



Ability Employment Seminar

The Student Services Manager provides advice and guidance to students looking for employment during their studies at Ability Education. Today's seminar will cover the following topics:

1. Applying for a tax file number (TFN) & paying tax – To work in Australia you need to have a TFN. You can apply for a TFN by going to www.ability.edu.au > New Students > Student Services > Apply Online for a Tax File Number. You will need your passport, phone number and address details.

Employers are required by law to take tax out of your pay and provide you with information about how much you are being paid and the amount of tax that is deducted. You can find more information about taxation at www.ato.gov.au

2. Amount of hours you can work & pay – If you are studying with a student visa you can work a maximum of 20 hours / week during your studies and unlimited hours when you are on holidays.

You can find out how much you should be paid by visiting www.workplaceauthority.gov.au The minimum adult wage in Australia is \$14.31 / hour gross (before tax).

3. What is not ok at work

- Unpaid trials are generally against the law, you should be paid for all hours worked inc meetings, training and time spent opening and closing the business.
- Not being given a pay slip – you should receive a pay slip within one day of being paid.
- Having money taken out of your pay to cover customers who have left without paying or if the cash register is short.
- Being sent home from work early – you should start and finish work at the rostered time unless you and your employer agree otherwise.
- Receive goods or services instead of pay.
- Being pressured or forced to sign a workplace agreement.
- Being sacked because you were sick or injured or because of your race, colour, sex, sexual preference, marital status, pregnancy or religion.

If you think any of these things are happening to you, you should contact the Workplace Ombudsman on 1300 724 200

4. Types of employment for students – Most students get work in bars, hotels, restaurants, cafés, supermarkets and fast food shops. Some students also find work labouring or cleaning.

ABILITY Education Pty Ltd

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5. Useful employment websites – The most popular employment website is www.seek.com.au It is a good idea to register to you can be emailed employment vacancy details. It is best to look for “casual or part time” employment in the “hospitality” sector.

If you are interested in volunteer (unpaid) work then you should register at www.seekvolunteer.com.au

6. Further assistance – The Student Services Manager can check your resume (CV), simply email it to l.birch@ability.edu.au He can also email you sample resumes and covering letters and provide advice on interviews.

Students who want to work with children as entertainers, school holiday care, and baby sitting can register with **Jelli Beanz** 1300 799 860 / www.jellibeanz.com.au for free.

Travelers at Work (TAW) provide the following for a membership fee (6 months = \$69 or 12 months = \$99)

- Access to an online job notice board
- Resume preparation
- Help finding work

You can buy a membership card from student services.

Licenses:

Responsible Service of Alcohol (RSA)	\$55
Responsible Conduct of Gaming (RCG)	\$55

Course is every **Saturday**, you need to pay in person by Wednesday 4pm (Abroad Study – Suite 332, Level 3 Sussex Centre, 401 Sussex St Sydney – 9211 3490).

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