

Unit 228

Employee rights and responsibilities

UAN:	L/506/1905
Level:	2
Credit value:	2
GLH:	16
Relationship to NOS:	N/A
Assessment type:	Short Answer Questions (C&G) Assignment or Skills CFA on-line ERR workbook
Assessment requirements specified by a sector or regulatory body:	N/A
Aim:	This unit aims to develop the knowledge needed to understand their employee rights and responsibilities. Upon completion of this unit, learners will have developed an understanding of the role of organisations and industries, as well as gaining an understanding and awareness of employers' expectations and employees' rights and obligations.

Learning outcome
The learner will: 1. Understand the role of organisations and industries.
Assessment criteria
The learner can: 1.1 explain the role of their own occupation within an organisation and industry 1.2 describe career pathways within their organisation and industry 1.3 identify sources of information and advice on an: a. industry b. occupation c. training d. career pathway 1.4 describe an organisation's principles of conduct and codes of practice 1.5 explain issues of public concern that affect an organisation and industry 1.6 describe the: a. types

- b. roles
- c. responsibilities

of representative bodies and their relevance to their own role.

Learning outcome

The learner will:

- 2. Understand employers' expectations and employees' rights and obligations.

Assessment criteria

The learner can:

- 2.1 describe the employer and employee statutory rights and responsibilities that affect their own role
- 2.2 describe an employer's expectations for employees' standards of:
 - a. personal presentation
 - b. punctuality
 - c. behaviour
- 2.3 describe the procedures and documentation that protect relationships with employees
- 2.4 identify sources of information and advice on employment rights and responsibilities.

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Supporting information

Evidence requirements

5528-227 Employee rights and responsibilities must be assessed by one of the versions of the short answer question assignments provided by City & Guilds, available from the City & Guilds website and marked internally by the centre.