

## Equality

**The Equal Pay Act 1970** gives women and men the right to equal pay for the same work, or for work of equal value.

**The Sex Discrimination Act 1975** makes it illegal to treat women and men differently because of sex or marital status. It also makes sexual harassment illegal.

**The Gender Reassignment Regulations 1999** make it illegal to treat someone who has changed sex differently in a work or training situation.

**The Race Relations Act 1976** makes it illegal to discriminate against a person because of race, colour, nationality, ethnic or national origin, or religious belief.

**The Disability Discrimination Act 1995** makes it illegal to discriminate against young people with disabilities.

**Employment Equality (AGE) Regulations 2006** makes it illegal to make employment and vocational training decisions based on a person's chronological age.

## Health, Safety and Welfare

**The Health & Safety at Work Act 1974** makes employers responsible for the health, safety and welfare of their workforce and anyone else who comes into contact with the workplace. If you have 5 employees or more, you must have your own written health & safety policy.

Bullying and harassment are considered unacceptable and now illegal. It is in every employers interest to promote a healthy, safe and fair environment for employees.

Signs to be aware of:

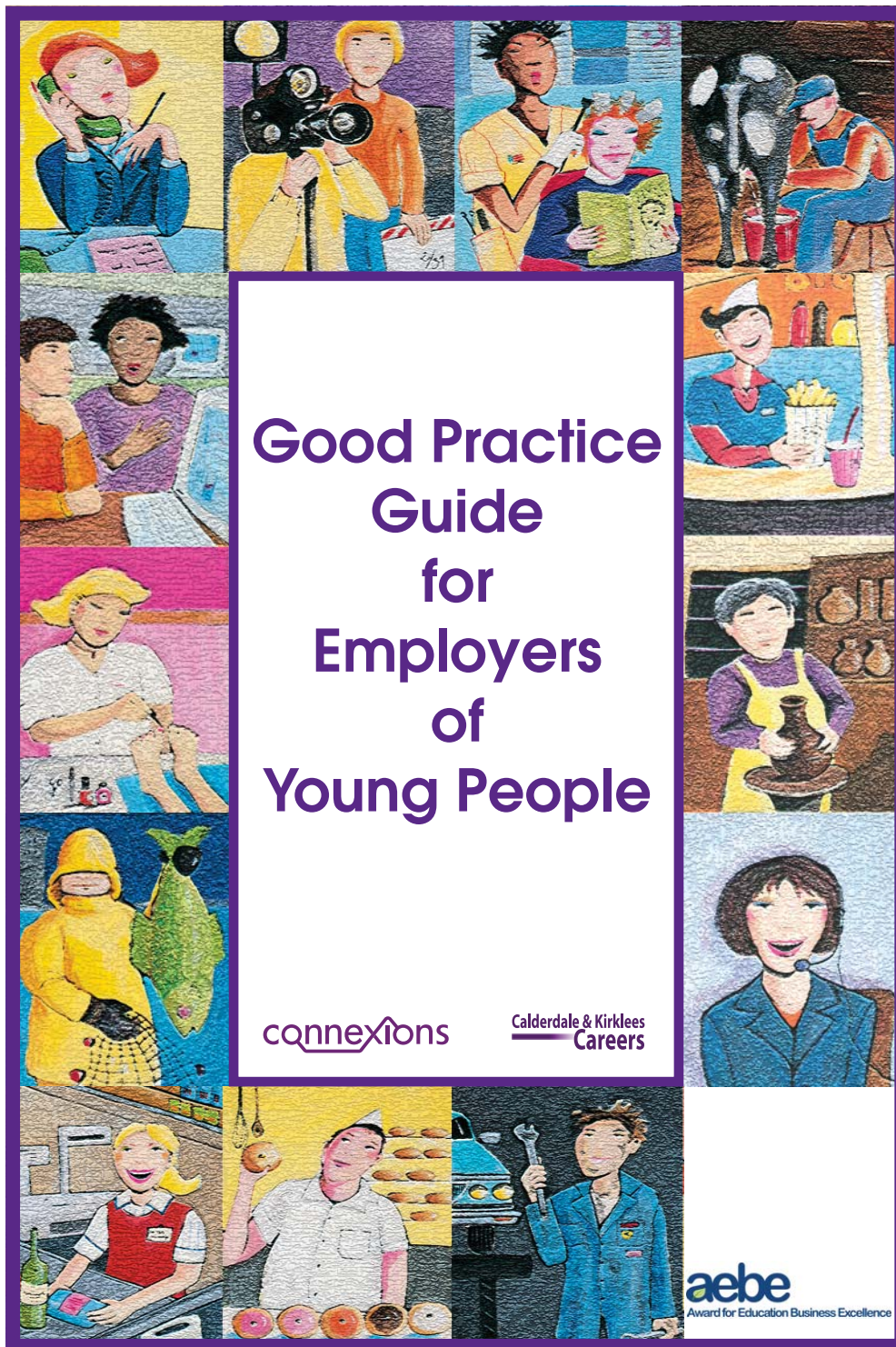
- employees thinking they are unfairly judged or treated
- being given inappropriate tasks to do
- being shouted or sworn at
- being ignored or excluded
- being made to feel nervous or frightened
- being given too much work, not enough time

