

ERR L2 Employment Rights and Responsibilities

Plan No: 1

Learner Name			
CACHE PIN		Unique Learner No.	
Assessor Name			

Planned Activities:	Unit	Assessment Criteria	
CACHE ERR Task 1: Statutory responsibilities, rights of employees & employers <ul style="list-style-type: none"> List the aspects of employment covered by law List the main features of current employment legislation Outline why legislation relating to employment exists Identify sources and types of information and advice available in relation employment responsibilities and rights 	ERR L2	Learning Outcome (LO) 1	
	Page 3	AC1.1 AC 1.2	
	Page 4	AC 1.3 AC 1.4	
Portfolio of Evidence: <ul style="list-style-type: none"> Describe the terms and conditions of own contract of employment Describe the information show on own payslip Describe the procedure to follow in event of a grievance Identify personal information that must be up to date with own employer Describe the main roles and responsibilities of representative bodies that influence the wider sector 	ERR L2	LO 2, 3	
	Page 5	AC 2.1 AC 2.2 AC 2.3	
CACHE ERR Task 3: <ul style="list-style-type: none"> Own role and wider sector <ul style="list-style-type: none"> Describe duties and responsibilities of own role, how it fits in with and effects the delivery of the service provided Identify standards that influence job role Describe how own role links to the wider sector 	ERR L2 Page 7	LO 3	
	(CYPW personal develop unit)	AC 3.1 AC 3.2 AC 3.3	
CACHE ERR Task 5: Issues of public concern and how these may influence changes in the sector <ul style="list-style-type: none"> Identify occasions where the public raised concerns regarding issues in sector Outline different viewpoints around issue of public concern relevant to the sector Describe how issues of public concern have altered public views of the sector Describe recent changes in service delivery which affected own area of work 	ERR L2	LO 5	
	Page 8	AC 5.1	
	Functional Skills	AC 5.2	
	Discussion observed Unfamiliar topic	AC5.3 AC 5.4	
Date	Assessor initial	Learner initial	Due Date

For information only – carried out on 12 week review

Professional discussion: <ul style="list-style-type: none"> Explain agreed ways of working with employer Different types of occupational opportunities Sources of information related to chosen career pathway 	ERR L2 12 wk review	LO 2, 4 AC 2.5 AC 4.1 AC 4.2
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Assessment Worksheet for HSC/CYPW ERR Level 2

CACHE ERR Task 1: Statutory responsibilities and rights of employees and employers

Name: _____

Class Group: _____

Portfolio Page _____

AC 1.1 List the aspects of employment covered by law

AC 1.2 List the main features of current employment legislation

Complete the boxes; name the law and its main features.

Employment

LAW -

Features

Health & Safety

LAW -

Features

One other

LAW -

Features

Equality

LAW -

Features

Discrimination

LAW -

Features

Assessment Worksheet for HSC/CYPW ERR Level 2

CACHE ERR Task 1: Statutory responsibilities and rights of employees and employers

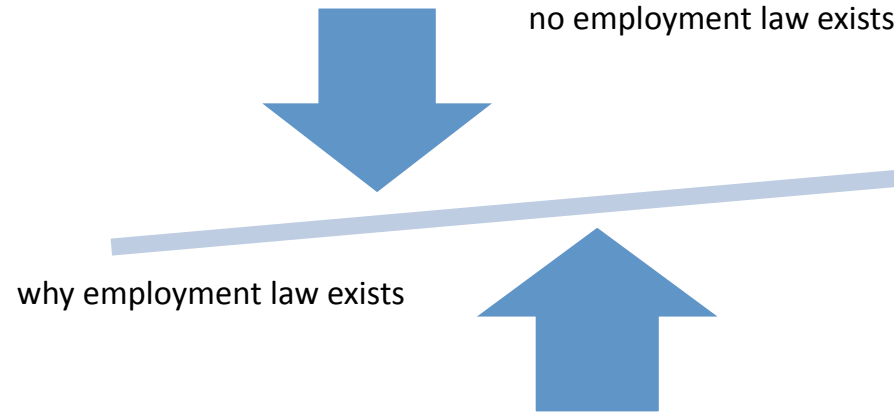
Name: _____

Class Group: _____

Portfolio Page

AC 1.3

Outline why legislation relating to employment exists



AC 1.4 Identify sources and types of information and advice available in relation to ERR

