



ACTIVITY 'S NAME: Employment contracts

Type of activity: intrapersonal or interpersonal

Number of participants: 10

Participants' academic profile(s): third cycle and secondary levels

Participants' average age: ≥18 years old

Duration: 20 minutes

Necessary materials:

A whiteboard where the trainer/facilitator may transcribe the situations in the activity description.

The situations can also be displayed using a video projector or distributed to the groups or trainees in paper format.

Aim or Purpose

To help the young adults to understand:

- what is an employment contract.
- how does an employment contract work.
- what is the purpose of the probationary period.

Expected Outcomes:

Basic notions about:

- what is an employment contract.
- the types of employment contracts.
- what is the probationary period.

Competencies that will be developed:

To be familiar with how an employment contract works.
To distinguish the main types of employment contracts.
To recognise the conditions of the probationary period.

Skills that will be developed:

To be able to comply with:

- the main types of employment contracts.
- the probationary period.

Project implemented by:





Key terms / special vocabulary about/during the activity:

- employment contract
- fixed-term employment
- permanent employment
- probationary period
- prior notice

Preparation (what needs to be prepared beforehand to make the activity's implementation successful):

Trainees should read session 1 of module 3 before doing the activity, where they will find information about employment contracts.

Activity's step-by-step description:

Trainees should complete the activity sheet, individually or in groups, by completing the sentences with the words from the table below.

8 days written notice fixed-term written probationary 3 times permanent
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1. Francis worked in a hotel for 2 years, from 2 January 2019 until 31 December 2021. Shortly before the end of December 2021, he was informed in writing by his employer that he would not renew his employment contract. Francisco and his employer signed a _____ contract.

2. Last week Anna started working in an office as an administrative assistant. The contract that Anna signed has a start date but has not an end date. Anna has signed a _____ contract.

4. In the first fifteen days of her employment contract, Anna went through a _____ period so that she and her employer could get to know each other and assess their interest in continuing the collaboration.

5. Gabriel works in a chocolate factory and has signed a fixed-term contract of employment for 1 year. Gabriel has been informed that his contract can be renewed up to _____ for the same period.

6. All fixed-term employment contracts must be _____.

7. John has been working in a car repair garage for 2 years. However, John now wants to change jobs, so he does not want to continue working in the garage. John must give the owner of the garage _____.

Project implemented by:





Recommendations (How to use the tool/resource)

Activity 3 solutions:

1. fixed-term
2. permanent
3. probationary
4. 3 times
5. in written
6. 8 days' written notice

Evaluation:

The facilitator could ask a few follow-up questions in order to consolidate and assess the activity's results:

- What did you learn during the activity?
- Have you discovered anything new?
- Can you recognise the main types of employment contracts?
- Can you explain the purpose

Project implemented by:

