

Package declaration questionnaire

Great Britain Beta | Regulatory reference basis: 1 October 2026

1. Package scope

Describe one engagement or a genuinely common Cohort. Use separate Packages where arrangements need different answers. Do not enter individual workers' personal information.

Package name

Internal reference (optional)

What does this package describe? Select one.

☐ **Ongoing**

Operating now. Describe the arrangements in use for the individuals and period covered.

☐ **Planned**

Committed future arrangements. Describe the Package to operate when the engagement begins.

WEQF work categories

Select both only when the same answers fully describe both groups. These are framework categories, not legal status findings.

☐ **Temporary**

An agreed end or completion within 12 weeks, or no guaranteed regular minimum hours and associated Pay, regardless of duration. Exactly 12 weeks is Temporary.

☐ **Permanent**

Guaranteed regular minimum hours and associated Pay, with no agreed end or completion point, or an agreed total duration longer than 12 weeks.

Where does the work take place?

☐ England

☐ Scotland

☐ Wales

Individuals and arrangements covered

Describe the work, group and common arrangements. Use agreed total calendar weeks for the categories above.

Exclusions (optional)

Identify related groups or arrangements that this Package does not cover.

Coverage end

☐ No specified end

☐ Specified end date

Coverage start date (DD/MM/YYYY)

End date, if specified (DD/MM/YYYY)

For longer entries, attach a continuation identified by the Internal reference. Keep text within the visible fields.

Contact & declaration details

Identify the declarant and the person authorised to make the declaration. In the Beta app, identity details may come from the organisation and account record.

Declarant organisation / entity (or individual declarant)

Registry (where applicable)

Registration number (where applicable)

Person making the declaration

Declarant email

Declaring capacity / authority

Correspondent name

Correspondent email

Relationship to earlier declarations

☐ **First or standalone declaration**

No earlier declaration needs to be referenced. Leave the related fields below blank.

☐ **Replaces an earlier declaration**

Identify the earlier declaration and explain what changes and when. Its record remains unchanged.

☐ **Includes earlier arrangements**

Identify earlier arrangements included alongside new ones. The earlier declaration stays unchanged.

Earlier declaration references (required for either related option)

Reason for change (required when replacing; otherwise optional)

Change effective date (DD/MM/YYYY)

Approval reference (optional)

The change effective date is required when replacing; optional when including earlier arrangements.

Prerequisites

Select Yes or No for every statement. All sixteen must be Yes before the assessment can be completed, scored or published. Prerequisites earn no points.

Q01 / Right to work

Have right-to-work requirements been considered, with any required checks and arrangements completed before work begins?

First consider whether the requirements apply. If they do, include any checks and arrangements between the organisations involved. This asks about the process, not anyone's immigration status.

☐ Yes ☐ No

Q02 / Terms and information before work

Have all required terms and information been provided or agreed before the engagement starts?

This covers the information legally required for the actual working arrangement. The exact documents may differ, including written particulars, key information or worker terms.

☐ Yes ☐ No

Q03 / Labour-supply information

Have labour-supply requirements been considered, with all required information obtained, checked and shared before work begins?

This applies where labour is introduced or supplied. The information may cover the assignment, hirer, role, health and safety, and suitability. Complete any required steps before the person is supplied or starts work.

☐ Yes ☐ No

Q04 / Labour-provider licensing

Have labour-provider licensing requirements been considered, with a valid licence held and all required steps completed where applicable?

This applies only to activity covered by the statutory labour-provider licensing scheme. It includes confirming the provider's licensed status and completing any steps required of parties entering the arrangement.

☐ Yes ☐ No

Prerequisites

Select Yes or No for every statement. All sixteen must be Yes before the assessment can be completed, scored or published. Prerequisites earn no points.

Q05 / Required qualifications and approvals

Have all qualifications and approvals required by law or a professional body been identified and confirmed before work begins?

This may include required experience, training, licences or professional authorisations. Where labour is supplied, confirmation must happen before the person is supplied or starts work.

☐ Yes ☐ No

Q06 / Children and young people at work

Have requirements for children and young people at work been considered, with all applicable age limits, restrictions and permissions satisfied before work begins?

This applies where a child or young person may work. Requirements depend on age, activity, location and local rules and can include minimum-age and school-age limits, prohibited work, permitted hours, consent, licences and permits. They must be satisfied before work begins.

☐ Yes ☐ No

Q07 / Safeguarding and DBS/PVG checks

Have role-specific safeguarding requirements been considered, with all applicable duties and restrictions satisfied and any DBS or PVG check requested at a lawful level before work begins?

Requirements depend on the role, activity and location. They can include regulated-activity or regulated-role rules, barred-status restrictions and criminal-record disclosure requirements. Eligibility for a DBS or PVG check does not automatically make it mandatory, and only a lawfully available check level may be requested.

☐ Yes ☐ No

Q08 / Health and safety before work

Have health-and-safety risks and requirements been considered, with all required arrangements in place before work begins?

This may include risk controls, information, consultation, training, safe equipment and PPE, welfare, first aid and coordination. It is not a hazard-by-hazard safety audit.

☐ Yes ☐ No

Prerequisites

Select Yes or No for every statement. All sixteen must be Yes before the assessment can be completed, scored or published. Prerequisites earn no points.

Q09 / Employers' liability insurance

Have employers' liability insurance requirements been considered, with valid cover and certificate arrangements in place where required?

This insurance is compulsory for some organisations and arrangements. Where it applies, the required cover and certificate arrangements must be in place before work begins.

☐ Yes ☐ No

Q10 / Equality and fair treatment

Have equality and non-discrimination requirements been considered, with all required protections in place?

This includes protection from discrimination, harassment, victimisation and blacklisting, reasonable adjustments for disabled people, and any applicable equal-treatment rights.

☐ Yes ☐ No

Q11 / Forced labour and human trafficking

Have risks of slavery, servitude, forced or compulsory labour and human trafficking been considered, with confirmation that none is involved in the engagement or its labour-supply arrangements?

This applies to the engagement itself and every material labour-supply arrangement used for it. It covers slavery, servitude, forced or compulsory labour and human trafficking. Yes requires confirmation that none is involved.

☐ Yes ☐ No

Q12 / Handling personal information

Have personal-data requirements been considered, with lawful, fair, transparent and secure arrangements in place before engagement information is collected, shared or used?

Personal data includes information about an identifiable person, such as identity, contact, payment or work-record information. The responsible parties must identify which requirements apply and put the necessary arrangements in place before collecting, sharing or using it.

☐ Yes ☐ No

Prerequisites

Select Yes or No for every statement. All sixteen must be Yes before the assessment can be completed, scored or published. Prerequisites earn no points.

Q13 / Access to engagement documents and updates

Have the legal requirements for giving the person access to their engagement documents and records been considered, with all required updates and access provided on time?

This covers legally required updates and access to terms, rules and personal records about Pay, Provisions and the engagement. Different duties have different deadlines. If no change or request has arisen, confirm the arrangements for meeting those duties when needed.

☐ Yes ☐ No

Q14 / Correcting engagement records

Have the legal requirements for correcting the person's engagement records been considered, with required corrections and replies completed on time and others informed where required?

This covers wrong or incomplete personal information about Pay, terms, Provisions and the engagement. It includes replies to the person and notifying anyone who received the information, where legally required. If no error or request has arisen, confirm the arrangements for meeting these duties when needed.

☐ Yes ☐ No

Q15 / Business or service transfers

Have TUPE requirements been considered for any business transfer or service provision change, with all required preservation, transfer, information and consultation steps addressed?

TUPE can apply when a business transfers or responsibility for providing a service changes. Where it may apply, the responsible parties must assess applicability and address all required preservation, transfer, information and consultation steps.

☐ Yes ☐ No

Q16 / Protection against unfair dismissal

Have the legal protections against unfair dismissal been considered, with arrangements to check the reason, follow a fair process and give written reasons where required?

This covers the dismissal protections that apply to the person, including prohibited reasons for dismissal. Requirements depend on the employment relationship, length of service and circumstances. No dismissal needs to be planned: confirm the arrangements for meeting those requirements if one arises.

☐ Yes ☐ No

PROVISIONS / AOC-01

Engagement identity and clarity

Q17-Q18 | Area maximum 240 points

Q17. Before accepting the work, how clearly is the individual told who handles each part of the engagement?

A usable contact means knowing which person or team to approach and how to reach them. One person or team can cover several or all parts. Existing terms, emails or a clear discussion can provide the explanation; a separate responsibility-map document is not required. Assess what is explained before acceptance under the selected Planned or Ongoing mode.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. A best effort is made to explain who handles the work agreement, pay, benefits and protections, day-to-day direction and putting problems right. A clear explanation of every part before acceptance is not guaranteed.

0
Red

Conditional warning: An incomplete explanation may also omit information legally required for some engagements. Position 1 does not excuse missing mandatory information.

- ☐ 2. Before acceptance, the individual is clearly told who handles the work agreement, pay, benefits and protections, day-to-day direction and putting problems right. A best effort is made to provide usable contacts, but a contact for every part before acceptance is not guaranteed.

60
Yellow

- ☐ 3. Before accepting the work, the individual is clearly told who handles the work agreement, pay, benefits and protections, day-to-day direction, and putting problems right, and is given a usable contact for every part.

120
Green

Q17 points selected

Copy the selected answer's points.

 / 120

Q17 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-01

Engagement identity and clarity

Q17-Q18 | Area maximum 240 points

Q18. Before accepting the work, how clearly is the individual told what they are agreeing to do?

Work means the duties or agreed result. Working times may mean hours or a completion deadline; duration means ongoing work or a stated end date or completion point. Both fixed arrangements and clearly explained freedom to choose can be fully explained. For repeated assignments, assess the information provided before each assignment is accepted.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. A best effort is made to explain the work, location, working times and duration before acceptance, but a complete explanation is not guaranteed.

 0
Red

Conditional warning: An incomplete work explanation may omit information legally required for some engagements. A low answer does not excuse missing mandatory information.

- ☐ 2. Before acceptance, the work, location, working times and duration are explained. A best effort is made to clarify which requirements are fixed, what can vary and who decides, but a complete explanation of these details before acceptance is not guaranteed.

 60
Yellow

- ☐ 3. Before acceptance, the work, location, working times and duration are explained, including which requirements are fixed, what can vary and who decides.

 120
Green

Q18 points selected

Copy the selected answer's points.

 / 120

AOC-01 total: add Q17-Q18

 / 240

Q18 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-02

Work and income security

Q19-Q23 | Area maximum 600 points

Q19. How much paid work does the engagement guarantee?

"Normal work" means the ordinary amount the engagement is designed to provide, excluding genuinely optional extra work. A guarantee is a firm commitment to provide paid work, not an estimate of what may become available. Use the engagement or assignment identified at the start of the questionnaire.

Answer - select the highest option whose full conditions are supported.

Points

☐ 1. Paid work is offered as needed, without a guaranteed minimum of hours, shifts or assignments.

0

Red

☐ 2. A minimum amount of paid work is guaranteed, but some of the normal hours, shifts or assignments still depend on further offers.

60

Yellow

☐ 3. The full amount of normal paid work is guaranteed, whether this means regular hours, a set of shifts or an agreed assignment.

120

Green

Q19 points selected

Copy the selected answer's points.

/ 120

Q19 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-02

Work and income security

Q19-Q23 | Area maximum 600 points

Q20. What minimum notice does the individual receive of work times, locations and changes?

Count notice before work starts or a significant change takes effect. Use the shortest notice committed for work times, locations or changes. Days are calendar days. Exclude changes requested by the individual.

Answer - select the highest option whose full conditions are supported.

Points

☐ 1. Work times, locations and changes are arranged without a minimum notice period, or with less than 24 hours' minimum notice.

0

Red

☐ 2. The minimum notice for work times, locations and changes is at least 24 hours but less than 7 days.

30

Orange

☐ 3. The minimum notice for work times, locations and changes is at least 7 days but less than 14 days.

60

Yellow

☐ 4. The minimum notice for work times, locations and changes is at least 14 days but less than 28 days.

90

Green

☐ 5. The minimum notice for work times, locations and changes is at least 28 days.

120

Blue

Q20 points selected

Copy the selected answer's points.

 / 120

Q20 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-02

Work and income security

Q19-Q23 | Area maximum 600 points

Q21. What pay is protected if agreed work is cancelled, shortened or moved with less than 28 days' notice?

Consider changes made by the business while the wider engagement or assignment continues. Count guaranteed pay or compensation, including salary that continues unchanged. An offer of replacement shifts does not itself guarantee pay. Days are calendar days.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Payment follows the work carried out. There is no guaranteed payment to replace earnings lost when agreed work is cancelled, shortened or moved.

0
Red

Conditional warning: No replacement payment may be legally insufficient where statutory guarantee pay or contractual pay is due.

- ☐ 2. Some pay protection is guaranteed when agreed work is cancelled, shortened or moved, but limits apply to the amount paid or the changes covered. Full pay is not guaranteed for every change.

60
Yellow

- ☐ 3. Full pay is protected when agreed work is cancelled, shortened or moved, through continued normal pay or a payment replacing all the earnings lost.

120
Green

Q21 points selected

Copy the selected answer's points.

 / 120

Q21 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-02

Work and income security

Q19-Q23 | Area maximum 600 points

Q22. When work is renewed or resumes after a temporary break, does time already worked still count towards pay and benefits?

Consider substantially the same work continuing with the same employer or engager. Count credit towards benefits with a waiting period or service requirement. Check any limits on which benefits or breaks are covered. A pause that preserves earlier credit is not a reset.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Pay and benefits, such as extra holiday or company sick pay, are assessed afresh for each renewal, assignment or return after a temporary break, without credit for time worked previously.

 0
Red

Conditional warning: Starting again may disregard statutory continuity or qualifying-period rules that apply to the engagement.

- ☐ 2. Previous time is carried forward only partly—for example, towards extra holiday but not company sick pay, or only across shorter breaks. Some qualifying time or benefit eligibility can restart.

 60
Yellow

- ☐ 3. Time already worked counts towards all service-based pay and benefits, such as extra holiday or company sick pay, through renewals, successive assignments and temporary breaks. Qualifying time and eligibility already built up are preserved.

 120
Green

Q22 points selected

Copy the selected answer's points.

/ 120

Q22 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-02

Work and income security

Q19-Q23 | Area maximum 600 points

Q23. If the employer or engager ends the engagement, what minimum notice or pay instead is guaranteed?

Count the shortest guaranteed notice or equivalent payment for ending an open-ended engagement, or ending a fixed-term role or assignment early. Exclude normal expiry and narrowly defined serious-cause exceptions, such as gross misconduct. Weeks are calendar weeks.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement can end without a guaranteed notice period or payment in place of notice.

0
Red

Conditional warning: No notice, or a short notice period, may be below the statutory or contractual protection that applies to the engagement.

- ☐ 2. Some notice or pay instead is guaranteed, covering less than 1 week.

30
Orange

Conditional warning: No notice, or a short notice period, may be below the statutory or contractual protection that applies to the engagement.

- ☐ 3. The individual is guaranteed at least 1 week but less than 4 weeks' notice, or pay for that period instead.

60
Yellow

Conditional warning: No notice, or a short notice period, may be below the statutory or contractual protection that applies to the engagement.

- ☐ 4. The individual is guaranteed at least 4 weeks but less than 12 weeks' notice, or pay for that period instead.

