



Payslip - Worksheet

Insert your name

Employee No.	Employee Name			Process Date	National Insurance Number		
12345				10/8/2016	AB223445C		
Payments				Deductions		To Date	
Description	Hours	Rate	Amount	PAYE Tax		Gross Pay TD	
Standard Rate	35		2,125.00	National Ins	174.40	Tax TD	
Overtime	0	20.00	0.00	Pension	200.00	NI TD	
Sub Total			2,125.00	Student Loan	0.00	Pension TD	1000.00
Bonus			0.00	Less 20% tax allowance on pension contribution		Pension Tax Allowance	-200.00
TOTAL			2,125.00	TOTAL			
				Holidays: 21 days available, 2 taken, 19 remaining			
Workplace Ltd					Net Pay		
Tax Code: 1100L Tax Period: 5/12 Payment Method: BACS							

Employee (your) Name
Employee (your) Address



This is your payslip!

You are a full-time employee working 35 hours earning £25,500, which is around the UK average. Some values have been included for you. Using the following information, fill in the blanks.

1. The tax year runs from the 6th April to the following 5th April. If your payslip is for month 5 of 12 and your salary is £25,500, can you fill in your '**Gross Pay TD**'?
2. Your tax allowance for this tax year is £11,000 and you pay 20% tax on all your earnings. Work out how much of your salary to date is liable to tax and the amount you are due this month. Add this to your payslip, under deductions - this is your '**PAYE tax**' for the month.
3. Now, under 'To Date' can you fill in your '**Tax TD**'? (Remember this is month 5 of 12.)
4. Your National Insurance contribution is 12% of your earnings over £155 per week. What figure then should be in your '**NI TD**'?
(It might help to work out the annual total, then the total to date.)
5. You pay £200 per month into your pension and receive a 20% tax benefit on this payment. Under 'Deductions' can you fill in the 'less 20% tax allowance on pension contribution' in the correct place? (Remember it should appear as a negative figure because it is a benefit.)
6. Next month for the first time this tax year you work 10 hours overtime at a rate of £20 an hour. How much overtime will you earn?
7. How much tax will you pay on this?
8. How much extra National Insurance?
9. How much extra would you have left?
10. So how much would you be paid after deductions on a normal month?
And next month with your overtime?



Employability Skills Interview Support – Worksheet

SKILLS REQUIRED BY AN EMPLOYER	WHAT THAT MEANS IN PRACTICE
COMMUNICATION	Listen and understand instruction. Put point across effectively. Develop a good working relationship and have the ability to learn from constructive criticism.
DECISION-MAKING	Gather important facts, seek advice, look at the big picture, and consider other alternatives.
DEMONSTRATE COMMITMENT	Be dependable, reliable, and enthusiastic and enjoy hard work. Be self-motivating, take initiative.
FLEXIBILITY	Be adaptable and flexible. Step outside your comfort zone. Be positive, upbeat and have a 'can-do' attitude.
TIME MANAGEMENT	Prioritise your workload, have the ability to work on several projects at once. Complete tasks ahead of deadlines.
LEADERSHIP SKILLS	Lead by example, constantly look to improve and motivate. Be positive and know when to follow instructions and when to show initiative.
CREATIVITY AND PROBLEM-SOLVING	Use logic and creativity to solve problems. If you see a problem in a situation look for the solution. Think outside the box, look at the bigger picture.
TEAM PLAYER	Be clear on team goals and work with others to achieve them. Be open and honest and offer constructive suggestions; listen to others.
ACCEPT RESPONSIBILITY	Take pride and confidence in your work. Admit mistakes and learn from them.
ABILITY TO WORK UNDER PRESSURE	Focus on the job in hand; be able to decide quickly which approach will achieve the maximum results in a short period of time to enable completion of a task.



Give an example of when you have used each skill.

Leave blank if you have no example, but decide on a practical way to improve this skill and set a date to achieve this by.

COMMUNICATION:

What can you do to improve your previous answer? (set target)

Date to achieve

DECISION-MAKING:

What can you do to improve your previous answer? (set target)

Date to achieve

DEMONSTRATE COMMITMENT:

What can you do to improve your previous answer? (set target)

Date to achieve



FLEXIBILITY:

What can you do to improve your previous answer? (set target)

Date to achieve

TIME MANAGEMENT:

What can you do to improve your previous answer? (set target)

Date to achieve

LEADERSHIP SKILLS:

What can you do to improve your previous answer? (set target)

Date to achieve

CREATIVITY AND PROBLEM SOLVING:

What can you do to improve your previous answer? (set target)

Date to achieve



TEAM PLAYER:

What can you do to improve your previous answer? (set target)

Date to achieve

ACCEPT RESPONSIBILITY:

What can you do to improve your previous answer? (set target)

Date to achieve

ABILITY TO WORK UNDER PRESSURE:

What can you do to improve your previous answer? (set target)

Date to achieve



Employability Skills - Interview Competency Questions - Worksheet

Competency questions are often used in interviews and the interviewer will be looking for real-life examples of your skills. Using your answers from the **Employability Skills Interview Support - Worksheet**, complete these real-life interview questions.

