

Tips and Advice for Starting Work Jigsaw Doc

After downloading, each group leader should save a copy and share this document with their group to gather information for young people about starting work and/or a new job.



Each group member:

- Should be allocated one or two sections to examine and share with the group.
- Completes the shared Google Doc for their section and discusses their findings with the group.
- Use the gathered information to complete their **Task 3 Job Seeking Google Site** subpages, [Tips for Starting Work](#) and [Bibliography](#).

TAX FILE NUMBER (TFN):

There are lots of issues to consider if you are starting work, from tax rules to balancing work and school commitments.

- You will need a tax file number (TFN), otherwise your employer will be required to withhold up to 50% of your income in tax.
- You must remember to claim the tax free threshold on your tax file number declaration but remember this can only be claimed for one employer.
- If the payment summary received from your employer at the end of the financial year shows that you are under the threshold but have paid some tax, you can lodge a return to get a refund of some or all of the money.

1. Research and answer the following questions related to applying for a TFN:

How old do you have to be to apply for a TFN?	
Outline the steps a young person needs to follow to get a Tax File Number	
<i>In applying for a TFN:</i> Name the four primary documents you can use for proof of identity.	1. 2. 3. 4.
<i>In applying for a TFN:</i> Name two of the secondary documents you can use for proof of identity.	1. 2.
Provide a URL link to the relevant Australian Tax Office webpage about TFN	
Write the correct bibliography reference for the ATO URL link.	Australian Government - Australian Taxation Office. <i>TFN application or enquiry for individuals – instructions.</i> https://www.ato.gov.au/Forms/TFN-application-or-enquiry-for-ind

	ividuals---instructions/ 2020. (Accessed 25 August 2021)
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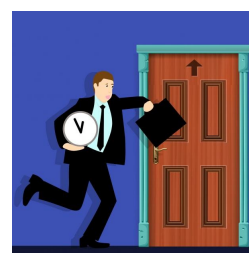
DUTIES, HOURS AND PAY RATES:



2. Awards, enterprise agreements and other registered agreements have rules about how an employee's hours of work and pay rates should be set. Complete the following activities to learn more about hours and pay rates. The following link may be helpful, [Fair Work - Help for young workers](#).

Outline the differences between three different types of employees : - Full-time - Part-time - Casual	1. Full-time:
	2. Part-time:
	3. Casual:
Workers under 21 are paid using Junior Pay Rates . Outline how these are calculated and when they increase.	
List five responsibilities you have as a young worker.	1. 2. 3. 4. 5.
What are the three steps to follow if you think a mistake has been made in your pay or hours worked?	1. 2. 3.
Provide a URL link to the relevant webpage about duties, pay and/or hours	
Write the correct bibliography reference for the URL link.	

PREPARING FOR STARTING WORK:



3. Starting work can be an exciting time. While every workplace is different, there are rights and responsibilities that apply to all employees. View the following YouTube video for some tips about preparing for a new job, [Fair Work - Like a Boss](#).

List six tips for a young worker preparing for their	1. 2.
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first day at work. Starting a Job Checklist	3. 4. 5. 6.
List 6 things you should find out from your employer as soon as possible.	1. 2. 3. 4. 5. 6.
Find the Record My Hours App for your smart phone. List some of its uses for a young worker.	•
Provide a URL link to a YouTube video that may provide advice about starting work	
Write the correct bibliography reference for the YouTube video.	

ASSESSMENT TASK 3 (continued)

Using the activities above, on your **Task 3 Job Seeking Google Site**, create a subpage titled, Tips for Starting Work and, on this subpage:

- Provide detailed instructions for applying for a Tax File Number
- Provide a link to the relevant Australian Tax Office webpage about TFN
- Compare the features of full-time, part-time and casual work
- Explain, in detail, work duties, pay rates and hours of work
- Provide a link to a relevant website about duties, pay and hours of work for young people
- Provide at least 6 tips, for young people, preparing for the first day of work
- Information about a smart phone app that may assist young workers.
- Insert a YouTube video that provides advice to young people about starting work
- For each section of the tips about starting work subpage, add a correct bibliography reference (at least three sources) to their Bibliography subpage