90
Green

Conditional warning: No notice, or a short notice period, may be below the statutory or contractual protection that applies to the engagement.

- ☐ 5. The individual is guaranteed at least 12 weeks' notice, or pay for that period instead.

120
Blue

Q23 points selected

Copy the selected answer's points.

 / 120

AOC-02 total: add Q19-Q23

 / 600

Q23 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-03

Pay treatment and financial exposure

Q24-Q30 | Area maximum 840 points

Q24. What pay level is guaranteed for the work done?

Choose the lowest pay level guaranteed for the people and work covered. An agreed salary or pay rate counts; a separate wage-policy statement is not needed. Do not count discretionary extras. "Applicable minimum wage" means the wage floor relevant to that person; "real Living Wage" is the separate Living Wage Foundation benchmark for the work location. Compare using existing pay information; do not enter a pay figure.

If no statutory wage floor applies, use any National Minimum Wage or National Living Wage benchmark expressly adopted as a voluntary pay guarantee for the engagement. If none has been adopted, select position 1 for the absence of that commitment. Record that the comparison is voluntary; it does not create a statutory entitlement. Clarify unknown facts before choosing.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. No commitment to pay at least the applicable minimum wage.

0
Red

Conditional warning: No applicable mandatory wage-floor commitment is stated - this may be below the applicable statutory minimum for some engagements.

- ☐ 2. A commitment to pay at least the applicable minimum wage, with no higher minimum guaranteed.

40
Orange

- ☐ 3. A guaranteed minimum above the applicable minimum wage, but below the real Living Wage.

80
Yellow

- ☐ 4. A guaranteed minimum above the applicable minimum wage and at least the real Living Wage.

120
Green

Q24 points selected

Copy the selected answer's points.

 / 120

Q24 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-03

Pay treatment and financial exposure

Q24-Q30 | Area maximum 840 points

Q25. How is time spent on required preparation, handovers, work travel, meetings and training covered by pay?

Normal pay means the agreed pay basis for the main work. Time already covered by paid hours or an agreed salary or fee counts; a separate payment is not needed. Minimum-wage protection means counting the required time that qualifies and topping up pay if needed to meet the applicable minimum. If no legal minimum-wage entitlement applies, position 2 requires an expressly agreed equivalent minimum-pay guarantee. Make clear that it is voluntary. Work travel includes journeys between work sites or customer visits. Ordinary commuting is outside this question.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Some or all of this required time has no guaranteed pay protection.

 0
Red

Conditional warning: Required work-related time is not recognised in Pay - this may cause Pay to fall below the applicable statutory minimum for some workers.

- ☐ 2. All of this required time has minimum-wage protection, but normal pay is not guaranteed for all of it.

 60
Yellow

- ☐ 3. All of this required time is covered by normal pay, within paid hours or through additional payment.

 120
Green

Q25 points selected

Copy the selected answer's points.

 / 120

Q25 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-03

Pay treatment and financial exposure

Q24-Q30 | Area maximum 840 points

Q26. How are necessary work expenses covered?

Expenses are necessary costs agreed for doing the work, such as travel between work sites or a required course fee. Minimum protection keeps the pay counted for National Minimum Wage or National Living Wage purposes at the applicable minimum after relevant work costs. It also includes any specific legal duties to cover costs. This is not take-home pay after tax. Where no legal minimum protection applies, position 2 needs an expressly agreed equivalent guarantee; identify its benchmark and make clear that it is voluntary. A clear deadline may be a date or a stated number of days after a complete claim. An expense advance must fund the cost without reducing ordinary pay.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Necessary, agreed work expenses are not reimbursed or otherwise funded. No legal cost protection applies to these expenses, and no voluntary minimum-wage guarantee after work costs is provided.

 0
Red

Conditional warning: Necessary work-related expenses are not reimbursed - for some workers, employer-required expenditure can reduce minimum-wage Pay and may make this position legally insufficient.

- ☐ 2. Only minimum protection is provided: keeping pay at or above the applicable National Minimum Wage or National Living Wage after relevant work costs, and meeting any specific legal cost duties. No wider reimbursement is committed.

 30
Orange

- ☐ 3. Reimbursement goes beyond any applicable National Minimum Wage or National Living Wage protection after work costs and any specific legal cost duties. Some necessary, agreed expenses remain unpaid, or full repayment has no clear deadline.

 60
Yellow

- ☐ 4. All necessary, agreed work expenses are repaid in full by a clear deadline.

 90
Green

- ☐ 5. All necessary, agreed work expenses are covered in full before the individual needs to spend, through direct payment or an advance.

 120
Blue

Q26 points selected

Copy the selected answer's points.

 / 120

Q26 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-03

Pay treatment and financial exposure

Q24-Q30 | Area maximum 840 points

Q27. How are recruitment, administration and payroll costs handled for the individual?

Use the rate advertised or offered to the individual for the same work. If gross pay is worked out by taking costs from an assignment rate, select answer 1, including where the costs are umbrella margin or employer contributions. Compulsory payroll or continuing work-access charges also belong in answer 1 when billed separately. Answer 2 is limited to a permitted one-off work-finding cost specified before commitment and kept separate from the gross-pay calculation. Compulsory purchases count where they serve the same purpose. Employee tax, employee National Insurance and genuinely optional extras are excluded. WEQF scoring does not determine whether an arrangement is lawful.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Gross pay is calculated by taking costs from an assignment rate, or the individual must pay compulsory administration, payroll or work-access costs beyond a separately specified one-off work-finding cost. Such costs count even when collected separately or repaid later.

 0
Red

Conditional warning: Recruitment, administration, payroll or work-access fees, or compulsory purchases, may be transferred to the individual - some such charges are prohibited or may be legally insufficient for some engagements.

- ☐ 2. The advertised or offered gross pay rate is preserved. The only cost the individual may have to pay is a permitted, separately specified one-off work-finding cost, with its amount or calculation established before commitment. There are no compulsory charges for administering or continuing the engagement or receiving payment, and no costs are taken from an assignment rate to determine gross pay.

 60
Yellow

- ☐ 3. The advertised or offered rate is the individual's gross pay rate. The individual does not have to pay any compulsory recruitment, administration, payroll or other work-access fee or tied purchase. Gross pay is not calculated by taking costs from an assignment rate.

 120
Green

Q27 points selected

Copy the selected answer's points.

 / 120

Q27 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-03

Pay treatment and financial exposure

Q24-Q30 | Area maximum 840 points

Q28. What limits apply when the payer wants to take, hold back or reclaim money for a debt, loss or mistake?

This covers money the individual is owed or has already been paid. Examples include an unpaid loan, an accidental payroll overpayment or a claim for damaged equipment. Compulsory tax, National Insurance and court-ordered deductions are excluded. Work-access and payroll fees are assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Money is taken, held back or reclaimed only where the law, valid agreed terms or the individual's consent allow it. Minimum-wage rules and other legal limits on recovery amounts are followed wherever they apply.

 0
Red

- ☐ 2. The reason, amount and timing are explained to the individual before any money is taken, held back or reclaimed. Recovery is limited to types of debt, overpayment or loss listed in the terms beforehand, such as unpaid loans, payroll mistakes or damage caused by the individual. Recovery must be legally permitted and follow applicable minimum-wage and deduction limits. It cannot exceed the actual amount owed or lost. No penalty is added.

 60
Yellow

- ☐ 3. The reason is explained, and the individual must agree to the exact amount and timing before any money is taken, held back or reclaimed. Recovery is limited to types of debt, overpayment or loss listed in the terms beforehand, such as unpaid loans, payroll mistakes or damage caused by the individual. Recovery must be legally permitted and follow applicable minimum-wage and deduction limits. It cannot exceed the actual amount owed or lost. No penalty is added. Alternatively, the terms prohibit taking, holding back or reclaiming money for any debt, loss or mistake.

 120
Green

Q28 points selected

Copy the selected answer's points.

 / 120

Q28 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-03

Pay treatment and financial exposure

Q24-Q30 | Area maximum 840 points

Q29. What payment timetable can the individual rely on?

The due date is when the money should be available to the individual. A clear rule-such as "the last working day of each month" or "14 days after an agreed milestone"-counts as a due date. A backup means an agreed alternative way to pay by that same date. Weekly, monthly and milestone payments use the same criteria.

No payment timetable means that the engagement provides no pay cycle, expected payment window or agreed due date. It does not mean that legal payment obligations disappear. Check the arrangements before selecting this answer; missing information is not evidence that no timetable exists.

Answer - select the highest option whose full conditions are supported.

Points

☐ 1. No payment timetable is provided.

 0
Red

Conditional warning: No clear Pay cycle or due date is provided - this may omit information or payment protection legally required for some engagements.

☐ 2. A pay cycle or expected payment window is stated, but no firm payment due date is committed.

 40
Orange

☐ 3. A firm payment due date is agreed for each pay period or completed piece of work.

 80
Yellow

☐ 4. A firm payment due date is agreed, with a backup way to pay by that date if normal payment processing fails.

 120
Green

Q29 points selected

Copy the selected answer's points.

 / 120

Q29 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-03

Pay treatment and financial exposure

Q24-Q30 | Area maximum 840 points

Q30. What happens to pay for completed work if a client has not paid, or a timesheet or other work information is missing or disputed?

This concerns problems outside the individual's control. Check what the payment arrangements promise, even if no problem has happened yet. Available work records may include agreed hours, a rota or a record of hours worked. An estimated payment must reasonably reflect the completed work supported by those records. A token payment or personal loan does not count. The first answer applies only where the client-payment condition is legally permitted. A late-paying client or missing signature does not by itself establish that.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Pay for completed work can depend on the client paying, but only under a legally permitted contract term, such as a construction-contract term covering the client's insolvency.

 0
Red

- ☐ 2. Pay for completed work does not depend on the client paying or on another party's approval. Payment may be delayed only for necessary, reasonable checks of the work or amount due.

 60
Yellow

- ☐ 3. Pay for completed work is made by the agreed date even if a client has not paid or approval or information is missing. If the exact amount is not yet known, a reasonable estimate is paid using available work records, with any genuine difference corrected later.

 120
Green

Q30 points selected

Copy the selected answer's points.

 / 120

AOC-03 total: add Q24-Q30

 / 840

Q30 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q31. What limit applies to total working hours, including overtime?

Choose the answer describing the maximum hours the engagement allows, after accounting for any opt-out or exception. Count a legal or agreed limit that genuinely applies. A normal working week, such as 37.5 hours, is only a maximum if additional work cannot take the total above it.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Total working hours, including overtime, are arranged without a set weekly or average limit.

 0
Red

Conditional warning: No set limit, or a limit above 48 hours a week on average, may be unlawful where statutory working-time limits apply and no valid opt-out or exception exists.

- ☐ 2. Total working hours, including overtime, have a set limit that can allow more than 48 hours a week on average.

 40
Orange

Conditional warning: No set limit, or a limit above 48 hours a week on average, may be unlawful where statutory working-time limits apply and no valid opt-out or exception exists.

- ☐ 3. Total working hours, including overtime, are limited to 48 hours a week or less on average. Individual weeks can exceed 48 hours.

 80
Yellow

- ☐ 4. Total working hours, including overtime, are limited to 48 hours or less in every week.

 120
Green

Q31 points selected

Copy the selected answer's points.

/ 120

Q31 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q32. What breaks during work and rest between working periods are guaranteed?

Count time genuinely available for rest, free from work duties. Equivalent replacement rest can count where a permitted exception changes the normal rest pattern. Paid break time means breaks during the working day; it does not mean paid nights or weekends. Select the highest answer fully supported by the guarantee.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Breaks and time off follow the engagement's arrangements, without guaranteed minimum periods.

 0
Red

Conditional warning: No guaranteed rest, or a partial rest guarantee, may fall below the statutory rest rights that apply to the engagement. A 48-hour working-time opt-out does not remove ordinary rest rights.

- ☐ 2. Some minimum break or rest periods are guaranteed, but they do not cover the complete combination of a 20-minute break on days over 6 hours, 11 hours between working days, and 24 hours off each week or 48 hours each fortnight.

 30
Orange

Conditional warning: No guaranteed rest, or a partial rest guarantee, may fall below the statutory rest rights that apply to the engagement. A 48-hour working-time opt-out does not remove ordinary rest rights.

- ☐ 3. At least 20 minutes' uninterrupted break on days over 6 hours, 11 hours between working days, and 24 hours off each week or 48 hours each fortnight are guaranteed. On days over 6 hours, breaks are unpaid or fewer than 20 minutes of break time are guaranteed paid.

 60
Yellow

Equivalent replacement rest counts only under a permitted exception; paid break minutes must remain guaranteed where a paid position is claimed.

Q32 continues on the next page.

PROVISIONS / AOC-04 / CONTINUED

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q32. What breaks during work and rest between working periods are guaranteed?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 4. At least 20 minutes' uninterrupted break on days over 6 hours, 11 hours between working days, and 24 hours off each week or 48 hours each fortnight are guaranteed. At least 20 but less than 30 minutes of break time are guaranteed paid on each day over 6 hours.

 90
Green

Equivalent replacement rest counts only under a permitted exception; paid break minutes must remain guaranteed where a paid position is claimed.

- ☐ 5. At least 20 minutes' uninterrupted break on days over 6 hours, 11 hours between working days, and 24 hours off each week or 48 hours each fortnight are guaranteed. At least 30 minutes of break time are guaranteed paid on each day over 6 hours.

 120
Blue

Equivalent replacement rest counts only under a permitted exception; paid break minutes must remain guaranteed where a paid position is claimed.

Q32 points selected

Copy the selected answer's points.

 / 120

Q32 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q33. How much paid holiday or funded annual time away is guaranteed?

Use the annual allowance or the rate at which leave is earned, including paid bank holidays. Adjust for the person's working pattern and shorter engagements. Count time the person is entitled and able to take. Fully funded means at least ordinary basic pay or the agreed fee is covered, with any higher statutory holiday-pay calculation preserved.

Lawful rolled-up holiday pay counts as funding: it is added separately to regular pay, so no further holiday payment is due when that leave is taken. Leave must still be available. This method is for eligible irregular-hours or part-year workers; temporary or agency work alone does not establish eligibility.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Time away is arranged without a guaranteed holiday payment or annual time-away funding allowance.

 0
Red

Lawful rolled-up holiday pay counts as funding even when no further holiday payment is due during leave.

Conditional warning: No funded holiday, or an allowance below the person's entitlement, may fall below applicable statutory holiday requirements. The WEQF bands are not a finding of legal compliance.

- ☐ 2. Some paid holiday or annual time-away funding is guaranteed, but its annual rate, or equivalent rate of earning leave, is below 5.6 fully funded working weeks.

 30
Orange

Use the annual allowance or equivalent rate of earning leave, including any lawful rolled-up funding.

Conditional warning: No funded holiday, or an allowance below the person's entitlement, may fall below applicable statutory holiday requirements. The WEQF bands are not a finding of legal compliance.

- ☐ 3. Fully funded holiday or annual time away is guaranteed at an annual rate of at least 5.6 but less than 6 working weeks, or the equivalent rate of earning leave.

 60
Yellow

For a five-day working week: 5.6 weeks = 28 days; 6 weeks = 30 days; 7 weeks = 35 days. Eligible irregular-hours work with the standard 12.07% leave-accrual rate, correct rolled-up holiday pay and usable leave can meet this position. No further holiday payment is required when that leave is taken.

