

Employment Rights and Responsibilities (ERR) **for the Hairdressing sector.**

Learner Name

Programme

Start Date

Tutor Name

This booklet forms part of your framework to achieve the Apprenticeship in Hairdressing. Evidence that you have knowledge of ERR is required to complete the apprenticeship framework.

All apprentices are employed and need to be aware of their rights and obligations to ensure the legal rights of both the employer and the employee are protected.

You will be required to research and record your knowledge on the main areas of ERR; this will help you in working within the hair and beauty industries. The main areas are:

1. Employment Rights and Obligations for recruitment
2. Contract of Employment
3. Working Time Regulations/Minimum Wage
4. Health and Safety
5. Career pathways and Industry Structure
6. Disciplinary Procedures
7. Grievance Procedures
8. Issues of Public Concerns

Section 1

Employment Rights and Obligations for recruitment

This unit covers the obligations and rights of employees at the recruitment and selection stage.

To complete this section you will be expected to demonstrate knowledge and understanding of the following:

1. Their right not to be discriminated against directly/indirectly/unintentionally indirect and the duty not to discriminate against other people.
2. The areas of potential illegal discrimination i.e. Sex/martial status/disability/race/ethnic origin/trade union membership/non membership/part time working.
3. The difference between direct/indirect and unintentional indirect discrimination
4. Interview questions that are discriminatory
5. Interview questions that appear to be discriminatory but are necessary

1. How would you best describe the meaning of Equal Opportunities?

2. What is the main act covering disability in the workplace?

3. Give 2 examples of interview questions that would be seen as discriminatory.

4. What action could be taken if a member of staff was being discriminated against because of their Race and what legislation is in place to protect employees?

5. Explain the meaning of the Equal Pay Act.

Section 2

Contract of Employment

This unit covers the rights of employees to receive a contract of employment.

To complete this section you will be expected to demonstrate knowledge and understanding of the following:

1. The legal basic minimum of a contract
2. That an apprenticeship deed can also be a contract
3. What should be included in a contract
4. Understand entitlement to Sick Pay, annual leave pay and disciplinary procedures

1. What are the main things that should be included in a contact of employment?

2. What legislation is in place to cover contracts of employment?

3. What is the time limit that you should receive a contract of employment?

4. When could you not go to a tribunal?

Section 3

Working Time Regulations/Minimum Wage

This unit will cover specific aspects of the contract of employment and employment law.

To complete this section you will be expected to demonstrate knowledge and understanding of the following:

1. Minimum Pay
2. Minimum annual leave with pay
3. Limits on working hours
4. Entitlement to breaks

1. What year did the Minimum Wage Act come into force?

2. Explain briefly what is meant by the minimum wage.

3. What are the limits of working time that an employee under 18 can do legally?

4. What is the legal requirement for break times for an employee over the age of 18?

5. What should be included on a pay statement?

Section 4

Health and Safety

This unit covers the employer's responsibility to provide a safe working environment and the employee's responsibilities.

To complete this section you will be expected to demonstrate knowledge and understanding of the following:

1. Legal rights and responsibilities
2. Employer rights and responsibilities
3. Areas covered by health and safety
4. Employers can be prosecuted by the health and safety executive for failure to follow the health and safety at work act
5. Evacuation procedures in case of fire

1. Name what personal protective equipment is used in the salon and why?

2. Who is responsible for reporting and recording accidents in your workplace?

3. Explain the following legislation and how they affect you in the workplace:

COSHH -

Health and Safety at Work act 1974 -

4. What are your fire evacuation procedures in your workplace?

Section 5

Career Pathways and Industry Structure

This unit covers the hairdressing and beauty therapy occupations and the career pathways. It also covers the organisations related to the industry.

To complete this section you will be expected to demonstrate knowledge and understanding of the following:

1. The career pathways for the hairdressing and beauty therapy
2. Diversification of job role within the hairdressing and beauty therapy industries
3. Structure and content of qualifications leading to progression within the industries
4. Continuous professional development
5. Sources of information and advice relating to the hairdressing and beauty therapy industries
6. Roles of salon workers and the interaction between staff
7. Representative organisations for the hairdressing and beauty therapy industries
8. Trade Unions

1. What is your career aim?

2. What is your current job role and responsibilities?

3. Name 4 career routes you could take within the hair and beauty therapy industries.

4. What is the meaning of continuous professional development and give some examples how this could be carried out?

5. What is your understanding of HABIA?

Section 6

Disciplinary Procedures

This unit covers the employer's right to discipline staff but also the employee's right for this to be handled without discrimination, in accordance with a fair procedure.

To complete this section you will be expected to demonstrate knowledge and understanding of the following:

1. The expectation of their employer in terms of their behaviour, conduct, performance ect
2. The penalties the employer can impose under the disciplinary procedure
3. The employee's expectation that a fair disciplinary procedure will be followed
4. The employee's right to use an employment tribunal if unfairly dismissed

1. What act states that all employers should have a Disciplinary and Grievance Procedure?
2. What is the main purpose of the Disciplinary Procedure?
3. Explain the main principles of the Disciplinary procedure.
4. Name 3 acts of gross misconduct that could result in instant dismissal.
5. What is the length of time you would have to appeal against any formal disciplinary action?
6. What act states that an employee can be represented at a disciplinary hearing?

Section 7

Grievance Procedures

This unit covers the employer's obligations to have a grievance procedure and the employer's right to raise a grievance.

To complete this section you will be expected to demonstrate knowledge and understanding of the following:

1. The right to have a simple procedure to raise a grievance
2. The right to raise their grievance and have them heard without malice
3. The contract of employment should include or refer to the grievance procedure

1. What is the main purpose of a grievance procedure?

2. What are the main advantages of a grievance procedure?

3. How should a grievance be handled professionally?

4. Give 2 examples that may form the basis of a grievance.

5. What would be the next stage if issues are not resolved within the grievance procedure?

Section 8

Issues of Public Concern

This unit describes areas of public concern that are relevant to the hair and beauty therapy industries. Consumer awareness and expectations are greater than ever and clients are becoming more aware of qualifications and consumer rights.

To complete this section you will be expected to demonstrate knowledge and understanding of the following:

1. Standards of hygiene for salons
2. Qualifications of salon staff
3. Registration for the hairdressing industry
4. Industry codes of practice
5. Dealing with client conflict and complaints
6. Environmental issues

1. Why is it important to maintain health, safety and hygiene in the salon?

2. Why is staff qualifications and CPD important when working in a salon?

3. Given 3 examples of Industry Codes of Practice in your area of study.

4. How should a client conflict or complaint be dealt with?

5. What environmental issues could be related to working within the hair and beauty industries?

6. What is benefit of registration for individuals and salons?

Certificate of Achievement

Name of learner

Name of Tutor

Name of Employer

Learner response

I certify that I have completed and have a clear understanding of employment rights and responsibilities. I have submitted this pack as evidence.

Signature Date

Tutors Record

This is to certify that the above learner as successfully completed the Employment Rights and Responsibilities knowledge for the framework achievement for the Hairdressing Apprenticeship

Tutor Signature Date

IV Signature Date