

## 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.**

**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.

National Careers Week

**NCW**

**UNEMPLOYED**

**TO BE WITHOUT**

**A JOB.**

[www.nationalcareersweek.com](http://www.nationalcareersweek.com)

**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 EMPLOER 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.**