	<p><b>Definition:</b> The key areas typically covered within a written contract.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Sections such as job title, working hours, pay, holiday, notice periods, and grievance procedures.</li> <li>• The purpose of each section and how it protects both parties.</li> </ul> <p><b>Teachers might wish to include:</b></p> <ul style="list-style-type: none"> <li>• Reading and analysing a sample contract template.</li> </ul>
<p><b>Contract of Employment:</b></p>	<p><b>Definition:</b> A legally binding agreement between an employer and an employee that sets out the main terms, rights and responsibilities of both parties.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Understanding that all employees have a legal right to a written statement or contract within two months of starting work.</li> <li>• The <b>purpose</b> of a contract — to make employment terms clear, ensure fairness, and protect both sides if disputes arise.</li> <li>• Awareness of the <b>different types of contracts</b>, such as permanent, temporary, fixed-term, part-time, and zero-hours, and how these affect rights and responsibilities.</li> </ul> <p><b>Teachers might wish to include:</b></p> <ul style="list-style-type: none"> <li>• Analysing real or sample employment contracts and identifying key sections.</li> <li>• Comparing contracts across different job roles or sectors to explore how terms vary.</li> <li>• Scenario discussions about choosing appropriate contract types for different circumstances.</li> <li>• Highlighting the importance of reading and understanding contract terms before signing.</li> </ul>

<p><b>Contract of employment may be breached: (2.2 and 2.3)</b></p>	<p><b>Definition:</b> Failure by either party to follow agreed terms or legal obligations.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Examples of breaches by employer (non-payment of wages, failure to provide agreed hours).</li> <li>• Examples of breaches by employee (unauthorised absence, breach of confidentiality).</li> </ul> <p><b>Teachers might wish to include:</b></p> <ul style="list-style-type: none"> <li>• Role-play or short scenarios illustrating real-life breaches.</li> </ul>
<p><b>Outcomes of a breach of contract:</b></p>	<p><b>Definition:</b> Possible results when an agreement between employer and employee is broken.</p> <p><b>Teaching must include:</b></p> <ul style="list-style-type: none"> <li>• Examples such as disciplinary action, loss of trust, legal action, or termination of employment.</li> <li>• Importance of communication and dispute resolution before escalation.</li> </ul> <p><b>Teachers might wish to include:</b></p> <ul style="list-style-type: none"> <li>• Discussion of how mediation or HR processes resolve issues.</li> </ul>