
2.3

Managing Resources

Employment, Work and Volunteerism

Learning Outcome Notes

LO 2.3 - Differentiate between employment, work and volunteerism, identifying and describing features, benefits, rewards and careers within each.

CHAPTER QUESTIONS

By the end of this learning outcomes, you should be able to answer the following -

1. Explain the difference between work, employment, and volunteering?
2. Explain why people volunteer and the benefits of volunteering?
3. Describe the different types of employment?
4. Outline the difference between employment and self-employment?
5. Define the term unemployment?

WHAT IS WORK

Work **Def** Work refers to any activity that requires effort and that someone engages in to make a contribution to society. It includes mental and physical effort. No payment is received for some types of work.

For examples - completing housework and homework.

FEATURES OF WORK

1. Work refers to the activity of performing tasks or duties.
2. Work can be performed in a variety of settings, including the home and School.
3. The type of work an individual performs may vary based on their education, skills, experience, and interests.

BENEFITS OF WORK

1. Work can provide opportunities for personal and professional growth, including the development of new skills and experiences.
2. Work can provide a sense of purpose and fulfilment, as individuals have the opportunity to contribute to society and make a positive impact on others.

REWARDS

1. Work can provide a sense of accomplishment and pride, as individuals see the results of their efforts and contributions.
2. Work can lead to recognition and appreciation from others, including managers, colleagues, and customers.

CAREERS

1. Work can provide a pathway to a career in a specific field, as individuals gain experience, develop skills, and build professional networks.
2. Work can also provide opportunities to explore different career options and gain experience in a variety of settings.
3. Advancement in a career may involve additional education, training, certifications, or work experience.
4. Some individuals may choose to start their own business or become self-employed as a way to pursue their passions and achieve financial independence.

WHAT IS VOLUNTEER

Volunteering

^{Def} Volunteering: Volunteering refers to any unpaid work that someone does for the benefit of others or for a specific cause. They want to give something back to society and help other.

For Example - A volunteer at a local animal shelter helping to care for dogs (Dogs Trust)

FEATURES OF VOLUNTEERING

1. Volunteering is an activity that involves giving one's time and skills to help others or contribute to a cause.
2. Volunteering can be done on a one-time or ongoing basis and may involve a variety of tasks or responsibilities.
3. Volunteering can take place in a variety of settings, including non-profit organizations, schools, hospitals, and community centres.
4. Volunteering is often done without financial compensation, although some organizations may offer stipends or other benefits.

REWARDS OF VOLUNTEERING

1. Volunteering can provide a sense of personal satisfaction and accomplishment, as individuals see the results of their efforts and contributions.
2. Volunteering can lead to recognition and appreciation from others, including the organisation being served and the community at large.

3. Volunteering can also provide networking opportunities and the chance to build relationships with others who may offer future career or personal opportunities.

CAREERS OF VOLUNTEERING

1. Volunteering can be a pathway to paid employment in the non-profit sector, as individuals gain experience and connections in the field.
2. Volunteering can also be a way to explore different career options or gain experience in a new area, which may help individuals make more informed decisions about their future career paths.
3. Additionally, some employers value volunteering experience and may view it as a positive indicator of an individual's work ethic and dedication to the community.

WHY DO PEOPLE VOLUNTEER

People volunteer for a variety of reasons, and their motivations can differ based on their personal interests, values, and experiences. Here are some reasons why people volunteer.

1. To give back to the community.

Many people feel a sense of responsibility to give back to their communities and make a positive impact on those around them. Volunteering allows them to do this by contributing their time, skills, and resources to support local organisations and causes.

2. To gain new experiences and skills.

Volunteering can provide valuable opportunities for people to learn new skills, gain experience in a particular field, or explore a new career path. This can be especially beneficial for young people who are just starting out in their careers or for individuals looking to make a career change.

3. To meet new people and build relationships.

Volunteering can be a great way to meet new people and build relationships with others who share similar interests and values. This can help to expand social networks and create a sense of community.

