Welcome and Introduction

Dear apprentice,

Both employers and employees have a range of statutory rights and responsibilities under Employment Law. It is important that every employee understands his or her rights and responsibilities in the workplace. This workbook will guide you through legislation you should know and covers the nine national outcomes required.

You will learn about topics such as contracts of employment, equality and diversity, sick pay, holiday entitlements, health and safety, data protection and career development.

The information you learn will be useful for the rest of your career, regardless of the role, sector, or industry you find yourself in.

Your employer and training provider or local college will support you in the completion of this workbook as part of your apprenticeship programme.

Good luck!
Employment Rights

What you should know:
- The terms and conditions contained within a contract of employment
- Employment Rights Act 1996 and the employee’s entitlements
- Types of employment contracts
- Protection from unfair treatment
- Codes of practice that exist for managing conflicts between an individual employee and their employer

What is your role within the organisation?

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Where do you fit into the organisation’s structure?

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When do you get paid and how often?

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What period of notice would you have to give if you wanted to leave the company?

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Where can you get a copy of your employment contract?

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If you have any kind of grievance, who should you go to?

Name: .................................

Job Title: .................................

Contact Details: .................................
Where can you find copies of your organisation’s employment policies?

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Equality and Diversity

What you should know:

- The Equality Act 2010 (9 protected characteristics)
- Equal Pay Act
- Terms of your employment contract
- Disability Discrimination Act

Give an example of an occupation where you would be exempt from the Equality Act and state why?

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Who should you contact if you experience or witness discrimination and/or bullying at work?

Name: ………………………………………

Job Title: ………………………………………

Working Entitlements

What you should know:

- The Working Time Regulations which apply to all employers in the UK
- The special provisions which limit the hours that Young Workers aged 16 to 17 can work
- The legal rights and responsibilities, of both employees and employers, regarding the amount and time of holidays taken from work
- Specific rights and responsibilities that apply in the case of maternity and paternity leave

What are the maximum working hours allowed per week for?

A worker:  
A young worker:  

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……………………………………
How many days paid holiday are you entitled to?

Why is it important to take appropriate breaks during your working day?

How much maternity leave are mothers entitled to?

How much paternity leave are fathers entitled to?

Sickness and Absence

What you should know:
- Statutory Sick Pay (SSP)
- Self-certification

Where would you get a “self-certification” form and how many days sickness would you be allowed to ‘self-certificate’, before you have to get a Doctor’s certificate?

What are the arrangements for notifying your employer of sickness; how and when would you communicate this information and to whom?

After how many days sickness can your employer claim statutory sick pay?
Digital Capability

What you should know:
The role that digital technologies play across business and the apprentice own responsibilities especially in the following areas:
  o Security implications
  o Data protection
  o Working safely online
  o ICT
  o Social Media and organisational risk
  o Regulations on ‘bring your own devise’ (BYOD)

List three places where you can find out more information about data protection:
  1. ………………………………………………………………………………………………………
  2. ………………………………………………………………………………………………………
  3. ………………………………………………………………………………………………………

List three areas of legislation that an IT manager oversees:
  1. ………………………………………………………………………………………………………
  2. ………………………………………………………………………………………………………
  3. ………………………………………………………………………………………………………

Who in the organisation is responsible for data protection and who would be the person to ask if you have any questions?

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Give two examples of issues that could arise from BYOD:

EXAMPLE 1
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EXAMPLE 2
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What type of information is in your personnel record and who has access to it.
Do you have the right to see your personnel record?

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Working Safely Online

What you should know:
- To be aware of the potential risks when working online and to make informed judgements on whether it is necessary, appropriate or safe to do so
- Understanding setting personal safety preferences through websites and how to best control your online safety

Using the ‘Get Safe Online’ website https://www.getsafeonline.org/ select three topics and describe what you can do to protect yourself.

Topic 1

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Topic 2

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Topic 3

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Highlight three areas where you can minimise your safety risk when working online.

1. ........................................................................................................................................

2. ........................................................................................................................................
3. ............................................................................................................................

If a member of staff told you that they were being bullied online, what should you do?
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What information can be found on the CEOP website https://www.ceop.police.uk/ and who should be advised to use the website?
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How often are you required to change your login password?
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Give an example of a secure password:
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Health & Safety

What you should know:
• The main legislation covering health and safety in the workplace
• The health and safety regulations and codes of practice that relate to different kinds of work and workplaces
• The specific health and safety requirements relating to the employment of young people

Give an example of a health and safety regulation which applies to your workplace:
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Who is your health and safety representative?

Name: ..........................................................

Job Title: ..................................................
Where is the fire evacuation point?

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When is it OK to return to the building after an evacuation?

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List four places where you could get information about Health & Safety:

1. ........................................................................................................................................

2. ........................................................................................................................................

3. ........................................................................................................................................

4. ........................................................................................................................................

What action should you take if you have a fault with your computer?

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Why should you complete a VDU assessment?

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List three actions you can carry out to your PC to help you work safely:

1. ........................................................................................................................................

2. ........................................................................................................................................

3. ........................................................................................................................................
Where would you find out more information about the organisations ICT policies?

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Who should you inform if you suspect you have received a suspicious email?

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Social Media & Organisational Risk

A large proportion of staff now use social media either at home and/or at work. Typical social media sites include (but are not limited to) Facebook, LinkedIn and Twitter.

List five different ways social media affects you:

1. ………………………………………………………………………………………………..

2. ………………………………………………………………………………………………..

3. ………………………………………………………………………………………………..

4. ………………………………………………………………………………………………..

5. ………………………………………………………………………………………………..

Career Pathways

Who would you discuss your training and development options with?

Name: ………………………………………………………………………………………

Job Title: ………………………………………………………………………………………

List three opportunities for training and development provided by your employer. These may include short courses, qualifications and in-house training.

1. ………………………………………………………………………………………………..

2. ………………………………………………………………………………………………..

3. …………………………………………………………………………………………….....
List five different types of jobs within the sector:

1. …………………………………………………………………………………………………

2. …………………………………………………………………………………………………

3. …………………………………………………………………………………………………

4. …………………………………………………………………………………………………

5. …………………………………………………………………………………………………

Representative Bodies with the Sector

The IT Sector has a range of representative, e.g. professional bodies and trade associations, or federations.

Who are the main representative and professional bodies in the IT Sector?

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What is their role?

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Who are the Tech Partnership?

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Declaraton

We the undersigned, agree that the knowledge and understanding covered in the Employment Rights and Responsibilities workbook, has been completed by the apprentice.

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Additional Comments: