Unit 104: Employability in the construction and built environment sector

# Worksheet 1: Employment contracts (tutor)

1. Fill in this table to outline the different types of employment contract opportunities that are available and describe in your own words what each one means.

| **Type of contract** | **Description** |
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| Full time | This type of contract typically is paid employment for the entire duration of a full week, generally 37 hours minimum.  Full time means employed on a full-time basis. |
| Part time | Part-time contracts can be for work that is carried out for less than a full week. This may be for a certain number of hours, a few days or evening work or weekend work only. |
| Temporary | Temporary contracts are generally for short-term work only. Temporary work could be until the project is finished or until the needs of the business change. |
| Short/long | Short- and long-term contracts are like temporary work. They are used to meet the needs of the business; for example, if a company has period of sickness that needs cover then a short-term contract will be awarded. |
| Seasonal | Seasonal work occurs when an employer’s core business needs must be expanded to meet the demand. Seasonal workers are used by supermarkets when they have a high volume of customers around Christmas period. |
| Term contract | Term-time work is when an employee and an employer have an agreement that the employee will only work during school term time and not be paid for holiday periods. |
| Permanent | A permanent position is when an employee has proved themselves to be an asset to the employer and the employer has rewarded them with a permanent position; this could be on a full or part-time basis. |
| Job share | Job shares occur when the employer does not require two people to have full-time roles in the organisation but might need a full-time role for one person. Therefore, a job share between two people would be established. |
| Labourer | A labouring contract is given to a low-skilled person who is needed to carry out duties on site that require manual handling duties and non-skilled labour. |
| Contracting | Contracting work is given to people who specialise in work for short periods of time. Contractors are generally people who can work within the parameters of a main contractor who requires a specialist. |
| Apprenticeship | An apprenticeship contract is for a person who can work and be trained on the job. There are apprenticeships in many sectors of work. It involves on-site assessment and portfolio building to demonstrate technical skills learnt in industry. |
| Maintenance | Maintenance contracts are given to specialist contractors who can carry out maintenance tasks. For example, these could be working for a leisure centre and performing tasks such as cleaning and general upkeep of the building. |
| Self-employed | Self-employed contracts are for people who work for themselves but carry out tasks and services for a main contractor. Self-employed people can be in any trade area and need to pay their own taxes and insurances. |
| Supervising and management | Supervising and management contracts are for when an employer has a large volume of work to undertake and needs additional supervision and management to maintain quality in their workforce.  These contracts can be short/long term and can be more permanent. |