4. To improve mental health and well-being.

Studies have shown that volunteering can have a positive impact on mental health and well-being by reducing stress, boosting mood, and increasing feelings of self-worth and purpose.

5. To make a difference.

For many people, volunteering is a way to make a tangible difference in the world and to help address social and environmental issues that they care about. This can be a powerful motivator and source of fulfilment.

Overall, volunteering can be a rewarding and meaningful way to give back to the community, connect with others, and make a positive impact on the world.

VVOLUNTEERRNG IS LIKE A JOB

If you are volunteering, you should treat it like a job. You should behave in the following ways -

1. Be reliable and punctual.

When volunteering, it's important to be reliable and punctual. Make sure to show up on time for your scheduled volunteer work and to follow through on any commitments you have made to the organization

2. Attend training.

Volunteers should be open to learning and attend training available to them. Volunteering can be a great opportunity to learn new skills and gain new experiences. Be open to learning from others and to trying new things.

3. Do work to the best of your ability.

Volunteers should take initiative. Don't be afraid to take initiative and suggest new ideas or ways to improve the volunteer work. This can help to demonstrate your commitment to the organisation and can help to make your volunteer work more meaningful and impactful.

4. Keep information confidential.

As a volunteer, you may have access to confidential information about the organisation or the people it serves. It's important to treat this information with respect and to keep it

confidential. This can help to protect the privacy and dignity of the people involved and can help to build trust between the organization and its clients, volunteers, and staff

5. Treat all people with respect.

As a volunteer, you may work with a diverse range of people, including clients, staff, and other volunteers. It's important to treat everyone with respect and to avoid making assumptions or judgments based on stereotypes or biases. By treating people with respect, you demonstrate your commitment to the organization's mission and values and can help to make a positive impact on the community.

BENEFITS OF VOLUNTEERING

Volunteering can benefit the following - The individual, The organisation and Society -

Individual Worker	The Organisation	Society
1. Develops new skills and experiences	1. Access to a pool of talented volunteers	1. Supports community and social initiatives
2. Builds self-confidence and self esteem	2. Enhances reputation and credibility within the community	2. Builds stronger and more connected communities
3. Provides opportunities for personal growth and development	3. Increases operational efficiency and effectiveness	3. Addresses social issues and inequalities
4. Enhances career prospects and employability	5. Provides access to specialised expertise	4. Reduces social isolation and loneliness
6. Creates a sense of purpose and satisfaction	5. Builds a culture of volunteerism and engagement	5. Promotes civic engagement and active citizenship
6. Improves mental health and well-being	6. Helps to meet service demand	6. Supports sustainable development
7. Builds social networks and connections.		7. Fosters social cohesion and community resilience

WHAT IS EMPLOYMENT

Employment

^{Def} Employment refers to a paid form of work that in exchange for wages or a salary. It involves a formal agreement between an employer and an employee that outlines the terms of the work arrangement, such as the job duties, hours of work, pay rate, and benefits. Employment takes different forms such as self-employment, full-time employment, part-time employment, temporary work, freelance work.

For example - An accountant working for a financial firm in Dublin

Employee ^{Def}

This is when someone does work in a business for a wage. They use this wage to buy things that they need and have a good standard of living. They work under the supervision of the employer to achieve the objective of the business.

FEATURES OF EMPLOYMENT

The following are the features of employment -

1. Employment is a relationship between an individual (employee) and an employer, typically involving a contract or agreement.
2. A set schedule of work hours (usually between 35-39 per week) and duties to be performed.
3. Compensation in the form of salary, wages, or other benefits
4. Access to employee benefits such as healthcare, retirement plans, paid time off, and other perks
5. Opportunities for professional development and advancement.

