

EMPLOYEE

**A PERSON WHO WORKS FOR
ANOTHER PERSON OR FOR
A COMPANY FOR WAGES
OR A SALARY.**

EMPLOYER

**A PERSON OR COMPANY THAT
HAS PEOPLE WHO DO WORK FOR
WAGES OR A SALARY: A PERSON OR
COMPANY THAT HAS EMPLOYEES.**

APPRENTICESHIP

**AN OFFICIAL AGREEMENT BETWEEN
AN EMPLOYER AND AN APPRENTICE
WHICH SETS OUT THE TERMS
AGREED BETWEEN THE 2 PARTIES.**

APPRENTICE

**YOU HAVE A JOB THAT INCLUDES
GAINING RECOGNISED QUALIFICATIONS
AND ESSENTIAL SKILLS WHILST YOU
ARE WORKING AND EARNING A WAGE.**

TRAINEE

**A PERSON WHO IS
BEING TRAINED FOR
A JOB.**

INTERN

**A STUDENT OR RECENT GRADUATE
WHO WORKS FOR A PERIOD OF
TIME AT A JOB IN ORDER TO
GET EXPERIENCE.**

FULL-TIME JOB

**WORKING THE FULL NUMBER OF
HOURS CONSIDERED NORMAL OR
STANDARD. NORMALLY 35 OR
MORE PER WEEK.**

PART-TIME JOB

**WORKING OR INVOLVING FEWER
HOURS THAN IS CONSIDERED
NORMAL OR STANDARD.**

SHIFTWORK

A TYPE OF WORK SCHEDULE IN WHICH GROUPS OF WORKERS ROTATE THROUGH SET PERIODS THROUGHOUT THE DAY. E.G. SHIFTS IN THIS WORKPLACE ARE 6AM–2PM, 1PM–10PM OR 10PM–6AM.

OVERTIME

**TIME SPENT WORKING AT YOUR
JOB THAT IS IN ADDITION TO
YOUR NORMAL WORKING
HOURS.**

FLEXITIME

A SYSTEM IN WHICH EMPLOYEES ARE REQUIRED TO WORK A CERTAIN NUMBER OF HOURS BUT **ARE ALLOWED TO CHOOSE THEIR OWN TIMES FOR STARTING AND FINISHING WORK.**

OCCUPATION

**THE WORK THAT A PERSON
DOES: A PERSON'S JOB OR
PROFESSION.**

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NCW

PROFESSION

**A TYPE OF JOB THAT REQUIRES
SPECIAL EDUCATION, TRAINING
OR SKILL.**

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NCW

TO GET A RAISE

TO RECEIVE AN

INCREASE IN THE

AMOUNT OF YOUR PAY.

PROMOTION

THE ACT OF MOVING SOMEONE
TO A **HIGHER OR MORE IMPORTANT**
POSITION OR RANK IN AN
ORGANISATION.

MATERNITY LEAVE

THE PERIOD OF **TIME OFF OFFICIALLY**
ALLOCATED FOR A PERSON WHO HAS
GIVEN BIRTH. (CAN ALSO APPLY TO
PARENTS OF ADOPTED CHILDREN)

PATERNITY/PARENTAL LEAVE

**THE PERIOD OF TIME OFF OFFICIALLY
ALLOCATED TO THE PARENT OF A
NEW BORN BABY WHO HAS NOT
GIVEN BIRTH. (CAN ALSO APPLY TO
PARENTS OF ADOPTED CHILDREN)**

SALARY

**AN AMOUNT OF MONEY
THAT AN EMPLOYEE IS
PAID EACH YEAR.**

WAGE

VERY SIMILAR TO SALARY: AN AMOUNT OF MONEY THAT A WORKER IS PAID BASED ON THE NUMBER OF HOURS, DAYS, ETC. THAT ARE WORKED.

PERIOD OF NOTICE

**TO BE GIVEN NOTICE – TO BE
TOLD YOU HAVE X AMOUNT OF
TIME BEFORE YOUR JOB ENDS.**

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NCW

UNEMPLOYED

TO BE WITHOUT

A JOB.

