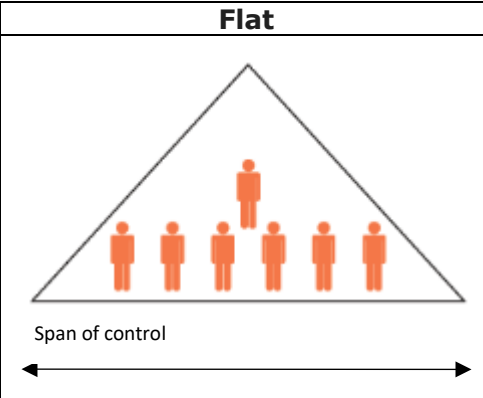
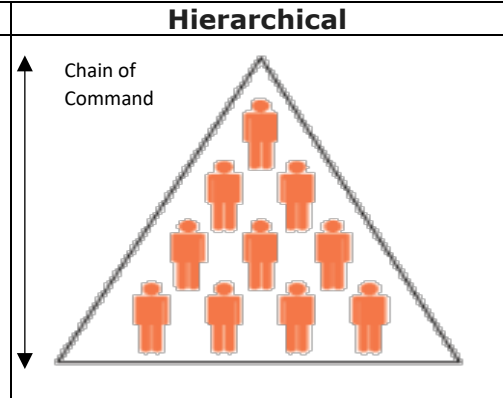
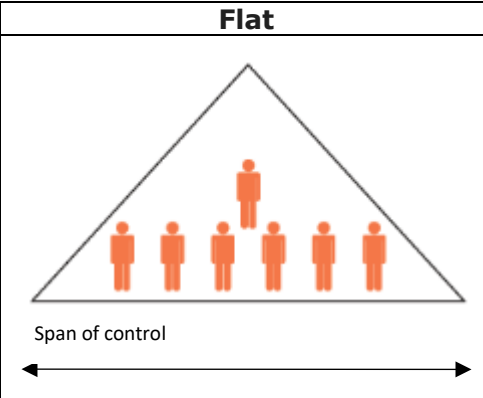
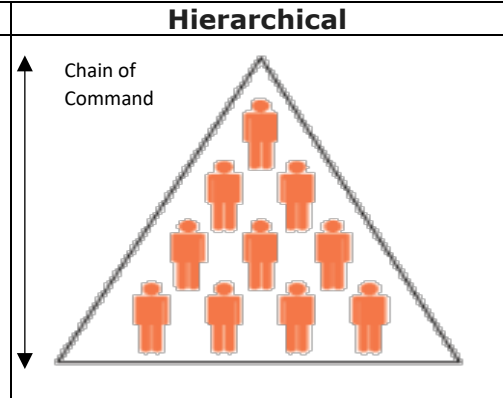
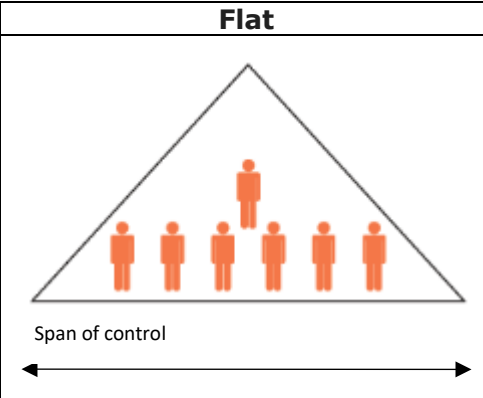
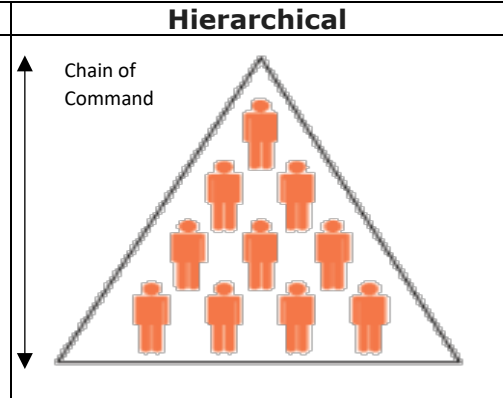


Recruitment	Training	Employers, Employees & Trade Unions	Pay													
<p><b>Recruitment:</b> Ensuring the business have staff with the correct skills / qualities that the business needs.</p> <p><b>Recruitment Documents</b></p> <p><b>Job Description:</b> A document a business produces with the <u>details of the job</u> e.g. pay, holidays, duties.</p> <p><b>Person Specification:</b> A document a business produces with the <u>details of the person required</u> e.g. experience, qualifications, personal qualities.</p> <p><b>Adverts:</b> Must be appropriate when advertising for employees – summary of job, contact details, legal.</p> <p><b>CV / Letter of Application:</b> The CV outlines an applicant’s employment history, skills and qualifications. The Letter of Application can expand on these.</p> <p><b>Shortlisting:</b> A business looks through applications to decide who to interview.</p> <p><b>Reference:</b> A business contacts previous employers.</p> <p><b>Interview:</b> An opportunity for the business to ask the candidate questions and decide if they are the best person for the role.</p>	<p><b>Training</b> is needed for;</p> <ul style="list-style-type: none"><li>- Health &amp; Safety requirements.</li><li>- New working practices – ways of working.</li><li>- New technology – Robotics, Automation, CAD, CAM.</li><li>- New Government schemes.</li></ul> <p><b>On the Job Training:</b> Completed at work amongst co workers</p> <table><tr><td>+ Cheap + Builds relationships + Hands on</td><td>- Bad practices passed on - Often no formal qualification</td></tr></table> <p><b>Off the Job Training:</b> Completed outside of work and usually ends in a qualification</p> <table><tr><td>+ Production is not held up + Motivational + High standard</td><td>- Not with colleagues - Expensive - Not practical</td></tr></table>	+ Cheap + Builds relationships + Hands on	- Bad practices passed on - Often no formal qualification	+ Production is not held up + Motivational + High standard	- Not with colleagues - Expensive - Not practical	<p><b>Employer:</b> The business that provide a job for workers.