

The cover features a white background with large, overlapping geometric shapes in shades of red and blue. A light red shape is in the top left, a dark blue shape is in the bottom left, and a red shape is in the bottom right. The text is centered in the white space.

Young Workers Guide

Everything You Need to Know

November 2019



MESSAGE FROM PETER KHALIL MP

When I was elected in 2016 as the Member for Wills, I knew how important it was to listen to young people in my electorate about what issues they care about and how policies that are made now will affect their futures.

That's why in 2018, I formed the Wills Youth Advisory Committee to meet regularly, contribute to policy debate and so I could hear from them about their experiences.

As a committee, they identified the gaps in knowledge that some school leavers have about their rights at work and building a career. The committee worked for almost 12 months putting this kit together for young people in Wills, so they could have a bit of guidance around things like tax, superannuation and correct wages.

I hope the information in this kit helps young people in Wills, and my office is always there for more information or assistance in guiding any Federal matters.

Peter Khalil
Federal Member for Wills

MESSAGE FROM WILLS YOUTH ADVISORY COMMITTEE

The Wills Youth Advisory Committee (WYAC), established by Peter Khalil MP, was formed in April of 2018. We are a group of young people residing in the Wills Electorate, who, through our quarterly meetings, wished to provide a discernible voice for young people in the discussion of youth affairs and policy.

We came up with the idea of creating an Employment Resource Pack, to be aimed at young people seeking to enter the workforce after we realised that there was a significant lack of easily accessible resources. Though there is information out there, it is not confined to one easily identifiable location and the language and information provided can often be difficult to understand.

That's why we wanted to create something for young people, and for those wishing to guide them through the process of seeking out employment and becoming equipped for adulthood, such as teachers or youth resource centres. We wanted to create something that would not confuse them or overwhelm them. Over time we crafted a single resource which covers a diverse range of topics, from taxation and superannuation, to the rights of young workers.

We hoped that our Youth Employment Information Pack would be a creative, simplified, and easy to understand document offering unique guidance and information about various issues that will benefit young people entering the workforce for the first time.

From Skye:

"I remember how confused I was applying for my first casual position, and even more, how nervous I was before my first day on the shift. We sought to use our experience to help others – simply by asking what would we have wanted to know during that complicated time; and that simply, is what being a young leader is about."

From Emily:

"As a postgraduate University student, I have had several jobs over the past few years. And each time, I have wished that, when I needed information about my rights, wages, taxation or even just how to write a credible and persuasive resume, I could just go to one place for guidance, rather than trying to work my way through what seemed like a million different resources. The information is out there, but it has always been hard to get my head around the statutory principles, jargon and complex processes. For that reason, when we came up with this idea, I knew that this was something we should definitely make a reality. I hope that by simplifying what information is out there, breaking it down and at the same time, condensing it into a single information source, young people in the Wills Electorate (and hopefully beyond that) will feel more prepared and educated about entering the workforce."

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Kids Helpline

1800 55 1800

<https://kidshelpline.com.au/>

Lifeline

13 11 14

<https://www.lifeline.org.au/>

Centrelink

<https://www.humanservices.gov.au/>

Headspace Glenroy

1300 880 218

2A Hartington Street, Glenroy

<https://headspace.org.au/headspace-centres/glenroy/>

Oxygen Youth Space

(03) 9389 8645

4-8 Gaffney Street, Coburg North

<https://www.moreland.vic.gov.au/community-health/moreland-youth/home/>

Young Workers Centre

1800 714 754

<http://www.youngworkers.org.au/>

Youth Projects

(03) 9304 9100

<https://youthprojects.org.au/>

Moreland City Council

(03) 9240 1111

<https://www.moreland.vic.gov.au/>

Peter Khalil MP, Federal Member for Wills

(03) 9350 5777

<https://ww.peterkhalil.com.au/>

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BEFORE YOU BEGIN WORK

If you're 15 years of age or older and interested in beginning work, there's a few bases you must cover before you can apply for any positions. By sorting these out before you start looking for work, you'll be prepared when you find the right job for you.

To be formally employed at a business in Victoria, you must be 15 years or over. Exemptions apply for "light work" though, this includes things you might already be doing, such as helping out at a family business, house work in exchange for pocket money, mowing your neighbour's lawn, or delivering newspapers.

You can't work in anything that could cause injury or prevent you from attending school (like construction work). It's also illegal for you to sell alcohol until you are 18.

ESSENTIALS

TAX FILE NUMBER

Before you can be employed, you must first register for a Tax File Number from the Australian Taxation Office (ATO). This is a nine-digit code unique to you, and used for identification in certain government agencies. Once you have a TFN, it is yours for life and stays with you as you move between different employment, travel between states, live overseas, or change your name.

The fastest way to apply for a TFN is online, however you can also get a form through your local Post Office. There are no fees when applying for a TFN. If you are under 16 you need two forms of ID, such as your birth certificate, passport, or citizenship papers with proof of residence and a recent school report. The application process usually takes 3-4 weeks.

