

Employment Rights & Responsibilities

Incorporating Safeguarding, Health & Safety and Equality & Diversity



INVESTOR IN PEOPLE

Contents

Section	Page
Introduction	3
Information advice & guidance (IAG)	3
How to use this booklet	3
Every Learner Matters	4
Your own personal details	5
1. Safeguarding	6
2. Equality & Diversity	8
3. Contract of Employment	10
4. Working Time Regulations/Minimum Wage	12
5. Health and Safety	14
6. Career Pathways	16
Record of Special Achievements	18
Section Sign-Off	19
Application for Certificate	19
Feedback	20

Introduction

As well as learning the skills you need to become a hairdresser during your apprenticeship, it is important that you know how to keep safe and healthy, who to talk to if you have any concerns about your safety and wellbeing, that you understand your right not to be discriminated against (treated unfairly) and that you know the industry laws that relate to you and your employer in your place of work.

At work we must all take responsibility for these laws as failure to do so may mean that your employer or you end up in trouble.

Knowing the laws that govern and protect you will give you confidence in the work you are doing and if something should go wrong, you will know what to do and who to speak to.

Knowing the laws will protect you in your own personal safety, your job and also your employer's business.

Information, Advice & Guidance

There is a range of information, advice and guidance available to you whilst completing this workbook:

- The Virtual Learning Area on Shears Academy's Website
- Your Academy tutor/assessor
- Safeguarding posters in the toilets and on notice boards
- The Apprenticeship Curriculum – House Rules
- City & Guilds Learner Log Book
- The Be Safe Booklet
- The Health & Safety Notice Board
- Shears Academy's Equality & Diversity Policy Statement
- The assessment appeals procedure
- Other learners and colleagues at work
- Your salon trainer/manager
- Product information leaflets
- Information & instruction notices & manuals
- Observation of other colleagues
- Your own experience as a client in other salons
- Books/trade magazines

How to use this booklet

Working through one section at time, tick each topic that you **know and understand**.

There is a space provided opposite each page and section heading for you to carry out activities. This will help to form part of your evidence collection.

When a whole section has been completed, you and the salon manger/trainer should both sign and date the relevant notes/questions.

Every Learner Matters

We believe that every learner matters, and recognise that, as your training provider, Shears Academy plays a significant part in the prevention of harm to young people and vulnerable adults, and are in an important position to contribute to the health, safety, enjoyment and achievement of our Apprentices.

We ensure the highest levels of safeguarding and health & safety at the Academy and promote safeguarding and equality in the workplace by influencing employers to provide safe supportive environments in which apprentices learn progress, make positive contributions and achieve economic well-being.

Safeguarding

Safeguarding you -To help and support you to avoid bullying, harassment, discrimination, crime, anti-social behaviour, neglect, sexual exploitation and exposure to violence, we provide a designated

**Shears Academy Safeguarding Officer
Suzanne Nicholls – 020 8461 3504**

who you will have met at your induction or on your first day of training.

Suzanne is trained in Safeguarding, and she is here for you to talk to if you have experienced, or know someone else who is experiencing bullying, harassment, discrimination, crime, anti-social behaviour neglect, sexual exploitation or exposure to violence, whether at the Academy, in the workplace, socially or at home.

Her desk is situated in the IT Suite, and she is always available for you before Registration or at the end of the training day.

If you prefer, you can phone her Mondays – Wednesdays on **020 8461 3504**.

Should Suzanne not be here when needed, you can speak to either Carole Waghorn, who you met at you initial assessment interview, or Pauline Brooker, both of whom work in the Management office located next door to the Assessor's office.

Your Personal Details

Name: _____

D.O.B: _____ N.I. Number: _____

Start Date of Employment: _____

Employee's Signature: _____

Salon/Company Name & Address: _____

Post Code: _____

Tel: _____

Fax: _____

Email: _____

Manager's name: _____

Manager's signature: _____

1. Safeguarding

I know and understand

That Shears Academy team is committed to ensuring a safe environment for all apprentices and has a designated Safeguarding Officer

Who the Academy Safeguarding officer is

How to contact the Academy Safeguarding Officer when at the Academy

How to contact the Academy Safeguarding Officer when I am not at the Academy

My right not to be abused by anybody, either physically or mentally whether in person, or electronically by email, text or on social networking sites (i.e.Facebook)

That I have a duty not to abuse another person either physically or mentally, whether in person, or electronically by email, text or on social networking sites (i.e.Facebook)

My right not to be harassed or bullied either in person or by the use of technology: text, email, mobile phone or social networking sites

That I have a duty not to harass or bully others either in person, or electronically, by mobile phone or on social networking sites

How to keep myself safe and secure at the Academy and in my workplace

How to keep myself safe when using mobile technology

That I can talk to my supervisor at work if there is anything troubling me

That I can talk to The Shears Academy Safeguarding Officer, or my tutor or mentor if there is anything troubling me

Activity 1 - **Safeguarding**

Who is the Shears Academy Safeguarding Officer?

