



Employee rights and responsibilities

VRQ

Learner name:

UBU44

Learner number:

L/506/1905





VTCT

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By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)

All assessors using this Record of Assessment book must complete this table. This is required for verification purposes.

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Employee rights and responsibilities

UBU44

The aim of this unit is to develop the knowledge required to understand your personal responsibilities for working within a business environment. You will learn how to work with colleagues, understand different communication methods and deal with problems that may occur in the workplace.

Level

2

Credit value

2

GLH

16

Observation(s)

0

External Paper(s)

0



Learning outcomes

On completion of this unit you will:

1. Understand the role of organisations and industries
2. Understand employers' expectations and employees' rights and obligations

Evidence requirements

1. Knowledge outcomes

There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.

2. Tutor/Assessor guidance

Your tutor **must** refer to the '**Skills CFA Assessment Strategy**' when delivering this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

For guidance on the assessment material for some individual units please refer to the '**Assessment Guidance**'. This can be found on www.vtct.org.uk under the relevant qualification page.

3. External paper

There is no external paper requirement for this unit.

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

*This is not an exhaustive list.

Learning outcome 1

Understand the role of organisations and industries

You can:	Portfolio reference
a. Explain the role of your own occupation within an organisation and industry	
b. Describe career pathways within your organisation and industry	
c. Identify sources of information and advice on an industry, occupation, training and career pathway	
d. Describe an organisation's principles of conduct and codes of practice	
e. Explain issues of public concern that affect an organisation and industry	
f. Describe the types, roles and responsibilities of representative bodies and their relevance to your role	

Learning outcome 2

Understand employers' expectations and employees' rights and obligations

You can:	Portfolio reference
a. Describe the employer and employee statutory rights and responsibilities that affect your role	
b. Describe an employer's expectations for employees' standards of personal presentation, punctuality and behaviour	
c. Describe the procedures and documentation that protect relationships with employees	
d. Identify sources of information and advice on employment rights and responsibilities	

Notes

Use this area for notes and diagrams



Notes

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