Q33 continues on the next page.

PROVISIONS / AOC-04 / CONTINUED

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q33. How much paid holiday or funded annual time away is guaranteed?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 4. Fully funded holiday or annual time away is guaranteed at an annual rate of at least 6 but less than 7 working weeks, or the equivalent rate of earning leave.

 90
Green

For a five-day working week: 5.6 weeks = 28 days; 6 weeks = 30 days; 7 weeks = 35 days. A higher leave-accrual rate must provide the corresponding fully funded leave allowance. A higher holiday-pay percentage alone does not establish extra leave.

- ☐ 5. Fully funded holiday or annual time away is guaranteed at an annual rate of at least 7 working weeks, or the equivalent rate of earning leave.

 120
Blue

For a five-day working week: 5.6 weeks = 28 days; 6 weeks = 30 days; 7 weeks = 35 days. A higher leave-accrual rate must provide the corresponding fully funded leave allowance. A higher holiday-pay percentage alone does not establish extra leave.

Q33 points selected

Copy the selected answer's points.

 / 120

Q33 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q34. What pay is guaranteed during the first 13 weeks off sick?

Consider one continuous sickness absence. Count the normal working days or hours covered at the person's usual gross pay or agreed fee. Include Statutory Sick Pay within the total payment, rather than adding it twice. Apply the actual eligibility rules, waiting periods and any date when cover ends. The first 13 weeks are the common WEQF comparison period. Four and 13 weeks are WEQF Beta comparison points, not statutory sick-pay limits.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Time off sick is arranged without guaranteed sick pay or income support during the first 13 weeks.

0
Red

Conditional warning: No sick pay, or sick pay below the person's entitlement, may fall below applicable statutory requirements. Permanent and Temporary categories do not determine entitlement.

- ☐ 2. Some income, such as Statutory Sick Pay or reduced pay, is guaranteed during the first 13 weeks off sick, but no period is covered at normal pay.

30
Orange

SSP can be included in company sick pay; count the total payment once.

- ☐ 3. During the first 13 weeks off sick, normal pay is guaranteed for some of the time, totalling less than 4 weeks.

60
Yellow

Count actual normal-pay working time within the first 13 weeks; reduced-pay time does not count as normal-pay time.

- ☐ 4. During the first 13 weeks off sick, normal pay is guaranteed for at least 4 weeks but less than 13 weeks in total.

90
Green

Count actual normal-pay working time within the first 13 weeks; reduced-pay time does not count as normal-pay time.

- ☐ 5. Normal pay is guaranteed throughout the first 13 weeks off sick.

120
Blue

Count actual normal-pay working time within the first 13 weeks; reduced-pay time does not count as normal-pay time.

Q34 points selected

Copy the selected answer's points.

 / 120

Q34 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q35. What maternity or birth-related time away and pay are guaranteed?

Answer for support for the person giving birth. Count the provision available under the engagement's terms, even if nobody is currently pregnant. Normal pay means usual gross pay or the agreed fee. Apply the relevant eligibility and payment conditions, and count Statutory Maternity Pay within any inclusive company payment. Twenty-six weeks at normal pay is a WEQF Beta comparison point. It is not a statutory requirement to provide 26 weeks at full pay.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Time away around childbirth is arranged without a guaranteed maternity or birth-related leave or pay provision.

0
Red

Conditional warning: No maternity provision, or provision below the person's entitlement, may fall below applicable statutory requirements. A person can qualify for maternity leave without qualifying for maternity pay.

- ☐ 2. Maternity or birth-related time away is guaranteed, without pay from the engagement.

30
Orange

Conditional warning: No maternity provision, or provision below the person's entitlement, may fall below applicable statutory requirements. A person can qualify for maternity leave without qualifying for maternity pay.

- ☐ 3. Income is guaranteed for maternity or birth-related time away, but no part of that time is covered at normal pay.

60
Yellow

SMP-only usually means reduced pay. The pay answer does not itself establish a statutory employee leave entitlement.

- ☐ 4. Maternity or birth-related time away includes a guaranteed period at normal pay, totalling less than 26 weeks.

90
Green

Count normal-pay weeks for one birth-related absence; include SMP within the company total and show relevant enhancement conditions.

- ☐ 5. Maternity or birth-related time away includes at least 26 weeks of guaranteed normal pay.

120
Blue

Count normal-pay weeks for one birth-related absence; include SMP within the company total and show relevant enhancement conditions.

Q35 points selected

Copy the selected answer's points.

 / 120

Q35 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q36. What paternity or partner time away and pay are guaranteed for the other parent or partner after a birth or adoption?

Answer for the father, partner or other parent using the separate paternity/partner allowance, including same-sex partners. For adoption, assess the other parent's partner allowance here; the main adoption allowance is assessed in Q37. Use the ordinary birth or adoption allowance; additional bereaved-partner support is explained in the Question Companion for Q36. Normal pay means usual gross pay or the agreed fee. Apply the relevant eligibility conditions and count Statutory Paternity Pay within any inclusive company payment. Four weeks at normal pay is a WEQF Beta comparison point, not a statutory requirement.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. For the other parent or partner, paternity or partner time away after a birth or adoption is arranged without a guaranteed leave or pay provision.

0
Red

Conditional warning: No paternity or partner provision, or provision below the person's entitlement, may fall below applicable statutory requirements. Someone can qualify for leave without qualifying for pay.
- ☐ 2. For the other parent or partner, paternity or partner time away after a birth or adoption is guaranteed, without pay from the engagement.

30
Orange

Conditional warning: No paternity or partner provision, or provision below the person's entitlement, may fall below applicable statutory requirements. Someone can qualify for leave without qualifying for pay.
- ☐ 3. For the other parent or partner, income is guaranteed for paternity or partner time away after a birth or adoption, but no part is covered at normal pay.

60
Yellow

Ordinary statutory paternity pay normally supplies reduced income. Check the actual normal-pay comparison.
- ☐ 4. For the other parent or partner, paternity or partner time away after a birth or adoption includes a guaranteed period at normal pay, totalling less than four weeks.

90
Green

Count actual normal-pay weeks in the ordinary birth/adoption allowance; include statutory pay within the company total and apply the scheme conditions.
- ☐ 5. For the other parent or partner, paternity or partner time away after a birth or adoption includes at least four weeks of guaranteed normal pay.

120
Blue

Count actual normal-pay weeks in the ordinary birth/adoption allowance; include statutory pay within the company total and apply the scheme conditions.

Q36 points selected

Copy the selected answer's points.

 / 120

Q36 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q37. What adoption-related time away and pay are guaranteed for the parent taking the main adoption allowance?

Answer for the parent using the main adoption allowance. The other parent's or partner's separate paternity/partner allowance is assessed in Q36. Count the support available under the engagement's terms, even if nobody is currently adopting. Normal pay means usual gross pay or the agreed fee. Apply the relevant eligibility and payment conditions, and count Statutory Adoption Pay within any inclusive company payment. Twenty-six weeks at normal pay is a WEQF Beta comparison point, matching Q35. It is not a statutory requirement to provide 26 weeks at full pay.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. For the parent taking the main adoption allowance, time away for adoption is arranged without a guaranteed adoption leave or pay provision.

 0
Red

Conditional warning: No adoption provision, or provision below the person's entitlement, may fall below applicable statutory requirements. A person can qualify for adoption leave without qualifying for adoption pay.

- ☐ 2. For the parent taking the main adoption allowance, adoption-related time away is guaranteed, without pay from the engagement.

 30
Orange

Conditional warning: No adoption provision, or provision below the person's entitlement, may fall below applicable statutory requirements. A person can qualify for adoption leave without qualifying for adoption pay.

- ☐ 3. For the parent taking the main adoption allowance, income is guaranteed for adoption-related time away, but no part of that time is covered at normal pay.

 60
Yellow

Ordinary Statutory Adoption Pay supplies reduced pay. An adoption-pay entitlement does not itself guarantee continuing employment.

Q37 continues on the next page.

PROVISIONS / AOC-04 / CONTINUED

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q37. What adoption-related time away and pay are guaranteed for the parent taking the main adoption allowance?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 4. For the parent taking the main adoption allowance, adoption-related time away includes a guaranteed period at normal pay, totalling less than 26 weeks.

90
Green

Count actual normal-pay weeks for one adoption-related absence; include SAP within an inclusive company total and disclose enhancement conditions.
- ☐ 5. For the parent taking the main adoption allowance, adoption-related time away includes at least 26 weeks of guaranteed normal pay.

120
Blue

Count actual normal-pay weeks for one adoption-related absence; include SAP within an inclusive company total and disclose enhancement conditions.

Q37 points selected

Copy the selected answer's points.

 / 120

Q37 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q38. How can parents share and arrange the available parental leave or pay?

Assess what this engagement guarantees for the individual's part of the arrangement, including when the original maternity or adoption allowance comes through the other parent's employer. A block is one continuous period, such as two weeks away from work. Apply the available allowance and eligibility rules; leave and pay can have different eligibility.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Birth- or adoption-related support is arranged without a guaranteed option to share leave or pay.

0
Red

Conditional warning: An engagement without a sharing arrangement may omit a statutory Shared Parental Leave or Pay entitlement that applies to the individual. A Permanent or Temporary label does not determine entitlement.

- ☐ 2. Eligible parents can share available leave or pay, with restrictions such as a booking limit, approval for alternating weeks, more than eight weeks' notice for changes, or loss of company pay top-ups.

60
Yellow

A valid statutory continuous-leave booking is a right. The middle position includes statutory booking limits and partial voluntary improvements; it does not make statutory access discretionary.

- ☐ 3. Eligible parents can choose and change whole-week blocks of shared leave or pay by giving eight weeks' notice, without case-by-case approval, and keep any available company maternity or adoption pay top-ups when sharing.

120
Green

The high position requires the whole-week pattern and future-change guarantee. Preserve relevant company top-ups where they exist; the engagement does not have to create a top-up or copy another employer's pay scheme.

Q38 points selected

Copy the selected answer's points.

 / 120

Q38 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q39. What time off and pay are provided when a baby needs neonatal care?

Neonatal care includes hospital treatment, hospital-arranged care after discharge under a consultant, and palliative care for a newborn baby. Compare the allowance the engagement guarantees, rather than the number of weeks one parent actually uses. Statutory Neonatal Care Pay normally falls within position 3.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Neonatal-care time off and pay are outside the engagement's guaranteed support.

0

Red

Conditional warning: An arrangement without neonatal-care support may fall below an applicable legal minimum. Unpaid neonatal-care time may also be insufficient where the individual qualifies for Statutory Neonatal Care Pay. Permanent and Temporary labels do not determine entitlement.

- ☐ 2. Neonatal-care time off is available without pay.

40

Orange

Unpaid neonatal time can be a real entitlement where leave applies but statutory pay does not. Include any voluntary payment promised to the assessed person; do not omit a payment that is legally due.

- ☐ 3. Neonatal-care time off includes reduced pay, a full-pay allowance capped below 12 weeks, or a mixture of paid and unpaid weeks.

80

Yellow

Count statutory pay, reduced contractual pay and limited full-pay periods. Record the actual payment rate and allowance. A short episode fully paid under a short policy cap does not establish a twelve-week full-pay promise.

- ☐ 4. Neonatal-care time off is paid at full normal pay for one week per qualifying week of the baby's care, with a full-pay allowance of at least 12 weeks.

120

Green

Assess scheme capacity: full normal pay for each accrued neonatal week, up to at least twelve weeks if qualifying care requires it. A shorter actual care episode does not lower the position, and unused leave need not be taken.

Q39 points selected

Copy the selected answer's points.

 / 120

Q39 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q40. What time off and pay are provided for a parent to look after their child?

For example, time for school holidays, school visits or settling a child into childcare. Assess a separate parental-leave allowance, additional to annual holiday and birth or adoption leave. The statutory allowance is unpaid: 18 weeks for each parent, for each child, normally up to four weeks a year, before the child turns 18.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Separate parental time off and pay are outside the engagement's guaranteed support.

0

Red

A genuine independent-business contract with no parental pause or payment provides a lawful example; do not infer absence from unknown terms.

Conditional warning: An arrangement without parental time off may fall below the legal minimum where the individual qualifies for statutory unpaid parental leave. The Permanent or Temporary category does not determine that entitlement.

- ☐ 2. Separate parental time off is available without pay.

40

Orange

Statutory ordinary parental leave is unpaid. An eligible employee can receive that time from day one even in short fixed-term or zero-hours employment. Additional unpaid days and flexible booking can be described without claiming funded leave.

- ☐ 3. Parental time off includes some pay, but full normal pay does not cover up to four weeks per child each year throughout the parent's 18-week allowance for each child.

80

Yellow

Examples include five fully paid parental days each year, fifty percent pay during parental weeks, or only the first four parental weeks ever being paid. Record the annual paid allowance and any total paid cap; the rest of the ordinary allowance may be unpaid.

- ☐ 4. Parental time off is paid at full normal pay for up to four weeks per child each year, throughout the parent's 18-week allowance for each child.

120

Green

Full normal pay must cover each available parental week up to four per child each year throughout the parent's eighteen-week allowance per child. Previous statutory leave use can reduce the balance without requiring a new allowance. A short current request cannot turn a small employer-paid cap into full-reference cover.

Q40 points selected

Copy the selected answer's points.

/ 120

Q40 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q41. What time off and pay are provided to care for someone with a long-term care need?

For example, taking a disabled partner to a planned appointment or arranging care for an elderly parent. Include giving care and arranging it. A normal working week follows the individual's hours; it is not always five days. The one-week reference is a total allowance across all dependants.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Planned carer's time off and pay are outside the engagement's guaranteed support.

 0
Red

Use position 1 only for an established absence of separate support, not because a current request or policy detail is missing.

Conditional warning: An arrangement without planned carer's time off may fall below the legal minimum where the individual qualifies for statutory unpaid carer's leave. The Permanent or Temporary category does not determine entitlement.

- ☐ 2. Planned carer's time off is available without pay.

 40
Orange

The employee statutory allowance is unpaid and available from day one when the caring conditions apply. It includes a normal working week across all dependants in a rolling twelve months, with half-day or longer use. Paid support is a separate enhancement.

- ☐ 3. Planned carer's time off includes some pay, but does not provide a full normal working week at full normal pay every 12 months, usable in half-day or longer blocks.

 80
Yellow

Examples include two paid days for a five-day worker or half pay for a normal working week. Record the rate, paid capacity and paid-block access. If a contractual restriction conflicts with applicable employee rights, resolve its effect before treating the restriction as lawful.

- ☐ 4. At least one normal working week of planned carer's time off is available at full normal pay every 12 months, usable in half-day, full-day or whole-week blocks.

 120
Green

The paid allowance must cover at least one normal working week per rolling twelve months, with paid half-day, full-day or whole-week use. A three-day worker's normal week is three working days. The paid week can include the statutory unpaid week rather than being added on top.

Q41 points selected

Copy the selected answer's points.

 / 120

Q41 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q42. What time off and pay are provided for a dependant's emergency?

For example, a child becomes ill at school, a parent needs urgent help, or a carer does not arrive. A dependant is someone who relies on the individual for help or care. Assess the guaranteed emergency support, including its pay limits, even if no emergency has happened.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Emergency time off and pay for dependants are outside the engagement's guaranteed support.

