

## EMPLOYMENT RIGHTS AND RESPONSIBILITIES

### (ERR)

## APPRENTICESHIP IN FOOD AND DRINK

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|---|---------------------|
| <b>1. Guide to assist with ERR completion</b>         | <b>page 2 – 11</b>  |
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**Providing the evidence that ERR requirements have been met**

Section 2 of this workbook should be completed and returned to Improve Ltd. when all nine ERR outcomes have been met.

## Section 1 – Guide to assist with ERR completion

<b>Title:</b>	<b>EMPLOYMENT RIGHTS AND RESPONSIBILITIES</b> <b>Apprenticeship in Food and Drink</b>	
<b>Level:</b>	No level attributed	
<b>Credit value:</b>	Not accredited, no credit value awarded	
<b>Learning outcome</b>	<b>Assessment criteria</b>	
<b>The learner will:</b>	<b>The learner can:</b>	
1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law.	<p>Explain a range of employee and employer statutory rights and responsibilities under employment law relating to:</p> <ul style="list-style-type: none"> <li>• Employment Rights Act 1996;</li> <li>• Legal responsibilities of employers, e.g. contracts of employment, grievance procedure, sickness absence and sick pay, working hours and holiday entitlements;</li> <li>• Equalities Act (anti-discrimination provisions such as regarding gender, race, disability, age);</li> <li>• Data protection Act;</li> <li>• Health and safety legislation.</li> </ul>	
Know statutory rights and responsibilities (details of how this requirement has been achieved)		

2. Knows and understands the procedures and documentation in their organisation which recognises and protects their relationship with their employer.

Explain the organisational procedures for employee/employer relationships relating to:

- Grievance procedure;
- Working hours and holiday entitlements;
- Sickness absence and sick pay;
- Data protection;
- Health and Safety;
- Equality and Diversity.

Know organisational procedures (details of how this requirement has been achieved)

3. Knows and understands the range of sources of information and advice available

Explain the different sources of information and advice available covering:

- Employment rights and responsibilities;
- Access to Work;
- Additional Learning support;
- Internal and external sources.

Know the range of sources of information and advice available (details of how this requirement has been achieved)

4. Understands the role played by their occupation within their organisation and industry

Explain the role played by the occupation:

- The role within the organisation;
- Main occupations within the sector;
- The role within the food and drink sector;
- Career pathways and progression routes available;
- Where to obtain careers guidance.

Know the occupational role and its relevance within the sector (details of how this requirement has been achieved)

<p>5. Has an informed view of the types of career pathways that are open to them</p>	<p>Explain types of career pathways open:</p> <ul style="list-style-type: none"><li>• Types of career available;</li><li>• Progression opportunities.</li></ul>
<p>Has an informed view of career pathways and progression opportunities (details of how this requirement has been achieved)</p>	

6. Knows the types of representative bodies and understands their relevance to their skill, trade or occupation, and their main roles and responsibilities

Explain the roles and responsibilities of the relevant bodies relating to:

- Representation at work;
- Co-operation and conflict;
- Health and safety;
- Welfare;
- The Sector Skills Council for food and drink;
- Relevant professional Bodies.

Know the types of representative bodies and their roles and responsibilities (details of how this requirement has been achieved)



<p>7. Knows where and how to get information and advice on their industry, occupation, training and career</p>	<p>State where to obtain information and advice from internal and external sources on the following:</p> <ul style="list-style-type: none"> <li>• The food and drink sector;</li> <li>• Occupational area;</li> <li>• Learning and development;</li> <li>• Careers;</li> <li>• The different subsectors and how they relate to each other;</li> <li>• Number of employees, turnover and market share;</li> <li>• Trends and developments in the sector and relevant sub-sector;</li> <li>• Changes in the relevant sub-sector affecting work practices.</li> </ul>
<p>Know where to obtain information and advice (details of how this requirement has been achieved)</p>	

8. Can describe and work within their organisation's principles of conduct and codes of practice

Describe the organisations principles and codes of practice:

- Codes of practice;
- Operating principles;
- National occupational standards.

Describe the organisations principles and codes of practice (details of how this requirement has been achieved)

<p>9. Recognises and can form a view on issues of public concern that affect their organisation and industry</p>	<p>Explain how to recognise and form views on:</p> <ul style="list-style-type: none"><li>• Issues of public concern that affect the organisation;</li><li>• Issues that affect the food and drink sector.</li></ul>
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Know and form views about matters of public concern (details of how this requirement has been achieved)

## Section 2 - ERR Document and Declaration of Achievement

This section to be detached and forwarded to Improve Ltd. on completion of framework.