Where is the Officer located at the Academy?

What telephone number would you call her on when not at the Academy?

What is abuse?

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What should you do if you see or experience bullying or harassment?

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What is a mentor / Safeguarding Officer not able to promise you?

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How can you keep yourself safe whilst using mobile phones and social networking sites?

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2. Equality & Diversity

“Diverse means different. We are all different, therefore diversity includes us all.”

National Centre for Diversity

To complete this unit you must demonstrate that you are aware of equality & diversity rights and responsibilities within the workplace.

I know and understand:

My right not to be unfairly dismissed and to be dismissed only after a disciplinary hearing



My rights not to be discriminated against (treated unfairly)



My duty not to discriminate against other people



My rights if I am subject to discrimination



The areas where I shouldn't be subject to:

Illegal discrimination e.g. sex, marital status, disability, race ethnic origin, trade union membership/non-membership, sexual orientation, religious belief, age, pay, less than full-time working



The difference between direct and indirect discrimination



Interview questions that are discriminatory



Interview questions that appear to be discriminatory but are necessary



Where to find information on employment issues in the salon



Where to receive advice on employment issues outside of the salon



The obligation on employers to make reasonable adjustments if I become disabled



That age discrimination is illegal



That everyone has the right to belong to a trade Union



The trade union that is applicable for hairdressing



What I should do if I experience or witness discrimination



Activity 2 - Equality & Diversity

Describe your rights if you experienced or witnessed discrimination in the workplace.

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What is the legal definition of disability?

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Write about any forms of discrimination that can be justified:

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3. Contract of Employment

To complete this section you will be expected to demonstrate knowledge and understanding on the following:

I know and understand:

- What must be included in a contract of employment
- The salon/company's sick pay scheme/entitlement
- My holiday entitlement
- The amount of notice I need to give if I leave the salon
- The company pension scheme arrangements
- My right to receive a contract of employment within **two months** of starting my job
- My rights under the Data Protection Act
- The procedures to take if I have a problem (grievance) at work
- What I can reasonable expect to be included in my Employer's disciplinary and grievance procedure
- The procedures to take if I am ill and cannot come to work
- The procedures to take if I need time off for medical or family reasons
- The salon/company rules and regulations/codes of practice
- The potential consequences of the salon not meeting these codes of practice

4. Working Time Regulations/Minimum Wage

To complete this unit you will be expected to demonstrate knowledge in the following areas:

I know and understand:

- Employees are entitled to a minimum wage
- The current young worker's rate for 16 to 17 years old
- The current rates for employees aged between 18 & 22
- The current rates for employees aged 22 and over
- Who is exempt from the minimum wage
- Minimum holiday entitlement with pay
- The restrictions on workers below the school leaving age
- The limit on working hours
- My entitlement to rest breaks
- The information on my pay slip
- My employer's rights to deduct pay from salary
- My rights and responsibilities relating to maternity, parental, paternity and adoption leave
- My rights to equal pay/terms of employment regardless of me being male or female and full-time or part-time
- My right to itemised pay statements (slips)

Activity 4 - Working Time Regulations/Minimum Wage

Some employee's / apprentices are exempt from National Minimum Wage, please state why:

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Please list 4 jobs that would be excluded from the Working Time Regulations:

- 1/.....
- 2/.....
- 3/.....
- 4/

Give examples of why:

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List the Acts that protect employees against working time and wage issues.

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5. Health & Safety

To complete this unit you must demonstrate that you have a basic knowledge of health and safety in the workplace.

I know and understand

- My responsibilities to advise the employer of any situation that I consider to be dangerous
- My responsibilities to use equipment, dangerous substances, etc. in accordance with the training/instructions that I have received
- That I must notify my employer if I feel I need any further training/instruction in areas relating to health and safety
- How to conduct myself in a safe manner and not expose myself/others to risk
- That I must co-operate with my employer to provide a safe place to work
- Why it is important to follow all safety rules and codes of conduct
- The employer's responsibilities to ensure the safety & maintain salon equipment
- The employer's responsibilities for providing instruction and training to its employees to ensure their health and safety is maintained in the workplace
- The employer's responsibilities for the Control of Substances Hazardous to Health (COSHH)
- The employer's responsibilities for carrying out risk assessments, Especially for young members of staff and apprentices
- The employer's responsibilities to provide appropriate First-aid facilities
- The employer's responsibilities to provide a general written policy for health and safety to the employees (if they employ five or more staff)
- The employer's duty to limit the working hours of staff and ensure that rest breaks are taken
- My protection note to be subject to disciplinary action if I raise concerns about health & safety
- My rights if I become pregnant
- The regulations that exist regarding ventilation, temperature, lighting, size of rooms, washing facilities, windows and doors
- My right to be supplied with suitable personal protective equipment (PPE)
- The correct methods of waste disposal
- The correct evacuation procedures in the case of an emergency e.g. fire

Explain the importance of carrying out risk assessments in the workplace

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Define four potential risks in the workplace and explain the action you would take if these risks became hazardous and posed a danger to people in the workplace.

