

Unit one: Principles of personal responsibilities and working in a business environment

Assessment

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Please note that this Assessment document has 15 pages and is made up of 7 Sections.

Name: D S

Section 1: Rights and responsibilities at work

This section will help you to evidence Learning Outcome 1: Know the employment rights and responsibilities of the employee and employer

Learning objective	Place in Assessment
1.1 Identify the main points of contracts of employment	Question 1 Page 1
1.2 Identify the main points of legislation affecting employers and employees	Question 2 Page 2
1.3 Identify where to find information on employment rights and responsibilities both internally and externally	Question 3 Page 3
1.4 Describe how representative bodies can support the employee	Question 4 Page 3
1.5 Identify employer and employee responsibilities for equality and diversity in a business environment	Question 5 Page 3
1.6 Explain the benefits of making sure equality and diversity procedures are followed in a business environment	Question 6 Page 3

1. Identify four main points that would be included in a contract of employment. If possible, use an example contract to support your answer (feel free to obscure any confidential information). [1.1]

The four main points included in the employment contract are:

- The Employers Name,
- Employee's Name,
- Date of commencement of Employment
- Salary Details

Business Admin Unit 325 Answers

LL Leslie



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