

## Qualification Specification

Focus Awards Level 2 Award in Employment  
Rights And Responsibilities (RQF)

601/5072/5



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## Focus Awards Level 2 Award in Employment Rights And Responsibilities (RQF)

### Qualification Details

QRN: 601/5072/5

Credit: 2

GLH: 15

TQT: 20

### Qualification Purpose

The Focus Awards Level 2 Award in Employment Rights and Responsibilities (RQF) will ensure that learners fully understand their rights and responsibilities, documentation including employee contracts and key employment procedures within their organisation.

### Learner Entry Requirements

There are no specific entry requirements for this qualification.

### Age Ranges

Entry is at the discretion of the centre; however learners should be 16 to undertake this qualification.

### Geographical Coverage

This qualification has been accredited for use in England and Northern Ireland.

### Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Focus Awards Reasonable Adjustments and Special Consideration Policy.'

## Assessment Methods

The Focus Awards Level 2 Award in Employment Rights and Responsibilities (RQF) is internally assessed.

Each learner is required to create portfolio of evidence which demonstrates achievement of all the learning outcomes and the assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include:

- Assessor observation – completed observational checklists on related action plans
- Witness testimony
- Learner product
- Worksheets
- Assignments / projects / reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Evidence may be drawn from actual or simulated situations where appropriate and where permitted by the relevant Sector Skills Council or Sector Skills Body.

## Progression Routes

Learners wishing to progress from this qualification can undertake the following qualifications:

- Level 3 Award in Employment Awareness in Active Leisure and Learning

## Useful websites and supporting materials

You will find useful websites and supporting materials here:

- [www.focusawards.org.uk/supportingmaterials](http://www.focusawards.org.uk/supportingmaterials)
- [www.Ofqual.gov.uk](http://www.Ofqual.gov.uk)

## Qualification Structure/Rules of Combination

Learners must achieve **the following mandatory unit** totalling credit **2 credits**.

Unit Title	Unit Ref	Level	GLH	Credit
<b>Mandatory unit</b>				
Understanding Employment Rights and Responsibilities	J/600/0840	2	2	15

### **Requirements for Tutors**

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area

### **Requirements for assessors:**

Assessors will be required to hold, or be working towards a relevant assessing qualification. This may include qualifications such as the Level 3 Certificate in Assessing Vocational Achievement, or the Level 3 Award in Assessing Competence in the Work Environment. Focus Awards will however; consider other relevant assessing qualifications upon submission. Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor. Assessors must also be able to show they are occupationally competent within the sector area..

### **Requirements for Internal Quality Assurers (IQA):**

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.