</p> <p><b>Employee:</b> The persona who works for an employer, in exchange for a wage / salary.</p> <p>Employers must;</p> <ul style="list-style-type: none"><li>- Provide a contract of Employment.</li><li>- Not dismiss ('sack') employees unfairly.</li><li>- Abide by laws and legislation.</li></ul> <p><b>Employment Laws:</b> Businesses must abide by these to ensure people are protected in the work place and are not discriminated against;</p> <ul style="list-style-type: none"><li>- Sex Discrimination</li><li>- Disability Discrimination</li><li>- Race Discrimination</li><li>- Health and Safety</li></ul> <p><b>Trade Union:</b> Protects workers’ rights (pay, redundancy, conditions etc.), through ‘collective bargaining’ – Negotiating with employers on behalf of all members.</p> <p><b>Trade Union Action:</b> Includes, Negotiation, Working to Rule, Overtime Ban and even Striking.</p>	<p><b>Gross Pay:</b> What you earn in total</p> <p><b>Net Pay:</b> The pay taken home after deductions</p> <p><b>Gross Pay – Deductions = Net Pay</b></p> <p><b>Statutory Deductions:</b> National Insurance, Income Tax etc. that are taken out of Gross Pay - employees <i>do not have a choice</i> over</p> <p><b>Voluntary Deductions:</b> Pension, Charitable Donation etc. that are taken out of Gross Pay – employees <i>can choose</i> whether these go out or not</p> <p><b>PAYE:</b> The system that takes away tax from workers – this system works out how much they need to pay – <b>PAY AS YOU EARN.</b></p> <table><tr><td>Hours worked this week =</td><td colspan="2">Deductions</td></tr><tr><td>Overtime worked this week =</td><td>PAYE NI Total</td><td></td></tr><tr><td>GROSS PAY THIS WEEK = £</td><td colspan="2">NET PAY THIS WEEK = £</td></tr></table>	Hours worked this week =	Deductions		Overtime worked this week =	PAYE NI Total		GROSS PAY THIS WEEK = £	NET PAY THIS WEEK = £	
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