If you have forgotten your TFN or want to know more, you can contact the ATO directly by calling 13 28 61 or visiting <https://www.ato.gov.au/Individuals/Tax-file-number/>

More information about tax rates and paying tax can be found in the Taxation section of this guide

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SUPERANNUATION

Superannuation, or 'super', is money put aside by your employer over your working life for you to live on when you retire from work.

Super is important for you, because the more you save, the more money you will have for your retirement.

You can only withdraw your super money in certain circumstances - for example, when you retire or turn 65 years old. Your employer starts investing a small amount of your salary or wages into a super fund for you. This is known as the superannuation guarantee; and is legally required to be at least 9.5% of your earnings.

Super is paid to workers over 18 years of age that earn \$450 or more in a month, or workers under 18 years of age earning that amount that work over 30 hours a week.

Superannuation has to be paid at least every 3 months, into your nominated superannuation account and will usually be paid at the same time as your wages.

[More information about getting the most out of your super in the Superannuation section here](#)

Once you have your tax file number and superannuation sorted, it's time to start looking and applying for jobs!

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WHERE TO LOOK FOR A JOB

Once you have everything you need to work, you can finally begin searching for a job! Available positions can be found in numerous ways, for example:

In store: You can simply walk into any workplace and ask the owner or manager if they have an available position. In this case, they will likely direct you as to how to apply.

Word of mouth: much like in store, asking for employment opportunities among family and friends businesses is also a good way to look for a job

Online: most businesses will advertise for job vacancies on their website. Online listings usually have a list of requirements and an option to upload or send in your application via email.

Hint: Do some digging, these listing are usually under “work with us” or “careers”. Larger companies such a McDonald’s or Coles don’t require a copy of your résumé, but rather ask you to fill out an online application form.

Online Job Directories: As well as listing ads on their website, some business will list on online job directories such as Indeed, Seek, or Jora. Note that some marketplace or social networking websites are less likely to have legitimate opportunities so exercise caution when searching on sites like Gumtree or Facebook.

Once you have found a position you’re interested in, and have everything you need for work, you’re already! Polish your resume and cover letter, and start applying!

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APPLYING FOR WORK

When you are applying for a job, an employer will request an application form, this typically includes a cover letter, resume, educational reports, portfolios, certifications, a reference list, letters of recommendation, and other documentation as specified in the job posting.

Below are key points to remember about the most common types of documents to include in your application.

CURRICULUM VITAE (CV)

CVs provide a summary of your experience and skills. Typically, CVs are longer than resumes and are at least two or more pages. CVs include detailed information on your academic background, including work experience, degrees, research, awards, presentations, and other achievements. This document should be organised chronologically and make it easy to get an overview of your experience. A CV is static and does not change for different positions, unlike a cover letter or resume.

This CV template gives you an example of what you might include in your own CV. It also shows you the appropriate format. When using a CV template to write your own curriculum vitae, be sure to only include the information that is relevant to you.

RESUME

Resumes are the most common document requested in job applications. The purpose of a resume is to provide a summary of your skills, abilities and accomplishments. It is a “snapshot” of you and should capture and emphasise your interests. In many cases, your resume is the first document a hiring manager will look at when reviewing your application, so it is a first impression. It’s important to put time and effort into developing and maintaining an updated, accurate resume. A resume should be as concise as possible and avoid any emotive or dramatic language.

A resume should be kept to one to two pages in length. It is important to remember that a resume is a concise, often bulleted summary, whilst a cover letter highlights and expands on certain traits or accomplishments that would be unique or ideal assets for the particular job.

A resume template is available here and will give you an idea of how to structure and format your resume to make the most impact.

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APPLYING FOR WORK CONT.

COVER LETTER

A cover letter is your introduction to an employer. It aims to communicate two key messages: why you want the position and why the organisation should want you.

Your cover letter should:

Be professional yet personable in tone

Be concise and focused so that your letter fits comfortably in one page

Have a consistent layout.

Have a consistent style (e.g. font type, font size consistent, bullets, bold).

Avoid overly formal or academic language and long complicated sentences

Tell the employer why you are applying for the position in their organisation

Include the name and position of the person who will receive your application (if possible)

Cover Letter Checklist:

Application/reference number: clearly nominate the job for which you are applying.

Date: is included.

Addressed appropriately: refer to addressee as outlined in the job ad

(ie. Mr / Ms - only use Mrs if indicated). Do not use Sir / Madam. If unknown recipient, address: 'To whom it may concern'.

Purpose: reason for writing is clearly articulated in the first paragraph.

Supporting statements: justify your suitability for the position - how you meet the selection criteria.

Appreciation: is expressed for consideration of your application.

Formal closing: e.g. Yours sincerely.

Spelling, grammar and punctuation: you must check your spelling and grammar to ensure your document is mistake free. Proofread and get someone else to check!

A sample cover letter is available here

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QUALITIES OF A GOOD EMPLOYEE

What do employers look for when hiring employees? Below are some qualities that will give you an idea of what employers are looking for and give you the best chance of success.