0

Red

Use established absence of support, not missing information, lack of a current emergency or a contractor label.

Conditional warning: An arrangement without emergency time off for dependants may fall below the legal minimum where the individual qualifies for statutory time off. Permanent and Temporary categories do not determine legal entitlement.

- ☐ 2. Time off for a dependant's emergency is available without pay.

40

Orange

For an eligible employee, the statutory floor is reasonable unpaid emergency time. A policy does not need to repeat a legal right for that right to count. Record any additional unpaid time.

- ☐ 3. Time off for a dependant's emergency includes reduced pay or a limited allowance of fully paid hours, days or occasions.

80

Yellow

Examples include half pay for reasonable emergency time, or two fully paid emergency days each year with further reasonable time unpaid. A short emergency fitting inside a paid cap does not remove the cap.

- ☐ 4. All reasonable time off for a dependant's emergency is available at full normal pay, without a fixed cap on paid hours, days or occasions.

120

Green

Full normal pay must cover all reasonable emergency time without a fixed paid-hours, days or occasions limit. Necessary-action, dependant and notification conditions still apply; this is not unlimited long-term caring leave.

Q42 points selected

Copy the selected answer's points.

/ 120

Q42 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q43. What time off and pay are provided after the death of a child or a stillbirth?

The Beta reference covers a child who dies before age 18, or a stillbirth after 24 weeks of pregnancy. Assess support for the bereaved parent or qualifying carer. A week follows the individual's normal working pattern. Count guaranteed support even if no bereavement has occurred.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Parental-bereavement time off and pay are outside the engagement's guaranteed support.

0

Red

Establish that neither statutory nor contractual time/pay exists; a pay-only entitlement is not no support.

Conditional warning: Absent or insufficient parental-bereavement time or pay may fall below the applicable legal minimum. Eligibility for statutory leave and statutory pay must be considered separately.

- ☐ 2. Parental-bereavement time off is available without pay.

40

Orange

A new employee can qualify for two weeks of leave without statutory pay. Include company pay if it applies, and do not select unpaid time where statutory pay is due.

- ☐ 3. Parental-bereavement time off includes some pay, but full normal pay is not provided for two weeks per child.

80

Yellow

Examples include statutory pay alone, half pay for two weeks, or one fully paid week followed by a statutory-paid or lawful unpaid week. Record the actual rate and duration.

- ☐ 4. At least two weeks of parental-bereavement time off per child are available at full normal pay.

120

Green

The commitment must cover two normal working weeks per child at full gross earnings, with usable access. A part-time week follows the person's working pattern. Company pay can top up the statutory weeks rather than create an extra two weeks.

Q43 points selected

Copy the selected answer's points.

 / 120

Q43 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-04

Time, rest and time away

Q31-Q44 | Area maximum 1,680 points

Q44. What compassionate time off and pay are provided for other serious personal events or bereavements?

Examples include the death of a close friend or serious damage to the individual's home. Count support for circumstances outside the specific family-leave and dependant-emergency provisions. Using ordinary holiday or sick leave does not count as additional compassionate time off.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Broader compassionate time off is outside the engagement's available support.

 0
Red

Specific statutory or contractual leave remains assessed in its own question. A missing policy, no current crisis or unknown terms do not establish absence of broader compassionate support.

- ☐ 2. Requests for compassionate time off are considered case by case; there is no guaranteed time-off allowance.

 40
Orange

An actual arrangement for considering requests is needed. Time off may be paid or unpaid when granted; a fully discretionary decision creates no guaranteed allowance.

- ☐ 3. Compassionate time off is guaranteed for defined personal crises or bereavements, but no paid allowance is guaranteed.

 80
Yellow

The person can rely on time off for the covered residual circumstances. Optional pay decided by the manager does not create a guaranteed paid allowance.

- ☐ 4. A paid compassionate time-off allowance is guaranteed for defined personal crises or bereavements.

 120
Green

Both time away and payment must be promised. Partial pay can count. State the covered events, paid hours/days and payment; a paid allowance for one defined circumstance does not imply paid cover for every crisis.

Q44 points selected

Copy the selected answer's points.

 / 120

AOC-04 total: add Q31-Q44

 / 1680

Q44 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-05

Choice, autonomy and flexibility

Q45-Q51 | Area maximum 840 points

Q45. What choice does the individual have over accepting or turning down work?

Consider both the work the engagement commits the individual to and any additional shifts or assignments offered. This asks about choosing work before committing to it, not withdrawing after accepting it.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Accepting the engagement means taking on the allocated work, with no separate choice over individual shifts or assignments.
- For example, an agreed regular job or fixed assignment commits the individual to its allocated work. This measures offer-by-offer choice; it does not label that commitment unlawful.

 0
Red

- ☐ 2. Some work can be declined, but other work must be accepted, permission is needed, or declining can reduce other offers or benefits.
- For example, normal contractual hours are required but extra shifts are optional, or a manager must approve a refusal. State the actual restriction; do not treat optional extras as the whole engagement.

 60
Yellow

- ☐ 3. Each offered shift or assignment can be accepted or declined without permission, penalties, or losing access to other suitable work or benefits.
- For example, new shifts can be declined without approval or losing priority for other suitable shifts. Pay for optional work never accepted is not promised by this answer, and accepted commitments still have to be honoured.

 120
Green

Q45 points selected

Copy the selected answer's points.

 / 120

Q45 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-05

Choice, autonomy and flexibility

Q45-Q51 | Area maximum 840 points

Q46. How much say does the individual have over their working times?

Examples include choosing start and finish times, agreeing regular working days, or setting availability. Count the working arrangement available, rather than merely a right to request a change. Legally required adjustments are assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Working times are set for the role or assignment, rather than shaped around the individual's preferences.

0
Red

A fixed or variable timetable set for the job can fit this answer. A right to request flexible working remains separate, and any mandatory adjustment must still be provided.

- ☐ 2. The individual can adjust some start or finish times, working days or shifts, with approval for each occasion.

60
Yellow

For example, moving a start time or changing a working day is genuinely possible when a manager approves the particular occasion. Merely being allowed to submit a request is not enough.

- ☐ 3. The individual has an ongoing choice of working times, or a regular pattern agreed around their availability, within required hours, core times and deadlines.

120
Green

For example, flexitime gives a standing start-time choice, or personally chosen mornings remain agreed for the engagement. Record the actual limits; frequent timetable changes and control over every aspect are not required.

Q46 points selected

Copy the selected answer's points.

/ 120

Q46 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-05

Choice, autonomy and flexibility

Q45-Q51 | Area maximum 840 points

Q47. How much say does the individual have over where they work?

Examples include working from home, using a nearer office, or agreeing a regular mix of locations. Assess the location choice actually available. Legally required adjustments are assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Work locations are set for the role or assignment, with no separate location choice for the individual.

0
Red

For example, a shop role may require that shop, or a client may allocate work sites. Working at home or at several sites does not itself establish personal choice.

- ☐ 2. The individual can work at another suitable location on particular occasions, with approval needed each time.

60
Yellow

For example, administrative work can be done at home or a nearer office when the person obtains approval for that particular day. The alternative must be genuinely available.

- ☐ 3. The individual can choose between agreed work locations or follow a personally agreed location pattern, without needing approval each time.

120
Green

For example, the person can choose home or office for agreed duties, or use a nearer base personally selected for the engagement. Necessary site visits may remain; the agreed choice or pattern does not need repeated permission.

Q47 points selected

Copy the selected answer's points.

/ 120

Q47 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-05

Choice, autonomy and flexibility

Q45-Q51 | Area maximum 840 points

Q48. How much choice does the individual have over how they do the work and the order of tasks?

Examples include choosing how to investigate a fault, which tool or approach to use, or which task to do first. Required procedures and team coordination can remain. This question does not determine employment status.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Work methods and task order are set for the role or assignment.

 0
Red

For example, a role can require a specified process and a fixed work queue. Following a necessary safe process can lawfully fit this answer.

- ☐ 2. The individual chooses some work methods or task order, while other routine decisions follow set instructions or need approval.

 60
Yellow

For example, the individual chooses which cases to process first but uses a prescribed method, or chooses a method while the supervisor sets the task sequence.

- ☐ 3. The individual chooses work methods and task order without approval for each routine decision, while meeting agreed results, deadlines, and required safety and quality standards.

 120
Green

For example, the individual chooses appropriate methods and plans task order within a defined remit. Required procedures, advice, supervision and checks on results can remain.

Q48 points selected

Copy the selected answer's points.

 / 120

Q48 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-05

Choice, autonomy and flexibility

Q45-Q51 | Area maximum 840 points

Q49. How freely can the individual take work with other employers or clients?

These answers cover employees taking a second job as well as agency shifts and work for additional clients. For example, an employee has ongoing permission to tutor at weekends, but other suitable jobs still need approval: position 2. Necessary notification or checks for genuine conflicts, agreed work, confidentiality or safety do not by themselves lower the answer.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Taking work with other employers or clients normally needs permission or is not allowed, even when there is no genuine conflict with agreed work, confidentiality or safety requirements.

 0
Red

For example, an employee must ask before taking any second job even when it meets agreed work, confidentiality and safety requirements. Necessary notification or checks alone do not establish this position.

Conditional warning: Restrictions or permission requirements may be unenforceable or unlawful for some zero-hours, qualifying low-income or agency engagements. Taking protected other work must not lead to worse treatment. This warning applies to positions 1 and 2 where they describe those restrictions.

- ☐ 2. The individual can take an agreed second job or type of other work without asking each time. Other work still needs permission or is not allowed, even when there is no genuine conflict with agreed work, confidentiality or safety requirements.

 60
Yellow

For example, an employee already has permission to tutor at weekends, while other suitable jobs still need approval even when agreed work, confidentiality and safety requirements are met.

Conditional warning: Restrictions or permission requirements may be unenforceable or unlawful for some zero-hours, qualifying low-income or agency engagements. Taking protected other work must not lead to worse treatment. This warning applies to positions 1 and 2 where they describe those restrictions.

- ☐ 3. The individual is free to work for other employers or clients without worse treatment. Only necessary checks or limits for genuine conflicts, agreed work, confidentiality or safety can apply.

 120
Green

For example, an employee can take suitable second jobs once any necessary checks are complete. There is no separate permission decision or worse treatment merely for taking the work. A broad ban cannot qualify merely because it is called a conflict or safety rule.

Q49 points selected

Copy the selected answer's points.

 / 120

Q49 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-05

Choice, autonomy and flexibility

Q45-Q51 | Area maximum 840 points

Q50. Can the individual arrange for someone suitable to do their work in their place?

Substitution means someone carries out work in the individual's place. Delegation means handing over part of their work. Assess an option the individual can actually use. An employer finding cover does not by itself give the individual that option. Necessary checks still apply.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement is arranged for the individual to do the work personally, without an option to arrange someone else to do it.

0
Red

For example, a named individual must perform the role personally and the employer independently arranges any cover. A genuine option that has not been used still counts at its appropriate higher position.

- ☐ 2. The individual can arrange someone suitable to do work in their place, but only for certain tasks, for absences such as illness, or with permission each time.

60
Yellow

For example, the individual can organise a qualified replacement during illness, delegate a named part of the work, or arrange cover subject to permission on each occasion. The option must actually be usable.

- ☐ 3. The individual can choose and arrange someone suitable to do the agreed work in their place without permission each time, provided competence, legal, safeguarding and safety requirements are met.

120
Green

For example, the individual can organise a qualified replacement for ordinary agreed work when they choose. Required checks confirm suitability rather than deciding afresh whether substitution is allowed.

Q50 points selected

Copy the selected answer's points.

 / 120

Q50 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-05

Choice, autonomy and flexibility

Q45-Q51 | Area maximum 840 points

Q51. What process can the individual use to request a lasting change to their working arrangements, such as hours, working days or work location?

A lasting change alters the agreed arrangement for an ongoing or defined period, such as different weekly hours or a regular homeworking day. Check who handles the request and when a decision is due. Making a request does not guarantee agreement.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The individual's working arrangements do not include a set process for requesting a lasting change and receiving a response.

 0
Red

For example, a genuine independent business engagement relies on individual renegotiation and has no defined response process. An employee's statutory route does not disappear because no separate policy has been written.

Conditional warning: No defined route to request a durable change is provided - this may omit the applicable statutory flexible-working request process for employees.

- ☐ 2. The individual has a clear process for requesting lasting changes to their working arrangements, with discussion before refusal and a timely decision with reasons by a stated deadline.

 60
Yellow

For example, a named manager receives requests, discusses a proposed refusal and explains the decision within the response period. Check the applicable legal process as well as the stated procedure.

- ☐ 3. The individual has a clear process for requesting lasting changes to their working arrangements, with discussion before refusal and a timely decision with reasons by a stated deadline. The process includes help to explore alternatives or a trial, and an option to have a refusal reviewed.

 120
Green

For example, a named decision-maker discusses the request, gives reasons within the deadline, helps explore a different pattern or trial and provides a way to review a refusal.

Q51 points selected

Copy the selected answer's points.

 / 120

AOC-05 total: add Q45-Q51

 / 840

Q51 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-06

Benefits and longer-term protection

Q52-Q57 | Area maximum 720 points

Q52. What does the engagement contribute towards the individual's pension or retirement savings?

For most pension pots, the standard employer contribution is 3% of qualifying earnings, not 3% of all pay. A defined-benefit pension promises retirement income and uses a different minimum; use the scheme's confirmed comparison. Count funding added by the employer or engager. Check who can join, when funding starts and any contribution the individual must make.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement does not include employer or engager funding towards the individual's pension or retirement savings.

 0
Red

Conditional warning: No funded retirement-saving support is provided - this may be below applicable automatic-enrolment or opt-in contribution duties for some engagements.

- ☐ 2. The employer or engager provides pension or retirement-saving funding at the standard workplace-pension minimum, or a smaller contribution where no minimum contribution is required.

 40
Orange

A smaller contribution can fit position 2 only where it is permitted. If an automatic-enrolment or opt-in contribution duty applies, a small voluntary payment cannot replace the required pension contribution. A position 2 result does not, by itself, establish that the statutory minimum has been met.

- ☐ 3. The employer or engager provides pension or retirement-saving support above the standard workplace-pension minimum, through a larger contribution, contributions on more of the individual's pay, or a more valuable retirement benefit.

 80
Yellow

Compare employer-funded amounts or retirement benefits on a consistent basis. A higher percentage on less pay, the individual's own extra saving, or a scheme label alone does not establish enhancement.

- ☐ 4. The employer or engager provides pension or retirement-saving support above the standard workplace-pension minimum, through a larger contribution, contributions on more of the individual's pay, or a more valuable retirement benefit. Funding is available from the start of the engagement, includes short assignments and low-earning periods, and continues across assignments with the same employer or engager.

 120
Green

Check both the additional retirement benefit and the start, short-assignment, low-earnings and assignment-continuity commitments. Funding through unpaid gaps or beyond the relationship is not implied.

Q52 points selected

Copy the selected answer's points.

 / 120

Q52 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-06

Benefits and longer-term protection

Q52-Q57 | Area maximum 720 points

Q53. What healthcare or medical treatment does the engagement help pay for?

Count employer or engager funding for medical cover, health cash plans, dental or optical benefits, screening or treatment allowances. Exclude workplace-safety and occupational-health arrangements, workplace wellbeing support, and care funded solely through a public scheme. Check the services covered and the individual's remaining costs.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement does not fund healthcare or medical-treatment benefits beyond workplace safety and occupational-health arrangements.

