



## **Level 1 Award in Employee Rights and Responsibilities**

### **Qualification Specification**

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## Introduction

The Level 1 Award in Employee Rights and Responsibilities qualification is aimed at apprentices and ensures that the apprentices gain a general understanding of their rights and responsibilities as an employee and the responsibilities and duties of employers.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for the qualification has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland. This qualification has been accredited onto the Regulated Qualifications Framework (RQF).

## Qualification Profile

Qualification title	<b>ProQual Level 1 Award in Employee Rights and Responsibilities</b>
Ofqual qualification number	601/7109/1
Level	Level 1
Total qualification time	15
Guided learning hours	10
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/9/15
Qualification end date	

## Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Structure

Candidates must complete the Mandatory unit.

Mandatory				
Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
J/504/0616	Employee Rights and Responsibilities	1	1	10

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

### Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal verifier who are suitably qualified for the specific occupational area. Assessors and internal verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

Candidates must demonstrate the level of knowledge described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

*Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.*

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the unit achieved, and
- A certificate giving the full qualification title -

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#### **Claiming certificates**

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

#### **Replacement certificates**

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

## Learning Outcomes and Assessment Criteria

### Unit J/504/0616 Employee Rights and Responsibilities

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know the employee and employer statutory responsibilities and rights.	1.1 State a range of employee and employer statutory responsibilities and rights under employment law which could affect the work role. 1.2 State where employment could be affected by other areas of legislation.
2 Know the organisational procedures and documentation.	2.1 State the different organisational procedures and documentation that recognise and protect employee and employer relationships.
3 Know the range of sources of information and advice available.	3.1 State the different sources of information and advice available covering employment responsibilities and rights.
4 Know the role of the occupation.	4.1 State the role played by the occupation within the organisation and industry sector.
5 Know the range of available career pathways.	5.1 State the different types of available occupational areas and career pathways within the industry sector.
6 Know the types of representative bodies.	6.1 State the different types of representative bodies relevant to the organisation and industry sector. 6.2 State the main roles and responsibilities of the relevant bodies.
7 Know where to obtain information and advice.	7.1 State where to obtain relevant information and advice from internal and external sources.
8 Know the organisations principles and codes of practice.	8.1 State how to work within the organisations principles and procedures.
9 Know and form views of concern.	9.1 State how to recognise and form views on issues of public concern that could affect the organisation and industry sector.

## Assessment Requirements

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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