

Your Rights at Work



If you need help or advice, please see your Progression+ team at college.



ccgonline.chichester.ac.uk



www.chichestercollegelgroup.ac.uk

Introduction

There are many laws protecting employees in the workplace. When starting employment you should familiarise yourself with your contract of employment, staff handbook, company policies and procedures and seek advice from your manager or Human Resources representative if you are unsure of anything. There is also free useful information from:

⇒ www.gov.uk ⇒ www.citizensadvice.org.uk ⇒ www.acas.org.uk

Example of some of the areas covered by employment law

- Contractual terms & conditions
- Wages / Pensions / Maternity / Paternity Pay
- Holiday / Absence
- Flexible Working Requests
- Dismissals
- Health & Safety
- Discrimination
- Bullying & Harassment
- Trade Unions
- Whistleblowing

National Minimum & Living Wage Rates

The National Minimum Wage and National Living Wage provides employees with minimum standards and fairness in the workplace.

The National Minimum Wage rate per hour depends on your age and if you are an apprentice—you must be of school leaving age to receive this.

You must be aged 23 and over to receive the National Living Wage.

THE NATIONAL MINIMUM WAGE RATES FROM APRIL 2025

£12.21 per hour	Workers aged 21 and over
£10.00 per hour	Workers aged 18-20 rate
£7.55 per hour	Workers aged under 18
£7.55 per hour	Apprentice rate, for apprentices under 19 or over 19 and in the first year of their apprenticeship. If over 19plus and completed 1st year of apprenticeship then it will increase to £12.21
£12.21 per hour	Apprentice rate, over 19+ and completed first year.