1. BE A TEAM PLAYER

Employers look for people with good teamwork skills. Nearly every manager will tell you that teamwork is a critical attribute for anybody on their team. Always be prepared to answer a question regarding how well you work on a team! Teamwork means getting along well with other people. It also means being able to work well with other people, and joining in with what's happening.

Good communication is key to good teamwork. This means being clear about what you're being asked to do, and asking questions if you don't understand something and be willing to have sometimes difficult conversations.

You can build on your teamwork skills by being involved in school activities, doing work experience or volunteer work, or joining a sporting club.

2. BE RESILIENT AND PERSEVERE

Good employees demonstrate an extent of resilience and perseverance when things do not go as planned. Every job brings it's own set of unique challenges and you will be expected to be adaptive to a number of circumstances. What will perseverance look like in the workplace? It will mean attempting to resolve issues with co-workers, remaining focused despite distractions, attempting tasks that challenge you, be willing to step outside of your comfort zone and bouncing back when dealing with adversities. Perseverance is a work in progress and building it requires a lot of patience. You can build your level of perseverance and resilience by trying new activities, and most importantly - allowing yourself to fail.

3. RELIABILITY

Being reliable means showing that you can:

Get to work on time

Do your job well

Stay in the job for more than a few weeks.

You can develop reliability by finishing things you start, and keeping your promises at home, school and at work.

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QUALITIES OF A GOOD EMPLOYEE CONT.

4. BE PROACTIVE

Proactive employees don't wait to be told what to do. They jump into action when they see a way to help. One way to enhance your reactivity is by incorporating practices into your daily life, and your everyday habits. Try not to be reactive, but rather attempt to act in anticipation of future problems, needs, and changes. This can be achieved through developing a to-do list, responding to feedback, planning ahead, managing time, communicating with team members, prioritising tasks, and not over-committing yourself.

5. ACCOUNTABILITY

Employers want to hire people who take responsibility for themselves and the situations they're in. If you are mature and accountable, you project a positive attitude at work. You're friendly and approachable, and happily do any task that's assigned to you.

Employers value these qualities because they want:

- Responsible staff who can work as part of a team
- Staff who approach their work with energy and enthusiasm
- Staff who can listen and express themselves clearly.

You can develop maturity by practising being positive at home, school and work, and not making excuses. You can also develop these qualities by learning to work with other people in community or sporting clubs, and participating in volunteer work.

6. EMPLOYERS WANT INITIATIVE

Initiative at work means seeing things that need doing, and doing them without being asked. It's doing that extra bit because you want to do a great job.

Showing initiative also means being able to solve your own problems - but knowing when to ask for help when you need it. You can develop initiative by doing things without being asked at home, school and work. You can also practise working out how to do things on your own.

[HTTPS://WWW.THEBALANCECAREERS.COM/JOB-RESUMES-4161923](https://www.thebalancecareers.com/job-resumes-4161923)

[HTTPS://INTERNAL.LCC.EDU/CES/RESUMES/INIT/](https://internal.lcc.edu/ces/resumes/init/)

[HTTPS://CAREERS.UNIMELB.EDU.AU/STUDENTS/APPLYING-FOR-WORK/COVER-LETTERS](https://careers.unimelb.edu.au/students/applying-for-work/cover-letters)

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JOB INTERVIEWS

With most job applications, an interview is one of the most crucial aspects of the process. This gives you an opportunity to leave a lasting impression and show your employer who you are as an individual. However, it can also be a very overwhelming experience. These feelings are completely normal and below you will find some resources and tips needed to prepare yourself to give a good interview.

TIPS FOR A GOOD INTERVIEW

1. Research the organisation.

This will help you answer questions and stand out from less-prepared candidates.

- Visit the organisation's website to ensure that you understand the breadth of what they do.
- Review the organisation's background and mission statement.
- Assess their products, services and customer-base.

2. Prepare what you plan to wear.

Remember that presentation is another important aspect of the process.

Don't wait until the last minute to make sure your interview clothes are ready.

When dressing for an interview for a professional position, dress accordingly in business attire. If you're applying for a job in a more casual environment, such as a store or restaurant, it's still important to be neat, tidy, and well-groomed, and to present a positive image to the employer.

3. Practice Interviewing

Take the time to practice answering interview questions with a family or friend. This will help calm your nerves and allow you to feel more prepared. It is very important not to over prepare, employers do not want to hear pre-prepared answers that aren't genuine. Be yourself, be authentic and speak honestly.

4. Be aware of your body language

Before and during the interview, be cautious of your body language - shake hands firmly and make eye contact as you articulate your points. Pay attention, be attentive, and look interested. This is something you can work on in your practice interviews.

5. Follow up

Finally, follow up a job interview with a thank you note reiterating your interest in the job and your appreciation of the opportunity.

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JOB INTERVIEW FAQs

What do I do if I don't know how to answer a question?

