

# Certificate in ESOL for Work at SCQF Level 5

## Reading Sample Assessment B

**Outcome 2:** Obtain specific information from work-related sources

**Task B** Employment Advice

You have 10 minutes to read the questions below. You may use a monolingual dictionary at this stage. Do not attempt to answer the questions.

When you have finished reading the questions, you will be given the reading text. You have a further 10 minutes to scan the article and answer the questions. You will not have time to read the text in detail. You must NOT use a dictionary for this stage.

### Section 1 – Questions 1 - 2

Answer the following:

1. Who is the fact sheet aimed at?
2. What is its purpose?

### Section 2 – Questions 3 – 7

Complete the table below by putting a tick in the correct box.

According to the fact sheet, who has the right to the following (all workers / not all workers / not applicable)?

	<b>all workers</b>	<b>not all workers</b>	<b>not applicable</b>
3. four weeks' paid holiday			
4. work a maximum of 48 hours per week			
5. health and safety protection			
6. national minimum wage			
7. accommodation			

**Section 3 – Questions 8 – 10**

Complete the following with no more than three words:

8. Employers may only take money from your wages for certain things if you have agreed to it \_\_\_\_\_.
9. Everyone is entitled to protection from all forms of \_\_\_\_\_ in the workplace.
10. If your hourly rate is below the NMW, you should contact \_\_\_\_\_.

# Adviceguide

Advice that makes a difference

This fact sheet is written for migrant workers who have the right to work in the UK. It gives information about your rights at work (**employment rights**).

You have rights at work because there are rules about how the person you work for (your **employer**) is allowed to treat you, and there are things you can do about it if your employer breaks these rules. Everyone who works in the UK has these rights from their first day of work. This includes people who work for an agency.

## **The right to a minimum wage**

There are rules about how much an hour your employer must pay you. The very least they must pay you is an amount called the **National Minimum Wage** (NMW). This will depend on your age. If you are doing agricultural work, for example crop or fruit picking, the rules about how much you should get are slightly different from other types of job.

Your employer must give you a pay-slip, telling you how much you have been paid. They must pay you and they must pay you all the money you are owed.

You might find that your employer takes money from your wages for things like your accommodation, meals, training, the cost of travel to work, or the cost of travel to the UK. They might also be taking money from your wages to pay off the costs of arranging the job for you. There are rules about how much money your employer can take from your wages to pay for things like these, and there is a set amount of money below which your wages must not go. There is a maximum amount for accommodation which can be taken into account when calculating whether you are getting the NMW.

If your employer is taking money from your wages for accommodation or training, they can only do this if you have agreed to it in writing. But even if you have agreed to this, your employer is not allowed to pay you less than the NMW.

If you think you are being paid less than the NMW, you can report this to the National Minimum Wage Helpline on 0845 600 0678. You don't have to give your name if you don't want to. If you find it hard to speak English, you should ask an adviser or someone else you trust to speak to the Helpline for

you.

### **The right to work a maximum number of hours a week**

There are rules about the number of hours you are allowed to work in a week. You should not have to work more than 48 hours a week, unless you have agreed this with your employer in writing. You cannot be forced to work more than 48 hours a week. You also have the right to a break during the working day and days off during the week.

There are special rules for people doing agricultural work.

### **The right to paid holiday**

You have the right to take four weeks' paid holiday from work. A week's holiday means you get as many days off as you work in a normal working week. For example, if you work five days a week, you have the right to 20 days paid holiday a year. However, if you only work two days a week, you have the right to eight days paid holidays a year.

### **The right to health and safety protection**

Your employer must make sure that the place where you work is safe for you to work in. This means that they must make sure you can do your job in a way which won't injure you or make you ill, and that you understand the safety rules.

### **The right to be protected from discrimination**

All workers in the UK have the right to be protected from discrimination by their employer. This includes discrimination because of your race, sex, sexuality, disability, age, religion or belief.

[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

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