Internal source:
Where located:
Types of information:

External Organisation Name:
www.
Types of information:

External Organisation Name:
www.
Types of information:

Assessment Worksheet for HSC/CYPW ERR Level 2

Portfolio of Evidence

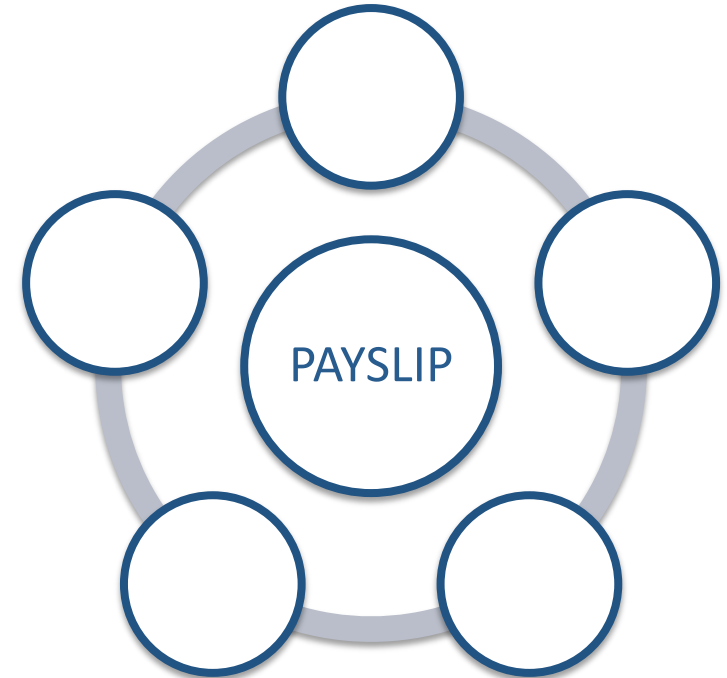
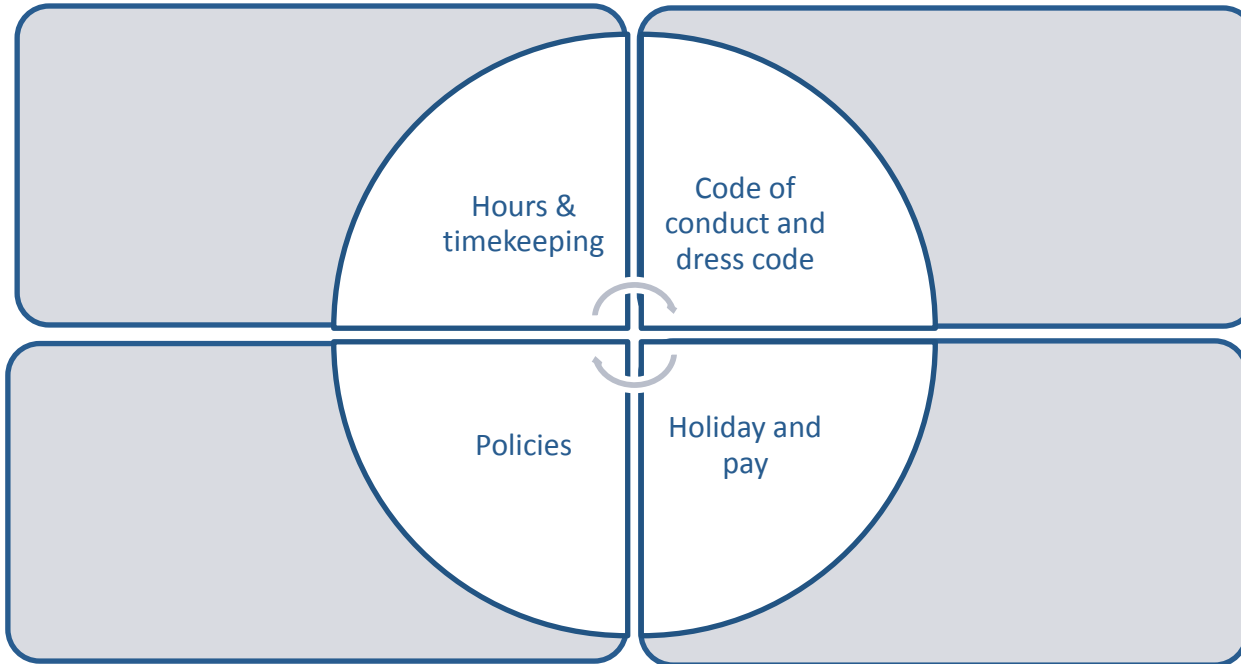
Name: _____