 0
Red

Use this answer when there is no funded healthcare benefit within this scope. Access to NHS care, a referral, a discount paid for entirely by the individual, or required workplace health checks do not establish the additional funded benefit.

- ☐ 2. The engagement helps fund selected healthcare costs, such as dental care, glasses, screening or treatment, without funding specialist consultations, diagnostic tests and hospital treatment together.

 60
Yellow

For example, an employer-paid cash plan reimburses dental and optical bills within stated allowances. A policy that funds hospital treatment but does not fund the specialist consultations needed before admission also belongs here. Record the actual funded services and limits.

- ☐ 3. The engagement helps fund specialist consultations, diagnostic tests and eligible treatment, including day-case or inpatient hospital treatment, through medical cover or a defined funding arrangement, subject to stated limits and exclusions.

 120
Green

For example, an employer contributes to medical cover that funds specialist consultations, diagnostic tests and eligible day-case or inpatient treatment. Check that the individual can access funding at each stage. An excess, co-payment or personal premium contribution must still be disclosed.

Q53 points selected

Copy the selected answer's points.

 / 120

Q53 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-06

Benefits and longer-term protection

Q52-Q57 | Area maximum 720 points

Q54. If illness or injury prevents work for a prolonged period, what continuing income does the engagement provide?

Count a separate continuing-income benefit, such as monthly income-protection payments after a waiting period. Statutory Sick Pay and ordinary company sick pay belong under Q34. Check the amount, when payments start, how long they last and whether a qualifying claim continues when the engagement ends.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement does not include a separate continuing-income benefit for prolonged illness or incapacity.

 0
Red

Use this answer where there is no distinct longer-term income benefit. The individual may still receive SSP or company sick pay. A possible discretionary payment, independent personal insurance or an invitation to obtain a quote does not establish this engagement-provided benefit.

- ☐ 2. A separate arrangement pays a stated regular income for prolonged illness or incapacity, but payments are limited by a fixed payment period, such as two years, or by the engagement ending.

 60
Yellow

For example, a separate scheme pays 60% of covered earnings for up to two years after a 13-week payment waiting period. The income can stop after two years even if the individual still meets the inability-to-work conditions. Record the actual payment limit and any earlier stop when the engagement ends.

- ☐ 3. A separate arrangement pays a stated regular income while the individual remains unable to work under the cover's rules, until recovery, retirement or the stated benefit-ending age. There is no shorter payment cap, and a qualifying claim continues if the engagement ends.

 120
Green

For example, a separate scheme pays 60% of covered earnings after a 13-week payment waiting period, while the individual meets the inability-to-work conditions, until recovery, retirement or age 67. There is no two-year or five-year cap, and qualifying claims remain payable if the engagement ends. Record the scheme's actual age and conditions.

Q54 points selected

Copy the selected answer's points.

 / 120

Q54 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-06

Benefits and longer-term protection

Q52-Q57 | Area maximum 720 points

Q55. What additional financial cover does the engagement provide for personal accidents or injuries?

For example, a cash benefit for a broken bone or lasting loss of sight. Count a defined benefit for a non-fatal injury that does not depend on proving someone's legal liability. Compulsory Employers' Liability insurance is excluded. Death benefits, continuing income and medical-treatment funding are assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement does not include a separate direct financial benefit for the individual for a non-fatal accident or injury.

 0
Red

For example, the employer has the required liability insurance but no separate injury benefit for the individual. A policy that pays only the business, with no defined entitlement for the individual, does not establish this benefit.

- ☐ 2. A separate defined benefit is payable to the individual for covered injuries, but only during specified activities or periods, such as work, commuting or business journeys.

 60
Yellow

For example, a personal accident scheme pays the individual a stated amount for a covered permanent injury, but accidents must happen during work or commuting. Cover for a business trip or named work event can also belong here.

- ☐ 3. A separate defined benefit is payable to the individual for covered injuries 24 hours a day, during work and ordinary private activities, subject to stated exclusions.

 120
Green

For example, a personal accident scheme pays the individual for a covered fracture or permanent injury whether the accident happens at work, at home or during ordinary leisure time. The injury types, amounts and exclusions still need to be checked.

Q55 points selected

Copy the selected answer's points.

 / 120

Q55 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-06

Benefits and longer-term protection

Q52-Q57 | Area maximum 720 points

Q56. What financial benefit is provided for the individual's beneficiaries if the individual dies?

Count a defined payment, such as £25,000, a multiple of pay, or a regular income for dependants. Check the amount, who can receive it, when cover applies and which deaths are covered. Employers' Liability insurance does not count as this benefit.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement does not include a defined payment or income for the individual's beneficiaries on the individual's death.

 0
Red

Use this answer when no defined death benefit is available to the assessed individual. A possible discretionary donation or an insurance policy protecting only the business does not establish a beneficiary benefit. Missing benefit details require clarification.

- ☐ 2. The engagement provides a stated payment or income for the individual's beneficiaries, but death cover is restricted to named causes or circumstances, such as an accident or a work-related death.

 60
Yellow

For example, a scheme pays £25,000 to eligible beneficiaries if the individual dies in an accident, but pays nothing for death from illness. Identify the actual covered causes or circumstances; do not assume every restricted policy has the same terms.

- ☐ 3. The engagement provides a stated payment or income for the individual's beneficiaries if the individual dies from illness or an accident, during or outside working hours, subject to stated exclusions.

 120
Green

For example, a scheme pays £25,000 to eligible beneficiaries for death from illness or an accident, whether the death occurs during work or in personal time. Check the cover dates and exclusions; this answer does not promise payment in every conceivable case.

Q56 points selected

Copy the selected answer's points.

 / 120

Q56 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-06

Benefits and longer-term protection

Q52-Q57 | Area maximum 720 points

Q57. What separate payment is provided when work ends for redundancy, project closure or another reason unrelated to conduct or performance?

Count severance, redundancy or comparable compensation in addition to notice pay. Exclude final wages, accrued holiday pay and payments that simply replace notice. Check the individual's eligibility and the endings covered by the payment.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. There is no separate severance, redundancy or comparable end-of-work payment in addition to any final pay and notice pay.

 0
Red

For example, a new eight-week engagement has no previous continuous service, no statutory redundancy entitlement and no agreed severance payment. The absence answer does not excuse withholding a payment that is legally or contractually due.

Conditional warning: No severance, redundancy or comparable protection is provided - this may be below the applicable statutory redundancy minimum for some engagements.

- ☐ 2. The individual is covered by statutory redundancy pay, calculated using the statutory age, service and weekly-pay rules; no higher payment or additional end-of-work payment is provided.

 60
Yellow

For example, an employee with sufficient continuous service has statutory redundancy protection, with no top-up and no extra payment for other endings. The protection can exist before any redundancy occurs.

- ☐ 3. A defined severance or redundancy payment offers a higher amount than statutory redundancy pay, payment before two years' service, or payment for people or endings outside the statutory rules.

 120
Green

For example, the terms promise statutory redundancy pay plus £2,000, a severance payment for a new starter, or an agreed payment when a fixed-term assignment reaches its planned end. The improvement must apply to the assessed person and period.

Q57 points selected

Copy the selected answer's points.

 / 120

AOC-06 total: add Q52-Q57

 / 720

Q57 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-07

Safety, dignity, equality and accessibility

Q58-Q62 | Area maximum 600 points

Q58. What extra practical changes are available to help the individual do the work?

For example, a different keyboard, a quieter work area or a different way of organising tasks. Count only changes beyond mandatory equality, reasonable-adjustment and safety duties. Support funded solely by a public scheme does not count.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. No additional practical work adjustments are provided beyond mandatory equality and safety duties.

0
Red

The engagement may provide extensive adjustments required by law. This answer means there is no separate additional practical-need adjustment offer; it does not mean legally required adjustments are missing.

- ☐ 2. Additional practical work adjustments beyond mandatory equality and safety duties are available based on need, without requiring a disability or other protected status, medical evidence or proof of legal entitlement. Putting changes in place when needed, or reviewing and adapting them later, is not assured and depends on discretionary approval.

60
Yellow

Real extra help must be usable. Select this answer when putting a suitable change in place at a useful time, or later review and adaptation, remains subject to discretionary approval. Tailoring a change to the person does not by itself place the offer here. A policy that only invites requests, with no usable additional help behind it, is insufficient.

- ☐ 3. Additional practical work adjustments beyond mandatory equality and safety duties are available based on need, without requiring a disability or other protected status, medical evidence or proof of legal entitlement. There is a firm commitment to agree suitable changes with the individual, put them in place when needed for the work, and review and adapt them as needs change.

120
Green

The additional offer includes a dependable commitment to agree suitable changes, deliver them when useful, and review and adapt them during the assessed period. Practical and safety checks can still apply. A formal document, a larger equipment budget or one successful request alone does not establish the full commitment. Past use is not required where the offer is genuinely available.

Q58 points selected

Copy the selected answer's points.

 / 120

Q58 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-07

Safety, dignity, equality and accessibility

Q58-Q62 | Area maximum 600 points

Q59. What extra changes to the work are available to support the individual's health during pregnancy or after giving birth?

For example, extra choice over work location, task arrangements or working times, including during post-birth recovery or breastfeeding. Count only changes beyond all mandatory pregnancy, health-and-safety, equality and family-rights duties. Leave and pay are assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. No additional pregnancy or post-birth health adaptations are provided beyond all applicable mandatory duties.

 0
Red

All required pregnancy, post-birth, safety and equality protections may be fully provided. There is no additional pregnancy or post-birth work-adaptation offer. A general adjustment request route, mandatory assessment or maternity policy alone does not establish extra adaptations here.

- ☐ 2. Extra work changes for pregnancy or post-birth health needs are available beyond all mandatory duties. Suitable changes, such as a different work location or task arrangement, are offered, but delivery, timing and follow-up depend on case-by-case agreement.

 60
Yellow

Actual additional pregnancy or post-birth work changes are available, for example an optional change of working location for greater comfort when the existing arrangement is already safe and adequate. Delivery, timing or continuing review relies on separate case-by-case decisions. A bare invitation to ask, with no usable extra help, is insufficient.

- ☐ 3. Extra work changes for pregnancy or post-birth health needs are available beyond all mandatory duties. Suitable changes, such as a different work location or task arrangement, are agreed with the individual, put in place when needed, and reviewed and adapted as their needs change.

 120
Green

Actual additional pregnancy or post-birth work changes are available through a dependable arrangement. Suitable changes are agreed with the individual, implemented in time to help with the work, and revisited and altered as the relevant health needs change. Reviewing a required risk assessment alone does not establish this additional offer.

Q59 points selected

Copy the selected answer's points.

 / 120

Q59 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-07

Safety, dignity, equality and accessibility

Q58-Q62 | Area maximum 600 points

Q60. What occupational-health assessment and support can the individual access through the engagement?

For example, hearing or skin checks for risks at work, or professional advice about staying at work or returning after illness. Health surveillance means repeated checks for work-related ill health. Assess work-focused assessment and advice here; treatment and practical work changes are covered separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. No occupational-health assessment, health surveillance or work-related health support is provided.

 0
Red

There is no engagement-provided occupational-health assessment, surveillance or work-focused health service. Ordinary safety arrangements, personal access to a GP or a wellbeing leaflet do not establish an occupational-health offer. A warning identifies the possibility of mandatory surveillance for the actual work.

Conditional warning: No occupational-health assessment, health surveillance or work-related health support is provided - this may be below applicable health-surveillance or medical-surveillance duties for some engagements.

- ☐ 2. Work-related health support is limited to specified risk or fitness checks, including any legally required health or medical surveillance and its necessary follow-up. Broader occupational-health assessment is not available.

 40
Orange

The person receives defined checks for particular work risks or fitness requirements, such as work-related hearing checks, with the results and follow-up that the checks require. There is no wider occupational-health service for other work-health concerns. A promise to comply with the law, with no checks needed or offered, does not establish this provision.

Q60 continues on the next page.

PROVISIONS / AOC-07 / CONTINUED

Safety, dignity, equality and accessibility

Q58-Q62 | Area maximum 600 points

Q60. What occupational-health assessment and support can the individual access through the engagement?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 3. Any required health or medical surveillance is provided. Broader occupational-health assessment and advice are available to help the individual stay at work or return after illness.

80
Yellow

The person can obtain a broader assessment of how health affects the work, with advice about staying at work or returning after illness, as well as any required surveillance. For example, referrals might start only after sickness absence, or a one-off assessment might have no continuing support. Choose the strongest wholly true answer if early, timely access and continuing follow-up are also available.

- ☐ 4. Any required health or medical surveillance is provided. Broader occupational-health assessment and advice are available from the first concern, without waiting for sickness absence, with timely access and continuing follow-up as needed to help the individual stay at work or return after illness.

120
Green

The person can seek broader occupational-health help at the first work-health concern, receive assessment and advice in time to be useful, and receive follow-up when needed. Any required surveillance remains in place. The service can be arranged through a manager or directly; a particular referral method is not required.

Q60 points selected

Copy the selected answer's points.

 / 120

Q60 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-07

Safety, dignity, equality and accessibility

Q58-Q62 | Area maximum 600 points

Q61. What additional mental-health and wellbeing support can the individual access through the engagement?

For example, practical stress-management tools, a trained person to talk to, confidential counselling or an employee assistance programme (EAP). Count support beyond mandatory health-and-safety and equality duties. Assess the help actually available, rather than a policy or service name.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. No additional practical mental-health or wellbeing support is provided beyond mandatory health-and-safety and equality duties.

 0
Red

Required stress-risk controls and reasonable adjustments may be in place. This answer describes no separate extra mental-health or wellbeing help. A policy, awareness poster or list of public helplines alone does not establish a practical support service.

- ☐ 2. Additional mental-health and wellbeing support is limited to practical self-help, wellbeing sessions or initial listening and signposting from a trained contact. Counselling or other one-to-one help to work through concerns is not provided.

 40
Orange

There is usable extra help, such as a practical stress-management programme or a trained contact who listens and helps the person find further assistance. The offer stops at prevention, self-help or initial support; it does not provide counselling or comparable individual assistance to work through concerns.

- ☐ 3. Additional confidential one-to-one help is available to work through mental-health or wellbeing concerns, such as counselling through an employee assistance programme.

 80
Yellow

The individual can access confidential support that actively helps with their concerns, rather than only pointing elsewhere. An EAP offering counselling is one example. Where early help, useful response times and continuing practical support at work are also available, select the strongest wholly true answer.

- ☐ 4. Additional mental-health and wellbeing support includes practical help before concerns escalate, timely confidential one-to-one assistance such as counselling, and continuing practical support at work when needed.

 120
Green

The individual can obtain practical help while concerns are developing, use confidential individual assistance in useful time, and receive continuing wellbeing support during the work when needed. One service can deliver all these functions; separate programmes or providers are not required.

Q61 points selected

Copy the selected answer's points.

 / 120

Q61 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-07

Safety, dignity, equality and accessibility

Q58-Q62 | Area maximum 600 points

Q62. What protection and support does the individual have for violence, threats or abuse connected with the work?