REWARDS OF EMPLOYMENT

The following are some of the rewards of employment -

1. Salary or wages, which can increase over time through promotions and raises,
2. Access to employee benefits such as healthcare, retirement plans, and paid time off
3. Opportunities for recognition and rewards such as bonuses or employee appreciation programs
4. Sense of accomplishment through successfully completing tasks or projects
5. Opportunities for professional development and career growth

CAREER IN EMPLOYMENT

There are a wide range of career opportunities available in employment, across various industries and sectors. Some common career paths include:

- Administration and Management
- Finance and Accounting
- Human Resources
- Information Technology

In summary, employment provides a structured relationship between an individual and an employer, with benefits including financial stability, access to employee benefits, opportunities for professional development and advancement, social connections, and a sense of purpose and fulfilment. Rewards of employment include salary or wages, recognition and rewards, a sense of accomplishment, and opportunities for professional development. There are also a wide range of career opportunities available in employment, across various industries and sectors.

CONTRACT OF EMPLOYMENT

Contract of Employment

Def A contract of employment is a legally binding agreement between an employer and an employee that sets out the terms and conditions of their working relationship. The contract may be in writing or oral, and it can be express or implied.

A typical contract of employment contains the following headings -

1. Names and addresses of the employer and the employee.
2. The job title and description of the work to be performed.
3. The start date of the employment and the duration of the contract if it is for a fixed term.
4. The hours of work, including any overtime or shift work requirements.
5. The rate of pay or salary and any benefits, such as vacation time, sick leave, health insurance, or retirement plans.
6. The location of the workplace and whether the employee is required to work at different locations.
7. The termination clause, which sets out the circumstances in which the employment can be terminated, and any notice periods required.

8. The duties and responsibilities of the employee, including any confidentiality or non-compete clauses.
9. The disciplinary and grievance procedures that will be followed if there are any disputes.
10. Any other terms and conditions that have been agreed upon between the employer and the employee.

It's important to note that the contents of a contract of employment may vary depending on the industry in which the employment takes place.

Probationary Period ^{Def} This is a certain amount of time in employment where the manager sees if the employee is worth given a full time job too.

TYPES OF EMPLOYMENT

There are different types of employment that employee can do. These include the following -

1. Full-time employment

This type of employment involves working for the standard number of hours per week that is considered to be full-time in a particular industry or organization. Typical full-time employment would require working around 35-39 hours per week.

An example of full-time employment would be a software developer working for a tech company, working 39 hours a week from Monday to Friday.

2. Part-time employment

Part-time employment refers to working fewer hours than a full-time employee, which can range from a few hours to a set number of days per week usually 30 hours.

Examples of part-time employment could include a student working part-time at a library while studying.

3. Fixed-term employment

Fixed-term employment involves working for a specific period of time, such as a set number of months or years, often to complete a specific project or fill in for an absent employee. The employment relationship terminates at the end of the fixed term.

An example of fixed-term a builder employed to build 4 houses

4. Casual employment

Casual employment refers to work that is irregular or unpredictable, with hours and duties varying from day to day or week to week. Casual employees are not typically guaranteed regular hours, benefits or job security, and may be paid a higher hourly rate to compensate for this lack of security.

An example of casual employment would be a waiter hired by a restaurant on an as-needed basis during busy periods.

5. Flexitime

Flexitime allows employees to have some control over their working hours, such as choosing when to start and end their workday, while still working a set number of hours per week. This can allow for greater work-life balance and can help employees manage other commitments such as childcare or education.

An example of flexitime would be a marketing executive who can start work between 7-10 and finish between 3-6. But must work 8 hours a day.

6. Teleworking

Teleworking, also known as remote working or telecommuting, allows employees to work from home or another location, using technology to communicate with colleagues and complete their tasks. This can provide greater flexibility and can reduce commuting time and costs.

An example of teleworking would be an accountant who works from home instead of coming into the office every day.

It's important to note that the specific terms and conditions of employment, including entitlements and benefits, may vary depending on the jurisdiction and the industry in which the employment takes place.

SELF EMPLOYMENT

Self Employed

^{Def} Self-employment refers to when an individual is their own employer and work for themselves rather than working for someone else. They get to make all the decision and keep all the profits.

Self-employed individuals typically provide goods or services to clients or customers, and they are responsible for managing all aspects of their business, including marketing, sales, finances, and operations.

