

REDWOODS

W O R K C O L L A B O R A T I V E

Raising Personal Value

WILLOUGHBY COUNCIL
2022 CAREER
KICKSTARTER
SESSION 2

2022 Career Kickstarter

Today's facilitator:
Steven Zohrab

WELCOME BACK!

By the end of module 2, you will have:

- Checked in on your workplan progress
- A good understanding of workplace rights, roles and responsibilities
- Enhanced your personal value with the knowledge of business and employers' perspectives
- Confidence in accessing information and seeking help if something does not feel right

Let's do a quick reintroduction: state your name and current favourite song



Raising your Personal Value (through knowledge and connections)

TOPICS

Quick re-introductions

Check in on workplans and progress

What do I need before I can work?

Employer expectations

Payslips – legal requirements on what needs to be on them

Applications, interviews and job support links

The future of work



Workplan progress check-in

What is your experience so far?

Discoveries or Insights?

Questions?





Workplace rights and responsibilities . . .

Consider the questions on the following templates, using these websites as a guide.

<https://www.fairwork.gov.au/young-workers>

<https://www.fairwork.gov.au/pay>

<https://youthsafe.org/>

Can you find other reputable sources of information?
Please share with the cohort..



What do I need to be able to work?	
How do I get paid?	
What is tax and superannuation??	
What is unpaid work? Include examples.	



Example: Lawful unpaid trial

Jack applies for a job as a trades assistant at a local panel beaters. As part of the applicant screening process, Jack is advised by the owner that on the day of the interview he'll need to show he knows his way around a car and a workshop, because it's a minimum requirement of the job. Jack agrees.

To do this, after the interview, Jack is asked to follow one of the tradesmen doing body repairs. The tradesman watches Jack to make sure he knows how to work safely and use the right tools. Jack shows he meets the minimum criteria for the role and the owner offers Jack the job.

Jack's brief trial was reasonable to demonstrate his skills and he does not need to be paid for the trial.



Example: Unpaid trial that should be paid

Jessica sees an advertisement on her university notice board for a job as a barista at a campus café.

The position was advertised for Monday, Tuesday and Thursday mornings from 7am to 12 noon. The successful candidate needs to have at least 3 years' experience and be able to make a wide range of coffees.

At her interview, Jessica is advised that she will need to work the first week unpaid to give the café manager time to see whether or not she is suitable for the job. She is also advised that if she isn't able to work any of the shifts in the first week, she needs to advise the manager the night before and arrange someone to cover her shift.

The duration of the 'trial' and the requirements placed on Jessica suggest that the arrangement is an employment relationship, meaning that she should be paid for all hours worked at the appropriate minimum rate of pay.



What's in it for the employer?

Consider the employer's perspective. What is their situation when they are looking to hire people?

Why would an organisation or client pay you?	
What would employers expect of you as an employee?	
What is your value to an organisation or employer (from their perspective)?	



Pay slip – sample of retail award for 17 years of age

Employer's name: Company Name Pty Ltd	Retail award: Junior – full-time – 17 years
ABN: 44-123-456-789	Hourly rate: \$13.07 Annual Salary: \$25,827.36
Employee's name: Jane Doe	Bank details: *000-000-123456789
Employment status: *Full-Time	Annual leave entitlement: 7 hours as at 05/12/2021
Date of payment: 19/12/2022	Personal/carer's leave entitlement: 7 hours as at 05/12/2021
Pay period: 05/12/2022 to 19/12/2022	

By law, all payslips must include:

- Employer name and ABN
- Employee name, rate, employment status
- Total leave entitlement balance

Entitlements	Units	Rate	Total
Wages for ordinary hours worked	35 hours	\$13.07	\$457.45
Leave taken	00 hours*	\$00.00*	\$00.00
TOTAL ORDINARY HOURS 35 hours <i>any leave taken should also be included here</i>			
<Insert name of entitlement>	00 hours*	\$00.00*	\$00.00
Gross payment			\$457.45

Entitlements can include loadings, penalty rates, shiftwork allowances, overtime, allowances, incentive based payments, termination entitlements and others.

Deductions	
Taxation: [usually 22.5% if over minimum threshold]	\$00.00
<Insert any other deductions>	\$00.00
<i>Each deduction needs to be listed separately.</i>	
Total deductions	\$00.00
Net payment	\$457.45

Employer superannuation contribution – <Insert superannuation contribution>	
<Insert account/fund name (or name and number of fund)>	
Contribution: [minimum 10.5%]	\$43.46

Note: Pay slips must be issued to employees within one working day of the day they are paid.

- Wages (hours, rate, total before tax)
- Any leave taken (type, hours, rate)
- Other taxable entitlements

Note: taxation is \$0.00 because this pay period is under the taxable threshold.

If you are earning elsewhere, be aware that if your combined earnings reach the threshold (\$18,200 per year), you will be liable to pay tax on your total earnings at the end of the year.