Class Group: _____

Portfolio Page _____

AC 2.1 Describe the terms & conditions of your contract of employment

AC2.2 Describe the information on your own payslip



AC 2.3 Describe the procedure to follow in the event of a grievance in your workplace

Portfolio of Evidence

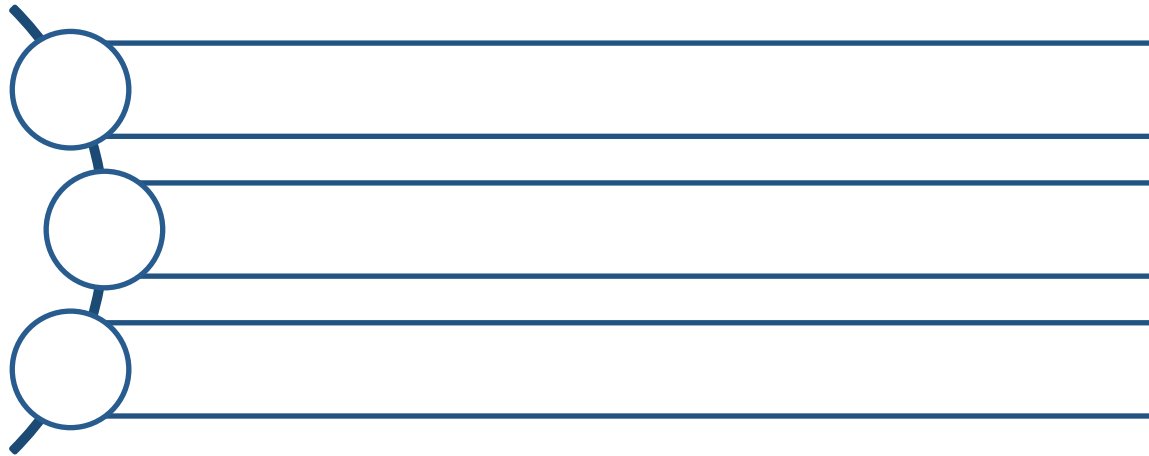
Name: _____

Class Group: _____

Portfolio Page _____

AC 2.4

Identify personal information that must be up to date with your own employer



AC 3.4 Describe the main roles and responsibilities of representative bodies that influence the wider sector

Ofsted
Role
Responsibilities

Families Information Service
Role
Responsibilities

Sector Skills Council
Role
Responsibilities

Assessment Worksheet for HSC/CYPW ERR Level 2

CACHE ERR Task 3: Own role and wider sector

Name: _____

Class Group: _____

Portfolio Page _____

Describe duties and responsibilities of own job role, include:

AC 3.1 How own job role fits in with the delivery of service provided and the standards that influence your job role (SHC 22 LO1)

