

COURSE OVERVIEW

# Employing Young People

TIBG-108



**01892 535 550**

[www.timelyintervention.co.uk](http://www.timelyintervention.co.uk)  
[til@timelyintervention.co.uk](mailto:til@timelyintervention.co.uk)

This course gives employers a clear, practical understanding of their legal responsibilities when hiring young workers. It explains who qualifies for the National Minimum Wage, how age-related rates apply, and the common misconceptions that lead to accidental underpayment.

Learners will explore what counts as working time, how to manage trial shifts correctly, and the record-keeping duties required to stay compliant.

By the end of the course, employers will know how to pay young people lawfully, avoid common pitfalls, and create a safe, fair working environment that meets UK employment standards.

## **Module 1: Who Counts as a Young Person**

Young people bring energy, ideas, and fresh perspectives to the workplace, and employing them entails specific legal duties and safeguards to ensure their work is safe, fair, and lawful.

- The two legal categories of young workers in the UK
- Why the distinction matters legally
- School leaving age in England, Scotland, Wales & Northern Ireland

## **Module 2: Working hours and Rest Breaks**

UK law sets strict limits on when and how long young people can work. The rules differ depending on whether someone is a child or a young person, and whether it's term time or a school holiday.

- Maximum daily and weekly hours for children and young persons
- Night work restrictions and prohibited hours
- Rest break and rest period entitlements

## **Module 3: Pay and National Minimum Wage**

Getting pay right isn't optional. The National Minimum Wage is a legal floor; falling below it, even accidentally, is a criminal offence that can result in fines and public naming by HMRC.

- What is the National Minimum Wage
- Who is and isn't entitled to the National Minimum Wage
- What counts as 'working time'
- Record keeping

## **Module 4: Health and Safety and Risk Assessments**

Young workers are statistically more likely to be injured at work than any other employee. The law recognises this and places specific duties on employers before a young person starts, not after an incident occurs.

- The legal duty to carry out risk assessments
- What work is prohibited, supervised or permitted
- The five steps of a young person's risk assessment
- Supervision and Wellbeing
- Training and the importance of a Safety Culture

## **Module 5: Hiring Process and Compliance**

Young people bring fresh energy and new perspectives and employing them comes with clear legal and safeguarding duties.

- Pre-employment compliance checklist
- Work permits and the right to work
- Dismissing a young worker
- Informal Conversations
- Safety and Wellbeing

**Suitable for:**

Managers, Directors. HR professionals and Business owners.

**Skills achieved:**

- Hiring Young People (Basic)

**Related Resources:**

- Young Person Competency Checklist
- Young Person Working Time Checklist
- Young Person Working Time Risk Assessment
- Young Person Task Risk Assignment

**Benefits:**

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

**Estimated Time:**

47 Minutes

**Related Courses:**

- ADHD in the Workplace
- Disability Awareness for managers
- Essentials of Equality, Diversity and Inclusion
- Modern Slavery