

A photograph of two men in an office. One man, with a beard and dark hair, is leaning over the other man, who has a beard and light hair. They are both smiling and looking towards the right. The background is a blurred office environment with a window.

FOCUS AWARDS

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

601/5072/5

Silicon House, Farfield Park, Manvers, Rotherham S63 5DB

# Qualification Summary

## Key Information

### Level

2

### Sector

Sport, leisure and recreation

### Qualification Type

Occupational Qualification

### Total Qualification Time

20

### Credit Value

2

### Guided Learning Hours

15

### Status

Available To Learners

### Methods of Assessment

Portfolio of Evidence

### Minimum Age

16



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

QRN: 601/5072/5

GLH: 15

TQT: 20

Credit: 2

## 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.

## Age Ranges

Entry is at the discretion of the centre. However, learners should be aged 16 to undertake this qualification.

## Geographical Coverage

This qualification is available in England and Northern Ireland.

## Learner Entry Requirements

There are no specific entry requirements for this qualification.

## Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url:

<https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>



## Assessment Methods

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

## Progression Routes

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

- Focus Awards Level 3 Award in Employment Awareness in Active Leisure and Learning (RQF)
- Focus Awards Level 2 Award in Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings (RQF)

## Supporting Material and Useful Websites

- <https://focusawards.org.uk/supportingmaterials>
- <https://ofqual.gov.uk>



## Qualification Structure

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

### Mandatory Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Understanding Employment Rights and Responsibilities	J/600/0840	2	2	15

# Staff Requirements

## Requirements for Tutors/Instructors

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 includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission.

Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

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 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.