- Breathe! It is important to stay calm and remind yourself that stumbling on a question can happen to anyone. If you begin to freak out, your employers will recognise that you are panicking.
- Take a sip of water - this can buy you a bit of extra time! Deep breaths and some water can help to ease your nerves and refresh your mind.
- Acknowledge that the question has been asked. It is important to not be completely silent even if you are thrown off by the question! Even by simply, "That's an excellent question; let me think about that one for a second," you are giving yourself time to compose your thoughts.
- Ask questions. Maybe it's the question you don't understand. Ask your interviewer to clarify what they said.
- Think aloud - Remember that half the time, hiring managers are asking tricky questions not to hear you spurt out the right answer immediately, but to get a better sense of how you think through problems.

What do I bring to the interview?

It's important to enter an interview prepared with everything you need, use this checklist to make sure you have everything:

- Directions. If you're not sure where you're going, bring directions and any instructions the hiring manager may have given you.
- Notepad and pen.
- Names of contacts. Write down the name of the person you're interviewing with on your notepad. It can be easy to forget a name!
- List of questions to ask.
- An extra copy of your resume and reference list
- A Portfolio/folder. A portfolio is a great way to package all the items you're bringing with you to the interview in a neat and orderly fashion.

For further information regarding job interview preparation, visit:

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

<https://careers.workopolis.com/advice/job-interview-101-or-everything-you-need-to-know-to-ace-the-interview/>

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MAKING SURE A JOB IS RIGHT FOR YOU

Just like any other activity we do online, we need to be safe when looking for jobs too. Below are some key signs to look for when making sure a job is right for you.

Salary:

Does the job indicate how much they will pay? Does it seem too high, or too low? If you're not sure, check out the [Fairwork Commission Pay Calculator](#), or ask friends or family what they think.

Required information:

What does the application ask for?

You should never give any personally identifying information as part of the application process, such as

A copy of your driver's licence or passport information

Tax file number

Non work-related personal information, such as photos

Experience necessary:

A lot of illegitimate job ads will say "no experience necessary", so look for job adverts that give you an idea of the types of skills that are needed for the role. For example, is the job clear on the tasks that are required?

Business background:

Does the advert include a contact number, or email address? Is there a way for you to contact the job poster? Is there specific information about where the job is located?

Can you google it?

Further resources

Seek Guidelines for Safe Job Searching: <https://www.seek.com.au/safe-job-searching/>

Fairwork Commission Pay Calculator: <https://calculate.fairwork.gov.au/findyouraward>

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TYPES OF EMPLOYMENT

A significant consideration for young job seekers is the form of employment that you will choose to undertake. It is important that you choose a form of employment which will be the most suitable for your individual schedule. For example, if you are a secondary school or full time university student, it is unlikely that you will choose full time work as you will have classes to attend and work to complete. Instead, it is more likely that you would apply for a part-time or casual role.

Full-time:

Employees work on a regular, 'permanent' basis per week, averaging 38 hours. The hours that an individual will work per day is agreed upon between an employer and employee. Employees also accrue entitlements like sick leave and annual leave.

Part-time:

Employees will generally work less than 38 hours per week on a 'permanent' basis and will be guaranteed a minimum number of hours. It is important to note that part-time employees receive the same entitlements as full-time employees, but this will depend on the number of hours they work. This is also known as pro-rata.

Casual:

Employees will not have fixed hours and will only work shifts if there is work available. Casual employees are not obligated to accept all shifts offered and can terminate employment without notice (in most circumstances). Unlike part-time and full-time employees, casual employees do not receive entitlements such as annual leave and sick leave.

Fixed term and contract:

Employees are employed for a fixed or specific period of time. For example, this could mean you may be employed to complete a job over a six month period and then your contract is terminated. Fixed term employees can either be part-time or full-time employees and are generally entitled to the same benefits as their part and full-time counterparts, but on a pro-rata basis.

For further information about forms of employment, please use the following resources:

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/how-to-find-a-job/what-are-your-job-options>
- <https://www.fairwork.gov.au/employee-entitlements/types-of-employees>
- <https://www.business.gov.au/people/hiring/types-of-employment>

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AWARDS AND MINIMUM WAGES

In Australia, no matter which state or territory you reside in, there is a minimum amount that people must be paid for the work they do. It is your legal right to be paid this amount or higher. This is called a minimum wage and they are set out in the National Employment Standards (NES), which are binding standards that establish minimum employment standards (i.e. work conditions) for different industries and occupations. It is unlawful for an employer to pay you less than the minimum wage.

If you don't know what your award or agreement is, the Fair Work Ombudsman's pay calculator allows you to identify which award you are eligible for. This will also help you to work out the minimum wage that you should be receiving. Please follow this link to reach the pay calculator: <https://calculate.fairwork.gov.au/FindYourAward>.

For more information about minimum wages and awards, please visit the following sites:

- <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/minimum-wages>
- <https://www.youthcentral.vic.gov.au/jobs-and-careers/your-rights-at-work/what-is-your-minimum-wage>
- <https://www.youthcentral.vic.gov.au/jobs-and-careers/your-rights-at-work/employment-contracts>
- <http://www.business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/australian-minimum-wage-and-awards-national-employment-standards-nes>

PAYSLIPS, GROUP CERTIFICATES AND PAYMENT SUMMARIES

Payslips

You must receive a payslip when you are paid by your employer, and you should consistently check your payslips to ensure that you are paid correctly. Payslips are a written record of how much pay you receive, the hours you have worked, your gross and net payment, any tax you have paid, superannuation and any potential deductions from your pay (i.e. transport, laundry etc). If you don't receive a payslip from your employer after you have been paid, then it is important that you speak to them and request a payslip.

