

# YEAR 12 LEARNING FOR LIFE AND WORK GCSE

WORK FOR WEEK BEGINNING

27<sup>TH</sup> APRIL 2020

# Hello everyone

- You will probably have heard on the news that the GCSE exams are now NOT taking place this year.
- Your GCSE grades will be assessed by your teachers, using your Mock exam results, your classwork, and your Controlled Assessment marks.
- However, to keep you occupied for the next few weeks, I will still be setting some Revision work for you to complete.

# E-LEARNING FORMAT

- Each week I will be sending 5 lessons.
- Each lesson should take around 40 minutes.
- Do any written work in your Exercise Books or on file paper.
- Any work that you need to send to me – I will give you my email address and you can send as attachments.

# LESSONS 1 & 2 – STRESS IN THE WORKPLACE

- STRESS is a very common problem for adults in their workplace. STRESS is an illness and can affect the PHYSICAL, EMOTIONAL and SOCIAL health of the person.
- Causes of Stress:
  - Management – if employees feel they are not supported or feel unable to ask for support
  - Workload – if there is too much work to handle, or unrealistic targets, or too long hours.
  - Working Relationships – with the manager or with colleagues
  - Periods of Change – if a business moves premises, or there are job cuts, or a change of employer.

# LESSONS 1 & 2 – STRESS IN THE WORKPLACE

- Consequences of Stress:
- Emotional Consequences – depression, anxiety, moodiness and anger, feeling overwhelmed, loneliness, loss of interest
- Physical Consequences – low energy, headaches, nausea, chest pain, lack of sleep, low immune system, loss or change in appetite

# LESSONS 1 & 2 – STRESS IN THE WORKPLACE

- Ways of dealing with Work-related Stress
- Plan and Organise – make a list of what has to be done – finish one thing at a time. Make sure that you have all the skills, knowledge and resources you need to complete the task, and if not, ask for help.
- Talk with Employer – tell your employer and your colleagues about how you feel and ask for support.
- Advice from Outside Agencies – make an appointment to see your doctor and seek therapy. Ask advice from a Trade Union.
- Counselling – a doctor can arrange this.
- Absence from Work – a doctor might advise to take time off work to rebuild your physical and emotional health.
- Exercise and Diet, Sleep and Relax – keep to a healthy diet, avoid alcohol, and exercise to relieve stress. Take time to do things you enjoy and keep to a regular sleep pattern.

# LESSONS 1 & 2 – STRESS IN THE WORKPLACE

## – ACTIVITY ONE

- Go to [www.nhs.uk/Conditions/stress-anxiety-depression/Pages/workplace-stress.aspx](http://www.nhs.uk/Conditions/stress-anxiety-depression/Pages/workplace-stress.aspx) and watch the video. Use the video and your notes, and your own knowledge, to complete the following –
  1. Imagine you are a workplace Health and Safety officer and you have been asked to write a 200 word report to inform employees about the signs and symptoms of work-related stress, and give advice on how to deal with work-related stress.  
Write this report and email it to me at [badams596@c2kni.net](mailto:badams596@c2kni.net)

# LESSONS 3 & 4 – TRADE UNIONS

- **A Trade Union is an organisation that looks after the interests of employees. Their main role is to make sure that all employees are receiving their rights and that employers are meeting their responsibilities to all staff.**
- **A Strike is a refusal to work, organised by a Trade Union as a form of protest.**
- Some of the largest Trade Unions are the INTO (for teachers), UNITE (for manufacturing and transport workers) and UNISON (for health and public workers). The role of a Trade Union is to –
  - Give advice to members on holiday pay, sick pay etc
  - Defend employees' rights and resolve conflicts when they arise
  - Negotiate pay and working conditions

# LESSONS 3 & 4 – TRADE UNIONS

- Other actions that Trade Unions carry out include –
- Protect Employee Rights – negotiate pay rates, holiday leave, maternity and paternity leave, sick pay
- Promote Positive Working Relationships – a Trade Union can talk to employers on behalf of its members. This means that workers have one voice to put forward their views. Trade Unions can unite workers and have always taken a stand against racism, sectarianism and other forms of prejudice.
- Providing Benefits to Members – Trade Union members can get support if an issue develops with the employer. Trade Unions are experts in employment, workplace and human rights laws.
- Promote Health, Safety and Well-being – Trade Unions make sure the employers follow these laws. A Trade Union can do its own Health and Safety checks on a workplace.

# LESSONS 3 & 4 – TRADE UNIONS

- Drawbacks to being in a Trade Union:
  - You have to pay to be a member
  - If you are in a Trade Union and the members vote for strike action, you are expected to join them whether you voted for it or not.
  - Some employers do not want their staff to be in a Union.

# LESSONS 3 & 4 – TRADE UNIONS

- Employers and Trade Unions
- Advantages for the Employer if staff are in a Trade Union:
  - Can deal with Union Representative instead of all staff
  - Easier to get information to people in they are in a Union
- Disadvantages for the Employer if staff are in a Trade Union:
  - The Union members may go against the company's wishes
  - Trade Unions can make employers pay staff more than they want to
  - Trade Union industrial action can lead to less work being done and a fall in profits

# LESSONS 3 & 4 – TRADE UNIONS – ACTIVITIES

1. Use the previous slides and your own knowledge to create a diagram showing the advantages and disadvantages of trade union membership – do this for both the employer and the employee.
2. If you were working as a paramedic and wanted to join a trade union, what trade union would you join? Try typing 'paramedic trade union Northern Ireland' into a search engine.
3. List the reasons why a paramedic should join a trade union.
4. List the reasons why a paramedic should not join a trade union.
5. What would you do if you were a paramedic? Would you join a trade union? Explain your answer fully.

# LESSON 5 – IMPACT OF NOT MEETING RESPONSIBILITIES

- When both the employer and the employee work to meet their responsibilities, this leads to job satisfaction, more efficient workplaces, high morale, and usually a successful business. However, if one or both do not meet their responsibilities, the following can happen:
  - If an Employer does not meet their Responsibilities:
    - Negotiation can take place to improve relations
    - Employees can go to their Trade Union which will work on their behalf
    - Employees can withdraw goodwill (work only when and how they have to), or go on strike
    - Employers can be brought to an Industrial Tribunal (a type of workplace court) and sued, and fined.
  - If an Employee does not meet their Responsibilities, they can be given a Verbal Warning, a Written Warning (there can be more than one of these) or a Dismissal.

# LESSON 5 – IMPACT OF NOT MEETING RESPONSIBILITIES – ACTIVITY ONE

- Design a poster for the workplace – this can be for any job – showing the BENEFITS to everyone of having good working relationships, good health and safety, and good policies that everyone can follow.
- Then write two full paragraphs – the first analysing how an employer can face problems if they do not meet their responsibilities to their staff, and the second explaining how an employee can face problems if they do not meet their responsibilities in their job.
- Type up these two paragraphs and email them to me at [badams596@c2kni.net](mailto:badams596@c2kni.net)

# THANK YOU AND WELL DONE

- Thank you for doing all this work. I hope it kept you busy.
- I will post more for you soon – please remember to send your practice questions to me at [badams596@c2kni.net](mailto:badams596@c2kni.net).
- Remember to do what your families are asking you to.
- Mr Adams