

Year 11 Work Induction Day Workbook

Name: _____



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An Introduction to Industrial Relations

The term Industrial Relations means:

The Department of Industrial Relations is in charge of:

How to contact DIR:

Internet: www.dir.qld.gov.au

Phone:

Your Rights at Work:

- Payment according to the negotiated award or agreement for the job you are doing
- A safe work environment
- Fair treatment
- Tasks which you are able to perform
- Training to a level of skill necessary for the job
- Opportunities for advancement where possible

Common Issues in Industrial Relations - What you can do?:

Workplace Harrassment and Bullying

Discrimination (Racial, Gender)

Wages

Trade Unions

Work Conditions

Unsafe practices at Work

An Introduction to Workplace Health and Safety

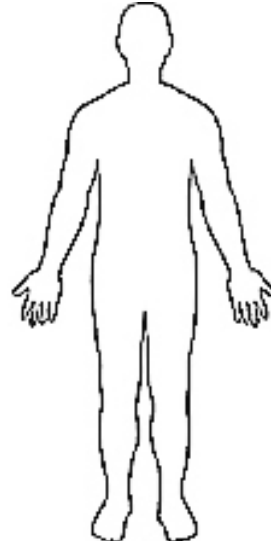
Points of note from the video:

Work Related Injuries.

In any given year there are up to ten thousand young workers between the age of 15 and 24 who report workplace injury or disease to WorkCover. In 1997/1998 in NSW 22 young workers died and 1 114 received a permanent disability.

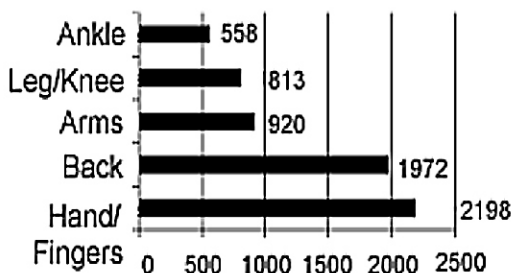
Look at the diagram showing where on their bodies these young workers were injured and do the activities below.

- Head including eyes and ears (345)
- Neck (209)
- Shoulder (434)
- Chest, ribs and lungs (99)
- Upper and lower back (1,972)
- Trunk, abdomen and intestines (240)
- Arms (920)
- Hip (27)
- Hands and fingers (2,198)
- Legs including knee (813)
- Ankle (556)
- Feet and toes (465)



1. Indicate on the diagram the five highest body locations where young workers have been injured. Number them in order 1 to 5.

2. Graph of injury by body location for 15 to 24 year old workers.



Complete the table below:

Injury Type	Possible causes in the workplace	Ways of avoiding injury
Hand & Fingers		
Back		

Group Discussion

\$5-an-hour job left Rick disfigured

'Rick' was a month short of his 15th birthday when he finally persuaded his reluctant parents to let him find a part-time job.

They flatly rejected his first idea of a morning newspaper round. Riding his bicycle around the pre-dawn streets was simply too dangerous. Finally his mother saw a scrawled note pinned up at the butcher shop in a nearby market saying: 'Clean-up boys wanted.'

Still worried about potential risks and not sure whether their son was old enough, his father went along with Rick to see the butcher. Yes, Rick was old enough to work, the butcher assured them. His job would be to wash meat trays and sweep out the shop; he would not be allowed near knives or machinery.

So in February 1996, Rick started working three afternoons a week after school and Saturday mornings for \$6 an hour and began saving for the surfboard he dreamed of owning. His mother drove him to and from the shop in Melbourne's south-eastern suburbs.

But the butcher who employed him sold the shop and, without Rick's parents knowing, the new owner had the boy doing other tasks, including cleaning the shop's mincer.

A few months later the regular mincing machine with safety guards was swapped for an old, rusty model without guards. On June 29, 1996, Rick and another 14-year-old part-timer were left unsupervised in the shop's back room to flush out the mincer.

'We had been taught to turn it on and pour a bucket of hot water into it while it was running to clean it,' recalled Rick. Somehow his right hand got caught in the mincer. It pulled him in up to the elbow before the other boy could turn off the power.

It was horrific; Rick lost the four fingers on his right hand and his forearm was mangled. The mincer was partly dismantled but part of it was still attached to his arm as he was carried to the ambulance.



Ten hours of delicate microsurgery saved Rick's thumb and part of his hand. In a six-hour follow-up operation, muscle and skin grafts were used to rebuild his forearm. Rick had 10 operations in his first four weeks in hospital and another four since.