For further advice and guidance go to [www.acas.co.uk](http://www.acas.co.uk)

For more information on employing young people go to [www.workabout.org.uk](http://www.workabout.org.uk) or call Calderdale & Kirklees Careers Work Based Services Team on 01484 226750

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# Good Practice Guide for Employers of Young People

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## Good Practice Guide for Employers of Young People

Employing, training and guiding a young person can be extremely rewarding for an employer. Young people, by the very nature of their age and lack of experience in the world of work, rely on their employer to offer them a fair deal, terms and conditions and a safe place to work.

Employment law, in some acts, differs for 16/17 year olds to that of workers over 18 years, and the following is a good practice guide for all employers.

### Working Time Regulations (WTR)

The Health & Safety Executive (HSE) and the Environmental Services Department of your local authority are responsible for ensuring employers take working time regulations seriously.

16/17 year olds should:

- work no more than 40 hours per week or 8 hours per day excluding travelling time
- get a rest break of 30 minutes after 4.5 hours work
- have 12 uninterrupted hours off in each 24 hour period
- get 2 days off per week
- not work between 10pm and 6am or 11pm and 7am unless they work in certain sectors including: Armed Forces, hospitals, retail trade, hotel and catering, bakeries, fisheries, newspaper and postal deliveries.

18 year olds and over should:

- work no more than 48 hours per week. (However, they can decide to work longer. This is called **opt-out** and must be a written agreement, signed by the employee)
- get 4 weeks paid holiday per year
- be allowed rest breaks of 20 mins after 6 hours work
- get one day off per week

### Apprenticeships/Training

Designed by Sector Skills Councils, apprenticeships are funded by Learning Skills Councils for employees 16-24. Apprenticeships are nationally agreed frameworks comprising NVQ level 2 and/or 3, key skills and technical certificates. They are available in a wide range of skill areas.

The training is usually a mix of on and off the job training and takes between 12-36 months depending on the level and skill area. To find out more contact the Work Based Services team at C & K Careers on 01484 226750. You can also go to our website [www.workabout.org.uk](http://www.workabout.org.uk)

### Time Off for Studying and Training

Young employees 16-17 have a right to train up to NVQ level 2 if they haven't reached that level. This can be college based training, an apprenticeship, or other suitable study.

### Contract of Employment

A contract of employment sets out the main terms and conditions of an employee's job and should be issued within 8 weeks of an employee commencing employment. Every employee has the right to a contract of employment no matter how small the company they are working for is.

### Pay Slips

Most employees have the right to receive a pay slip or pay statement from their employer at or before the time they get paid. The pay slip should include:

- the name of the company or owner
- employee's name
- pay reference number
- pay date
- gross pay
- deductions of Income Tax and National Insurance, student loan repayments etc.

### National Minimum Wage

All workers aged 16 and over should get paid the minimum wage of at least:

- £3.68 per hour if aged 16 - 17
- £4.98 per hour if aged 18 - 20
- £6.08 per hour if aged 21+
- £2.60 per hour for Apprentices

Apprentices are exempt from the NMW at 16-18 and in the first year if 19 or over, though many employers pay at the NMW or above.