For more information about payslips, please visit:

<https://www.fairwork.gov.au/pay/pay-slips-and-record-keeping/pay-slips>.

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PAYSLIPS, GROUP CERTIFICATES AND PAYMENT SUMMARIES CONT.

GROUP CERTIFICATES AND PAYMENT SUMMARIES

Another important piece of documentation is a payment summary or a 'group certificate'. An employer is required to give an employee a summary of their income and payments, including any pay which has been withheld, at the end of each financial year.

It is important that you check to see if you have received a payment summary as they are necessary for taxation purposes and required by the Australian Taxation Office (ATO). If you have not received one, then it is important that you speak to your employer and request a payment summary.

From 2018, OneTouch Payroll is being rolled out to all businesses, which will mean that your employer may no longer need to provide you with a payment summary and instead it will be made available on your MyGov account.

For more information about payment summaries and group certificates, please visit the following sites:

- <https://www.fairwork.gov.au/pay/pay-slips-and-record-keeping>
- <https://www.ato.gov.au/forms/payg-payment-summaries--forms-and-guidelines/>

WAGE THEFT

The Young Workers Centre defines wage theft as "the denial or underpayment of wages and entitlements that are rightfully owed to an employee under the Fair Work Act 2009". In other words, wage theft involves employers not meeting minimum wage standards and breaching the conditions set out in awards. This could also include them not providing proper contributions to superannuation, not paying penalty rates and not enforcing paid leave. If you suspect that you are a victim of wage theft, then it is best to get in contact with Fair Work Ombudsman on 13 13 94 to see what your next step should be.

Organisations such as The Young Workers Centre, Victoria Legal Aid and Youth Central also have further information about this issue.

For more information about wage theft, click here.

https://d3n8a8pro7vhmx.cloudfront.net/victorianunions/pages/1411/attachments/original/1526522932/YWC_Criminalising_Wage_Theft_Briefing.pdf?1526522932

<https://www.youthcentral.vic.gov.au/jobs-and-careers/your-rights-at-work/what-is->

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CASH IN HAND AND BEING PAID CASH

Amy Fitzgerald from the Foundation for Young Australians raises an important point that many of you may not know. There is a huge difference between being paid cash for the work you do and being a 'cash-in-hand' employee.

Being paid cash is a legal way of paying wages; however, businesses may use cash payments (this is where 'cash-in-hand' comes in) to avoid taxation responsibilities, or other things you are entitled to such as penalty rates, superannuation, insurance and general rights in the workplace.

What should I do in this situation?

Try to avoid accepting any cash-in-hand work. Unless you make sure you are provided with a payslip after each pay period, are covered by your employer's insurance, have the necessary tax amount removed from your pay, receive contributions to your super where applicable, and receive a payment summary at the end of every financial year.

For more information, please check out these resources:

<https://www.ato.gov.au/individuals/working/working-as-an-employee/receiving-cash-for-work-you-do/>

<https://www.fya.org.au/2016/05/03/5-things-you-need-to-know-before-accepting-a-cash-in-hand-job/>

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LEAVE

So you wake up with a fever or a nasty cough, or maybe you think you've caught a stomach bug? Or maybe someone in your family is in hospital or is ill? Maybe you're planning to go on a holiday? Whatever the reason, if you need to skip work, then you need to ask for leave. Depending on your employment status, you may be eligible for a number of different types of leave.

ANNUAL LEAVE

Annual leave (also known as holiday pay) allows an employee to be paid while having time off from work

Full-time and part-time employees are entitled to 4 weeks of annual leave, based on their ordinary hours of work.

Shift Workers may get be entitled to 5 weeks of annual leave per year.

Example: Emily is a part-time employee who works 20 hours per week for a year.

During one year, she will accumulate 80 hours of annual leave (the equivalent of 4 weeks work for her).

SICK AND CARER'S LEAVE

Sick and carer's leave (also known as personal leave or personal / carer's leave) lets an employee take time off to help them deal with personal illness, caring responsibilities and family emergencies.

Full-time and part-time employees accumulate sick and carer's leave during a year of work. It starts to build up from an employee's first day of work and is based on the number of hours they work.

The balance at the end of each year carries over to the next year.

Full-time employees get 10 days each year

Part-time employees have pro rata of 10 days each year depending on their hours of work

Example: Skye is a full-time employee who works 38 hours, 5 days a week. Safiyah is a part-time employee who works an average of 19 hours per week, working a 5-day fortnight. Skye gets 10 days paid sick and carer's leave per year. Safiyah gets 5 days paid sick and carer's leave per year as she works half the hours Skye works.