This section details where all nine outcomes that are required by ERR have been planned and delivered by the learning provider and confirms that the apprentice has been assessed to ensure that he/she has learned and understands the outcomes. This section should be completed and returned to Improve Ltd. A copy should be retained by the apprentice.

Name of Apprentice	Name of Learning Provider
<p>Improve Proficiency Apprenticeship framework:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Intermediate Apprenticeship (Level 2)</li><li><input type="checkbox"/> Advanced Apprenticeship (Level 3)</li><li><input type="checkbox"/> Higher Apprenticeship (Level 4)</li></ul> <p>Pathway:</p> <p>Apprentice Registration number (from Improve Ltd.) .....</p>	

The learning provider should complete this section to show how each component of ERR was been planned and delivered during the apprentices learning programme. The ERR section should indicate how the apprentice was assessed on each of the required ERR component and that he/she achieved the learning outcome. To achieve the ERR national outcomes the apprentice must demonstrate that he/she:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers;
2. Knows and understands the procedures and documentation in their organisation which recognises and protects their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme;
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;
4. Understands the role played by their occupation within their organisation and industry;
5. Has an informed view of the types of career pathways that are open to them;
6. Knows the types of representative bodies and understands their relevance to their skill, trade or occupation, and their main roles and responsibilities;
7. Knows where and how to get information and advice on their industry, occupation, training and career ;
8. Can describe and work within their organisation's principles of conduct and codes of practice;
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

**Please indicate how each topic given below was taught and assessed.** For instance, the topic may have been taught/learned during the induction (say whether provider or employer induction), by handbook, specific ERR training. Also state briefly how knowledge was assessed. Please add any other relevant ERR areas that have been covered.

<b>Statutory Rights and Responsibilities</b> Please indicate how topic below were taught and assessed	
Contract of employment, code of conduct	
Grievance procedure	
Payment & pay statements	
Equality and Diversity	
Working hours & holiday entitlement	
Sickness absence & sick pay	

<b>Legislation</b> Please indicate how topic below were taught and assessed	
Data Protection Act	
Disability Discrimination Act	
Employment Rights Act 1996	
Equal Pay Act	
Health & Safety at Work Act	

Race Relations Act	
Equalities Act 2010 including Sex Discrimination	
Working Time Regulations	
How this legislation affects the apprentice in his/her role	
<b>Company (employer)</b> Please indicate how topic below were taught and assessed	
Structure of the company and how typical it is	



<p>The functions of different company departments</p>	
<p>The job role &amp; responsibilities of the apprentice</p>	
<p>Systems for ensuring cooperation and managing conflict</p>	
<p>How to interact with colleagues and why this is important</p>	
<p><b>The Food &amp; Drink sector</b> Please indicate how topic below were taught and assessed</p>	
<p>The different Food and Drink subsectors and how they relate to each other</p>	

<p>Number of employees, turnover and market share</p>	
<p>Trends &amp; developments in the Food and Drink sector and also in the chosen subsector</p>	
<p>Recognise changes in the Food and Drink sector/chosen subsector of public concern</p>	
<p><b>Career opportunities in the Food and Drink sector</b> Please indicate how topic below were taught and assessed</p>	
<p>Main occupations within the Food and Drink sector</p>	
<p>Career pathways &amp; career development opportunities open to the apprentice</p>	

<p>Relevant qualifications &amp; training</p>	
<p>Sources of advice (in-company and external) including on chosen industry</p>	
<p><b>Representative Bodies of the Food and Drink sector</b> Please indicate how topic below were taught and assessed</p>	
<p>The Sector Skills Council (SSC) for the Food &amp; Drink sector</p>	
<p>The regulatory Bodies in the Food and Drink sector and their roles and relevance to skill, trade, occupation</p>	
<p>The professional Bodies that impact on the Food and Drink sector and their roles</p>	

## Declaration

We, the undersigned, confirm that the knowledge and understanding elements for all nine learning outcomes of the Employment Rights and Responsibilities (ERR) requirements have been completed and achieved by the apprentice.

Apprentice name \_\_\_\_\_ Date \_\_\_\_\_

Apprentice signature \_\_\_\_\_ Date \_\_\_\_\_

Learning Provider name \_\_\_\_\_ Date \_\_\_\_\_

Learning Provider signature \_\_\_\_\_ Date \_\_\_\_\_

**Send completed form and other certification evidence to:** Apprenticeships, Improve Ltd.,  
Ground Floor, Providence House, 2 Innovation Close, Heslington, York, YO10 5ZF

Further information can be found by visiting: <http://www.improve-skills.co.uk/apprenticeships>

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