

Aims and Outcomes

Program participants will:

Demonstrate an understanding of the rights of workers

- List and explain types of leave
- Role-play requesting or applying for leave
- Define discrimination
- Identify cases of discrimination
- Define harassment and bullying
- List examples of bullying behaviours in the workplace
- Role-play the steps of making a complaint
- Explain the role of unions
- List the ways workers could cease work
- Read a payslip and identify net pay, taxation and superannuation amounts

Demonstrate an understanding of safe work practices

- List the responsibilities of the employer and worker to ensure work safety
- List the responsibilities of the employer and employee if a worker is injured
- Identify safety clothing for a variety of jobs

Display appropriate social behaviours for the workplace

- Role-play greeting people at work
- Identify appropriate times to have conversations at work
- Brainstorm appropriate and inappropriate conversation topics for work
- Role-play meeting someone new at work
- Role-play a meeting
- Role-play talking to a customer
- Role-play answering a phone at work

Demonstrate an understanding of the roles and responsibilities of workers and employers

- Define work
- Explain the roles of people in the workplace
- Explain the responsibilities of employers, managers, human resources, payroll and office support
- Write a job description for a chosen job
- Brainstorm characteristics of a responsible worker
- Select the appropriate dress for a chosen workplace
- Brainstorm the steps of problem solving at work
- Recognise the obligation of superannuation and taxation payments
- Define taxation and superannuation