



achieving**excellence**
uk ltd

ADDITIONAL INFORMATION



Information



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Healthy Living

Diet

A healthy diet is important at all stages of life, a healthy diet does not mean cutting out any food group but making sure that you have all food groups in moderation. A balanced diet reduces the risk of health concerns such as diabetes and will maintain focus and progression throughout life.

Exercise

It is important that you maintain levels of exercise levels of exercise, in a world where it is easy to spend hours sat stationary it is important to remember that exercise is a daily occurrence that will keep you healthy, see what you can change in your daily routine to support exercise such as walking to the shop rather than taking the bus or making sure you are doing the recommended 10,000 steps a day.

Brain Health

Whilst we often focus on physical health such as diet and exercise it is also important to keep your brain healthy, the brain is an organ that requires training and maintenance, this can be done by setting yourself smaller challenges each day that will keep your brain exercising and forming neuropathways that are important. Our brains do not finish forming until the age of 25 but even after that, it is still ever changing, it is never too late to learn a new skill and by learning new skills you will be training your brain in a different way.



Safe Sex



Whilst having a sexual relationship is important to some, it is more important to ensure that it is a safe environment for all parties. It is vital that you have informed consent whilst engaging in a sexual activity with another person and to know that consent can be withdrawn at any time that one participant would like to do so. It is important to know and understand that no means no and that all activities are stopped if wanted.

Protection should be used when having sex to protect against any sexually transmitted diseases or infections such as chlamydia and HIV, protection can be in the form of male or female condoms, and these are the most effective ways to prevent infection. Protection can also be used to prevent unwanted pregnancy, and this can be birth control such as the pill, implant or coil. If the protection used is not effective such as the condom splitting or forgetting to take the pill it is an option to utilise the morning after pill which is available at clinics, online or a pharmacy.

Independent Living

You may already be living independently from family members or thinking about doing so, it can be a frightening experience living on your own for the first time and you may be unsure about how to do so. It is important that you consider the following:

Finding somewhere to live that you feel safe.

Making sure that you can financially afford to live independently.

What support is available financially to ensure that you can live independently

support from universal credit,
Support with your housing costs,
a reduction on your council tax if you live alone and
food banks if you are struggling with food costs.

It can be a good idea to speak to your local council about living independently and what they can offer to help you to achieve your goal of living independently.



Employment Rights

Working hours and rest breaks

By law, young workers (aged 16 – 18) must not work more than: 8 hours a day or 40 hours a week, they must also have a 30 minute break if their working day is longer than 4.5 hours. 12 hours rest in any 24 hour period in which they work, 48 hours (2 days) rest taken together each week.

Night working:

Young workers must not work during the 'restricted period'. The restricted period is:

- between 10pm and 6am if their contract does not say
 - between 11pm and 7am if their contract allows for them to work after 10pm
- They can work until midnight or from 4am onwards if it's necessary in the following types of work advertising, agriculture, a bakery, catering, a hospital or similar, a hotel, pub or restaurant, post or newspaper delivery, or retail

But this is only if:

- there are no adult workers available to do the work
- working those hours will not have a negative effect on the young person's education or training

If they do need to work after 10pm or before 7am, the employer must make sure the young worker:

- is supervised by one or more adult workers where necessary for their protection
- has enough rest at another time if they need to work during their normal rest breaks or rest periods

It's against the law for anyone aged under 18 to work between midnight and 4am, even if they do one of the jobs above.

Employment rights

Contract of Employment: What should be included?

The following should be provided in writing within 2 months of starting:

- Name of employer and employee
 - Date when employment began
 - Place of work
 - Grievance procedure
 - Scale and rate of wages
- Hours of work and any conditions related to them
 - Holiday entitlements

Pay Slips - What they should look like

8211 COMPANY	EMPLOYEE	1 MR A N OTHER	EMP # 444	
2	DATE 03/02/11 TAX CODE BR M1 NI NUMBER NN123456A NI CODE A STATUS 1	5 CUMULATIVE TO DATE GROSS 3000.00 NI CONTRIB 277.64	GROSS TAXABLE 3000.00 ERS NI 323.07	PREV EMPLOYMENT TAX 600.00 TAX PERIOD 5
3	PAYMENTS DESCRIPTION HOURS RATE AMOUNT BASIC PAY 148 10.00 1480.00 TOTAL PAY 1480.00	4	DEDUCTIONS DESCRIPTION AMOUNT TAX 500.00 NAT INS 125.00 TOTAL DEDUCTIONS 625.00	6 NET PAY 855.00

Payslip information

6211 COMPANY		EMPLOYEE		1	MR A N OTHER	EMP # 444				
2	DATE	03/02/11	5	CUMULATIVE TO DATE		PREV EMPLOYMENT				
	TAX CODE	BR M1		GROSS	GROSS TAXABLE	TAX				
	NI NUMBER	NN123456A		3000.00	3000.00	600.00				
	NI CODE	A		NI CONTRIB	ERS NI	TAX PERIOD				
	STATUS	1		277.64	323.07	5				
3	PAYMENTS			4	DEDUCTIONS					
	DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT				
	BASIC PAY	148	10.00	1480.00	TAX	500.00				
					NAT INS	125.00				
				TOTAL PAY	1480.00	TOTAL DEDUCTIONS	625.00	NET PAY	855.00	6

1. Your information - Your name and permanent home address will be shown here. If you're on long-term sick leave, for example, this means that you should still usually be able to receive your pay slip.

2. Tax code and National Insurance number - Your tax code is given to you by the Inland Revenue - it tells your employers how much tax to deduct from your pay. If you have the wrong tax code you could end up paying too much or too little tax.