Job Role

AC 3.2 Explain the effect of own role on service provision

AC 3.3 Describe how own role links to the wider sector

Roles & Responsibilities

AC 3.2 Effect of own role on service

AC 3.3 Own role links to wider sector

Internal

Internal

Legislation

Curriculum

Assessment Worksheet for HSC/CYPW ERR Level 2

CACHE ERR Task 5: Issues of public concern and how these may influence changes in the public sector

Name: _____

Class Group: _____

Portfolio Page _____

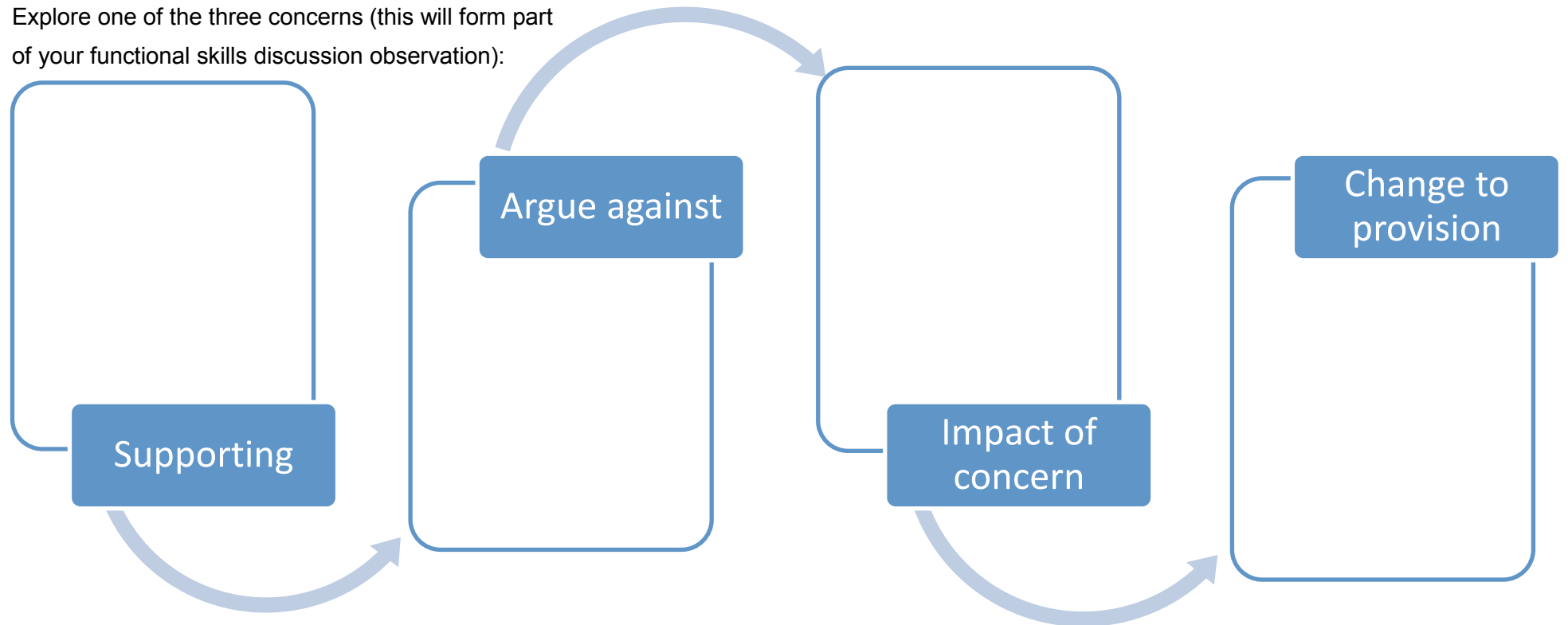
AC 5.1 Identify occasions where the public have raised concerns regarding issues in the sector

CONCERN 1

CONCERN 2

CONCERN 3

Explore one of the three concerns (this will form part of your functional skills discussion observation):



Assessment Worksheet for HSC/CYPW ERR Level 2

Work Product AC 4.1 and AC 4.3 Continual Professional Development Plan (PDP)

