

**Unit Title:** Being A Responsible Employee  
**Unit Level:** Level 2  
**Unit Credit Value:** 6  
**GLH:** 48  
**LASER Unit Code:** WJD489  
**Ofqual Unit Code:** D/504/8799

This unit has 8 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know about employer and employee statutory rights and responsibilities under Employment Law and other regulations.	1.1	List aspects of employment covered by law.
		1.2	State the features of the different areas of legislation for the identified aspects of employment.
		1.3	List the sector specific legislation and regulation that applies to: (a) own role (b) own organisation.
		1.4	Explain the reasons why legislation exists to recognise and protect employer and employee.
2.	Know about the policies and procedures which recognise and protect the relationship between the employee and employer.	2.1	Describe the terms and conditions of own employment.
		2.2	State the procedure to be followed to report a grievance.
		2.3	State the steps to be followed to report discrimination and/or bullying at work.
		2.4	State any exemptions from the Sex, Race Relations or Disability Discrimination Acts that apply to own sector.
		2.5	Describe what to do if time off is required for: (a) medical reasons (b) holiday (c) family reasons (d) public or trade union duties.
		2.6	List the types of information held in own employment records.
		2.7	State what needs to be done should any of the above details change.
		2.8	State the specific Health and Safety Regulations and Codes of Practice that apply to own workplace and role.
		2.9	Describe the steps that can be taken to ensure the safety of themselves and others while at work.

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		2.10	State how own work practices comply with the relevant Health and Safety requirements.
3.	Know about the sources of information, advice and guidance available to employees based on employment rights and responsibilities.	3.1	Describe the information an employer may make available regarding employment and working practice.
		3.2	State where this information can be obtained.
		3.3	Discuss the different sources of information available outside the workplace.
		3.4	State how this information can be used by the employee.
4.	Know about own role within the organisation and sector.	4.1	Describe the sector and supply chains within it.
		4.2	Describe how the organisation fits into the sector.
		4.3	Describe the characteristics of own organisation and relate how typical it is.
		4.4	Describe recent changes that have taken place within the sector.
		4.5	Describe own responsibilities at work.
		4.6	Explain how own role fits into the organisation's structure.
5.	Know how they are informed of career pathways that are open to an employee.	5.1	Describe how own development programme prepares them for the role.
		5.2	Outline the main career pathways open to them.
		5.3	Describe the training and development opportunities open to them.
6.	Know about the representative bodies relevant to the sector.	6.1	Name the trade unions which are relevant to sector and organisation.
		6.2	Name the professional bodies which are relevant to sector and organisation.
		6.3	Name the main trade and employer organisations which are relevant sector and organisation.
		6.4	Name the regulatory bodies responsible for protecting public interests.

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		6.5	Name the National Training Organisation (Sector Skills Council) responsible for their sector.
		6.6	Explain why the views of different interest groups may vary.
		6.7	Describe how their organisation interacts with the identified organisations.
		6.8	Explain why this is relevant to own organisation's operation.
7.	Know how to obtain sector specific information, advice and guidance.	7.1	State the sources of information, advice and guidance available that is specific to the industry/ organisation/ occupation/ training and career within own organisation.
		7.2	Describe how the sources of information, advice and guidance can be accessed.
8.	Know about own organisation's principles and Codes of Practice.	8.1	Describe the principles by which own organisation operates.
		8.2	State how these principles are made known to: (a) employees (b) customers (c) suppliers (d) the community.
		8.3	Describe the Codes of Practice that apply.
		8.4	Explain the consequences of breaching the Codes of Practice for the individual and organisation.
		8.5	State the steps that should be taken if they experience difficulty in meeting the required standards of practice.

<b>Assessment Guidance:</b>
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<b>Additional Information:</b>
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