# 10170 FORMATIVE ASSESSMENT WORKBOOK

Formative Assessment 1

In groups, discuss the legislation above. List group members’ questions and possible issues relating to employment legislation at their place of work. Keep this list handy and, as you work through the material, check off the items on your list as they are explained and/or answered during the course of the training intervention.

Formative assessment SO1, AC1-2; SO2 AC1-2 group activity

In a group, obtain a copy of the college’s disciplinary code. You can also obtain the disciplinary code of any workplace. Study the disciplinary code and answer the following questions:

* What are the stages and disciplinary actions for a worker who is late for work regularly?
* What are the stages and disciplinary actions for a worker who caught stealing?
* What are the stages and disciplinary actions for a worker who is under the influence of alcohol or drugs at work?
* What are the stages and disciplinary actions for a worker who makes sexist comments towards fellow workers?
* Identify the stakeholders involved in this procedure
* What are the roles of the different stakeholders involved in this procedure?

Formative assessment SO2 AC3 group activity

In a group, obtain a copy of the college’s grievance procedure. You can also obtain the grievance procedure of any workplace. Study the grievance procedure and explain the process of lodging a grievance.

Formative assessment SO3 AC1-2 group activity

Obtain a copy of an industrial relations policy and collective agreement of any workplace. In a group, study the policy and answer the following questions:

* What are the procedures to follow before a strike can be called?
* What are the negotiation procedures for annual wage and salary increases?
* What are the negotiated hours of work for administrative workers?

Obtain a copy of an employment contract. Study the contract in your groups and answer the following questions:

* How many days’ annual leave is granted to workers?
* When may this leave be taken?
* Are there any details about the actual job in the contract?
* Are the hours of work detailed in the contract?
* List at least one requirement stated in the contract that is new or unfamiliar to you.