

# Matching organisation names to definitions

Match them up using arrows



1. JobCentre Plus

2. Human Resources (HR)

3. HMRC (Her Majesty's Revenue and Customs)

4. Union

5. Citizens Advice

6. Manager

7. Recruitment Agency

**A.** A department within a company that is responsible for looking after people. This includes recruitment, training, and pay.

**B.** The government organisation that collects the tax money that pays for the UK's public services and helps families and individuals with targeted financial support. It also regulates the national minimum wage and gives out national insurance numbers.

**C.** The person responsible for overseeing your work and the first person to speak to in order to try and resolve problems at work.

**D.** A business which is paid by employers to match them with employees.

**E.** Employment agency with offices all over the country providing job search advice, coaching and lists of current job vacancies. The service is open to anyone and is free.

**F.** An organisation that represents employees working in a particular field or company, speaking on their behalf, bargaining for pay and improving working conditions.

**G.** Charity giving independent advice and support with legal, financial, housing and other problems in the UK.

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## Answers



1. JobCentre Plus	E. Employment agency with offices all over the country providing job search advice, coaching and lists of current job vacancies. The service is open to anyone and is free.
2. Human Resources (HR)	A. A department within a company that is responsible for looking after people. This includes recruitment, training, and pay.
3. HMRC (Her Majesty's Revenue and Customs)	B. The government organisation that collects the tax money that pays for the UK's public services and helps families and individuals with targeted financial support. It also regulates the national minimum wage and gives out national insurance numbers.
4. Union	F. An organisation that represents employees working in a particular field or company, speaking on their behalf, bargaining for pay and improving working conditions.
5. Citizens Advice	G. Charity giving independent advice and support with legal, financial, housing and other problems in the UK.
6. Manager	C. The person responsible for your experience at work and the first person to speak to in order to try and resolve problems at work.
7. Recruitment Agency	D. A business that is paid by employers to match them with employees.