Answer the questions in full.



1. Can you tell me about a time when you were part of a successful team, what were the team successes and what was your role in achieving those?

2. Can you tell me about a time when you have had to face a difficult situation, what the difficulty was and what steps you took to overcome it?



3. What do you consider to be your strengths and weaknesses?

4. Other than anything in school, what achievement(s) are you most proud of?



Careers & Spending Power: Jobs, Salaries & Qualifications - Worksheet

Listed below are a number of different occupations. There may be many different routes that you could take to start your journey towards working within these careers, e.g. higher education, apprenticeship, volunteering etc. However, you would be expected to have either gained certain qualifications to be able to do the role or be working towards gaining them. An idea of the necessary qualifications are listed.



Decide what the average salary might be for each of these occupations for someone who is experienced in the role.

JOB TITLE	AVERAGE SALARY	QUALIFICATIONS REQUIRED
POLICE OFFICER		<ul style="list-style-type: none"> ▶ Certificate of Knowledge in Policing (CKP) ▶ Medical / eyesight / fitness check
IT SPECIALIST MANAGER		<ul style="list-style-type: none"> ▶ PRINCE2 certification ▶ Work Experience ▶ Degree in Computing, Information Systems or Project Management
DENTIST		<ul style="list-style-type: none"> ▶ Degree in Dentistry (5 years) plus further 12-month work-based vocational training
TRAIN DRIVER		<ul style="list-style-type: none"> ▶ GCSEs in maths and English ▶ Medical / eyesight / hearing tests ▶ Assessment tests
DOCTOR (GP)		<ul style="list-style-type: none"> ▶ Degree in Medicine (5 years) ▶ 2-year foundation course in General Practice
PHARMACIST		<ul style="list-style-type: none"> ▶ Master of Pharmacy Degree (4 years) ▶ 1-year pre-registration training
JOURNALIST		<ul style="list-style-type: none"> ▶ 5 GCSEs (incl. English) ▶ 2 A-levels ▶ National Council for the Training of Journalists (NCTJ) qualification
PROBATION OFFICER		<ul style="list-style-type: none"> ▶ Experience as Probation Services Officer ▶ Honours Degree in Community Justice and Level 5 Diploma in Probation Practice



JOB TITLE	AVERAGE SALARY	QUALIFICATIONS REQUIRED
MIDWIFE		<ul style="list-style-type: none"> ▶ Degree in Midwifery (3 years)
PLUMBER		<ul style="list-style-type: none"> ▶ Level 2/3 NVQ in Domestic Plumbing and Heating
ROOFER		<ul style="list-style-type: none"> ▶ Level 2 Diploma in Roof Slating and Tiling
FORK LIFT TRUCK DRIVER		<ul style="list-style-type: none"> ▶ GCSEs in maths and English ▶ Approved Forklift training/licence
BANK CUSTOMER SERVICE OFFICER		<ul style="list-style-type: none"> ▶ Minimum 5 GCSEs (incl. maths and English)
CHEF		<ul style="list-style-type: none"> ▶ Experience ▶ Level 1/2 in professional cookery
TRAVEL AGENT		<ul style="list-style-type: none"> ▶ GCSEs (A-C) ▶ Level 1/2 Diploma in Travel and Tourism
CARE WORKER		<ul style="list-style-type: none"> ▶ Experience ▶ Level 1/2 Diploma in Health and Social Care
HAIRDRESSER		<ul style="list-style-type: none"> ▶ Level 3 NVQ in Hairdressing
SALES ASSISTANT		<ul style="list-style-type: none"> ▶ Experience ▶ GCSEs especially maths and English useful
BAR STAFF/ WAITER		<ul style="list-style-type: none"> ▶ Experience ▶ Level 2 General Food & Beverage Service useful

References / further reading

1. nationalcareersservice.direct.gov.uk

The National Careers Service provides information, advice and guidance to help you make decisions on learning, training and work opportunities. The service offers confidential and impartial advice. This is supported by qualified careers advisers.

2. neighbourhood.statistics.gov.uk

What are the average earnings where you work? Median gross weekly earnings by place of work.