In June last year, the company operating the butcher shop was fined \$20,000 in Dandenong Magistrate's Court for breaches of occupational health and safety laws. The magistrate said the company had obtained a clear financial benefit by employing children. Rick decided to tell his story as a warning to employers and other young people:

'I wouldn't want anyone to go through what I've been through.'

To Do: Look at the photo and read the newspaper article. In small groups discuss the questions below and agree on an answer for each question (identify a group spokesperson). Once complete join with the whole group to discuss the group responses.

1. Why did Rick take the job in the butchers shop?
2. When Rick started at the butchers shop was the work appropriate for a young worker? Why?
3. What factors led to Rick's injury?
4. Why was the employer fined?
5. How could this injury have been prevented?
6. Will this injury affect Rick's adult life?
7. What compensation do you think would be fair?

Our Group rules for Workplace Health and Safety

In your own time:

To add to your **personal portfolio** do the web certificate **Safety Sense** on the Department of Industrial Relations website at www.whs.qld.gov.au/safetysense/index.htm. On completion of the reading and questions you will receive a Certificate of completion. There is a general strand followed up by industry specific Workplace Health and Safety induction eg. Hospitality, Building and Construction, Engineering etc.

Personal Organisation for the Future

Draw your own **Life Circles of Satisfaction** here...(Family & Friends, Work & Career, Leisure)

My Personal Portfolio:

Things to include:

- Letters of Application
- Letter of Introduction
- Resume
- Copy of Birth Certificate
- Tax File number
- Award Certificates
- Certificates of Achievement
- References - written or names with addresses and phone numbers
- School Reports

- A personal portfolio is a way of showing others a record of yourself and your achievements.
- It provides evidence of your skills, knowledge and attitudes to your own career pathways planning.
- Keep your portfolio in a folder so documents are kept in a good condition.

Item	Yes	No
Sample Letter of Application		
Letter of Introduction		
Resume		
Copy of Birth Certificate		
Tax File Number		
Award Certificates		
Certificates of Achievement		
References		
School Reports		
Network Relationships		

My Relevant Work Experience:

Make a list of businesses and contact people with whom you could do some relevant work experience to help you on your career pathway.

Business	Contact Person

Pathways Plan

My Career Pathway Goal is:

My Life Pathway Goal is:

My Short and Medium term goals to help me achieve my life and career pathway goals:

Goals while at school:

Goals on completing school:

My Action Plan for achieving my Career Pathway Goal:

1. Things I need to achieve:

2. What skills and talents I would like to develop:

3. People I can access for information:

4. Websites I can use for information to research my career pathway:

5. Possible alternate plans to achieve my career pathway plan:

	Option 1:	Option 1:
Study Required/Level of Qualification		
Training or Tertiary Providers		
Work Commitment		
Time Taken		

6. Courses and subjects I need to complete to achieve my career pathway plan:

Your Resume

Your Resume Sells You! It is the first thing an employer has that tells them about you.

Personal Details:

Name: _____

Address: _____

Telephone: _____

Email: _____

Use a permanent
address and
telephone number.

Career or Work Objectives:

Tailor your objective to
suit the type of position you
are applying for. It will
vary from job to job.

Education: Secondary School:

School: _____

Subjects and Results:

Academic/ Sporting/ Cultural Achievements:

Extra-Curricula Activities:

Technological Background:

Eg. Microsoft Word,
Use of Samsung
telephone system.

Work Experience:

Position Title, Organisation, Location	Dates of Employment	Work Responsibilities, Specific Skills Achievements

Interests and Hobbies

Hobbies and Activities that you are involved in outside of school

Community and Service Activities

Include: past and current experiences, participation in sports, experience in volunteer organisations in and out of school.

Other Information

This may include:
Key or special skills or competencies.
Other information you feel would enhance your credentials.

References

Include:
Name, Position, Telephone

You do not need to include copies in your resume.

Tips for a good resume...

Pathways Options

Sesison attended: _____

Notes:

Employability Skills

The Employability Skills Framework incorporates the following personal attributes that contribute to overall employability:

Personal attributes that contribute to overall employability	<ul style="list-style-type: none"> ▪ Loyalty ▪ Commitment ▪ Honesty and Integrity ▪ Enthusiasm ▪ Reliability ▪ Personal Presentation ▪ Commonsense 	<ul style="list-style-type: none"> ▪ Positive self - esteem ▪ Sense of humour ▪ Balanced attitude to work and home life ▪ Ability to deal with pressure ▪ Motivation ▪ Adaptability

The key skills identified in conjunction with the personal attributes to make up the Employability Skills Framework are:

- Communication skills
- Team work skills
- Problem - solving skills
- Initiative and enterprise skills
- Planning and organising skills
- Self - management skills
- Learning skills
- Technology skills

Skill	Elements - (facets of the skill that employers identified as important, noting that the mix and priority of these facets would vary from job to job)
Communication that contributes to productive and harmonious relations between employees and customers	<ul style="list-style-type: none"> ▪ Listening and understanding ▪ Speaking clearly and directly ▪ Writing to the needs of the audience ▪ Negotiating responsively ▪ Reading independently ▪ Empathising ▪ Using numeracy effectively ▪ Understanding the needs of internal and external customers ▪ Persuading effectively ▪ Establishing and using networks ▪ Being assertive ▪ Sharing information ▪ Speaking and writing in languages other than English

<p>Teamwork that contributes to productive working relationships and outcomes</p>	<ul style="list-style-type: none"> ▪ Working with people of different ages, gender, race, religion or political persuasion ▪ Working as an individual and as a member of a team ▪ Knowing how to define a roles as part of a team ▪ Applying teamwork skills to a range of situations, eg. futures planning, crisis problem solving ▪ Identifying the strengths of team members ▪ Coaching, mentoring and giving feedback
<p>Problem solving that contributes to productive outcomes</p>	<ul style="list-style-type: none"> ▪ Developing creative, innovative solutions ▪ Developing practical solutions ▪ Showing independence and initiative in identifying problems and solving them ▪ Solving problems in teams ▪ Applying a range of strategies to problems solving ▪ Using mathematics including budgeting and financial management to solve problems ▪ Applying problem - solving strategies across a range of areas ▪ Testing assumptions taking the context of data and circumstances into account ▪ Resolving customer concerns in relation to complex project issues
<p>Initiative and enterprise that contribute to innovative outcomes</p>	<ul style="list-style-type: none"> ▪ Adapting to new situations ▪ Developing a strategic, creative, long - term vision ▪ Being creative ▪ Identifying opportunities not obvious to others ▪ Translating ideas into action ▪ Generating a range of options ▪ Initiating innovative solutions
<p>Planning and organising that contributes to long - term and short - term strategic planning</p>	<ul style="list-style-type: none"> ▪ Managing time and priorities - setting timelines, coordinating tasks for self and with others ▪ Being resourceful ▪ Taking initiative and making decisions ▪ Adapting resource allocations to cope with contingencies ▪ Establishing clear project goals and deliverables ▪ Allocating people and other resources to tasks ▪ Planning the use of resources including time management ▪ Participating in continuous improvement and planning processes ▪ Developing a vision and a proactive plan to accompany it ▪ Predicting - weighing up risk, evaluating alternatives and applying evaluation criteria ▪ Collecting, analysing and organising information ▪ Understanding basic business systems and their relationships

<p>Self - management that contributes to employee satisfaction and growth</p>	<ul style="list-style-type: none"> ▪ Having a personal vision and goals ▪ Evaluating and monitoring own performance ▪ Having knowledge and confidence in own ideas and vision ▪ Articulating own ideas and vision ▪ Taking responsibility
<p>Learning that contributes to ongoing improvement and expansion in employee and company operations and outcomes</p>	<ul style="list-style-type: none"> ▪ Managing own learning ▪ Contributing to the learning community at the workplace ▪ Using a range of mediums to learn - mentoring, peer support, networking, information technology (IT) courses ▪ Applying learning to 'technical' issues (e.g.learning about products) and 'people' issues (e.g. interpersonal and cultural aspects of work) ▪ Having enthusiasm for ongoing learning ▪ Being willing to learn in any setting - on and off the job ▪ Being open to new ideas and techniques ▪ Being prepared to invest time and effort in learning new skills ▪ Acknowledging the need to learn in order to accommodate change
<p>Technology that contributes to effective execution of tasks</p>	<ul style="list-style-type: none"> ▪ Having a range of basic IT skills ▪ Applying IT as a management tool ▪ Using IT to organise data ▪ Being willing to learn new IT skills ▪ Having the occupational health and safety knowledge to apply technology ▪ Having the appropriate physical capacity

(Employability Skills:2002: p7-9)

TO DO!

Highlight or colour in the Employability Skills that you believe you have in *BLUE*. In *RED* highlight or colour in the skills you would like to further develop in the future.



Year 11 Work Induction Day Evaluation Sheet

Sessions I found informative and useful and why	Sessions I think could be improved and how	Suggestions for future work induction days

Other things I would like to see included in through Year 11 and 12.

General Comments..