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TO BE ON THE DOLE

TO BE CLAIMING MONEY

THAT A GOVERNMENT GIVES

TO PEOPLE WHO DO NOT

HAVE JOBS.

**TO FIRE OR TO SACK
SOMEBODY**

**TO DISMISS SOMEONE FROM A JOB,
OFTEN BECAUSE THEY'RE NOT
GOOD AT THEIR JOB OR HAVE
BEHAVED VERY BADLY.**

REDUNDANT

DISMISSED FROM A JOB

**BECAUSE YOU ARE NO
LONGER NEEDED.**

**TO HAND IN ONE'S NOTICE/
TO RESIGN/TO QUIT**

TO GIVE YOUR BOSS A

STATEMENT THAT YOU INTEND

TO LEAVE YOUR JOB.

STRIKE

**A PERIOD OF TIME WHEN
WORKERS STOP WORK IN ORDER
TO FORCE AN EMPLOYER TO AGREE
TO THEIR DEMANDS.**

BOYCOTT

**TO REFUSE TO BUY, USE OR
PARTICIPATE IN (SOMETHING)
AS A WAY OF PROTESTING.**

UNION

**AN ORGANISATION WHOSE
MEMBERSHIP CONSISTS OF WORKERS
AND UNION LEADERS, UNITED TO
PROTECT AND PROMOTE THEIR
COMMON INTERESTS.**

WAGE DIFFERENTIAL

THE **DIFFERENCE IN WAGES** BETWEEN WORKERS WITH **DIFFERENT SKILLS** IN THE **SAME INDUSTRY, OR BETWEEN WORKERS WITH COMPARABLE SKILLS** IN DIFFERENT INDUSTRIES OR LOCALITIES.

LIFESTYLE

SOMEONE'S WAY OF LIVING:

**THE THINGS THAT A PERSON
OR PARTICULAR GROUP OF
PEOPLE USUALLY DO.**

CONTRACTOR

**A PERSON WHO AGREES TO DO A CERTAIN
JOB FOR A PERIOD FOR A SET FEE –**

**CONTRACTORS ARE OFTEN SELF-EMPLOYED
BUT GENERALLY SIGN A CONTRACT TO
WORK WITH ONE COMPANY AT A TIME.**

**SELF EMPLOYMENT/
FREELANCE**

**WORKING FOR ONESELF, OFTEN
FOR SEVERAL COMPANIES AT A
TIME, RATHER THAN FOR AN
EMPLOYER.**

AUTOMATION

**THE USE OF EQUIPMENT
TO PERFORM A TASK OR
A JOB.**

ARTIFICIAL INTELLIGENCE

**COMPUTER SYSTEMS ABLE TO PERFORM
TASKS NORMALLY REQUIRING HUMAN
INTELLIGENCE, SUCH AS VISUAL
PERCEPTION, SPEECH RECOGNITION,
DECISION-MAKING AND TRANSLATION
BETWEEN LANGUAGES.**

LABOUR MARKET INFORMATION (LMI)

**INFORMATION ON THE NUMBER OF
PEOPLE EMPLOYED OR UNEMPLOYED,
UNEMPLOYMENT RATES, AVERAGE
WAGES, POPULATION, INCOME,
OCCUPATIONAL PROJECTIONS ETC.**

RELOCATION

**THE ACTION OF MOVING TO A
NEW PLACE AND ESTABLISHING
ONE'S HOME OR BUSINESS
THERE.**

EMPLOYMENT SECTORS

**THE AREAS INTO WHICH THE
WORKFORCE IS DIVIDED.**

**E.G. MANY CREATIVE PEOPLE
WORK IN THE STEM SECTOR.**

STEM/STEAM/STEAMED

**AN EMPLOYMENT SECTOR VARIOUSLY
DESCRIBED AS: SCIENCE, TECHNOLOGY,
ENGINEERING & MATHS/SCIENCE,
TECHNOLOGY, ENGINEERING, ART &
MATHS/SCIENCE, TECHNOLOGY,
ENGINEERING, ART, MATHS,
ENTERPRISE & DESIGN.**