Self-employed individuals are not employees of a company or organization, and they are not entitled to the same benefits as employees, such as sick pay, vacation pay, or health insurance. Instead, they are responsible for providing their own benefits and managing their own taxes.

Examples of self-employment include freelancers, consultants and sole traders. For instance, a freelance writer who writes articles for different publications or a consultant who provides advice and services to multiple clients can be considered self-employed. Similarly, a sole trader who runs a small business, such as a carpentry or gardening service, would also be classified as self-employed.

SKILLS/QUALITIES REQUIRED BY EMPLOYEE

The following are some of the skills and qualities that an employee must have to in order to get employment.

Skills:

1. Technical skills

These are job-specific skills that are required to perform the tasks associated with a particular role.

For example, welding skills for a welder.

2. Communication skills

The ability to communicate effectively with others, both verbally and in writing, is crucial in almost every job. This includes listening actively, presenting ideas clearly, and adapting communication style to the needs of the audience.

3. Problem-solving skills

Employees who can identify and solve problems are valuable assets to any organization. They can analyse information, evaluate options, and make sound decisions that lead to positive outcomes.

4. Time-management skills

The ability to manage time effectively is important for meeting deadlines, prioritizing tasks, and maximizing productivity.

5. Adaptability

The capacity to adapt to change, learn new skills, and be flexible in the face of new challenges is essential in a rapidly evolving workplace.

Qualities:

1. Reliability

Employers value employees who can be counted on to show up on time, complete assignments on schedule, and take responsibility for their work.

2. Integrity

Honesty, ethics, and a commitment to doing the right thing are all qualities that employers seek in employees.

3. Teamwork

Employees who are collaborative, supportive, and respectful of their colleagues can help create a positive work environment and contribute to the success of the team.

4. Positive attitude

Employees who maintain a positive outlook and approach their work with enthusiasm and energy can inspire and motivate others.

5. Initiative

Employees who take the initiative to identify opportunities for improvement, suggest new ideas, and take on additional responsibilities demonstrate leadership potential and can contribute to the growth of the organization.

BENEFITS OF EMPLOYMENT

Employment can benefit the following - The individual, The organisation and Society -

The Individual	The Organisation	Society
1. Financial stability and security through a regular source of income	1. Increased productivity and efficiency through a motivated and skilled workforce	1. Reducing poverty and social inequality. Employment is a driver of poverty reduction
2. Access to employee benefits such as health insurance, retirement plans, and paid time off	2. Opportunities for innovation and creativity employees are challenged to solve problems and come up with new ideas	2. Boosting economic growth. Employment is essential for economic growth and development.
3. Opportunities for professional development and career advancement	3. Improved reputation and branding as a positive work environment and treatment of employees can attract top talent	3. Fostering social stability and cohesion. This is achieved by providing individuals with a sense of purpose and belonging
4. Social connections and a sense of community through workplace interactions	4. A more loyal and engaged workforce with lower turnover rates	4. Enhancing public health. Employment can have a positive impact on public health by reducing stress
5. A sense of purpose and fulfilment through contributing to the organization's mission and goals	5. A diverse and inclusive workplace that can lead to better decision-making and problem-solving	5. Contributing to environmental sustainability. This is achieved by promoting green jobs and sustainable practices

UNEMPLOYMENT

Unemployment

^{Def} This is individuals who are willing and able to work are unable to find employment opportunities. They must be of working age (16-65) and looking for employment. It is a measure of the number of people in the workforce who are not working but are actively seeking employment.

The unemployment rate is typically expressed as a percentage of the labour force that is unemployed. Full employment in Ireland is 4%.

Unemployment can lead to the following -

1. A lower standard of living

Unemployment can lead to a lower standard of living for individuals and families who are unable to find employment or earn a sufficient income. This can result in reduced access to basic needs such as food, housing, and healthcare, which can impact overall well-being and quality of life.

2. Less tax for the Government

When individuals are unemployed, they are not earning an income and are therefore not paying taxes (PAYE, PRSI and USC). This can result in a decrease in tax revenue for the government, which can impact the government's ability to fund public services and programs.

