



INSTITUTE  
OF THE MOTOR  
INDUSTRY

IMI QUALIFICATION



# Assessment Criteria

for

## IMI LEVEL 2 AWARD IN KNOWLEDGE OF EMPLOYEE RIGHTS AND RESPONSIBILITIES FOR THE AUTOMOTIVE SECTOR

Ofqual I.D: 600/1308/4

*To be used in conjunction with Learner E.R.R Workbook and Candidate  
Assessment Summary*

## CENTRE INFORMATION

Please be aware that any **legislation** referred to in this qualification may be subject to amendment/s during the life of this qualification. Therefore IMI Approved Centres must ensure they are aware of and comply with any amendments, e.g. to health and safety legislation and employment practices.

Please be aware that **vehicle technologies** referred to in this qualification reflect current practice, but may be subject to amendment/s, updates and replacements during the life of this qualification. Therefore IMI Approved Centres must ensure they are aware of the latest developments and emerging technologies to ensure the currency of this qualification.

Please note: the relevance of the information contained in the **unit content** will vary depending upon the vehicle types being worked upon. The unit content is for guidance only and is not meant to be prescriptive.

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Requests should be made in writing and addressed to:  
Institute of the Motor Industry (IMI)  
Fanshaws, Brickendon, Hertford SG13 8PQ



### CONTACT SHEET

Learner Name:	
Learner Registration No:	
Learner Address:	
Learner Tel No:	
Learner Email:	
Employer Contact:	
Employer Name & Address:	
Employer Tel No:	

Please complete as appropriate:	
Witness Name:	Witness Name:
Witness Job Title:	Witness Job Title:
Witness Signature:	Witness Signature:
Witness Name:	Witness Name:
Witness Job Title:	Witness Job Title:
Witness Signature:	Witness Signature:
Assessor Name:	Assessor Name:
Assessor Signature:	Assessor Signature:
Assessor Name:	
Assessor Signature:	
Internal Verifier Name:	Internal Verifier Name:
Internal Verifier Signature:	Internal Verifier Signature:



## IMI LEVEL 2 AWARD IN KNOWLEDGE OF EMPLOYEE RIGHTS AND RESPONSIBILITIES FOR THE AUTOMOTIVE SECTOR

Ofqual I.D: 600/1308/4

### STRUCTURE

This qualification consists of 1 Mandatory Unit.

Therefore in order to achieve the qualification, learners must achieve a minimum of 2 credits from Group A.

**Group A:** 2 credits from the 1 mandatory unit.

#### Group A: Mandatory Unit

Unit Ref:	Unit Title & I.D Number	GLH	Unit Level	Credit Value
ERR1	Knowledge of Employee Rights and Responsibilities for the Automotive Sector (M/503/0646)	8	2	2



<b>UNIT REF: ERR1</b>	<b>UNIT TITLE: KNOWLEDGE OF EMPLOYEE RIGHTS AND RESPONSIBILITIES FOR THE AUTOMOTIVE SECTOR</b>
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<b>Level: 2</b>	<b>Route: SASE/SASW Compliant</b>	<b>Credit Value: 2</b>	<b>GLH: 8</b>
<b>Rationale:</b> This unit will enable the learner to develop understanding of the automotive industry and the role of their organisation within the industry. Understand their role within the organisation and their rights and responsibilities as an individual and their responsibilities when dealing with others			

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The Learner will:</b>	<b>The Learner can:</b>
1. Understand employer and employee rights, responsibilities and their organisational procedures	1.1. State employer and employee rights and responsibilities under employment law, including Disability Discrimination Act, Health & Safety and other relevant legislation  1.2. Identify any industry specific legislation and regulations that are relevant to own role  1.3. Explain why legislation is important in upholding and protecting the rights of both employer and employee  1.4. Describe organisational procedures for equality & diversity, including relevant documentation.  1.5. Describe principles, policies and codes of practice used by their organisation and the automotive industry  1.6. Identify sources of information and advice on employment rights and responsibilities, including Access to Work and Additional Learning Support  1.7. State the types of representative body within the automotive industry  1.8 Describe the main roles and responsibilities of the representative body and their relevance to the automotive industry  1.9 Describe how representative bodies within the automotive industry can support the employee



2. Understand the purpose of health, safety and security within the automotive sector	2.1. Describe organisational procedures for Health & Safety, including relevant documentation 2.2. Explain the purpose of following health, safety and security procedures in the automotive sector
3. Understand the automotive sector and own organisation and role within the sector	3.1. Identify the sectors that make up the automotive industry and where their organisation fits 3.2. Describe own role within the organisation and the automotive industry 3.3. Identify sources of information and advice on own industry, occupation, training and career 3.4. Describe career pathways available within the industry 3.5. Explain issues of public concern that affect their organisation and the automotive industry

**Content:****Understand the importance of diversity in the workplace**

- a. Explain what is meant by 'diversity'
- b. Explain why diversity should be valued in the workplace
- c. Evaluate the advantages diversity brings to an organisation
- d. Describe how to be sensitive to people's individual needs
- e. Explain how to respect other people's abilities, background, values, customs and beliefs
- f. Describe different ways they could learn from others in the workplace
- g. Explain the requirements of discrimination legislation as relevant to their job

**Be able to support diversity at work**

- a. Interact with other people in a way that is sensitive to their individual needs
- b. Interact with other people in a way that respects background, abilities, values, customs and beliefs
- c. Learn from other people in the workplace
- d. Use learning from other people to improve the way they work and interact with others
- e. Follow their organisation's procedures and legal requirements in relation to discrimination legislation

**Understand the employment procedures to follow at work**

- a. Identify who to contact if they have a grievance at work
- b. Identify who to contact if they need guidance and support on an employment issue
- c. Explain what they should do if they witness or experience discrimination or bullying at work
- d. Describe the procedures to follow if they are ill or need time off from work
- e. Describe the types of information that are recorded in personnel records
- f. Explain why personnel records are important
- g. Describe what to do to report changes to information on personnel records
- h. Identify their agreed working hours, holiday entitlement and sick pay conditions with the employer

**Be able to apply their rights and responsibilities at work**

- a. Access information about their employment rights and responsibilities
- b. Carry out their responsibilities to their employer in a way that is consistent with their contract of employment
- c. Seek guidance when unsure about their employment responsibilities and rights