Name: _____

Class Group: _____

Portfolio Page _____

SHORT TERM GOALS

Planned Review Date Planned Review Date

Date	Development Need	Objective	Development Activity	Resources	Actual Review Date	Target Date for achievement

Example

Development Need	Development Activity	Objective	Resources	Review Date	Target Date for achievement
Understand the new Code of Practice from the Common Accord and the implications on practice	Code of Practice Workshop	<ul style="list-style-type: none"> To meet the requirements of the Awarding Body and Code of Practice in all aspects through assessment and verification Minimise action points and sanctions on Metis Training 	<ul style="list-style-type: none"> Finance Time Awarding Body – training provider Transport 	October 2003	December 2003 ACHIEVED June 2003

Assessment Worksheet for HSC/CYPW ERR Level 2

Work Product AC 4.1 and AC 4.3 Continual Professional Development Plan (PDP)

Name: _____

Class Group: _____

Portfolio Page _____

MEDIUM TERM GOALS

Planned Review Date Planned Review Date

Date	Development Need	Objective	Development Activity	Resources	Actual Review Date	Target Date for achievement

Example

Development Need	Development Activity	Objective	Resources	Review Date	Target Date for achievement
Develop skills in coaching ; an understanding of the process of coaching and the techniques to assist; learn more about the brain and how it works	Diploma in Performance Coaching - Business	<ul style="list-style-type: none"> Coach all members of the staff team to become more effective Develop own skills in coaching and understand the process Support learners to achieve their full potential & overcome emotional barriers 	<ul style="list-style-type: none"> Finance Time Training Provider Staff Team members 	September 2003	January 2004 ACHIEVED January 2004

Assessment Worksheet for HSC/CYPW ERR Level 2

Work Product AC 4.1 and AC 4.3 Continual Professional Development Plan (PDP)

Name: _____

Class Group: _____

Portfolio Page _____

LONG TERM GOALS

Planned Review Date Planned Review Date

Date	Development Need	Objective	Development Activity	Resources	Actual Review Date	Target Date for achievement

Example

Development Need	Development Activity	Objective	Resources	Review Date	Target Date for achievement
Gain more knowledge on the academic background to higher education, develop confidence in presenting assignments, deepen knowledge of early years child development and psychology	Degree in post compulsory education (including an early years module)	<ul style="list-style-type: none"> • Gain an honours degree • Provide progression route to MA • Upgrade early years qualification by adding two early years modules in degree • Lecture at university on teacher training and early years 	<ul style="list-style-type: none"> • University • Finance • Time • Computer/Internet • Reference books 	December 2005	July 2006 ACHIEVED July 2006

Assignment Guidance for HSC/CYPW ERR Level 2

CACHE ERR Task 1: Statutory responsibilities, rights of employees & employers

AC 1.1 List the aspects of employment covered by law

Page 3 Law – Name **five** different Acts of Parliament, Regulation or Codes of Practice that relate to employment rights and responsibilities (ERR).

You must have **one** law under each of the following categories:

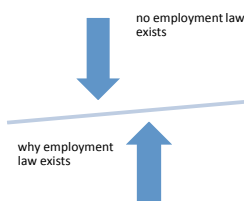
1. Employment
2. Health and Safety
3. Discrimination
4. Equal Opportunities

5. The fifth law you research can be one from any category, but must relate to ERR.

AC 1.2 List the main features of current employment legislation

Page 3 Features – Summarise the main features of each of the laws, making sure your information is up to date. Also make sure your summary relates to employment and the workplace.

AC 1.3 Outline why legislation relating to employment exists



Page 4 - Using the visual scales, weigh up the reasons why legislation needs to exist and what would be the result if it did not. Consider reasons:

- Safety – e.g. personal protective equipment, safe work conditions
- Protection – e.g. unfair dismissal, mistreatment, pay, hours
- Regulation – e.g. policies, procedures to reduce liability, insurance

AC 1.4 Identify sources and types of information and advice

Page 4 – Identify **three** sources of information and advice in relation to ERR.

