

iUCO57 – Employment rights and responsibilities in the hair and beauty sector

URN – T/617/5701

Guided Learning Hours: 12

| Learning outcome | Assessment criteria | Taught content to include |
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| LO1 Know their employment rights and responsibilities under the law | 1.1. Describe their rights and responsibilities in terms of: <ul style="list-style-type: none"> • Contracts of employment • Equality and diversity legislation • Working hours and holiday entitlement • Sickness absence and pay • Data protection • Health and safety | <ul style="list-style-type: none"> • Name of organisation • Start dates • Job title • Details of pay • Place of work • Sickness absence and sick pay • Holiday entitlement • Maternity, paternity and adoption benefits • Pension rights • Health and welfare schemes • Internal grievance disciplinary or discrimination procedures • Appraisals, health and safety requirements • Storage of personal information (data protection) |
| | 1.2. Outline the rights and responsibilities of the employer | <ul style="list-style-type: none"> • Pay • Disability • Sexual orientation • Gender • Race • Age • Religion or belief • Nationality • Human rights and equal opportunities • Working time regulations |

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| | | <ul style="list-style-type: none"> • Required working hours • Unsociable hours • Flexible working • Annual leave entitlement • Breaks and lunch hours • Sickness and absence policy • Notification of absence • Self-certification • Statutory sick pay • Medical certificates • Duty of care to employees • Induction and training • Supervision and appraisal |
| | 1.3. Describe the health and safety legal requirements relevant to their organisation | <ul style="list-style-type: none"> • Health and safety policy • Safe working practices • Reporting accidents • Faults and damage • Regular checks, testing of equipment and inspection of premises/facilities • Risk assessments • Maintenance of equipment and premises/facilities • Safety policy and staff welfare |
| | 1.4. Outline the implications of health and safety legal requirements for their own job role | <ul style="list-style-type: none"> • Health and safety at work • Management of health and safety at work • Manual handling operations • Provision and use of work equipment • COSHH • Personal protection • Reporting injuries, diseases and dangerous occurrences • First aid • Working time regulations • Display screen equipment |

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| LO2 Know which documents are relevant to employment in the hair and beauty sector | 2.1. Explain the main terms and conditions of a contract of employment | <ul style="list-style-type: none"> • Legally binding • Purpose of individual role • Job title • Duties and responsibilities • Hours of work • Salary and benefits • Accountability • Location |
| | 2.2. Outline the contents and purpose of a job description | <ul style="list-style-type: none"> • Job title • Purpose of individual role • Duties and responsibilities • Hours of work • Location • Accountability |
| | 2.3. Describe the types of information held on personnel records | <ul style="list-style-type: none"> • Personal details • References • Application information • Payroll information • Training records and appraisal documents • Wage/salary information • Holiday and sickness records • Next of kin details • CRB checks |
| | 2.4. Describe how to update information held on personnel records | <ul style="list-style-type: none"> • Electronic and non-electronic records |
| | 2.5. Interpret the information shown on a pay slip or other statement of earnings | <ul style="list-style-type: none"> • Employee name • Employer name • National Insurance contributions • Tax code • Gross pay • Net pay • P60 • P45 • Pension scheme contributions • Pay reference |

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| | | <ul style="list-style-type: none"> • Payment date |
| LO3 Know key employment procedures at work and information sources | 3.1. Describe the procedures to follow if someone needs to take time off | <ul style="list-style-type: none"> • Arranging annual leave • Taking agreed days off • Time off in lieu of working extra day(s) • Maternity and paternity leave • Time off for jury service and public duties • Time off for dependents |
| | 3.2. Describe the procedures to follow if there is a grievance | <ul style="list-style-type: none"> • Code of practice • Raising a grievance • Writing correspondence • Meeting with the employer • Being accompanied by a witness • Appeals procedure |
| | 3.3. Describe the procedures to follow if there is evidence of discrimination or bullying | <ul style="list-style-type: none"> • Seeking advice • Speaking to employer/bully • Making a formal complaint • Keeping written records • Dates and times |
| | 3.4. Describe their organisations disciplinary procedures | <ul style="list-style-type: none"> • Verbal and written procedures • Meeting with employer • Appeal against employer's/HR decision |
| | 3.5. Describe sources of information and advice on: <ul style="list-style-type: none"> • Employment issues internal to their organisation • Employment issues external to their organisation • Access to work • Additional learning support | <ul style="list-style-type: none"> • Advisory, Conciliation and Arbitration Service (ACAS) • Citizen's Advice Bureau • Directgov website • Other websites • Trade union • Supervisor • Line manager • Senior managers • HR • Staff handbook • Company policies and procedures • Access to work |

| Assessment | |
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| Portfolio of evidence | Containing: <ul style="list-style-type: none"> • Assignments • Portfolio of evidence |

| Guide to taught content |
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| <p>The content contained within the unit specification is not prescriptive or exhaustive but is intended to provide helpful guidance to teachers and learners with the key areas that will be covered within the unit, and, relating to the kinds of evidence that should be provided for each assessment objective specific to the unit learning outcomes.</p> |

Document History

| Version | Issue Date | Changes | Role |
|---------|------------|-----------------|--|
| v1 | 23/08/2019 | First published | Qualifications and Regulation Co-ordinator |