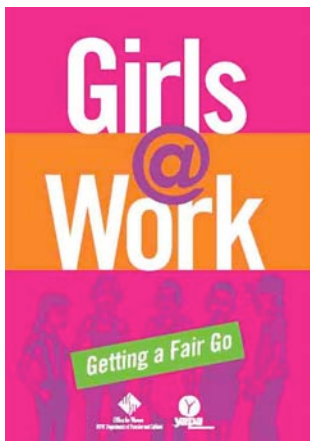




Youth Action and Policy Association NSW
working in the interests of young people & youth services in NSW

Girls@Work: Getting a Fair Go: teaching resource

Written by Cassy Norris for YAPA with funding from Office for Women, NSW Department of Premier and Cabinet. 2007. 61 pages.



Contents

- Getting a job?
- Accepting the job
- Employment agreements
- Getting started – Induction in the workplace
- Occupational health and safety
- More on risks to health and safety at work
- Your responsibilities at work
- Negotiating workplace issues
- Managing harassment and stress at work
- Negotiating flexible conditions
- Motivation and supervision at work
- Glossary, Answers, Contacts

Getting the resource

Download PDF **large file 2.9MB – broadband recommended:** [Girls@Work: Getting a Fair Go](#)

Don't have broadband? Ring Joanne on (02) 9319 1100 ext. 3 for a free hard copy (NSW only & while stocks last). **Unfortunately we cannot provide multiple copies.** You are free to make your own copies.

Background

Girls@Work: Getting a Fair Go provides an introduction to workplace issues for high school aged students, focusing on issues that affect young people in general, as well as the particular needs of young women.

Young people may have a limited understanding of the rights they have in the workplace, have lower paid jobs requiring only basic skills and are more likely to put up with poor pay and conditions instead of looking for another job.

For young women in particular, these issues can be heightened. Young women may be less confident in negotiating better pay and conditions with their employers and can be exposed to increased incidences of bullying and harassment.

To help with these issues, this resource aims to give practical information in a straightforward manner to young people, especially young women, who may soon join the workforce. The resource also provides checkpoints to ensure their understanding of the materials provided. It also provides young workers with a number of sources for further information should they experience difficulties in their workplace.

Curriculum areas

The resource has been developed for use in a number curriculum areas, in particular:

Commerce 7–10

Outcomes

4.1, 4.2, 4.3, 4.5, 4.6, 4.7, 4.8, 5.1, 5.2, 5.8

Topics

Employment Issues (Core)

- Casual, part-time, full-time employment
- Benefits of education and training for employment
- Types of employment contracts
- Issues related to the workplace
- OHS, anti-discrimination, unfair dismissal, redundancy, retraining
- Role of unions
- Resolving disputes - grievance procedures, negotiation, mediation
- Superannuation

Work Education 7–10

Outcomes

4.1, 4.2, 4.8, 4.10, 4.11, 5.2, 5.5, 5.8, 5.11

Topics

What is Work? (Core)

- Work opportunities

Introduction to Workplace Safety (Core)

- Workplace health and safety
- Safe and unsafe work environments and practices
- The role of WorkCover
- The roles of other agencies/organisations in relation to OHS such as unions

Workplace Rights & Responsibilities (Core)

- Standards of appropriate behaviour and conduct
- Principles of anti-discrimination
- Range of legislative requirements relevant to employment and workplaces
- Employee and employer rights and responsibilities
- Workplace ethics

Working Communities (Core)

- Effective and appropriate language and communication in workplace environments

Options:

Workplace Safety
Workplace Communication
Contemporary Workplace Issues

Personal Development, Health and Physical Education 7–10

Outcomes

4.2, 4.3, 4.7, 4.11, 4.12, 4.16, 5.2, 5.3, 5.7, 5.11, 5.12, 5.16

Topics

Stage 4 Strand 1 Self & Relationship

- Changes and challenges
- Interpersonal communication
- Seeking help
- Caring and respectful relationships
- Recognising abuse
- Power in relationships
- Bullying and harassment
- Protective strategies

Strand 3 Individual & Community Health

- Exploring risk
- Mental health
- Drug use
- Strategies to minimise harm

Stage 5 Strand 1 Self & Relationships

- Challenges and opportunities
- Strengthening resilience
- Developing equal and respectful relationships
- Recognising and responding to abuse situations
- Discrimination, harassment and vilification

Strand 3 Individual & Community Health

- Mental health
- Drug use
- Empowering individuals and communities

Life Education

Subject and Outcomes

Commerce: LS 3, LS 6, LS 10

- Explores individual employment rights and responsibilities
- Identifies appropriate community support personnel and agencies who can assist with commercial and legal problems and issues

Personal Development, Health and Physical Education: LS 5, LS 6, LS 7, LS 10, LS 11, LS 17

- Behaviour that is appropriate in a range of situations
- Enhancing positive relationships
- Initiating, maintaining relationships
- Safe and unsafe situations
- Safe practices that promote personal well-being
- Appropriate and inappropriate use of substances

Business Studies

Materials may also be used in Business Studies (Employment Relations).

Warning: No responsibility is accepted by the author, publisher or funding body for actions arising from any information contained within this document. Legal information was current at the time of writing. Whilst every effort has been taken to ensure its accuracy, this resource is intended to be used as a general guide only and should not be interpreted or taken as being specific advice, legal or otherwise. The reader should seek professional advice of a suitably qualified practitioner before relying upon any of the information.

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