3. More expenditure for the Government

Unemployment can lead to an increase in government expenditure as the government may need to provide unemployment benefits and other forms of social support to affected individuals and families. This can result in increased government spending and higher budget deficits.

4. Loss of sales for businesses

When individuals are unemployed, they have less disposable income to spend on goods and services. This can result in reduced sales and revenue for businesses, particularly those that rely on consumer spending. This can lead to reduced profitability, lower investment, and potentially even business closures.

5. Less foreign direct investment

High levels of unemployment can also impact foreign direct investment (FDI) in a country. When a country has a high unemployment rate, it may be seen as less attractive to foreign investors who may be looking for a stable and productive labour force. This can result in a decrease in FDI, which can impact economic growth and development in the long term.

In summary, high levels of unemployment can have a wide range of negative social and economic consequences for a country, including reduced economic growth, social unrest, increased poverty and inequality, poor mental and physical health outcomes, increased crime rates, and reduced social mobility.

2.3

Managing Resources

Employment, Work and Volunteerism

Past Exam Questions and Answers

NOTE - Very Important

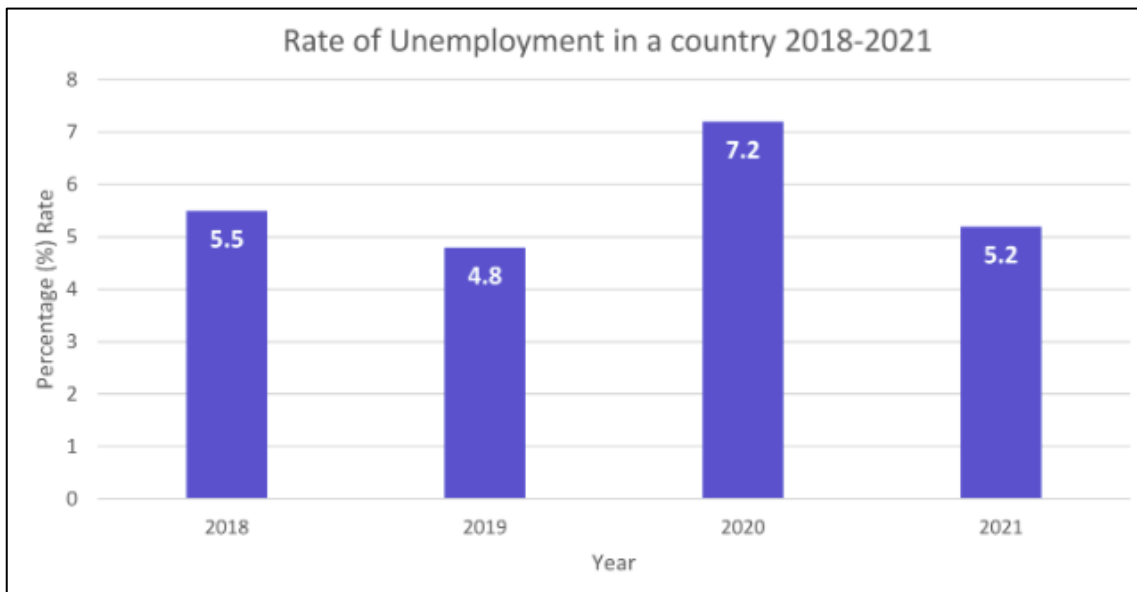
It is very important when answering exams question that you use the following steps -

1. That you know the information for the learning outcome
2. That you understand the information form the learning outcome
3. That you can apply the information form the learning outcome to the question
4. Be able to give at least two full sentences for your answer (Fill up the space)

Questions are changing from rote learning to applying the knowledge to the question

QUESTIONS

2022 - Question 14



Based on the graph above indicate whether the following statements are true or false. Tick (✓) the correct box

Statement	True	False
The unemployment rate was closet to full employment in 2019		
The unemployment rate decreased in 2020 from the previous year		
There was a positive trend in the unemployment rate for 2021 when compared with the previous year		

2019 - Paper - Question 18 - Part a (i-ii)

Mary and her husband John live in Lanesboro, Co. Longford. Mary is a pilot with Ryanair. Her husband John is currently unemployed, but volunteers in the local community.