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UNPAID CARERS LEAVE

All employees, including casual employees are entitled to 2 days unpaid carer's leave.

Employees get 2 days unpaid carer's leave each time an immediate family member or household member of the employee needs care and support because of illness, injury or an unexpected emergency.

Full-time and part-time employees can only get unpaid carer's leave if they don't have any paid sick / carer's leave left.

FAMILY & DOMESTIC VIOLENCE LEAVE

All employees (including part-time and casual employees) are entitled to 5 days unpaid family and domestic violence leave each year

Employees are entitled to the full 5 days from the day they start work.

Employees can take the leave if they need to do something to deal with the impact of family and domestic violence and it's impractical to do so outside their ordinary hours of work, including making arrangements for their safety, or safety of a close relative, attending court hearings, or accessing police services.

COMPASSIONATE AND BEREAVEMENT LEAVE

Compassionate leave can be taken when a member of an employee's immediate family or household dies or contracts or develops a life-threatening illness or injury.

Full-time and part-time employees receive paid compassionate leave. Casual employees receive unpaid compassionate leave.

All employees are entitled to 2 days compassionate leave. An employee does not accumulate compassionate leave and it doesn't come out of their sick and carer's leave (or annual leave) balance. It can be taken any time an employee needs it.

If an employee is already on another type of leave (eg. annual leave) and needs to take compassionate leave, the employee can use compassionate leave instead of the other leave.

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PARENTAL LEAVE

Parental leave is leave that can be taken when an employee gives birth, an employee's spouse or de facto partner gives birth or when an employee adopts a child under 16 years of age.

Employees are entitled to 12 months of unpaid parental leave. They can also request an additional 12 months of leave.

Employees are able to take parental leave if they have worked for their employer for at least 12 months:

- before the date or expected date of birth if the employee is pregnant
- before the date of the adoption
- when the leave starts (if the leave is taken after another person cares for the child or takes parental leave)

For casual employees to be eligible for unpaid parental leave they need to have:

- been working for their employer on a regular and systematic basis for at least 12 months
- a reasonable expectation of continuing work with the employer on a regular and systematic basis, had it not been for the birth or adoption of a child.

LONG SERVICE LEAVE

An employee gets long service leave after a long period of working for the same employer.

After at least seven years' continuous employment with one employer, an employee is entitled to:

1. take their long service leave, or
2. be paid any unused long service leave entitlement if employment ends.

Long Service Leave accrues at a rate of one week for every 60 weeks of continuous employment with one employer.

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COMMUNITY SERVICE LEAVE

Employees, including casual employees, can take community service leave for certain activities such as:

- voluntary emergency management activities
- jury duty (including attendance for jury selection).

With the exception of jury duty, community service leave is unpaid.

An employee is entitled to take community service leave while they are engaged in the activity and for reasonable travel and rest time. There is no limit on the amount of community service leave an employee can take.

What is a voluntary emergency management activity?

An employee engages in a voluntary emergency management activity if:

- the activity involves dealing with an emergency or natural disaster
- the employee engages in the activity on a voluntary basis
- the employee was either requested to engage in an activity, or it would be reasonable to expect that such a request would have been made if circumstances had permitted
- the employee is a member of, or has a member-like association with a recognised emergency management body.

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YOUR RIGHTS AT WORK

UNIONS

Unions play a huge role in Australian workplaces. They are an industry or occupation specific body or organisation which represents the interests of workers.

They carry out several functions, including advocating and giving a voice to workers in a certain occupation or industry, and bargaining on behalf of workers during negotiations. They may also investigate breaches of workplace laws, including safety breaches, or give advice on working conditions and wages.

The membership of a union differs from workplace to workplace, and so does the relevant union. Here is some information to get you started.

For more information on unions, please check out these resources:

<https://www.fairwork.gov.au/employee-entitlements/industrial-action-and-union-membership/union-membership>

<https://www.fairwork.gov.au/employee-entitlements/industrial-action-and-union-membership/the-role-of-unions>

<https://www.australianunions.org.au/homepage>

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YOUR RIGHTS AT WORK

OH&S

Every individual has the right to work in a safe and healthy workplace, regardless of the industry they work in. The Occupational Health and Safety Act 2004 (OHS Act) is the fundamental Victorian workplace health and safety law which works to protect the safety, health and wellbeing of all working individuals. Under this law, employers must ensure that their employees, contractors and other workers are able to work in a safe environment free from risks to their physical and mental health and wellbeing.

Some examples could be:

- Ensuring workers have proper training and are certified where required.
- Conducting checks of machinery and equipment to make sure they are safe (i.e. guarded).
- Providing you with the correct health and safety information.

Are employers the only ones responsible for my health and safety in the workplace?

No. Though employers are legally obligated to ensure that employees are working in a safe and hazard free environment, you as an individual are also responsible for your safety. This means you need to take reasonable action to look after yourself and others around you.

For example:

- Wearing personal protective clothing (PPE) where necessary. This could range from wearing long clothing, closed shoes and an apron in a kitchen.
- Following instructions given by supervisors, managers or business owners.
- Following correct health and safety procedures and policies.
- Reporting incidents where necessary.

