

Understand Employment Responsibilities & Rights - Generic: e-learning training course



This e-learning training course is aimed at people working in a wide range of settings and will enable learners to identify the responsibilities and rights of both employers and employees in the workplace. It also explores how employees' roles fit within the wider sector and emphasises the importance of planning a career pathway.

Unit Titles

1. Rights responsibilities and the Law
2. Roles and Responsibilities
3. Your Role in the Wider Sector
4. Career Pathways
5. Effects of Public Concern

Learning Objectives: at the end of the course, students will be able to:

- list the aspects of employment covered by law
- identify the main features and purpose of key pieces of employment legislation
- outline standards that relate to working in their particular line of work
- describe how to access information about employment law and regulations
- describe the terms and conditions of their contracts
- identify the information that must appear on their pay statements
- explain the procedure to follow in the event of any grievances
- list the details that must be kept up-to-date in their records
- describe their organisation's agreed ways of working
- describe what applying good practice means in the context of their role
- identify how their role fits into the wider sector
- list some of the supportive and representative organisations within the sector
- outline some of the roles played by representative organisations
- outline the occupational opportunities open to them as they further their careers
- describe the path they would like to take in terms of their own career and personal development
- list some of the failings which have raised public concerns about certain sectors or industries
- explain the importance of learning from the mistakes that have been made
- explain how lack of public trust in a sector or industry can affect staff
- describe how issues of public concern can affect agreed ways of working.

Learners will build up a portfolio as they progress through the course. This will include responses to activities and quizzes and evidence of the knowledge they have gained from each study unit.

Completion and assessor / tutor sign-off of the portfolio provides evidence towards meeting the learning outcomes and assessment criteria required to earn 3 QCF credits.

These can be used towards the 4 credits learners need in order to achieve the Level 2 Award in WorkSkills for Effective Learning and Employment (within the Specification of Apprenticeship Standards for England).

QCF information:

Qualification credit value = 3 credits

Part of the Level 2 Award in WorkSkills for Effective Learning and Employment.

In order to achieve the full qualification from an awarding body the learner must register with an approved centre who will provide full learner support and official certification. The price quoted here is for the e-learning course only. This qualification conforms to the requirements of the new QCF (Qualifications and Credit Framework).