

**Unit Title:** Understanding Pay And Payslips  
**Unit Level:** Level 1  
**Unit Credit Value:** 1  
**GLH:** 9  
**LASER Unit Code:** CAN109  
**Ofqual Unit Code:** F/602/5977

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand different methods by which employees can be paid.	1.1	State three different ways in which employers can pay their employees.
		1.2	Indicate how often an employee might expect to be paid, and which he or she would personally prefer.
2.	Understand main items on payslips.	2.1	Identify the following items on a payslip: (a) gross pay; (b) net pay; (c) national insurance contributions; (d) tax code; (e) tax deduction.
		2.2	Outline the purpose of tax and national insurance contributions.
3.	Understand the importance of keeping a record of earnings.	3.1	Identify documents that provide a record of earnings.
		3.2	State why these should be kept.

**Assessment Guidance:**

NA

**Additional Information:**

NA