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YOUR RIGHTS AT WORK

Bullying and workplace behaviour

Though you would expect that everyone in the workplace will behave professionally, kindly and respectfully, this isn't always the case. Inappropriate behaviour in the workplace may take the form of bullying, sexual harassment, and aggression or violence.

Bullying:

The Australian Human Rights Commission lists the following behaviours as examples of bullying in the workplace:

- Intimidation;
- Harassment;
- Hurtful attacks or remarks about you or your work. This may be because of your sex, race, religion, sexuality, culture or education;
- Physical contact or assault such as pushing, shoving and grabbing you;
- Use of equipment or weapons against you;
- Exclusion;
- Psychological harassment;
- Assigning impossible or ridiculous tasks which are unrelated or cannot be completed realistically.

There are several steps you can take if you believe you are being bullied. For example:

- Keep a written record of all incidents that occur and any attempts you have made to try and stop these behaviours.
- If you feel you can, approach the bully and inform them that their behaviour is unacceptable and that you want them to stop.
- Contact a support service or tell someone at your work about the behaviour. This could be involve talking to your manager/supervisor, or even to a health and safety representative.

For more information about workplace bullying and how you can deal with it, please visit: <https://www.humanrights.gov.au/workplace-bullying-violence-harassment-and-bullying-fact-sheet>.

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YOUR RIGHTS AT WORK

Sexual harassment

Sexual harassment is one of the most serious forms of inappropriate workplace behaviour. The Australian Human Rights Commission lists the following behaviours and actions as examples of sexual harassment:

- Suggestive comments or jokes;
- Leering or staring;
- Unwanted invitations for dates or requests for sex, particularly if they are repeated;
- Unwelcome touching or unnecessary bodily contact such as purposely brushing against another person;
- Sexually driven insults and verbal attacks;
- Physical contact that is sexually explicit;
- Forms of sexually explicit written communication such as emails or text messages.

The Australian Human Rights Commission outlines several things that you can do if you believe that you are being sexually harassed. These include:

- Speaking directly to the harasser and warning them that their behaviour is unacceptable and needs to stop.
- Talking to a colleague, someone you trust or reaching out to a support service.
- Putting in a complaint to your supervisor, manager or employer.
- Reaching out to the Australian Human Rights Commission to make a complaint or obtain further information.
- Reaching out to a community legal service or to a legal professional for advice.
- If you believe that someone else is being sexually harassed, listening to them, giving them information or even speaking to a manager or supervisor can help significantly.

For further information on sexual harassment and how to deal with it, please visit:
<https://www.humanrights.gov.au/our-work/sex-discrimination/publications/recognising-and-responding-sexual-harassment-workplace>

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FAMILY AND SMALL BUSINESS

If you work in a family business, it's important to know the restrictions and guidelines regarding your placement. There are no restrictions about hours of work or rest breaks, and there is not minimum age to begin working. However, there are restrictions on the amount of work you can do, as you can't work during school hours and must always be supervised by your parent or guardian. As well as this, you can only do *light work, and not anything that puts you at risk of injuring yourself.

To find out more about working for family businesses or farms, contact a Child Employment Officer on 1800 287 287 or email childemployment@ecodev.vic.gov.au.

The employment of children under 15 years is regulated by the Child Employment Act 2003. The Act states:

- There is a minimum age of 11 years for children delivering newspapers and advertising material, or making deliveries for a registered pharmacist.
- There is no minimum age for children working in a family business.
- Despite popular opinion, 14 years and 9 months is not the minimum age of employment - to be employed without a permit, a child must be 15 years.

Under the Child Employment Act 2003, children can be employed for a maximum of 3 hours per day and 12 hours per week during school term and a maximum of 6 hours per day and 30 hours per week during school holidays. These hours are inclusive of rest breaks.

PERMITS

A family business can mean a business, trade or occupation carried on by your parent or guardian. Your parent/guardian is not required to obtain a child employment permit to hire you or to observe the general conditions of employment relating to age restrictions, hours of work (other than school hours) or rest breaks.

However, your parent/guardian is required to directly supervise you. If someone else has to supervise you, then a child employment permit must be applied for.

Even in a family business, parents must observe the restrictions relating to: Light and prohibited work* and the performance of work during school hours.

More Information: <https://www.youthcentral.vic.gov.au/jobs-and-careers/your-rights-at-work/employment-rights-for-under-15s>

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HOW TO RESIGN

People may choose to resign or quit their job for a variety of reasons. Whether it is because you've found another job, your study commitments have increased, you are experiencing issues at work, or simply because you feel like a change, here is what you need to know about resignation.

The first thing to consider when resigning is how much notice you need to give to your employer. Fair Work Ombudsman define the notice period as the following: "it starts the day after the employee gives notice that they want to end employment and ends on the last day of employment". If you have signed a contract with your employer, then you need to check your contract to see if it states a required notice period. This may result in two things: your employer letting you work out the notice period, or your employer telling you to leave work early and then being paid for the remainder of the notice period.

