

Edexcel BTEC Level 2 and 3 Awards in Employment Awareness in Active Leisure and Learning (QCF)

ERR for Workbook for:

Playworkers studying at Level 2:

Unit 1: Understanding the Employing Organisation

**Learning Outcome 1: Know their employment rights and responsibilities under the law**

A/C 1.1 Describe their rights and responsibilities in terms of:

1. Contract of employment
2. Anti-discrimination legislation

Describe how this legislation is the responsibility of employers and employees

1. Working hours and holiday entitlement

Contract of employment:

List below the items that must be covered within your contract of employment

What are you current working hours and detail the holidays you are entitled to.

Explain your rights and responsibilities under health and safety law?

What are you rights and responsibilities when dealing with data

Describe what to do if you are sick and explain what rights you have to be paid when sick?

1. Data protection
2. Health and safety
3. Sickness absence and sick pay

A/C 1.2 Outline the rights and responsibilities of your employer A/C 1.3 Describe the health and safety legal requirements relevant to

your organisation

A/C 1.4 Outline the implications of health and safety legal requirements for your own job

**Learning Outcome 2: Understand documents relevant to their employment**

A/C 2.1 Explain the main terms and conditions of a contract of employment

|  |  |
| --- | --- |
| Terms of Employment | Conditions of employment |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

A/C 2.2 Outline the contents and purpose of a job description

A/C 2.3 Describe the types of information held on personal records. A/C 2.3 Describe how to update information held on personal records

A/C 2.5 Interpret the information shown on a payslip or other statements of earnings

**Learning Outcome 3: Know key employment procedures at work**

A/C 3.1 Describe the procedure to follow if someone needs to take time off A/C 3.2 Describe the procedure to follow if there is a grievance

A/C 3.3 Describe the procedure to follow if there is evidence of discrimination or bullying

A/C 3.4 Identify sources of information and advice on employment issues

1. External to the organisation
2. Internal to the organisation