

east sussex qualification and assessment centre essay sample

[Business](#), [Employment](#)



1. Know the statutory responsibilities and rights of employees and employers within own area of work
 1. 1 List the aspects of employment covered by law
 1. 2 List the main features of current employment legislation
 1. 3 Outline why legislation relating to employment exists
 1. 4 Identify sources and types of information and advice available in relation to employment responsibilities and rights
2. Understand agreed ways of working that protect own relationship with employer
 2. 1 Describe the terms and conditions of own contract of employment
 2. 2 Describe the information shown on own pay statement
 2. 3 Describe the procedures to follow in event of a grievance
 2. 4 Identify the personal information that must be kept up to date with own employer
 2. 5 Explain agreed ways of working with employer
3. Understand how own role fits within the wider context of the sector
 3. 1 Explain how own role fits within the delivery of the service provided
 3. 2 Explain the effect of own role on service provision
 3. 3 Describe how own role links to the wider sector
 3. 4 Describe the main roles and responsibilities of representative bodies that influence the wider sector
4. Understand career pathways available within own and related sectors
 4. 1 Explore different types of occupational opportunities
 4. 2 Identify sources of information related to a chosen career pathway
 4. 3 Identify next steps in own career pathway

5. Understand how issues of public concern may affect the image and delivery of services in the sector

5. 1 Identify occasions where the public have raised concerns regarding issues within the sector

5. 2 Outline different viewpoints around an issue of public concern relevant to the sector

5. 3 Describe how issues of public concern have altered public views of the sector

5. 4 Describe recent changes in service delivery which have affected own area of work

Outcome 1- know the statutory responsibilities and rights of employees and employers within your work setting

1. 1 List the aspects of employment covered by law..

Hours worked

Minimum wage

Union rights and consultations

Redundancy and dismissal

Health and safety

Holiday entitlements

Training

Discrimination

Disciplinary procedures

1. 2 List the main features of current employment legislation.

Employment contracts

Health and safety legislation

Equal rights or pay

Discrimination law

Unfair working conditions

Sick pay

Employment rights

Hours worked

Outcome 1 continued...

1. 3 Outline why legislation relating to employment exists.

Legislation related to employment is enforced to protect a employee rights from and employers, this is to ensure an employer has everything they need while working such as; Age requirements – Some jobs you have to be a certain age, like working in a pub, you have to be 18 or over because of the working around alcohol. Maternity leave- this is to give the soon to be mother time to rest before and after giving birth, and time to bond with the new baby and be with the baby. This can apply to males too! Safety standards – this is ensured to make sure a work place is safe to work in. example maybe a office, when working in the office, all computer wires should be safely tucked away to avoid tripping hazards.

Holiday entitlement – this is to give employees a break from work, to relax and have time to stress less. Maximum working hours – an employee should only do so much overtime, too much work isn't healthy! Minimum wage – employers should pay all employees the minimum wage. All the money should be taxable, NOT cash in hand. All employers must stick to the

minimum wage! Redundancy payments – Redundancy payment is, if an employee is being made redundant because the company is closing down, or need to let off some staff members, and then a employee should be entitled to redundancy pay. To be selected for redundancy pay is decided by the employer and company on the level of experience or capability to the job.

Discrimination laws ;

Disability discrimination act 1995

Disability discrimination act 2005

Equal pay act 1970

Equality act 2006

Equality act 2010

Race relations act 1965

Race relations act 1968-1976

Then the race relations act was amended by the race relations amendment at 2000 Representation of the people act 1928

Sex discrimination act 1975 then amended by the sex discrimination act 2002.

1. 4 Identify sources and types of information and advice available in relation to employment responsibilities and rights.

Outcome 2- understand agreed ways of working that protect own relationships with employer

2. 1 look at your own contract of employment, and describe the terms and conditions you found Have not received my contract yet.

2. 2 look at a recent pay slip and describe the information that is shown on it.

2. 3 look at the grievance procedure in your workplace and describe the procedure you follow in the event of a grievance.

2. 4 Identify the personal information that must be kept up to date with your employer Name

Age / Date of birth

Address

sex

education and qualifications

National insurance number

Tax code

Work experience

2. 5 look at your job description and some of the policies and procedures in your workplace, and explain how these relate to agreed ways of working with your employer. Policy and procedure

Agreed ways of working

Outcome 3-understand how your own role fits within the wider context of the sector

3. 1 explain how your own role fits within the delivery of the service provided

3. 2 explain the effect of your own role on the service provision

3. 3 describe how your own role links to the wider sector (this may include links to code of practice)

3. 4 describe the main roles and responsibilities of representative bodies that influence the wider sector (government bodies, professional bodies, trade unions, regulators) Representative bodies

Mani roles and responsibilities

Outcomes 4- understand career pathways available within your own sector and related sectors

4. 1 explore different types of occupational opportunities, and the describe what you found out,

4. 2 identify sources of information related to a chosen career pathway

4. 3 think of your own career pathway and identify steps that you would need to take to progress and develop.

Outcomes 5- understand how issues of public concern may affect the image and delivery of service in the sector.

5. 1 identify occasions when the public have raised concerns regarding issues within the sector (think about reports in newspapers or TV eg- Baby P, Winterbourne, or research some of your own)

5. 2 outline differet viewpoints around an issue of concern relevant to the sector Area of concern

Different viewpoints

5. 3 describe how issues of public concerns have altered public views of the sector

5. 4 describe recent changes in service delivery which have affected your own area of work