For example, aggression from a customer, threatening messages or an assault by a colleague. Consider prevention, how to report an incident or get urgent help, and practical support afterwards.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. General workplace arrangements apply, without a specific offer of prevention, response or aftercare for violence, threats or abuse.

0
Red

The engagement has no specific measures or support for work-related violence, threats or abuse. General safety arrangements or a statement that abuse is unacceptable do not establish this offer. Specific measures can sit inside an ordinary workplace procedure; a separately named scheme is unnecessary.

Conditional warning: No dedicated violence, aggression or abuse provision is provided - this may be below applicable health-and-safety risk-control, emergency, incident-recording or reporting duties for some engagements.

- ☐ 2. The individual has prevention measures, a way to report incidents and urgent help for violence, threats or abuse, including necessary safety follow-up. No additional personal aftercare is offered.

40
Orange

The individual can use measures suited to the work risks, report an incident and obtain urgent assistance, with the follow-up required to keep people safe. For example, this may include a safe way to end an abusive interaction and someone who responds to a call for help. Additional personal recovery assistance is not offered.

Q62 continues on the next page.

PROVISIONS / AOC-07 / CONTINUED

Safety, dignity, equality and accessibility

Q58-Q62 | Area maximum 600 points

Q62. What protection and support does the individual have for violence, threats or abuse connected with the work?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 3. The individual has prevention measures, a way to report incidents and urgent help for violence, threats or abuse, including necessary safety follow-up. Additional personal aftercare is available, such as help contacting victim-support services or making a police report, but continuing help is not assured.

 80
Yellow

The individual has prevention, incident reporting, urgent assistance and necessary safety follow-up. The engagement also offers practical personal help after an incident, such as arranging contact with a victim-support service or helping the individual make a police report. Help may be limited to a particular task or separately agreed occasion; continuing personal assistance is not assured.

- ☐ 4. The individual has prevention measures, a way to report incidents and urgent help for violence, threats or abuse, including necessary safety follow-up. Additional personal aftercare is assured through a continuing contact who helps arrange support, checks further needs and follows through on agreed help, such as contacting victim-support services or assisting with a police report.

 120
Green

The individual has prevention, incident reporting, urgent assistance and necessary safety follow-up. The engagement also assures personal aftercare through an identified contact or team that organises practical help, checks whether further help is needed and completes agreed actions or an arranged handover. The individual does not have to start again with a new request for each agreed action.

Q62 points selected

Copy the selected answer's points.

 / 120

AOC-07 total: add Q58-Q62

 / 600

Q62 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-08

Development and progression

Q63-Q67 | Area maximum 600 points

Q63. What practical guidance and help does the individual receive to get started in the work?

Consider guidance for the work and the wider working environment, such as procedure booklets, introductory e-learning, organisational maps and operational contact guides. Count only practical support beyond legally required information, instruction and training. Pay, terms and safety requirements are assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Practical help with getting started is limited to legally required information, instruction and training.

0
Red

All required information, instruction and training are supplied, but there is no additional practical orientation for the assessed work. A contract, assignment notice, safety induction or explanation of pay alone does not establish an extra offer here.

- ☐ 2. Extra practical guidance beyond legally required information, instruction and training helps the individual get started. It is limited to the immediate work, or broader orientation and support are incomplete.

60
Yellow

Useful help may fully explain the immediate tasks, systems and local handover. That remains position 2 if the individual receives no broader practical introduction to how the relevant operation fits together. This position also covers a broader offer whose reference guidance, timing, essential arrangements or access to practical help is materially incomplete. Some additional guidance must be genuinely usable; an invitation to ask or a generic welcome is insufficient.

- ☐ 3. Before or at the start, practical orientation beyond legally required information, instruction and training covers the immediate work and the wider working environment. Usable reference materials explain relevant procedures, working relationships and where to get help. Essential work systems are usable and practical support is available when needed.

120
Green

The introduction explains how the individual's work connects with relevant organisational procedures, workflows and people, supported by reference guidance they can use while getting started. Examples include procedure booklets, introductory e-learning, organisational maps and operational contact guides; equivalent formats can qualify and all four are not required. The material must be relevant, accessible in time and supported by working essential arrangements and reachable practical help. An immediate-task walkthrough alone does not meet this position.

Q63 points selected

Copy the selected answer's points.

 / 120

Q63 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-08

Development and progression

Q63-Q67 | Area maximum 600 points

Q64. What learning or coaching does the engagement provide to develop the individual's skills for their current role?

For example, learning a better work technique, improving use of a work tool, or practising more complex tasks within the role. Assess the development actually available; safety training, basic starter guidance, qualifications and training time or funding are assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement's offer does not include learning or coaching to develop skills for the current role.

 0
Red

No engagement-provided current-role development is available. Personal experience, independent learning or permission to request training does not establish a development offer. Required safety training and other mandatory duties remain necessary.

Conditional warning: No role-relevant development is provided - this may be below applicable apprenticeship or other legally required role-development minimums for some engagements.

- ☐ 2. The individual receives the job-specific learning required by their apprenticeship or other legally required training programme. Current-role development is limited to that required programme.

 40
Orange

Actual job-specific learning required by the applicable apprenticeship or legally structured training arrangement is provided, with the support and review that the arrangement requires. The engagement offers no current-role development beyond that programme. An apprenticeship label or a statement that legal duties are met is insufficient without the learning itself.

Q64 continues on the next page.

PROVISIONS / AOC-08 / CONTINUED

Development and progression

Q63-Q67 | Area maximum 600 points

Q64. What learning or coaching does the engagement provide to develop the individual's skills for their current role?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 3. The individual receives learning or coaching that develops skills for the current role beyond any required apprenticeship or training programme, such as improving a work technique or handling more complex tasks. Any required programme is provided.

 80
Yellow

Useful current-role learning or coaching is available beyond the applicable required programme; if no such programme applies, the useful learning itself establishes this additional offer. A focused workshop or coaching session can qualify. Choose the strongest wholly true answer: position 4 requires the visible combination of individual relevance, practice, feedback, progress review and adjustment as needs change.

- ☐ 4. The individual receives development matched to their current-role skill needs beyond any required apprenticeship or training programme, with opportunities to practise, receive feedback and review progress. The development is adjusted as needs change during the engagement. Any required programme is provided.

 120
Green

The additional development addresses skills this individual can use in the present role. The person can practise, obtain useful feedback, review what they have learned and receive adjusted development when their needs change. The programme may be informal and proportionate to a short assignment. Features already required within an apprenticeship programme do not establish additional development.

Q64 points selected

Copy the selected answer's points.

 / 120

Q64 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-08

Development and progression

Q63-Q67 | Area maximum 600 points

Q65. What qualifications or recognised learning outcomes does the engagement help the individual gain and use elsewhere?

For example, a vocational qualification, professional accreditation, apprenticeship completion certificate or recognised skills record. Identify the actual outcome and who recognises it. Assess the opportunity provided, not guaranteed success in an exam.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement's offer does not include a qualification, accreditation or learning outcome recognised beyond the present engager or assignment.

 0
Red

There is no supported named outcome with established use beyond the engager or assignment. Training can still develop useful current-role skills, but attendance, a generic completion badge or a skill the individual already held does not by itself establish a portable outcome.

Conditional warning: No recognised or portable outcome is provided - this may be below an applicable apprenticeship or regulated-training requirement for some engagements.

- ☐ 2. The engagement supports only the recognised outcome required by an applicable apprenticeship or regulated-training arrangement, such as its specified qualification or completion certificate, which the individual can use elsewhere.

 40
Orange

The actual recognised outcome required by the applicable apprenticeship or regulated-training arrangement is identified and supported, including access to assessment and certification as the arrangement requires. No additional recognised outcome is supported. A completion certificate or achieved occupational standard can be the relevant outcome; do not assume a separate qualification.

Q65 continues on the next page.

PROVISIONS / AOC-08 / CONTINUED

Development and progression

Q63-Q67 | Area maximum 600 points

Q65. What qualifications or recognised learning outcomes does the engagement help the individual gain and use elsewhere?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 3. The engagement supports an additional qualification, accreditation or learning outcome that other employers or training providers recognise, beyond any outcome required by an apprenticeship or regulated-training arrangement. Any required outcome is supported.

 80
Yellow

The additional named outcome has established recognition by another employer, hirer or training provider. For example, a skills record may be accepted within a group of hirers but rely on the engager to confirm achievement. Every applicable required outcome remains supported. Select position 4 if the additional outcome also has independent recognition and verifiable proof usable by the individual after leaving.

- ☐ 4. The engagement supports an additional qualification, accreditation or learning outcome with independent recognition beyond the present engager or labour supply chain. The individual can keep and use verifiable proof after leaving. The additional outcome goes beyond any required apprenticeship or regulated-training outcome, which is also supported.

 120
Green

The additional outcome has recognition independent of the current engager or its labour supply chain, for example through an established awarding organisation, professional body or industry scheme. When the outcome is achieved, the individual can retain usable proof and have it verified without needing the former engager's permission or work account. No claim of acceptance by every employer or lifetime validity is made.

Q65 points selected

Copy the selected answer's points.

 / 120

Q65 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-08

Development and progression

Q63-Q67 | Area maximum 600 points

Q66. What time or financial support can the individual use for further learning and development?

For example, time set aside for study, course fees or a learning allowance. Include self-directed learning and any protected study-time entitlement. Payment for ordinary work training required by the engager is assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement's offer does not include time, funding or an allowance for further learning or self-directed study.

 0
Red

No usable release from work, financial contribution or allowance for further learning is supplied. A right to ask, general encouragement, personal annual leave or spare time between assignments does not itself supply development support.

Conditional warning: No time, funding or allowance for continuing professional development or self-directed learning is provided - this may be below applicable protected or paid training-time duties for some engagements.

- ☐ 2. The individual receives the protected or paid study time required by an applicable apprenticeship or other legally protected learning arrangement. No extra development time, funding or allowance is provided.

 40
Orange

Identify the actual protected or paid study-time entitlement and the time and payment required by it. The arrangement supplies that entitlement and no extra support for continuing development. A right merely to request training is insufficient. Required work-training pay alone remains Q25.

Q66 continues on the next page.

PROVISIONS / AOC-08 / CONTINUED

Development and progression

Q63-Q67 | Area maximum 600 points

Q66. What time or financial support can the individual use for further learning and development?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 3. The individual receives extra time, funding or an allowance for agreed learning activities, beyond any protected or paid study time required by an apprenticeship or other legally protected learning arrangement. Any required study time is provided.

80
Yellow

Usable additional support has actually been agreed, for example time away from duties for a course or a contribution to its fees. Further activities can require a fresh approval. Actual additional unpaid study release can count here where lawful. Every applicable protected or paid study-time entitlement remains provided.

- ☐ 4. The individual has extra paid study hours or development funding set aside for learning they choose within the stated time or spending limit and agreed learning subjects. They do not need a new decision granting the time or money for each activity. Any protected or paid study time required by an apprenticeship or other legally protected learning arrangement is also provided.

120
Green

A usable amount of additional paid study time or development funding is committed to this person for a stated period. They can choose eligible learning within the declared hours or spending limit and learning subjects, without a new discretionary grant for every activity. Routine eligibility checks, receipts and scheduling are compatible with this answer if they do not turn the allocation back into a discretionary request. All applicable required study time remains provided.

Q66 points selected

Copy the selected answer's points.

 / 120

Q66 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-08

Development and progression

Q63-Q67 | Area maximum 600 points

Q67. How can the individual find out about and be considered for progression or future work opportunities?

For example, a promotion, work with more responsibility, another assignment or a direct role with the hirer. Assess the opportunity-access arrangements even when no vacancy is currently open. No answer promises an appointment or more work.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement's offer does not include a usable way for the individual to find out about progression or future work opportunities.

 0
Red

Check the actual information-access offer. No current vacancy is not the same as no route. Fixed-term employee information rights may also matter.

Conditional warning: No usable opportunity-access route is provided - this may be below applicable agency-worker vacancy-information duties for some engagements.

- ☐ 2. The individual can access information about progression or future work opportunities, including any required vacancy information.

 40
Orange

The individual knows where and how to obtain relevant information. An accessible vacancy list can meet the applicable information-only minimum. Choose a higher answer only when every condition in it is true; partial application or consideration features are recorded without implying they are absent.

Q67 continues on the next page.

PROVISIONS / AOC-08 / CONTINUED

Development and progression

Q63-Q67 | Area maximum 600 points

Q67. How can the individual find out about and be considered for progression or future work opportunities?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 3. The individual can learn about progression or future work opportunities, understand the entry requirements and put themselves forward in time. Eligible applications or expressions of interest receive consideration.

80
Yellow

The individual knows which opportunities they can pursue, how to submit interest in time, and their eligible interest is considered. Choose position 4 only if advance selection criteria and timing are also explained and the stated criteria are used.

- ☐ 4. The individual can learn about progression or future work opportunities, understand the entry requirements and put themselves forward in time to be considered. Selection criteria and when consideration takes place are explained before they put themselves forward, and eligible applications or expressions of interest are considered against the stated criteria.

120
Green

The individual knows which opportunities they can pursue, can submit interest in time, and knows before submission how and when eligible interest will be considered. Consideration follows the stated criteria; a clear future trigger can explain timing without promising that a vacancy will arise.

Q67 points selected

Copy the selected answer's points.

 / 120

AOC-08 total: add Q63-Q67

 / 600

Q67 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-09

Voice, representation and participation

Q68-Q70 | Area maximum 360 points

Q68. What regular opportunities does the individual have to raise views and suggestions about their work?

For example, suggestions about working methods, task handovers or tools. The individual may speak directly or through a representative who covers their work and can raise their views. Assess the general voice arrangement available during the engagement, even if the individual has not used it. Channels used only for required safety consultation, formal complaints or consultation on a particular major change are assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement does not provide a regular general route for the individual to raise work-related views or suggestions, directly or through representatives.

0
Red

Conditional warning: No regular individual or representative voice route is provided - this may be below applicable information-and-consultation duties for some engagements.

- ☐ 2. The individual has regular, safe opportunities to raise work-related views, directly or through representatives, including through an information-and-consultation arrangement that covers them.

40
Orange

An applicable statutory information-and-consultation arrangement can count when it covers the individual and is safe and usable. A voluntary route with equivalent usable access receives the same treatment.

Q68 continues on the next page.

PROVISIONS / AOC-09 / CONTINUED

Voice, representation and participation

Q68-Q70 | Area maximum 360 points

Q68. What regular opportunities does the individual have to raise views and suggestions about their work?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 3. The individual has regular, safe opportunities to start discussions about day-to-day work and suggest improvements, directly or through representatives. Their views and suggestions are considered by someone able to address the matters raised. Explained responses and follow-up on agreed action are not fully assured.

 80
Yellow

The individual can introduce everyday work matters, such as working methods, handovers or tools, and have the ideas discussed and considered. Some replies or action updates may be provided, but the full commitment to timely explained responses, responsibility and timescales for agreed action, and continued progress updates is absent. Mandatory consultation on its specified subjects alone does not establish this broader offer.

- ☐ 4. The individual has regular, safe opportunities to start discussions about day-to-day work and suggest improvements, directly or through representatives. Someone able to address the matters raised considers their views and explains what will happen and why within a stated timescale suited to the work. For agreed action, they are told who is responsible and when it is due, and receive progress updates until it is completed or a decision not to proceed is explained.

