Unit Title:	**Rights and responsibilities at work**
OCR unit number:	N10
Life and Living Skill Area:	World of Work
Level:	Entry 2
Credit value:	1
Guided learning hours:	10

Unit purpose and aim

This unit introduces learners to the concept of having rights and responsibilities in the workplace and identifies sources of help and support if they have a problem at work.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will:	**The Learner can:**	
1 Understand that he/she has rights and responsibilities in the workplace	1.1 Identify aspects of working life in which he/she might have rights	The learner will find out about areas of the work environment where they may have rights. For example: learners have rights to a safe working environment, may have rights to rest breaks; have rights to reasonable adjustments to be made for disability or illness. To assist learners to find out about possible rights, learners may engage in group or one-to-one discussions, with signed support if required; role play activities; audio/audio visual examples; workplace guidance information etc.
	1.2 Identify aspects of working life in which he/she might have responsibilities	The learner will find out about areas of the work environment where they may have responsibilities. For example learners: have responsibilities for the safety of themselves and others at work, may have responsibilities for given tasks at work; may need to take responsibility for reporting broken or damaged equipment at work. To assist learners to find out about possible responsibilities they have at work, learners may engage in group or one-to-one discussions with a tutor,

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
		supervisor, or mentor with signed support if required, observe audio/audio, visual examples, be provided with straightforward lists of responsibilities they have at work and respond to this information etc.
	1.3 State who he/she would contact if he/she needed help with problems that arise at work	The learner can communicate who they could go to or contact if they have problems at work. For example: the learner can inform a workplace mentor if they do not understand how to complete a task, the learner can inform a responsible person, such as a supervisor or human resources/personnel officer if they are unwell or have to attend a medical appointment in working hours, the learner can inform a supervisor if they feel someone is being unkind or unfair to them at work. To assist the learner to complete this task, the learner could discuss how and who to go to for help and support; with a tutor, careers or job preparation advisor or learning or workplace mentor produce a help sheet of workplace support contacts and workplace phone number/email(s); storing information on a mobile phone, portable help sheet, in a diary or accessible storage device appropriate for the learner's needs.

Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

This unit will be assessed at Entry Level 2 and the methods of assessment will be appropriate to the learner's study or work environment and its interests. To meet the assessment criteria the learner will demonstrate that they understand that they may have rights and responsibilities in their working life by identifying that they may have some rights and employee responsibilities in the workplace. In addition the learner will state who would provide them with support for problems that could arise at work.

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Assessment materials and information may be presented in a variety of formats appropriate for the learner and their assessment/educational/workplace environment. For example: text-based, computer, adapted technology, Braille, audio and audio/visual, photographs, spoken, signed, Braille, diagrams and raised diagrams etc formats. This list is not exhaustive.

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

This unit aims to equip learners to develop their knowledge of rights and responsibilities in the workplace and enable them to identify sources of help and support if they have a problem at work

Evidence will be appropriate to the learner's needs, workplace, study and/or assessment environment.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.