

# Guide to Using Your First Job

Your First Job consists of 5 modules. The first module has been designed to familiarise teachers with Australia's two-tiered industrial relations system. Whilst this module has been designed for teachers, it could be given to students with a higher learning capacity.

The remaining 4 modules are divided into 4 distinct areas of the employment relationship. Each module is then further broken down into sections. The entire program consists of 15 sections, with each section focusing on a different topic.

The modules and sections of Your First Job have been designed to stand alone. If teachers decide to skip some sections, it will have no bearing on a student's ability to understand future sections. Teachers may like to choose a few sections that they feel will be appropriate for their class.

It is strongly recommended however, that the Accepting a Job section is taught. This chapter introduces students to the concept of awards, agreements and individual contracts. It is crucial that all students understand what these documents are, as not only do they outline an employee's entitlements but many of the following chapters make reference to them.

Within each section there is a variety of resources that can be used:

## **Teacher's Module**

The teacher's module provides more in-depth and complex information on the topic being covered. It has been designed to provide teachers with a more detailed understanding of the topic.

Where appropriate, at the end of each teacher's module an 'additional resources' section has been included. The resources may be brochure, website or legislation. This section will allow teachers who are seeking more information, to access it quickly with the assurance that it is accurate and up-to-date.

## **Key Issues for Teachers**

This is a summary of the key points from the teacher's module. Teachers may like to use this resource as a quick reference guide.

## **Student Module**

The issues covered in the student modules are the same as in the teacher's module; however they are written in a more basic fashion. Students are given

the key points concerning each issue, and there is less of a focus on providing background information and justifications.

### **Student Worksheet**

The student worksheets comprise of a series of tests or activities for students to complete. The worksheets will allow students to demonstrate their understanding of a topic.

All of the student worksheets have been written to cater for the different levels of student capabilities. All the worksheets consist of true/false and short answer questions. Where appropriate, essays, reports and projects have been included. Teachers may like to give students the whole worksheet to complete or may decide to only use one section.

### **Teacher's Answer Sheet**

This resource provides teachers with the answers to the student worksheets. For the short answer and essay/project/report questions, answers have been provided in dot points. The dot points will show teachers what issues should be covered in a student's answer.

Copies of the teacher's answer sheets can be obtained by emailing [yourfirstjob@docep.wa.gov.au](mailto:yourfirstjob@docep.wa.gov.au). Teachers are asked to clearly specify which answer sheets they would like to be sent.