Your National Insurance (NI) number is also usually shown on your pay slip. You have to have a NI number to work in the UK, and it stays the same for your whole life, even if you move abroad or change your name. Your NI number is like your personal account number for the whole social security system. It makes sure your National Insurance contributions and the tax you pay are properly recorded on your account.

You pay National Insurance contributions to build up your entitlement to certain state benefits, including the State Pension. The contributions are taken automatically from your pay (unless you are self-employed).

3. Payments - wages, bonuses, etc - This section shows the amount of your wages before any deductions (gross wages), like tax, pension or national insurance contributions. It might also show a breakdown of how your pay was calculated - maybe an hourly or weekly rate multiplied by the number of those hours or weeks you've worked. It could also show any bonuses or commission you've earned.

Payslip information

4. Deductions - taxes, pension, etc -Your pay slip must show the amount of any fixed deductions (such as trade union subscriptions). It'll also show individual amount of any variable deductions, like tax, National Insurance and pension contributions, which have been made

5. Year to date - Usually, you'll see a section that shows how much you've been paid so far in the financial year (6 April one year to 5 April the next year). It will probably show how much tax you've paid so far in the year, and the amount of National Insurance contributions both you and your employer have made.

6. Net pay - Your pay slip will show your take-home pay for this period: the net amount of your wages. This is the total after deductions like tax have been made. You can check this against your bank statement to make sure they're the same amounts.

At the end of the tax year (April) you will receive a P60, this will show your tax contribution for the year, it is important you keep hold of these.

If you leave your employment you will receive a P45, you will need to show this to your next employer.

6211 COMPANY		EMPLOYEE		1 MR A N OTHER		EMP # 444	
2		5		CUMULATIVE TO DATE		PREV EMPLOYMENT	
DATE	03/02/11	GROSS	3000.00	GROSS TAXABLE	3000.00	TAX	600.00
TAX CODE	BR M1	NI CONTRIB	277.64	ERS NI	323.07	TAX PERIOD	5
NI NUMBER	NN123456A						
NI CODE	A						
STATUS	1						
3				4			
PAYMENTS				DEDUCTIONS			
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT		
BASIC PAY	148	10.00	1480.00	TAX	500.00		
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TOTAL PAY			1480.00	TOTAL DEDUCTIONS	625.00	NET PAY	855.00
						6	

Grievance or Complaints Procedure

The grievance procedure should be in writing, and should tell you:

- Who you should complain to first (often, you are asked first to try to resolve the problem with the person concerned)
 - Whether the complaint must be in writing
 - How soon after the incident you must make the grievance
 - Which people will be involved in dealing with the grievance
 - What the outcome could be
 - How long each stage will last

There are normally 3 stages during the grievance procedure:

1. Written stage
2. Meeting stage
3. Appeal stage

CV writing

CV writing tips

Employers get lots of CVs to look at and have to decide quickly who they're going to interview.

When you write your CV, remember to:

- use a clear font like Arial, Times New Roman or Calibri in size 11 or bigger
- always use the same style throughout
- use headings and bullet points to make it easier to read
- be clear and to the point
- get someone else to read it to double check your spelling and grammar

Information you need for your CV

Start with the job advert for the role you're applying for so you can look at the job description, essential criteria and the company details.

You should write your CV to match the job and company you're applying for to improve your chances of getting an interview.

Sections for your CV

Your CV should include a section for your contact details, an introduction, your education history, your work history and references.

Finding a job

To find a job you can look at a variety of sources these can be online websites such as totaljobs.com, your local job centre, social media sites such as Facebook or LinkedIn where you can put your profile and if you are looking for work.

When looking for a job it is important to narrow your search to an area that is accessible for you, looking at your own skills and how you can meet the job requirements and any qualifications you will need to be able to apply for the role.

To apply for a job, they often require a cover letter and it is important that you write in a formal way and highlight the skills you have that match the job role.



Interview Techniques

When you are invited to an interview for a prospective job it can be helpful to look at the following tips:

1. Research the company and interviewers
2. Practice your answers
3. Re-read the job description
4. Use the STAR method
5. Practice with someone
6. Be prepared with examples
7. Prepare smart questions for your interviewers
8. Plan your clothes the night before
9. Bring your CV, a notebook and a pen
10. Arrive early
11. Make a great first impression
12. Treat everyone with respect
13. Respond truthfully
14. Keep your answers concise and focused
15. Stay positive

<https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression>



Mental Health

In 2023, about 1 in 5 children and young people aged 8 to 25 years had a probable mental disorder. This was 20.3% of 8- to 16-year-olds, 23.3% of 17- to 19-year-olds and 21.7% of 20 to 25 year olds.

It is important to be aware of your own and others mental health needs, it is not a negative to ask for help and support if needed, if you are in need of support please speak to your tutor at Achieving Excellence or our safeguarding team at safeguarding@achievingexcellenceuktd.com.

We value Equality and diversity at Achieving Excellence and have a variety of sources to support you if you need additional support.



Safeguarding



Safeguarding is the action that is taken to promote the welfare of children, young adults and vulnerable adults protect them from harm.

Safeguarding means:

- Protecting from abuse and maltreatment
- Preventing harm to health or development
- Ensuring people grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes.

You will be taught about safeguarding as part of your apprenticeship and this will be discussed at your monthly meetings with your tutors, if you have any concerns regarding safeguarding please contact us at

safeguarding@achievingexcellenceuktd.com

Helpful links

[Mental Health](#)

[CV Guidance](#)

[Safeguarding information](#)

[Safe Sex](#)

[ACAS - Employment rights](#)

[Citizens Advice](#)

[National Careers Service](#)

[Healthy Life style](#)

