



# PASSPORT TO RETAIL

## UNIT 4: EMPLOYABILITY

### ELEMENT 2: DURING EMPLOYMENT



# EMPLOYABILITY

## ELEMENT 2: DURING EMPLOYMENT

DURATION: **5/6 SESSIONS**

YEAR GROUP: **KS3/4 OR 5**

### STUDENTS WILL:

- > Understand the process of starting a new job
- > Gain insight into support people can gain
- > Understand your pay, tax and pensions
- > Understand how the employment process works and what to expect
- > Develop life skills
- > Develop employability skills for future employment
- > Hold employee encounters virtual and face 2 face
- > Acquire and develop an appropriate vocabulary in written and spoken language
- > Listen to and understand spoken language and use spoken Standard English whenever and wherever appropriate.

### ADDITIONAL NEEDS:

- > Class teachers to differentiate according to need

### NOCN QUALIFICATION

NOCN links:

- > Employability Skills Y/650/0492  
- Learning Outcome 4

You can gather evidence through using the Assessment Booklet, Verbal Feedback and Teacher Observations.

**NOCN Assessment Booklet available**

### SKILLS USED FROM SKILLS BUILDER:

- > Listening
- > Speaking
- > Problem solving
- > Staying positive
- > Teamwork
- > Creativity

### KEY WORDS:

- > Pay
- > Tax
- > National Insurance
- > Pensions
- > Retirement
- > Personal details
- > Probation
- > Employment
- > Employee/ employer
- > HR
- > Manager
- > Job

### RESOURCES FOR ALL LESSONS:

- > **UN4E201** - New start paperwork
- > **UN4E202** - Contract types
- > **UN4E203** - Probationary periods
- > **UN4E204** - Other support available
- > **UN4E205** - Employee PAYE
- > **UN4E206** - Effective Communication



## SESSION 1: STARTING A NEW JOB



### ACTIVITIES TO SUPPORT LEARNING

This section will look at the process of starting a new job. When we all had our first job this may have been new to us all. So, use this section to prepare students on what to expect and what to get ready to share.

#### The new starter paperwork:

This will be different in each role, every organisation asks for different levels of information from you, however there are common things all people ask for.

1. Use the flashcard to talk through some of the common things and explain some of the buzz words like a P60/P45.

All students at this age won't have a clue what these are, so it is up to us to give them the head start and save confusion.

We will also cover Tax & NI in the later section so don't worry about diving in too deep about this now unless you want to link them up.

#### Contract of employment

[Video explaining a contract](#), this isn't the simplest but the best of a bad bunch. Feel free to keep searching for something better.

2. Ask the students what they think a contract of employment is and why it is important?
  - 2a. See if the students can list any other types of contracts they may know of or heard of.

### LEARNING OUTCOMES

- Students to understand what may be required when starting a new job
- A brief introduction to Tax and NI
- To understand what a contract is and what it does
- To learn about probation periods
- To understand what might happen when starting a new job like training and inductions
- Listening
- Speaking
- Understanding new words and their meanings

### DIFFERENTIATION & RESOURCES

- **UN4E201** - New start paperwork
- **UN4E202** - Contract types
- **UN4E203** - Probationary periods



ACTIVITIES TO SUPPORT LEARNING	LEARNING OUTCOMES	DIFFERENTIATION & RESOURCES
<p><b>3.</b> Contract types, as we all know these can get confusing, I have tried to explain these on the flashcard. Talk these through with your students to allow a basic understanding.</p> <p>You can also use this <a href="#">ACAS link</a> to help explain what this may be and why it is important to have one when entering in the world of work.</p> <p>A contract between an employer and an employee or worker is a legally binding agreement. This could be a 'contract of employment' or a 'contract of service'.</p> <p><b>Probation periods:</b> A probation period is a trial period within the job role to see if you are suitable for the job and if you like it.</p> <p>Depending on the employer this will vary, you have the right to know if or how long you have a probation period for.</p> <p><b>4.</b> Use the flash card to talk through these further and the rights you have as an employee.</p> <p><b>Induction/ Training:</b></p> <p><b>5.</b> Ask the student to list or mind map what kind of things they would like to learn when starting a new job.</p> <p><b>6.</b> Use these links to talk through what to expect from an induction. <a href="#">Link</a> or <a href="#">Link</a></p> <p><b>TASK VARIATION:</b> This is a tough topic to cover for anyone, just see what parts are applicable, if any, to talk through.</p> <p><b>7.</b> Using the effective communication flashcard and activity, work with the students to help identify effective and ineffective methods of communication in the workplace. Through using this resource, highlight the differences that may occur when starting a new job and the differences in communication depending on the job role.</p>	<p><b>NOCN links:</b></p> <ul style="list-style-type: none"> <li>&gt; Employability Skills Y/650/0492</li> <li>- Learning Outcome 4</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>UN4E206</b> - Effective Communication</li> </ul>



## SESSION 2: THE SUPPORT YOU CAN GAIN IN A JOB



### ACTIVITIES TO SUPPORT LEARNING

These sections can be walked through or pick parts that are needed. There are no activities just information that may support the students to understand further support available in employment. The flashcard will also contain links that might help. Feel free to add any additional resources that might help.

1. Who are HR
2. Manager
3. Teamwork
4. Mentoring
5. Training
6. Access to Work

**TASK VARIATION:** This is a tough topic to cover for anyone, just see what parts are applicable if any to talk through.

### LEARNING OUTCOMES

- To start to have a basic understanding of the following areas:
  - Who are HR
  - Manager
  - Training
  - Mentoring
  - Access to work
- To identify people that can help them in the workplace
- Listening
- Speaking
- To understand new words and their meanings

### DIFFERENTIATION & RESOURCES

- **UN4E204** - Other support available



## SESSION 3: YOUR PAY



### ACTIVITIES TO SUPPORT LEARNING

Pay, Tax, NI & pension isn't the simplest thing to cover and explain.

1. Use the flash card to talk through the main points that the students need to be aware of.

Pension [video](#) or [video](#)

Tax [Video](#) or in-depth [video](#)

### LEARNING OUTCOMES

- To start to understand how the UK pay system works including further information on TAX, NI and pensions
- Listening
- Speaking
- To understand new words and their meanings

### DIFFERENTIATION & RESOURCES

- **UN4E205** - Employee PAYE

### OTHER VIDEOS & WEBSITE

[What to expect when starting a new job](#)

[Citizens Advice](#)

[Student Job Website](#)