Superannuation is on top of your taxable income and therefore shown separately

References: <https://business.gov.au/people/pay-and-conditions/employees-pay-leave-and-entitlements>

<https://www.ato.gov.au/rates/individual-income-tax-rates/> www.fairwork.gov.au





Jobsearch can be overwhelming!

Break the tasks down into steps.

You have already done a lot of the work!

- Collate the information you have collected so far to determine your work goals (see logical framework at the end)
- Visit job sites; the jobs section of companies you want to work for and other places where you might find jobs and other work opportunities
- See information and links on the following four pages for help with resumes and job applications . . .





Helpful links . . .

Check out:

Aust Govt Your Future Career: answer the questions and see a list of occupations tailored to you

<https://www.yourcareer.gov.au/your-future-career>

Youth Central (Vic govt) – examples and other info on applying for a job

<https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job>

Job Outlook Australia – industry trends

<https://joboutlook.gov.au/>

Charles Sturt University – steps to prepare a job application

<https://www.csu.edu.au/current-students/learning-resources/build-your-skills/career-development/prepare-job-application>



. . . and of course . . .



Check out:

Public Sector jobs: <https://iworkfor.nsw.gov.au/>

Ethical Jobs in Sydney: <https://www.ethicaljobs.com.au/ethical-jobs-in-sydney-nsw>

Seek: <https://www.seek.com.au/>

Consider creating a profile on LinkedIn (although, wait until you are 17+ before you upload your photo): <https://au.linkedin.com/jobs>





The Application

Most applications require a cover letter, resume and a document to address the criteria.

Write in a similar language to the advertisement and answer the criteria similar to their communication style.

- Read the advertisement / job information carefully.
- Look up the organisation's website and learn as much as you can about them and the role.
- If a Position Description (PD) is not supplied, ask for one.





The Interview

Be yourself! By this stage, everyone that is interviewed can do the job – they are now looking for the right fit.

- Follow the instructions for the interview process. Call to ask questions (it shows interest).
- Dress neatly and appropriately for the position.
- Leave plenty of time to get there so that you are not stressed if anything goes wrong on the way.





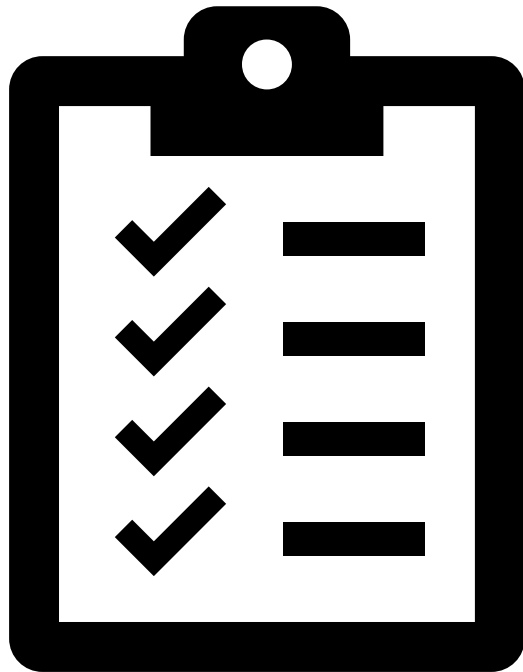
A Note on Rejection

Do not take it personally if you do not get a call back, an interview or the job, there are so many reasons why people do and do not make it through. Think of it as a “numbers game” – the more applications you do, the better the chance of getting noticed

Explore: Are there other ways of learning about job vacancies? Can you think of ways that you could monetise things that you can do?



Some thoughts . . .



Getting a job is difficult for many people. It can be overwhelming, confusing and sometimes frustrating. You do not have to do this alone!

It is important that you take care of yourself first: seek help and have a plan.

Use the information from this workbook and the resource list, and start by finding people who may be able to help you. Consider talking to family, teachers, friends, services about your ideas and ask them for help or direction.

Think about things that may be distracting you from starting a work plan, applying for jobs or anything else about having to work after school. Are there any other support services or programs that could help you through any part of this process? Reach out to the facilitators or collective for more ideas..



The future of work

Some researchers predict that the future of work will include more casual and contract jobs, which means an ABN might be required by more workers.

If you are interested in learning more about ABNs and working for yourself, check out our [Navigating selfEmployment](#) modules.

The future is yours and as you learned from the SWOT analysis – weaknesses and threats can become opportunities. There are many opportunities to tap into for help with navigating employment. This is a time for you to be creative and innovative and, with the right people, you can contribute to connected, supportive and cohesive communities of work.



Session 2 wrap up

Thank you for participating in Session 2!

Let's debrief,

- What are your key takeaways from this session?
- Do you feel comfortable about following up if you feel there is an issue at work with your employer?
- How do you relate this information to your personal value?

We hope you can see by now the importance of support and connections. Next week we will be working on expanding our support network and reaching out to potential employers.

Bring your workplan and any progress in applications as we will have time each week to check in and discuss.

Looking forward to seeing you next week!

