Learner name: Shipa Begum Ahmed

Centre number: Centre name: Medway Adult Education Rochester

Tutor name: Sue Sutton

Start date: 28/11/24

Signatures Learner: 

Assessor:A black letter on a white surface

Description automatically generated 1/2/25

Internal quality assurer\*: External quality assurer\*:

\* for completion if part, or all, of the evidence has been sampled by the internal and/or external quality assure

* 1. Identify key areas where employees have entitlements in the place of work

Entitled to at least minimum wage, paid holidays and a break for 20 minutes, during the work day.

30/1/Verbal discussion – confidentiality, health and safety, risk assessments carried out. Equality of treatment for all. Gender, race, etc Behaviour – no verbal abuse or bullying.

* 1. Give a reason why one of these rights or entitlements is important

Earning at least minimum wage allows employees to have some protection, because they know how much they should be getting paid. This reduces chances of unfairness and inequality in the workplace as everyone should be earning at least the same amount.

2. Know how rights and entitlements relate to their own situation. The learner can:

2.1 Identify one main right or entitlement they would need to be aware of for their own situation

I am entitled to a break for at least 20 minutes during the working day. This will help make sure I am not exhausted at the end of my shift, so that I can continue working after and feel refreshed during the rest of my day. Verbal discussion 30/1/25 Focus on work and can get distracted from work.

2.2 Identify where they can find out information about rights and entitlements

Information about rights and entitlements can be found on the government website. There you can see all the rights employees and employers have, and also what to do in case you are not given these rights.

2.3 Give an example of someone they can talk to for support and help with their rights and entitlement

An employee can talk to other employees or their employer about their rights and what they are entitled to, and also if there are any issues that can be fixed. Employees can also contact someone using the government website to have a discussion regarding their rights and entitlements, if they are not being given something they are entitled to. Verbal discussion 30/1/25 You can also speak to HR department.

I certify this is my own work and will note any websites etc that I used to help with my research.



Feedback 28/11/24 Sign your name – electronically, top and bottom please Shipa. DONE

* 1. Anything to do with safety or training? Discrimination? Modern slavery?
  2. same amount for same job? What does minimum wage enable the employee to do? What happens if you are being paid less?

2.1 What is likely to happen less if you have had a break?

2.2 Any other places you can find out your rights and entitlements?

2.3 What department in an organisation would you talk to about your rights? Is another employee going to have the right information? Any websites with email etc?

4/12 Feedback 1.1 Not added to, please see above

* 1. Again, I cannot see the corrections. Please check you have actioned the feedback above and electronically signed your name please Shipa

12/12 Shipa please talk to me about the improvements that need doing. Delete the assessment 2 that you have uploaded to Moodle.\_12

27/1/25 Shipa delete the one uploaded to Moodle and upload this one please. Discuss the feedback with me in class to Pass.

30/1/25 Verbal discussion with Shipa to cover all remaining points