



Unit title	Employment Legislation for Payroll
SQA code	H70V 04
SCQF level	7
SCQF credit points	2
SSC ref	FSP P1, P2, P4 and P5

History of changes

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Version number	Date	Description	Authorised by

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Title	Employment Legislation for Payroll	
Learning Outcomes		Assessment Criteria
The learner will:		The learner can:
1	Understand employment rights and related legislation as it applies to payroll.	1.1 Identify relevant employment rights legislation which has an impact on the payroll function. 1.2 Explain the main and relevant features of employment rights legislation. 1.3 Explain how employment rights legislation impacts upon the payroll function and where to access advice and guidance if needed.
2	Understand attachment of earnings legislation.	2.1 Identify the relevant attachment of and deductions from earnings legislation. 2.2 Explain the main features of attachment of earnings legislation. 2.3 Explain how attachment of earnings legislation impacts upon the payroll function and where to access advice and guidance if needed.
3	Understand data security and protection legislation in relation to payroll.	3.1 Identify the relevant data protection legislation. 3.2 Explain the main features of data security and protection legislation. 3.3 Identify and explain the implications of data security. 3.4 Explain how data security and protection legislation impacts upon the payroll function and where to access advice and guidance if needed.

Additional information about the Unit
Unit purpose and aim(s)
This Unit is about legislation related to the payroll function. Learners will gain a knowledge of the payroll legislation (which may be quite complex) so that they can apply it to particular situations when carrying out payroll tasks.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit directly relates to Units FSP P1, P2, P4 and P5 of the Payroll NOS.
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Evidence should be collected when carrying out tasks within a real job. Learners must provide evidence that they have done this over a sufficient period of time so that the assessor is confident that they are competent. Learners are required to explain the impact of legislation on the payroll function.

Assessment must be undertaken with learners taking due cognisance of legislation, security of information and organisational procedures.

Guidance on Instruments of Assessment

This Unit is designed to assess the knowledge of learners in the workplace.

Learning Outcome 1 may be assessed by a work-based assessment taking the form of a report.

Learning Outcome 2 may be assessed by a work-based assessment taking the form of a report.

Learning Outcome 3 may be assessed by a work-based assessment taking the form of a report.

Online assessment may also be used for all three Learning Outcomes.

The collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. Supplementary evidence may include:

- ◆ Witness Testimony
- ◆ Questioning
- ◆ Professional discussion
- ◆ Other valid evidence which relates directly to learner performance

SQA's Guide to Assessment provides information on appropriate instruments of assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website **www.sqa.org.uk**.

The FLSP's Assessment Strategy also supports the assessment of this Unit.