- Name the source
 - List the web site address as on the http toolbar
 - Summarise the type of information it helps with
1. Name one **internal source** – this will be within your own work setting, for example a policy or procedure that gives help re your employment and job expectations
 2. Name one **external source** – one for general employment support
 3. Name one **external source** – one for sector specific support re job role and employment

Assignment Guidance for HSC/CYPW ERR Level 2

Portfolio of Evidence

AC 2.1 Describe the terms and conditions of own contract of employment

Your contract of employment provides a wealth of information, ranging from what job role you are employed in, what you are entitled to, to what standard of behaviour is expected of you.

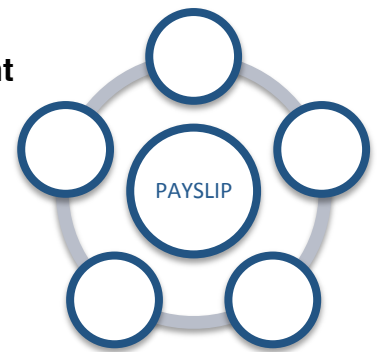
Page 5 – Four categories are listed, you need to identify the information found in your own contract of employment and complete at least **one example for each**. For example:

- Hours & Timekeeping – working hours, days, punctuality
- Holiday and pay – days holiday per year, bank holidays, pay rate, maternity/paternity
- Code of Conduct/Dress Code – standards of behaviour and appearance
- Policies – confidentiality, disciplinary

AC 2.2 Describe the information shown on own pay statement

Page 5 - From looking at your payslip, list some of the information it tells you on the diagram. For example:

- personal details – name, NI number, DOB
- pay information – gross/net pay, hourly rate, hours worked
- tax information – tax paid, NI paid, tax period



AC 2.3 Describe the procedures to follow in an event of a grievance

Page 5 – Summarise the procedure in your workplace that you need to follow when there is an instance of complaining against another member of staff – located in your workplace policies.

AC 2.4 Identify personal information that must be kept up to date with employer



Page 6 – List **three pieces of personal information**, across the following **three categories**, for example:

1. Identity – change of name
2. Contact – next of kin, emergency details, address/telephone
3. Health & safety – medical records, CRB information

AC 3.4 Describe the main roles and responsibilities of representative bodies that influence the wider sector

Research the **three organisations** listed, summarise their role and responsibilities:

1. Ofsted – registration, monitoring legislative compliance and quality of provision
2. Families Information Service (FIS) or Children’s Information Service – local authority
3. Sector Skills Council – sector specific and may vary depending on field of work, for example playwork is Skills Active

Assignment Guidance for HSC/CYPW ERR Level 2

CACHE ERR Task 3: Own role and wider sector

AC 3.1 Explain how own role fits within the delivery of the service provided

Page 7 – Write the name of your job role and a brief summary of your roles and responsibilities in the designated areas on the Assessment Worksheet. You must demonstrate your awareness of your own job description and include details of your duties within your role.

AC 3.2 Explain the effect of own role on service provision

Page 7 – This should demonstrate your understanding of how your performance impacts on the quality of the provision being provided as part of working as a team. For example, judgements by Ofsted are based on observations of individuals and teams so impacts on quality of service to children and parents, learning outcomes for children being achieved, etc.

AC 3.3 Describe how own role links to the wider sector

Page 7 – Working with other professionals and external agencies is what is meant by the wider sector. For example, working with schools as children prepares to move on, working with Social Services providing observations, reports, attending meetings, etc.

Give an example of your own practice here of how you or your setting have worked with the wider sector.

SHC 22 LO1 AC 1.2 Standards that influence your job role

Outline the standards of which you adhere to when delivering your role, explain the link from the standard and how it is used in within your daily duties.

Select **two internal standards** within your organisation. For example: duty of care, policies, procedures, job descriptions, contracts of employment, code of conduct, etc.

