

WELCOME TO THE WORKSITE GUIDE TO GETTING A GREAT START IN YOUR FIRST JOB.

These fact sheets look at important stuff like getting the correct pay, being treated fairly, staying safe and gaining skills.

In them you'll find a load of tips that every employee needs to know.

We'll also look at some scams and scandals that can suck in unsuspecting new employees and smart ways to avoid being ripped off.

We'll end with a Q&A section looking at common questions from employees.

1ST JOB FACT

If you are doing an Australian Apprenticeship depending on your situation, you may be eligible to apply for financial assistance. For more information go to: www.australianapprenticeships.gov.au/

FIRST JOB FIRST UNION

Everyone who works is entitled to join a union - this is your legal right. People join unions so they can get information, advice and support in the workplace.

Unions also help negotiate pay increases and improvements at work.

Joining your first union is easy - simply call Unions Australia on 1300 486 466 or visit <https://joinup.actu.com.au>.

SEE THE FULL SET

Part One: A Fair Start

Part Two: A Fair Go for All

Part Three: Safety First

Part Four: Skills for Work

Q&A: Questions answered



YOUR FIRST JOB

The Guide to Getting

Skills for Work



Part Four

Don't underestimate yourself

These are the basic job skills (known as employability skills) that everybody needs at work: communication; teamwork; problem solving; initiative and enterprise; planning and organising; self-management; learning; and technology.

The important thing to remember is that you already have a bunch of useful skills that you could use for work but maybe have never thought about. And there are things you might be doing at school, or outside school like playing music, sport, or other hobbies in which you are also learning valuable skills.

Say, for example, you play in a footy team. You play a certain position in that team and you know what your role is when you're playing competitively. So from that you've learnt to:

- Work in a team
- Manage yourself and your training regime
- Communicate effectively with those around you (especially if you're the captain)!

Or maybe you play in a band and play gigs? You'll have learned to:

- Work in a team
- Plan and organise your time
- Use your initiative to find venues to play at

At school you'll have also learned a load of skills that you can use at work. For example, you'll have used computers (internet for research, word processing for writing, spreadsheets for number-crunching, etc) to put together assignments so you'll know about technology and computer software. You're bound to have taken part in problem-solving, worked in teams, managed your time (to get assignments done on time) and, of course, learning in itself is a skill! So, don't forget, when you're applying for a job, think 'outside the box' and look at what you've learned when you've been doing other stuff.

WHY WOULD I BOTHER?

Having the right skills to do a job means you can get better paid work or have a wider choice of jobs. Once you have the right skills you can more easily get promoted. You have more control over your work and over your future. Gaining new skills never stops either – with every job and each new task you'll gain new skills and experience.

SKILLS CONTACT LIST

There are a number of organisations nation-wide and in each state and territory that can provide further information and assistance about gaining skills.

- Department of Education, Employment and Workplace Relations**.....www.dest.gov.au
- Australian Apprenticeships**.....www.australianapprenticeships.gov.au
- Employability Skills**.....www.employabilityskills.training.com.au
- Australian Apprenticeships Access Program**.....www.accesstraining.dest.gov.au
- Job Juice**.....www.jobjuice.gov.au
- Study Now**.....www.studynew.com.au
- My Future**.....www.myfuture.edu.au
- The Source**.....www.thesource.gov.au

How do I know which skills I'll need?

There's a stack of information online which can help you find out what type of skills, training or qualifications you'll need to do certain jobs. Or you could talk to a local employer or someone you know who runs a business, especially if it's somewhere you're interested in working.

And of course, you'll get a chance to explore this some more when you do work experience through school. Try to pick something you think you'd really like to do, even if you're not so sure right now, or you're wondering why bother. Having an interesting week or two at work experience is a big bonus when it comes to deciding future career directions. You may find out it's really not what you want to do!

Have a look at the Worksite website or some of the links (left) for further information about skills.

SCAMS & SCANDALS

Watch out for bogus training

Before you sign up for any training (especially expensive courses), check around and make sure it is with a registered training organisation. This is important because it means their qualifications can be used anywhere in Australia. There are also scams that pretend to offer training but are really about selling you something. For example, beware of courses that claim to train you to be a fashion model. Sometimes the course is an excuse to make you buy a very expensive photographic portfolio! There are also some jobs that have 'training wages' but little or no training. This is just an excuse to pay you lower wages.

1ST JOB FACT

Some employers pay or contribute to the costs for you to do courses and further education, others may pay for your time off to do them.

How do I get the skills I need for work?

Whether you decide to leave school to get a job, do an apprenticeship or go to university or TAFE, you'll want to have the skills that are needed for the job you will be doing. The tricky question facing everyone starting out is 'how do I get skills when I don't have a job and how do I get a job when I don't have the skills?' It can seem like a never-ending circle.

Often, when you start work, your employer will arrange for you to have appropriate training to learn the skills specific to that job. That could include going back to class! For instance, formal training might include a short course, a part-time diploma through a TAFE or university, or an apprenticeship.

Informal training will include on-the-job training from someone else who has worked there longer, working with alongside a more experienced person, or reading about procedures or about the company. Some employers have their own internal training departments and provide comprehensive training programs for their staff.