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6. Career Pathways

To complete this unit you must demonstrate that you have an understanding of the following areas:

I know and understand

Where to obtain sources of information regarding my chosen career

The career progression that is available to me in my workplace

The job roles and responsibilities within my workplace

The career pathways available in my profession

The training and development opportunities provided by the salon

The purpose and requirements of Continuing Professional Development (CPD)

The range of qualifications available in my profession

The professional bodies that represent my industry and what they do

The main trade magazines advertising job vacancies for my profession

Activity 6 – Career Pathways

Collect information relating to your chosen career from the Habia website (www.habia.org) Connexions (www.connexion.gov.uk) your Awarding Body (www.cityandguilds.co.uk) and using a search engine, find more career information, advice and guidance.

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Then with the help of your employer/trainer, develop a personal development plan for career progression. Do you want to own your own salon one day, or maybe you would prefer to manage a salon (or chain). Would you enjoy being a trainer, to pass on your knowledge to junior assistants? Maybe you would like to go all the way to be a teacher or hairdressing lecturer, or would prefer to do freelance stage and fashion work, or become a celebrity style and travel.

Your plan should detail any further training or qualifications you will need and should include the length of time and expected achievement dates; it could look something like this:

Aim	Action(s)	Start Date:	Target date:	Achieved √
Complete Level 2 and Achieve Apprenticeship	Check progress, ensure I know what assessments I need to achieve on time. (Ask Academy team for help if I need it to stay focused - they really understand!!!)	Nov. 2008	Oct. 2010	
Take Level 3 Qualification	Enrol in Advanced Apprenticeship with Shears Academy when I've achieved L2	Early 2011	By 2012	
Be an in-salon trainer & Mentor	Talk to Salon Training Manager/Shears Academy Enrol on an A1 Assessor's training course	By June 2013		
Take a Management Course	a) Research suitable Management Courses Ask other people to recommend a good training provider b) Enrol on Management Course	By end 2013 By Nov.13		

Record of Special Achievements

Record here any special areas of personal achievements that have occurred during the past six months e.g. letters for a job that you did particularly well, or extra help offered to the salon owner/trainer (Over and above your daily activities)

You could also note any other skills learned or courses attended.

Date	Details of the Achievement

Section Sign-off

When each section of the booklet is completed, the corresponding section below should be signed by you and your Assessor/Employer.

Section	Signatures	Date
1. Safeguarding	Learner	
	Assessor/Employer	
2. Equality & Diversity	Learner	
	Assessor/Employer	
3. Contract of Employment	Learner	
	Assessor/Employer	
4. Working Time Regulations/ Minimum Wages	Learner	
	Assessor/Employer	
5. Health & Safety	Learner	
	Assessor/Employer	
6. Career Pathways	Learner	
	Assessor/Employer	

I,
Assessor / IV / Learner support / Mentor for Shears Academy
Print name

Verify that all sections have been completed, and that each section has been signed off by both learner and Assessor/Employer.

Congratulations!

Application for Certificate

I confirm that, commenced their employment with me/us on:has taken part in and completed all sections of the ERR Booklet and I endorse their application for their Certificate of Achievement

Salon/company:

Address: Postcode:

Telephone: Email:

Job Title: Signature:

Certification will be issued by: Shears Academy of hairdressing

Telephone us on: 0208 461 3504

Feedback

Below is some feedback we have received from other learners about this training resource:

"It is good to be confident that I know I am being paid the right amount (of wages)"
Jodie Renton, Reeba

"Very good and easy to understand what E+D and Safeguarding means in a clear way"
Amy King, David Rae

"Very easy to understand, very helpful"
Nicola Ferguson, Paul's Boutique Spa

"It is well laid out and makes it clear to me what is included in each section.

It brought up questions in my mind of my rights I was unsure of before"
Ben Little, Shellshock

"It's helpful and clear, I also found it quite interesting"
Gemma Rayner, Private Training Course

Please let us know if you have any ideas on how we can improve this booklet, or our safeguarding services, or any other training services that we offer to you.

We really welcome your feedback and views to help us to continually improve our services and your learning journey; your impressions and comments are very valuable to us.

"Thank you"

From the
Shears Academy Team