One sector specific standard – your own curriculum area for the age of child you work with. For example, Early Years Foundation Stage, Key Stage 1, etc.

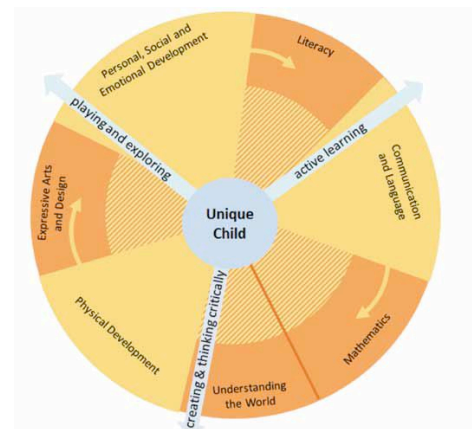
One government legislation standard – this could be sector specific or generic.

Sector Specific:

1. The Children Act
2. Ofsted.
3. Every Child Matters (ECM)
4. Safeguarding.

Generic:

- Regulations such as HSE.
- Equality and discrimination legislation



Assignment Guidance for HSC/CYPW ERR Level 2

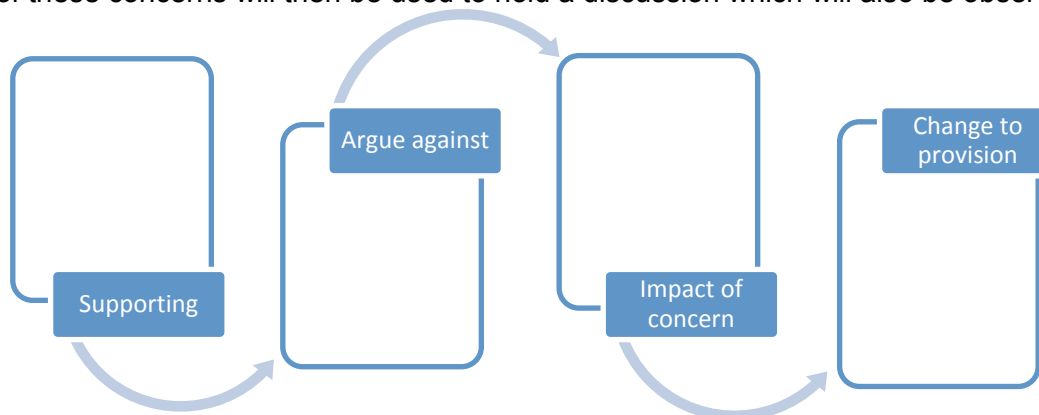
CACHE ERR Task 5:

Issues of public concern and how these may influence changes in the sector

AC 5.1 Identify occasions where the public have raised concerns regarding issue within the sector

Page 8 – You will be presented with a number of articles discussing areas of concern within the sector, from these you will need to list three concerns.

One of these concerns will then be used to hold a discussion which will also be observed.



AC 5.2 Outline different viewpoints around an issue of public concern relevant to the sector

Page 8 – Taking one of the concerns, discuss and note the opposing viewpoints in relation to the concern. For example, use of mobile phones in nursery, the ban of taking photos from the view of the parent and the practitioner which may be different.

AC 5.3 Describe how issues of public concern have altered public views of the sector

Page 8 – The following on from the viewpoints, consider how this has altered the public view of childcare/care. For example, suspicion of nursery workers being paedophiles.

AC 5.4 Describe recent changes in the service delivery which have affected own area of work

Page 8 – Give example of how your workplace practice has changed its policies and procedures as result of this area of concern.



Functional Skills English – discussion assessment

The discussion element will be observed by the Trainer and/or the Assessor. The discussion has to be an unfamiliar topic as in no previous preparation allowed. Hence the topic will be presented within the session.