Please check this link for more information from Fair Work Ombudsman about resignation: <https://www.fairwork.gov.au/ending-employment/notice-and-final-pay/resignation-how-much-notice>.

For an informative, easy to follow guide on how to compose a resignation letter, please check out this resource:

<http://www.youthcentral.vic.gov.au/jobs-and-careers/starting-or-finishing-a-job/resigning-or-quitting-your-job/resignation-letters>

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TAXES AND SUPER

PAYING THE RIGHT AMOUNT OF TAX

At the end of each financial year (1 July to 30 June the following year), you will be expected to calculate how much tax you need to pay. There is also a tax-free threshold, which means that you don't pay any tax on the first \$18,200 you earn.

You may be earning income from multiple jobs. For each workplace, the employer should give you a Tax file number declaration to complete. You can tell your payer you want to claim the tax-free threshold by answering 'yes' on the form. If your total yearly income from all employers is less than the \$18,200 threshold you can claim the tax-free threshold from each payer.

It is generally required that you only claim the tax-free threshold from the payer who usually pays the highest salary or wage. Your second payer is required to withhold tax at the higher, 'no tax-free threshold' rate. You may need to provide a Withholding declaration to one of your payers to stop claiming the tax-free threshold from that payer.

But if you earn more than that or your employer has already deducted/ withheld taxes from your income, you will be entitled to get your money back in a tax refund, after you lodge your tax return.

If you're unsure or want to find out if you have to complete a tax return, use the ATOs calculator. (<https://www.ato.gov.au/Calculators-and-tools/Host/?anchor=DINTL&anchor=DINTL/questions#DINTL/questions/>)

Tax Returns must be filled out by 31 October each year. If you're late meeting this deadline, you could be fined and have to pay a Failure to Lodge on Time (FTL) penalty. There are a few ways you can do your tax return, like:

- Do it online using myTax (<https://onlineservices.ato.gov.au/default.aspx?PageName=HomePage>)
- Fill out a tax return form on paper (<https://www.ato.gov.au/uploadedFiles/Content/IND/Downloads/Tax-return-for-individuals-2018.pdf>)
- Get a registered tax agent or accountant to do it for you

Follow the links above for your chosen method, and follow the instructions to fill out your details. You may need to ask either your parents or employer for anything you're unsure about. The ATO is also available to call if you need more assistance.

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FURTHER RESOURCES

CENTRELINK

YOUTH ALLOWANCE

Youth Allowance Hotline

Mon - Fri

8 am - 5 pm

132 490

<https://www.humanservices.gov.au/individuals/services/centrelink/youth-allowance>

STUDENT STUDY LOAN

<https://www.humanservices.gov.au/individuals/services/centrelink/student-start-loan>

RENT ASSISTANCE

<https://www.humanservices.gov.au/individuals/services/centrelink/rent-assistance>

LOW INCOME HEALTH CARE CARD

<https://www.humanservices.gov.au/individuals/services/centrelink/low-income-health-care-card>

NEWSTART

Newstart Hotline

Mon - Fri

8 am - 5 pm

132 850

<https://www.humanservices.gov.au/individuals/services/centrelink/newstart-allowance>

DISABILITY SUPPORT PENSION

<https://www.humanservices.gov.au/individuals/services/centrelink/disability-sup>

Centrelink Payment and Services Finder: https://www.centrelink.gov.au/custsite_pfe/pymtfinderest/paymentFinderEstimatorPage.jsf?wec-appid=pymtfinderest&wec-lo-cale=en_US#stay

If you have a complaint about Centrelink, contact the Commonwealth Ombudsman.
<http://www.ombudsman.gov.au/How-we-can-help/australian-government-agencies-and-services/centrelink-complaints>

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COMMUNITY SERVICES

Oxygen

<https://www.moreland.vic.gov.au/community-care/moreland-youth/oxygen-youth-space/>

Oxygen Youth Space is a youth centre for young people to hang out, meet friends, learn new skills and participate in a range of activities.

Oxygen Youth Space is located at 4-8 Gaffney Street, Coburg North (next to Coburg Lake) and is open Monday to Friday from 3 - 5.30 pm during the school term and some school holidays.

Oxygen also offers employment services, find more here:

<https://www.moreland.vic.gov.au/community-care/moreland-youth/get-help-with/employment/>

Headspace

<https://headspace.org.au/headspace-centres/glenroy/>

headspace provides tailored and holistic mental health support to 12 - 25 year olds to help get them back on track and strengthen their ability to manage their mental health in the future.

Don Bosco Brunswick

<https://www.donbosco.org.au>

The Don Bosco Youth Centre provides recreational equipment and facilities for young people. After school, weekend and holiday programs are free of charge to the local teenagers and children.

Youth Projects

<https://youthprojects.org.au>

Youth Projects provides support to those who need it and help them reengage with learning and employment.

They can support you in a number of ways to find employment, and even provide courses that give you employment skills, such as your Responsible Service of Alcohol (RSA) <https://youthprojects.org.au/our-programs/employment/courses/>