

making
our future
work



work words

When you are looking for a job you may come across a few new words. Here are some of them and their meanings.

agreement A legal agreement between employers and workers about work terms and conditions.

award A legal paper (document) that sets out work terms and conditions, including what you are paid.



casual work When the days, hours and times of work may change according to the need of your boss. You are usually paid on an hourly basis.

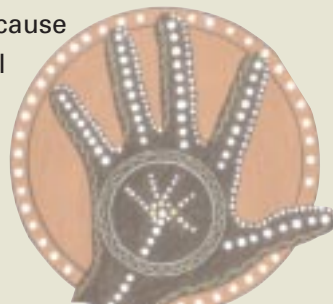
classification The name, what the job is called (the description) or level (grading) of a job covered by an award agreement.

commission When you are paid commission (mostly to salespeople) this means you get a percentage of the value of what you sell.

deductions Money taken out of your pay for things like tax, superannuation, Medicare or money you want to put into a bank account.

discrimination Not being given a fair go because of your age, sex, race, religion, or if you are married, etc. It's illegal.

equal employment opportunity Where people are chosen for jobs on how well they do the job (merit), not because of their age, sex, disability, race, religion, marital status, etc.



holiday pay Money paid each year by your boss for annual holidays.

income tax Money that is taken out of your pay for the Government to run services.

occupation A type of job or career.

overtime Working extra time, outside your normal hours of work. The extra time may be paid at a higher rate.

pay, wages or salary The money you get for work you do.

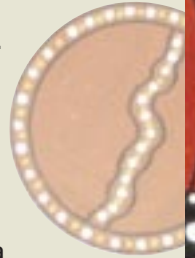
penalty rates Extra money paid for working overtime, shiftwork and public holidays.

prerequisite Experience or skill you need before you start a particular job.

shift work Work which is done during different hours of the day and night.

tax file number Given to you by the Tax Office. It's used with your name and address to identify your tax returns. If you do not have a tax file number you should apply for one when you start work.

workers' compensation Pay you get to cover medical bills and loss of normal pay if you have been hurt at work, going to or from work, or if you have become ill because of work.



help

For help when you are looking for a job, contact your local Centrelink office (ph: 13 2490 for location details). They will be able to help you with further information on jobs, education and training.

Most Centrelink centres have Indigenous Services Officers. Why not drop in and have a talk to one, or call 13 1021 to make an appointment.

You can also contact the Rural Youth Information Service (RYIS) for information and help. Centrelink or your local council can give you details.



COVER ART by Canberra-based Aboriginal artist, John (Johnno) Johnson. This picture shows that in life there are other communities and cultures and we need to understand the differences.