Assignment Guidance for HSC/CYPW ERR Level 2

Work Product: Continuous Professional Development Plan (PDP)

Page 9 - 11 – PDP plan to be completed with a minimum of two development needs per sheet:

1. Short Term Goals = 0-4 months timescale
2. Medium Term Goals = 5–9 months timescale
3. Long Term Goals = 10 months plus. This **must include** a long term career goal.

Identify your **development needs**. For example:

- **Short Term** – update on EYFS, learn how to take fees, gain confidence reading to children, etc. As long as the target date for achievement is within 4 months.
- **Medium Term** – update skills or learn skills of First Aid, learn how to handle and store food, learn how to plan IEP's for children, etc. As long as the target date is within 9 months.
- **Long Term** – achieve Level 2 or Level 3, identify career goal and what is needed to progress on that pathway. Target dates must exceed 9 months.

Write down your objective to be achieved using SMART framework:

- | | | |
|-----|-----------------|--|
| • S | Specific | detailed description |
| • M | Measurable | quantity, percentage, number of, etc. |
| • A | Achievable | achievable in the timescale, in the job role, etc. |
| • R | Realistic | realistic with resources available based on yours skills, etc. |
| • T | Trackable/Timed | timescales, way to monitor achievement of objective |

For example: apply competent First Aid skills in the care of children attending the nursery by practising skills and gaining a recognised 12 hour paediatric first aid qualification by (timescale).

Further examples are listed on each PDP worksheet.

AC 4.1 Explore different types of occupational opportunities

Page 9 - 11 – showing a range of learning activities to meet your objectives.

AC 4.3 Identify next steps in own career pathway

Page 9 - 11 – This relates to your long term goals which must include your career objective and achievement of your level 2 or level 3 qualifications.

NB: Remember to update the plan with any progress and achievements made. Plan to review your PDP, which should be at least one month before target achievement date.

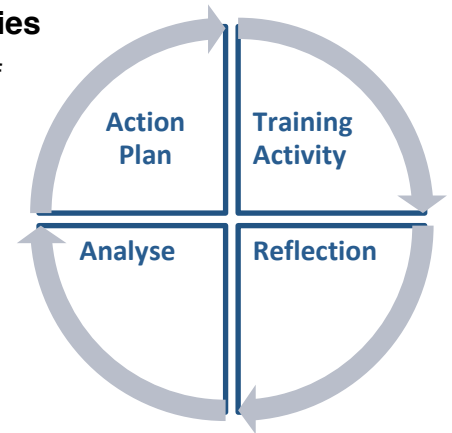
Assignment Guidance for HSC/CYPW ERR Level 2

Reflection on learning activity

AC 4.1 Explore different types of occupational opportunities

Page 12 - Reflect back on a learning activity such as a workshop of course you have attended, for example, first aid training, or a behaviour management course.

Identify the course or what it was, who delivered it, where it was and how you got on the course. Ensure you discuss why you needed it, what you learnt from the course and how you have then used what you have learnt to develop your knowledge, skills and understanding, developing your practice.



Using Kolb's reflective cycle:

- Training Activity Reasons why you needed the training, how you accessed the training
- Reflect How you felt about the training, what you learnt
- Analyse How did the training meet your objectives, the benefits of accessing in relation to job role
- Action Plan How this was then applied in your working practice.

Professional Discussion – carried out with Assessor

The discussion will be recorded by the Assessor.

AC 2.5 Explain agreed ways of working with own employer

This should include a discussion on the types of performance expectations. For example, how do you apply the Data Protection Act within the setting and how do you apply Health and Safety procedures, other policies, etc.

The Assessor will expect actual examples of practice here.

AC 4.1 Explore different types of occupational opportunities

You will be expected to demonstrate your knowledge of career progression within your organisation, within the sector and the wider sector possibilities.

AC 4.2 Identify sources of information related to a chosen career pathway

Where can you obtain information in relation to career progression? For example, EYP and universities; what is their criteria and application. Alternatively a Level 3 CYPW and training provider's information and local authority information and specialist roles, etc.