 120
Green

The response timescale must be communicated and useful for the matter and engagement. Agreed action has an identified responsible person or role and a stated timescale. Updates explain progress, delays and changes until completion or an explained decision not to proceed. Changing a date or plan does not end follow-up while action remains outstanding. Replies may come through representatives. Every suggestion need not be accepted, and no particular software or record format is required.

Q68 points selected

Copy the selected answer's points.

 / 120

Q68 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-09

Voice, representation and participation

Q68-Q70 | Area maximum 360 points

Q69. How is the individual consulted before proposed changes to their work, pay or benefits are decided?

Significant changes can affect duties, work location, working hours, pay or access to benefits. Assess the consultation promised even if no change is currently proposed. The decision must still be open to influence. Routine instructions within the agreed work are not automatically significant changes. Legally required consultation about a business transfer (TUPE) is assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The individual or their chosen representatives have no opportunity to discuss significant changes to work, pay or benefits before final decisions are made.

 0
Red

Conditional warning: No advance consultation opportunity is provided - this may be below applicable consultation duties for some engagements.

- ☐ 2. The individual or their chosen representatives receive information and can give views before decisions on changes to work, pay or benefits. Consultation required by law or contract is provided in full. Any extra consultation has limits on the changes covered, the discussion offered or the responses provided.

 40
Orange

This position includes required consultation alone, as well as extra consultation with limits. For example, the extra offer may cover only location changes, or may allow discussion without promising an explained response for every significant change. All applicable duties must still be met. Required business-transfer consultation alone is assessed separately.

Q69 continues on the next page.

PROVISIONS / AOC-09 / CONTINUED

Voice, representation and participation

Q68-Q70 | Area maximum 360 points

Q69. How is the individual consulted before proposed changes to their work, pay or benefits are decided?

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 3. For every significant change to work, pay or benefits, the individual or their chosen representatives receive a clear proposal. They have time to discuss their views and suggest alternatives, and receive an explained response before a final decision. This also covers changes where consultation is not otherwise required.

80
Yellow

Every significant change is covered by a clear proposal, time for discussion and alternatives, and an explained response before the final decision. The offer must include changes outside existing consultation duties. Consultation may start with a developed proposal, provided it remains open to revision.

- ☐ 4. For every significant change to work, pay or benefits, the individual or their chosen representatives help develop options before the engager chooses a proposal. They then receive a clear proposal and time to discuss their views and suggest alternatives. They receive an explained response before a final decision. This also covers changes where consultation is not otherwise required.

120
Green

The individual or their representatives can contribute while options are being developed, before a preferred proposal is chosen. They can suggest or compare approaches; they do not have to write formal proposals. Full consultation then continues before the final decision. This promise covers every significant change, including changes outside existing consultation duties. A meeting described as early is insufficient without the actual opportunity to help develop options.

Q69 points selected

Copy the selected answer's points.

 / 120

Q69 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-09

Voice, representation and participation

Q68-Q70 | Area maximum 360 points

Q70. What support does the individual have to use a trade union or independent representative?

Consider representation on work, pay and terms, such as contacting a union adviser or meeting a chosen representative. Assess the support offered if a representative is available or chosen, even if nobody currently uses it. Support in a particular complaint, disciplinary hearing or appeal is assessed separately.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The individual arranges any trade union or independent representation themselves; the engagement provides no support.

0
Red

Conditional warning: No collective or independent representation support is provided - this may be below applicable trade-union, representation, time-off or access rights for some engagements.

- ☐ 2. The individual's choice of representative is protected, with any required time off or access. Further practical help to use a trade union or independent representative is not guaranteed.

40
Orange

- ☐ 3. The individual's choice of representative is protected, with clear contact information and help arranging private discussions with their chosen union or independent representative, whether or not a union is recognised.

80
Yellow

- ☐ 4. The individual's choice of representative is protected, with clear contact information, help arranging private discussions, and reasonable time without loss of pay to use their chosen union or independent representative, whether or not a union is recognised.

120
Green

Q70 points selected

Copy the selected answer's points.

 / 120

AOC-09 total: add Q68-Q70

 / 360

Q70 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-10

Information and comprehensibility

Q71-Q73 | Area maximum 360 points

Q71. What help is available to make pay, benefits and terms information accessible to the individual?

Examples include large print, screen-reader-compatible documents, translated information or an interpreter. Assess support suited to the individual's reasonable needs and available in time to use the information. An unused support offer still counts.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Pay, benefits and terms information is provided in the standard format and language; additional formats, language help or communication support are not offered.

 0
Red

Conditional warning: No accessible format, language or communication support is provided - this may be below applicable equality or reasonable-adjustment duties for some engagements.

- ☐ 2. Format, language or communication support for pay, benefits and terms information is provided where legally required; wider help is not guaranteed.

 40
Orange

- ☐ 3. Suitable formats, language help or communication support for pay, benefits and terms information are provided free on request for reasonable needs, whether or not legally required.

 80
Yellow

- ☐ 4. Suitable formats, language help or communication support for pay, benefits and terms information are offered in advance and provided free throughout the engagement for reasonable needs, without repeated requests, whether or not legally required.

 120
Green

Q71 points selected

Copy the selected answer's points.

 / 120

Q71 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-10

Information and comprehensibility

Q71-Q73 | Area maximum 360 points

Q72. How are pay calculations and deductions explained to the individual?

Examples include hours and rates, overtime, tax, pension contributions and payroll or umbrella charges. Assess the explanation given to the individual; do not enter their pay figures into WEQF.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. A usable explanation of how pay is calculated and any deductions affect the amount received is not part of the arrangement.

0

Red

Conditional warning: No usable explanation of the engagement-specific Pay calculation or deductions is provided - this may be below applicable itemised-pay, agency-information or deduction-information duties for some engagements.

- ☐ 2. Information about pay calculations and deductions is provided, including any required by law. A full explanation for this engagement is not assured before the individual agrees to its pay terms.

40

Orange

- ☐ 3. Before agreeing to the pay terms, the individual receives a clear explanation of this engagement's pay calculation and how each deduction affects the amount received.

80

Yellow

- ☐ 4. Before agreeing to the pay terms, the individual receives a clear explanation and worked example of this engagement's pay calculation and deductions. Each payment comes with an explanation through to the amount received.

120

Green

Q72 points selected

Copy the selected answer's points.

/ 120

Q72 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-10

Information and comprehensibility

Q71-Q73 | Area maximum 360 points

Q73. How are important changes to the work arrangement explained to the individual?

Material changes have a real effect on the individual's work arrangements. Count changes to arrangements already communicated or applying, before or after work starts. The same answers apply to a one-day assignment and an ongoing role.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. The engagement does not provide explanations of material changes to the individual's work, pay arrangements, benefits or protections, qualifying conditions or restrictions.

 0
Red

Conditional warning: No explanation of material engagement changes is provided - this may be below applicable change-notification or revised-information duties for some engagements.

- ☐ 2. The individual receives notices about material changes to their work, pay arrangements, benefits or protections, qualifying conditions or restrictions. All legally required information is provided within the required timescales. Earlier or fuller explanations beyond those requirements are not guaranteed.

 60
Yellow

- ☐ 3. The engagement provides an additional commitment to clearly explain every material change to the individual's work, pay arrangements, benefits or protections, qualifying conditions or restrictions, including changes for which no legal notice is required. The explanation covers what changes, when it starts and its practical effects, and is given as soon as the change is decided or becomes known. If the employer, agency, payer or client can choose when a change takes effect, they commit to explaining it to the individual beforehand. They will delay the change if necessary until the individual has received that explanation.

 120
Green

Q73 points selected

Copy the selected answer's points.

 / 120

AOC-10 total: add Q71-Q73

 / 360

Q73 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-11

Challenge, correction and remedy

Q74-Q78 | Area maximum 600 points

Q74. How can the individual raise a complaint and have it dealt with?

For example, a complaint about pay, a refused benefit, unfair treatment, discrimination or harassment.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. A general process for raising and handling complaints about the work arrangement is not part of the offer.

0
Red

Conditional warning: No usable complaint or grievance process is provided - this may be below applicable written-procedure duties or statutory grievance-handling standards for some engagements.

- ☐ 2. The individual can raise a complaint through a stated process and have it considered, including any procedure required by law or the statutory grievance Code.

60
Yellow

- ☐ 3. The individual has a named contact and help to raise complaints safely. Complaints receive prompt acknowledgement, expected timescales, progress updates and a fair, explained decision, with coordination between any organisations involved.

120
Green

Q74 points selected

Copy the selected answer's points.

/ 120

Q74 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-11

Challenge, correction and remedy

Q74-Q78 | Area maximum 600 points

Q75. What help can the individual use to prepare and present their case in a complaint, consultation, review or appeal?

Include grievances and disciplinary matters. Count someone supporting the individual's case, such as a colleague, union representative, adviser or advocate. Assess the standing offer even if no case has arisen. All applicable accompaniment rights remain available; the distinctions concern additional support.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Companion or adviser support is absent, limited to legally required accompaniment, or available only for some of the relevant complaint, consultation, review or appeal processes.

 0
Red

Conditional warning: If no accompaniment or support is available, this may be below applicable statutory companion or representation rights. Any rights that apply must still be provided.

- ☐ 2. The individual can use a suitable companion or adviser throughout the relevant complaint, consultation, review and appeal processes, including stages where accompaniment is not legally required.

 40
Orange

- ☐ 3. The individual can use a suitable companion or adviser throughout the relevant complaint, consultation, review and appeal processes, with help to choose and arrange support and to prepare and present their case.

 80
Yellow

- ☐ 4. The individual can use a suitable companion or adviser throughout the relevant complaint, consultation, review and appeal processes, with help to choose and arrange support, prepare and present their case, paid preparation and attendance time, and reasonable support costs covered, including independent advice or advocacy when needed.

 120
Green

Q75 points selected

Copy the selected answer's points.

 / 120

Q75 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-11

Challenge, correction and remedy

Q74-Q78 | Area maximum 600 points

Q76. What review is available when the individual disputes an important decision?

For example, a refused training request, a benefit decision, a complaint outcome or a rejected record correction.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. A review or appeal of rejected requests or disputed decisions is not part of the offer.

 0
Red

Conditional warning: No review or appeal of rejected or disputed material decisions is available - this may be below applicable appeal rights or statutory procedural standards for some engagements.

- ☐ 2. The individual can obtain a review of some decisions, including any review or appeal required by law or covered by a statutory Code.

 60
Yellow

- ☐ 3. Rejected requests and disputed decisions about work, pay or benefits can go directly to a prompt, impartial review with an explained outcome. Wherever practicable, the reviewer was not involved in the original decision.

 120
Green

Q76 points selected

Copy the selected answer's points.

/ 120

Q76 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-11

Challenge, correction and remedy

Q74-Q78 | Area maximum 600 points

Q77. What independent help is available when the usual process cannot resolve a dispute?

This includes situations where the usual process is unavailable or unsuitable. Help could involve a neutral mediator, an independent review or a suitable outside body.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Independent help to resolve a dispute is not part of the offer.
- ☐ 2. The individual receives practical help to identify and contact a suitable independent resolution service.
- ☐ 3. A suitable independent resolution process is made available to the individual, with practical help to arrange participation.
- ☐ 4. A suitable independent resolution process is made available promptly, with practical help, process fees and participation expenses covered, plus paid time for the individual to take part.

 0
Red

 40
Orange

 80
Yellow

 120
Green

Q77 points selected

Copy the selected answer's points.

/ 120

Q77 | Further help: WEQF Question Companion, using this question number.

PROVISIONS / AOC-11

Challenge, correction and remedy

Q74-Q78 | Area maximum 600 points

Q78. What support is available to help the individual report suspected wrongdoing safely?

For example, concerns about fraud, serious safety risks, environmental harm or sexual harassment. A complaint solely about the individual's own terms normally belongs under Q74.

Answer - select the highest option whose full conditions are supported.

Points

- ☐ 1. Speaking-up contacts and support are not part of the offer.

0

Red

Conditional warning: No speaking-up route or protection is recognised or supported - this may be below applicable whistleblowing protection or sector-specific reporting duties for some engagements.

- ☐ 2. The individual receives practical guidance on where and how to report suspected wrongdoing and what legal protection against retaliation may apply.

40

Orange

- ☐ 3. The individual can report suspected wrongdoing confidentially, use an alternative contact if the usual handler is involved, and receive an explanation of how the concern will be handled.

80

Yellow

- ☐ 4. The individual can report suspected wrongdoing confidentially, escalate to someone independent of the original handlers, and receive practical help, progress updates, explained outcomes and active support against retaliation.

120

Green

Q78 points selected

Copy the selected answer's points.

/ 120

AOC-11 total: add Q74-Q78

/ 600

Q78 | Further help: WEQF Question Companion, using this question number.

EVIDENCE / Q79-Q87

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q79. How complete and readily available is the engagement record?

Answer - select the highest option whose full conditions are supported.

Grade

- ☐ 1. All legally required engagement information is held. A best effort is made to keep the engagement record complete and available, but this is not guaranteed.
- ☐ 2. A complete engagement record exists across separate documents, systems or parties. The engaging party can reliably provide the full record when requested, after gathering its parts together.
- ☐ 3. The engaging party holds and maintains one complete engagement record under its control, ready to provide immediately when required without first collecting information or seeking another party's help.

C
Red

B
Yellow

A
Blue

Q79 Evidence result

Copy the selected answer's letter. Evidence contributes no Provision points.

Supporting information

The engagement record is the information and history for the particular work. It covers:

- the individual, parties, work and relevant dates;
- pay, working arrangements, entitlements, support and their conditions;
- issued terms, decisions and how the engagement took effect;
- work events, approvals, calculations, taxes, deductions and payments;
- concerns, changes and corrections; and
- the end of the engagement and final settlement.

Include the relevant information as it arises. The engaging party is the person or organisation directly engaging the individual. A single record can contain connected documents. For planned work, assess the recording arrangements committed to operate.

Every answer requires the information that must legally be held for this engagement.

Q79 | Further help: WEQF Question Companion, using this question number.

EVIDENCE / Q79-Q87

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q80. How is each item in the engagement-record linked to the correct individual, engagement, parties, period and version of the terms?

Answer - select the highest option whose full conditions are supported.

Grade

- ☐ 1. The engaging party makes a best effort to link each item in the engagement-record to the correct individual, engagement, parties, period and version of the terms, but this is not guaranteed.

C
Red

- ☐ 2. Each item in the engagement-record can be reliably matched to the correct individual, engagement, parties, period and version of the terms, but some links can only be established by compiling information from different records, systems or sources.

B
Yellow

- ☐ 3. Each item in the engagement-record has recorded and maintained links to the correct individual, engagement, parties, period and version of the terms, so no compilation from other records, systems or sources is needed to establish those links.

A
Blue

Q80 Evidence result

Copy the selected answer's letter. Evidence contributes no Provision points.

Supporting information

Each item means any information, document or recorded event within the engagement-record, including work details, pay and support arrangements, policies, hours, approvals, payments, concerns and corrections.

A correct link shows which individual or defined group, particular engagement or assignment, participating parties, work period and version of the terms the item concerns; repeated assignments and earlier terms must remain distinguishable.

At position 2, some links must be worked out by bringing together information from different records, systems or sources; the available information must reliably establish the correct links.

At position 3, the links are already recorded and kept up to date, either on each item or through clear references or an index, so they do not need to be worked out from other information.

