

A DICTIONARY OF JARGON FOR THE WORKING WORLD

Annual Leave	This refers the amount of paid holiday days you can take from work in a given year.
Annual Review	Sometimes called an appraisal or a PPDR (Personal and Professional Development Review). This is the process whereby a manager evaluates and provides feedback on an employee's job performance against set targets.
Commission	Some employers (usually related to Sales) pay their employees commission on top of their hourly rate of pay. The amount is set in advance and is based on the employee exceeding a sales target.
CPD	This stands for Continuing Professional Development and describes additional training or learning activities that employees undertake to enhance their skills and knowledge beyond any initial training.
DBS Check	The Disclosure and Barring Service (DBS), helps employers prevent unsuitable people from working with vulnerable groups such as children. A DBS check of police records is undertaken for everyone working with vulnerable groups and children.
Equal Opportunities	The term equal opportunities upholds the idea that all workers, regardless of their age, sex, race disability, sexual orientation, culture must be treated equally and fairly.
Fixed Term Contract	This is an employment contract that is set in advance and lasts for a specified length of time.
Flexi Time	This means the employee chooses when to start and end work within agreed limits. The employee usually has to work core hours e.g. 10am -4pm every day.
Fte	This stands for <i>Full Time Equivalent</i> and refers to the hours worked by an employee on a full-time basis. 1.0fte. refers to working full-time, and variations of this such 0.6fte. and 0.8fte detail part-time working hours.
Gross Pay	This is your total amount of pay before any deductions are made.

Induction	This is training provided to a new employee to prepare them for the role and enable them to adjust and become familiar with the new work environment.
Job Sector	The economy is divided into different sectors of activity, such as Education and Health etc. The public sector refers to government owned organisations or services. Companies owned by individuals are part of the private sector.
JSA	This refers to Jobseeker's Allowance, a government benefit you can receive whilst looking for work. This is, however, changing to Universal Credit.
Maternity and Paternity	Maternity and paternity pay and leave refers to your employment rights when you take time off to have a baby.
Minimum Wage	The government has set a minimum hourly rate of pay that all employees and workers over 16 years of age should receive.
Mission Statement	Many organisations have a written mission statement that describes their goals and philosophies.
National Insurance (NI)	NI is a tax that helps build up your entitlement to state benefits such as the State Pension. To work in the UK you need a NI number. If you haven't already received one from the government, apply for one via www.gov.uk
National Living Wage	This is the minimum pay per hour most workers aged over 25 and over are entitled to by law. As of April 2018, it is £7.83 per hour for those aged 25 and over.
Net Pay	This is the amount of pay you receive after tax and other deductions have been taken from your Gross Pay.
OTE	'On-track' or 'On target' earnings is a term often seen in job advertisements for sales jobs. It means that the pay structure is composed of a basic salary with an additional amount of commission.

P45	When you leave a job you will receive a P45. This has all the information about your salary and tax you've paid whilst in this job and features a section you need to give to your new employer.
P60	You will receive a P60 at the end of every tax year. This details all the tax you have paid in a given year and is one way to prove you have paid tax correctly.
Pension Scheme	This is a scheme you pay money into every month whilst in employment, with the intention of building a sum of money to be distributed back to you during your retirement. Your employer will typically also pay a percentage into this fund.
PPE	Personal protective equipment (PPE) is clothing and equipment used to ensure personal safety in the workplace.
Pro Rata	Pro rata means <i>in proportion</i> . This is often a term you will find next to a salary in a job that is part-time. This is to highlight that this salary will be reduced in proportion to the hours you will actually work.
Probation	You may be required to complete probationary period when you start a job. If you are 'on probation' though, you still have statutory employment rights.
SSP	Statutory Sick Pay (SSP) is an allowance you can get from your employer if you are too ill to work. You need to qualify for SSP and you will only get paid for up to 28 weeks.
Tax Code	Your tax code will be sent to you by HM Revenues and Customs (HMRC). It tells the employer how much tax you should pay. Your tax code should appear on your payslip, so check that it is the correct one, or you could end up paying too much or too little tax.
Unions	A trade union is an organisation with members who join together to maintain and improve their conditions of employment. If there is a trade union at work, you can ask the union rep about joining.
Zero Hours Contract	Zero-hour or casual contracts don't specify the number of hours an employee will be required to work. Zero hour workers are entitled to statutory annual leave and the National Minimum Wage is the same way as regular workers.