Volunteers contribute over 480,000 hours of their time.

The top area to benefit from this volunteering were Arts, Culture & Media, and Children & community development.

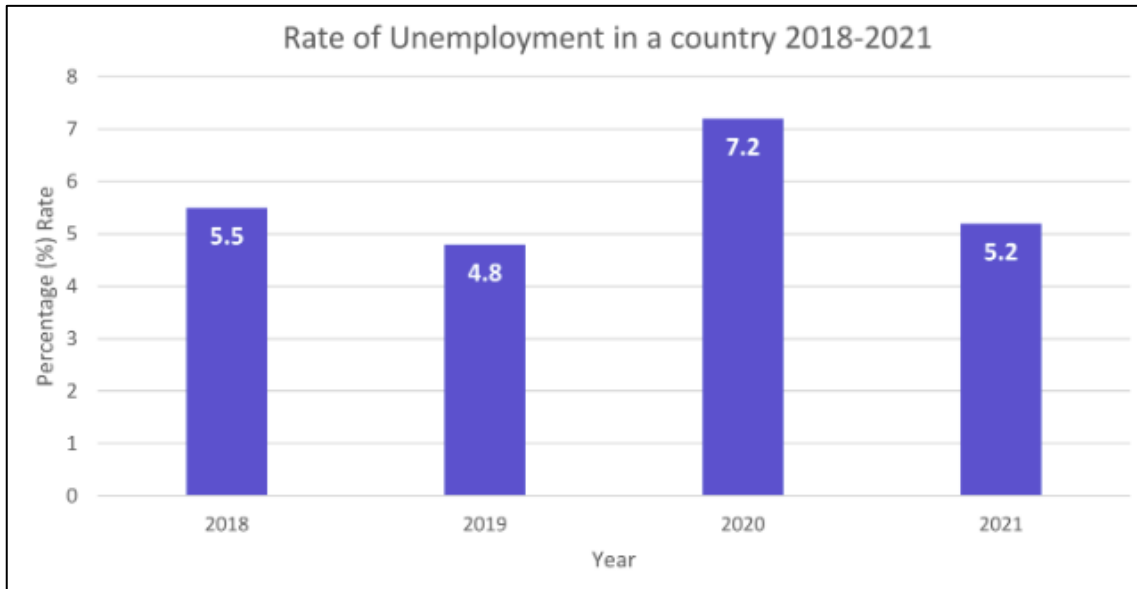
- (i) Differentiate between volunteering and employment by answering true or false to each of the following statements. Place a tick (✓) the correct box.

	False	True
An employee is entitled to a fair day's wage		
A volunteer gets paid		
An employee has legal rights		
A volunteer must have a third level qualification		

(ii) John volunteers in the local community. Outline to benefits of volunteering for John.

SUGGESTED SOLUTIONS

2022 - Question 14



Based on the graph above indicate whether the following statements are true or false. Tick (✓) the correct box

Statement	True	False
The unemployment rate was closet to full employment in 2019	✓	
The unemployment rate decreased in 2020 from the previous year		✓
There was a positive trend in the unemployment rate for 2021 when compared with the previous year	✓	

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	False	True
An employee is entitled to a fair day's wage	✓	
A volunteer gets paid		✓
An employee has legal rights	✓	
A volunteer must have a third level qualification		✓

(ii) John volunteers in the local community. Outline to benefits of volunteering for John.

Develops new skills and experiences: Volunteering can offer John the opportunity to
develop new skills and gain valuable experiences that can enhance his personal and
professional life. For example, volunteering in a community organisation may help an
John develop teamwork, and communication skills and find a new job
Builds self-confidence and self-esteem: Volunteering can also help John build self-
confidence and self-esteem by providing him with a sense of purpose. By contributing to a
cause or organisation, John can feel a sense of fulfilment and satisfaction in knowing that
they are making a positive impact in their community or the world.