Already-linked documents may still be collected from different places without changing position 3; a list of file locations alone is not enough if it leaves the relationships unclear.

All answers assume applicable legal record requirements are met; for planned work, assess the arrangements committed to operate as records arise.

Q80 | Further help: WEQF Question Companion, using this question number.

EVIDENCE / Q79-Q87

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q81. How clearly does the engagement-record support the project, work requirement or organisational objective behind the work?

Answer - select the highest option whose full conditions are supported.

Grade

- ☐ 1. The engaging party makes a best effort to link the engagement-record to the project, work requirement or organisational objective behind the work, but this is not guaranteed.

C
Red

- ☐ 2. The engagement-record identifies the relevant supply chain or internal business area, but does not consistently identify the specific project, work requirement or organisational objective behind the work.

B
Yellow

- ☐ 3. The engagement-record identifies the specific project, work requirement or organisational objective behind the work and keeps that connection clear when the engagement changes or ends.

A
Blue

Q81 Evidence result

Copy the selected answer's letter. Evidence contributes no Provision points.

Supporting information

This asks whether the engagement-record shows which particular work or business need the engagement serves.

For commissioned work, include the buyer and relevant agencies or contractors, the particular project or work package, and any applicable contract, call-off or order references.

For work arranged directly, use the actual role, staffing need, internal project or defined business objective; a clear internal requirement can be enough without an external supply chain or formal reporting programme.

A broad company, framework or department name is insufficient when it leaves several different work requirements unresolved.

The strongest answer keeps earlier and current connections identifiable when the engagement moves between projects, changes purpose or ends, so the record can still be understood later.

All answers require applicable legal information and record requirements to be met; best effort concerns the wider connection, and planned work is assessed against the arrangements committed to operate.

Q81 | Further help: WEQF Question Companion, using this question number.

EVIDENCE / Q79-Q87

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q82. How does the engagement-record show who supplied its information and who is responsible for it?

Answer - select the highest option whose full conditions are supported.

Grade

- ☐ 1. The engaging party makes a best effort to identify who supplied the engagement-record's information and who is responsible for it, but a complete account of these responsibilities is not guaranteed.

C
Red

- ☐ 2. The engagement-record's sources and responsibilities are fully recorded, but establishing them requires information to be brought together from separate documents or sources.

B
Yellow

- ☐ 3. The engagement-record directly identifies who supplied its information, who can approve or change it and who communicates it, applies it and resolves discrepancies, with one named party responsible for the complete record.

A
Blue

Q82 Evidence result

Copy the selected answer's letter. Evidence contributes no Provision points.

Supporting information

For each important item in the engagement-record, identify:

- who supplied the information;
- who is authorised to approve or change it;
- who passes it to the individual or other parties;
- who uses it to carry out the agreed arrangements;
- who resolves errors or conflicting information; and
- which named party is responsible for keeping the complete record correct, relevant and available.

Include information prepared before work starts and records added later, such as hours worked, approvals, calculations, payments, concerns, changes and closure.

An existing responsibility list or dependable links can make these roles directly clear, including who held them at the relevant time; paper records and several contributing organisations can support position 3.

All answers assume applicable legal information, recordkeeping and responsibility requirements are met; best effort concerns the wider responsibility record.

For planned work, assess the arrangements committed to operate.

Position 1 / Grade C: Applicable legal requirements are met, and genuine effort is made, but at least one wider source or responsibility is not assured.

Q82 continues on the next page.

EVIDENCE / Q79-Q87 / CONTINUED

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q82. How does the engagement-record show who supplied its information and who is responsible for it?

Supporting information - continued

Position 2 / Grade B: All sources and responsibilities can be established, including who is responsible for the whole record, but their connections must be assembled.

Position 3 / Grade A: The record or its existing responsibility list and references already makes each source and responsibility clear, including the named whole-record party.

Q82 | Further help: WEQF Question Companion, using this question number.

EVIDENCE / Q79-Q87

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q83. When does the engaging party provide all engagement-record information and supporting materials that can reasonably exist before work starts and record the individual's acceptance?

Answer - select the highest option whose full conditions are supported.

Grade

☐ 1. The engaging party provides legally required engagement-record information on time and makes a best effort to provide the full set of information and materials and record the individual's acceptance before work begins, but this is not guaranteed.

C
Red

☐ 2. The engaging party provides the full set of engagement-record information and materials and records the individual's acceptance before work begins, although some information is provided when or after the individual accepts the engagement.

B
Yellow

☐ 3. The engaging party provides the full set of engagement-record information and materials before the individual accepts the engagement and records their acceptance before work begins.

A
Blue

Q83 Evidence result

Copy the selected answer's letter. Evidence contributes no Provision points.

Supporting information

The full set means all information and supporting materials about the engagement that can reasonably exist before work starts, covering its legal and prerequisite requirements, what the engagement offers and how those arrangements are handled.

This includes:

- Legally required information and supporting materials for the engagement's prerequisite requirements.
- Who is involved, the responsible parties, their responsibilities and how to contact them.
- The work, location, dates, planned hours, shift patterns and scheduling arrangements.
- Pay, calculation and payment arrangements, taxes, deductions, expenses and charges.
- Entitlements, benefits and support, including eligibility, conditions, restrictions and how to access or claim them.
- How the arrangements are applied, approved, paid, changed or challenged, including the handling of questions, complaints and disputes.
- Applicable contracts, terms, policies, communications, instructions, forms and other supporting materials, including arrangements for ending the engagement.
- Where suitable, the link to a wider project, work package or organisational objective.

Q83 continues on the next page.

EVIDENCE / Q79-Q87 / CONTINUED

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q83. When does the engaging party provide all engagement-record information and supporting materials that can reasonably exist before work starts and record the individual's acceptance?

Supporting information - continued

Materials remain in scope if they could reasonably have been prepared or obtained before work, even if they have not yet been produced. Rules for later events belong in the full set when they can exist in advance; actual hours, calculations, payments and other later events are added when they arise.

Acceptance means the individual's first agreement to undertake the engagement, including an oral agreement; a later signature does not reset that point. Positions 2 and 3 require acceptance to be recorded before work begins, and position 3 also requires the full information set before that first acceptance.

Materials may be provided in several batches, provided the full set is supplied by the relevant deadline. All answers require applicable legal information, checks and deadlines to be met. Apply the same test to each assignment or material change, using committed arrangements for planned work.

Q83 | Further help: WEQF Question Companion, using this question number.

EVIDENCE / Q79-Q87

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q84. How does the engaging party control the processing of engagement-record data?

Answer - select the highest option whose full conditions are supported.

Grade

- ☐ 1. The engaging party processes some engagement-record data internally and trusts third parties to process other parts.
- ☐ 2. The engaging party processes some engagement-record data internally and uses third parties for other parts. The engaging party also independently checks the third party processing and keeps records of those checks.
- ☐ 3. The engaging party handles and controls all engagement-record processing itself and records how results are produced, with external support limited to reputable software such as payroll, accounting or compliance applications.

C
Red

B
Yellow

A
Blue

Q84 Evidence result

Copy the selected answer's letter. Evidence contributes no Provision points.

Supporting information

Processing means checking information, applying rules, calculating amounts and producing decisions or results for the engagement-record.

Positions 1 and 2 both include work done internally and work done by third parties; position 2 adds independent checks of the external processing and records of those checks.

Independent checking means the engaging party examines how the third party processes the information, rather than relying only on the third party's own assurance; this does not require a separate external auditor.

Someone supplying hours or other original facts is an information source; a provider running payroll or administering records is carrying out processing.

Software support can include hosted software and technical maintenance, while the engaging party operates the process and controls its inputs, approvals and decisions.

Reputable software is suitable for the work, has dependable support and can be used with a clear record of how results are produced; a recognised brand alone is insufficient.

That record explains the rules and versions, inputs, calculations, decisions, exceptions, approvals, results, communications and corrections.

Choose the highest position that fully describes the whole arrangement; trusting a third party alone does not establish the checks required for position 2. Software is optional where the engaging party handles and controls everything itself and keeps that explanation.

Position 1 / Grade C: This includes work done internally and reliance on third parties for other parts; select 2 when the external processing is independently checked and records of those checks are kept.

Q84 continues on the next page.

EVIDENCE / Q79-Q87 / CONTINUED

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q84. How does the engaging party control the processing of engagement-record data?

Supporting information - continued

Position 2 / Grade B: Examine how the external work is performed and keep the findings and any follow-up; receiving the provider's own assurance alone is insufficient, and a separate external auditor is not required.

Position 3 / Grade A: Use of a software tool is permitted; a provider running payroll or administering records remains third-party processing and cannot meet this position.

Q84 | Further help: WEQF Question Companion, using this question number.

EVIDENCE / Q79-Q87

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q85. When are important events recorded in the engagement-record?

Answer - select the highest option whose full conditions are supported.

Grade

- ☐ 1. The engaging party makes a best effort to reconstruct engagement-records and event history when needed or requested, but regular or contemporaneous record-keeping is not guaranteed.
- ☐ 2. The engaging party creates a traceable engagement-record event history at regular intervals, such as weekly or monthly, by bringing together information about events that have already happened.
- ☐ 3. The engaging party records each important event in the engagement-record as it happens or shortly afterwards, showing when it happened, where the information came from, its status and any related approval or outcome.

C
Red

B
Yellow

A
Blue

Q85 Evidence result

Copy the selected answer's letter. Evidence contributes no Provision points.

Supporting information

Important events include work completed, absence, cancellations, expenses, training, support requests, complaints, approvals and payments that affect the engagement.

A traceable event entry shows what happened, its date and time, who acted or supplied the information, which engagement it belongs to, its status and any related approval or outcome, with the sequence kept clear.

Contemporaneous means recorded as the event happens or shortly afterwards, as part of handling that event.

Assess when that entry first exists, including in a reliably linked source record; later weekly approval, monthly payroll or an audit report does not lower position 3 if each underlying event was recorded promptly.

For planned work, assess the arrangements committed to operate.

Position 1 / Grade C: The fuller event history is pieced together when needed, with a genuine best effort but no assured regular recording process.

Position 2 / Grade B: The traceable event entries are first established during the regular review; producing a later report from entries already made promptly is different.

Position 3 / Grade A: Each important event is recorded promptly with the stated details, including in a reliably linked paper or digital source record; later decisions are added when they occur.

Q85 | Further help: WEQF Question Companion, using this question number.

EVIDENCE / Q79-Q87

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q86. What does the engaging party keep when information in the engagement-record changes?

Answer - select the highest option whose full conditions are supported.

Grade

- ☐ 1. The engaging party updates the engagement-record and makes a best effort to keep the old information, but this is not guaranteed.

C
Red

- ☐ 2. The engaging party keeps the old and new information in the engagement-record, but does not always keep the details explaining each change.

B
Yellow

- ☐ 3. The engaging party keeps the old and new information in the engagement-record and records who made or approved each change, when, why and any action taken as a result.

A
Blue

Q86 Evidence result

Copy the selected answer's letter. Evidence contributes no Provision points.

Supporting information

This covers changes affecting the work, pay, terms, responsibilities or decisions.

For example, recorded hours might be corrected from 35 to 37:

- Position 1 means the record shows 37 hours, but the earlier figure might no longer be available.
- Position 2 means both figures are kept, but the explanation of the correction may be incomplete.
- Position 3 means both figures are kept with an explanation of who corrected them, when, which work period was affected, why and any resulting pay adjustment.

For changes to terms, show when the change was recorded and when it took effect; for corrections to earlier work, identify the period affected.

Keep any agreement, notice or follow-up that the change requires, or link to it from the record; there is no need to create these where they do not apply.

Old information and its explanation can be kept in linked documents or records, on paper or digitally.

Position 1 / Grade C: The latest information is kept up to date and there is an effort to keep what it replaced, but the earlier information may be missing.

Position 2 / Grade B: You can see what the record said before and after the change, but the explanation of who changed it, when, why or what happened as a result may be incomplete.

Position 3 / Grade A: You can see both the earlier information and the explanation of the change; keep any agreement, notice or related correction that applies, including through clear links.

Q86 | Further help: WEQF Question Companion, using this question number.

EVIDENCE / Q79-Q87

Evidence

Nine dimensions | No Provision points | Overall grade is the lowest of all nine

Q87. How does the engaging party keep the engagement-record for later use?

Answer - select the highest option whose full conditions are supported.

Grade

- ☐ 1. The engaging party keeps legally required records for the required periods and makes a best effort to retain the wider engagement-record, but this is not guaranteed.
- ☐ 2. The engaging party keeps the full engagement-record for defined and lawful periods and can provide it when required.
- ☐ 3. The engaging party keeps the full engagement-record for defined and lawful periods and maintains separate, protected backups so it can be recovered if the originals are lost, damaged or unavailable.

C
Red

B
Yellow

A
Blue

Q87 Evidence result

Copy the selected answer's letter. Evidence contributes no Provision points.

Supporting information

Think about the information kept during the engagement and after it ends, including the terms, supporting documents, work records, payments, changes and closure information.

Different parts may need to be kept for different periods, based on legal requirements and justified later needs; keeping everything forever does not earn a higher position.

A backup is a recoverable copy kept separately and protected against the loss affecting the original; for position 3, backups cover the full retained engagement-record and remain up to date.

Position 1 / Grade C: The mandatory records are kept for their required periods and there is a real attempt to keep more of the engagement history, but that wider information may not remain available.

Position 2 / Grade B: The full record is kept for the right periods and can be supplied, but separate backup protection does not cover the whole retained record as described in position 3.

Position 3 / Grade A: Backups include the supporting documents and retained history, remain up to date and are protected separately so the retained record can be recovered after loss of the originals.

Q87 | Further help: WEQF Question Companion, using this question number.

Review & declaration

Check the Scope and attribution on pages 1-2. Confirm all sixteen prerequisites, resolve every Provision and Evidence answer, and check the matching scoring sheet before adopting this account.

Manual completion: totals are entered manually. Evidence is separate from Provision points; its overall grade is the lowest of the nine resolved grades. Unknown facts or a response that fits no permitted answer leave the assessment incomplete.

☐ I am authorised to adopt this account for the named declarant. I confirm that the scope and answers accurately describe the assessed arrangements in the selected mode, that the completion requirements are met, and that the calculations reflect the selected answers.

Declaration date (DD/MM/YYYY)

Questionnaire reference date (DD/MM/YYYY)

Date the declaration when adopted. The reference date records the latest update to this form; in the Beta app it comes from the latest successful save.

Supporting-record references / location of reference list

Include any continuation sheets and review records. Identify where the records are held.

Related records

Scoring-sheet reference

Scoring-sheet date (DD/MM/YYYY)

Related Package Profile reference

App Package reference (if applicable)

App Declaration reference (if applicable)

Related Request reference (if applicable)

Related Response reference (if applicable)

Copy app-issued identifiers only where they exist. Completing this PDF does not create an app record. A request does not enlarge the Package's actual Scope; where its mode is fixed, use that Planned or Ongoing mode.

Retain this questionnaire, its supporting references and the matching scoring sheet with the Package Profile. The declaration applies to the identified engagement or common Cohort, Package, period and WEQF release. It is not a general rating of an organisation.

Assistive information only - not legal advice. A declaration, score, grade or Profile does not determine employment or tax status, certify compliance or independently verify delivery. Evidence answers describe supporting arrangements.