



# Certificate of Work Readiness

Unit Code: F788 10 Responsibilities of Employment

Evidence Reference Number 8

## Jargon Buster

Name .....

Date .....

Assessor .....

### Jargon Buster

There can be a lot of jargon around employment and sometimes it can be hard to know what everything means. Sometimes employers use words that can be hard to understand.

Look at the speak bubbles below to see what each of the employment related terms mean.

A few are blank, see if you can find out what they mean and fill them in.

#### Work Trial

A Work Trial is a way of trying out a potential employee before offering them a job.

#### Part-Time Work

A part-time job is a form of employment that carries fewer hours per week than a full-time job. Workers are considered to be part-time if they commonly work less than 30 or 35 hours per week.

#### Temporary Work

Temporary work or temporary employment refers to a situation where the employee is expected to leave the employer within a certain period of time. Temporary employees are sometimes called "contractual", "seasonal", "casual staff"; or the word may be shortened to "temps."

#### Notice Period

A notice period is the amount of time an employee has to give from the time he decides to quit until he actually stops working.



**Contract**

This is the agreement between employee and employer and contains factors such as work to be undertaken, pay, place of work.



**Fixed-Term Contract**

A fixed-term contract of employment is defined as a contract of employment which has a definite start and end date, or finishes when a particular task is completed, or after a specific event.



**Retirement**

Retirement is the point where a person stops employment completely.



**Redundancy**

When someone is dismissed from their job as they are considered to be no longer necessary.



**Overtime**

Overtime is the amount of time someone works beyond normal working hours.



**Annual Leave**

Annual leave is paid time off work granted by employers to employees to be used for whatever the employee wishes e.g. going on holiday. The number of days annual leave an employee can take will be different in each work place, but it will be detailed in the employment contract.

Have you ever been left wondering about some employment related words mean?

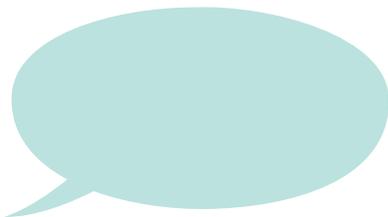
Have some words in job adverts left you scratching your head?

Using the internet look up some job adverts and see if there are any words or terms that you are unsure of.

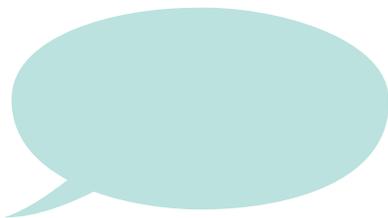
Write those words in the speech bubbles below and then see if you can find out what they mean (you could look the word or term up online, in a dictionary, or ask someone).

**New Word**

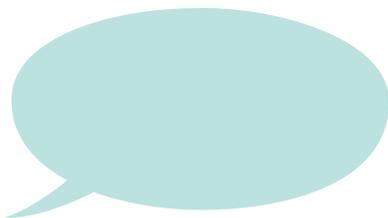
**This words means...**



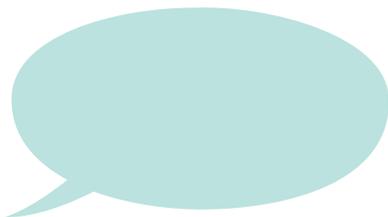
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