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SCHOOL LEAVERS GUIDE

To Frankston Employment & Training Services

& Employment Conditions

**Compiled by The Transition Project
Brotherhood of St Laurence
Frankston
September 1998**



**BROTHERHOOD
of St LAURENCE**

NEW APPRENTICESHIPS

(Includes Apprenticeships & Traineeships)

New Apprenticeships helps you to set yourself up for a career and possibly earn a wage while you learn. They cover just about any field of employment you can think of - from small business to multimedia and communications, sports to engineering, retail to tourism.

Part-time arrangements will also be available to school students.

New Apprenticeships can be:

- Full-time or Part-time
- Started whilst still at school
- Accessed through a group training arrangement, which can involve placement with one or more employers.

New Apprenticeships can be a pathway to further education and training opportunities, such as a university degree or other tertiary qualification.

Eligibility

Any job seeker is eligible to apply for a New Apprenticeship position. You do not have to be registered with Centrelink or be unemployed.

How does it work?

You enter into a Training Agreement with your employer. Under New Apprenticeships you and your employer have the flexibility to choose the combination of work and training that suits you both.

You carry out paid work while you are being trained. Training can be on the job or off the job, or a mix of both.

Under New Apprenticeships, traineeships are usually up to 12 months and apprenticeships up to 4 years. Some apprenticeships and traineeships can be completed in a shorter time.

The training is provided by your employer and/or a TAFE college or other training providers.

Where to go who to contact?

Link Employment Services & New Apprenticeship Centre

12 Keys Street

Frankston, 3199

Phone: (03) 9783 7522

Contact: Leanne Brown

Fax: (03) 9783 5241

Free services offered by LINK employment services & New Apprenticeship Centre include:

- Registration of job vacancies and job seekers
- Recruitment
- Processing the Apprenticeship forms and allowances eg Living away from home allowance (LAFHA)
- Providing New Apprenticeships information to employers, apprentices and trainees

YOUTH & STUDENT SERVICES: CENTRELINK

CENTRELINK is a government agency, which handle unemployment payment, plus many other things. Centrelink previously was known as Department of Social Security (DSS).

SERVICES AVAILABLE INCLUDE:

- Forms for claiming Youth Allowance (combination of AUSTUDY, 'the dole' and of other allowances)
- Referral or information on agencies in the area eg. Health, Accommodation
- Information and referral to schemes such as 'Work for the Dole', Literacy and Numeracy program, JPET, and others
- Registration for JobNetwork (see page 5 for information on Job Network)
- They can tell you about your eligibility in regards to Job Network services
- Free resume and job search help
- A Social worker is available if you are claiming "unable to live at home" criteria of Youth Allowance (formally known as homeless allowance)

NOTE: Even if you are not claiming or you are ineligible for Youth Allowance, register at Centrelink as you may still be eligible for other services such as the Job Network. Your length of registration can effect your ability to gain free training and/or intensive assistance.

WHERE TO GO AND WHO TO CONTACT?

Youth and Student Services

Ground Floor

Cnr Davey Street and Young Street

Frankston, 3199

Phone: 132490

Phone Social worker: 1800 806 039

YOUTH ALLOWANCE

WHAT IS IT?

Youth Allowance is the new payment for young people who are either studying or looking for work, Youth Allowance commenced 1st July 1998. You can go from study to training to job hunting without changing payments. The Youth Allowance is a single income support payment for young people, regardless of whether they are in education, training, unemployed or sick. It replaces a number of existing payments including, Youth Training Allowance, Newstart and Sickness Allowance for under 21s, AUSTUDY for under 25s, and Family Allowance for some secondary students.

YOUTH ALLOWANCE FOR UNDER 18

From the 1st January 1999 for those under 18, Youth Allowance payments will depend on you participating in full time education or training, unless you meet criteria for special exemption, such as being ill, homeless, or unable to secure an appropriate education or training place.

WHO IS ELIGIBLE

- Full-time students aged 16 to 24
- Young people up to 21 who are looking for work full-time, combining part-time job search and part-time study, doing other approved activities (including voluntary work, or who are ill)
- Plus other criteria, check with Centrelink to determine your eligibility

When making any application you will need at least 3 pieces of ID and when applying for Youth Allowance you may need a job separation certificate if you have left a job.

MUTUAL OBLIGATION

To continue receiving benefits Centrelink may require you to participate in certain activities such Work for the Dole (see P.11), Literacy and Numeracy training (P 11), voluntary or part time work, joining Green Corps (P.10) or education or training. This is known as 'mutual obligation' requirements.

WHERE TO GO AND WHO TO CONTACT

Youth and Student services
Ground Floor
Cnr Davey Street and Young Street
Frankston, 3199
Phone: 132490

Or visit the internet site
www.DSS.gov.au/policy/yaguidelines/index.htm

JOB NETWORK

WHAT DOES IT MEAN??

Job Network replaced the CES (Commonwealth Employment Office) on May 1st 1998. Job Network is a combination of Private, Community and Government Organisations designed to help people find a job. Centrelink is the gateway to Job Network, for more information on Job Network contact your local Centrelink (see pages 3) or Job Network provider.

Job Network provides several services, these are:

Job Brokerage or Matching

Gathering employers' vacancies and matching unemployed people to these jobs.

Eligibility: To be eligible you must be registered, you can do this at a Job Network provider or at Centrelink.

You can register with up to 5 agencies.

Local Providers: Employment National, Link Employment, JobFutures, YES, Jobpower, and Leonie Green and Associates.

Job Search Training

Providing training in job search skills (resumes, interview skills etc) to prepare unemployed people to apply for jobs and give them the skills and confidence to perform well when speaking to employers. (similar to previous Job Clubs)

Eligibility: Must be registered as unemployed for 6 months.

Local Provider: JobPower.

Intensive Assistance

One on one help for long term unemployed and other disadvantaged job seekers to address any employment barriers and place them in jobs.

Eligibility: Centrelink to determine if eligible. Centrelink does this through an assessment tool called the JSCI (Jobseeker Classification Instrument) to determine your need for Intensive Assistance.

Local Providers: Employment National, JobFutures, Jobpower, and Leonie Green and Associates.

Note: You can view all the jobs supplied by the Job Networks at Centrelink on the touch screen or on the Internet, Address: <http://jobsearch.deetya.gov.au>

JOB NETWORK FRANKSTON

CONTACT DETAILS OF JOB NETWORK PROVIDERS IN FRANKSTON:

JOB FUTURES

(Brotherhood of St Laurence and other non-profit agencies)
Shop 3d Rossmith Ave
Frankston
Phone: 9770 0633
Fax: 97700295
Services: Job Brokerage and Intensive Assistance.

LINK EMPLOYMENT & TRAINING

10-12 Keys Street
Frankston
Phone: 9783 7522
Fax: 9783 8972
Services: Job Brokerage, New Apprenticeship Centre and Group Training Scheme

EMPLOYMENT NATIONAL

(Government owned)
Level 2
Landmark Building
454 Nepean Hwy
Frankston
Phone: 9770 1591
Fax: 97700922
Services: Job Brokerage and Intensive Assistance.

LEONIE GREEN AND ASSOCIATES

Suite 1 Level 2
60-64 Wells Street
Frankston
Phone: 9770 5855
Fax: 97705854
Services: Job Brokerage and Intensive Assistance.

YES (Your Employment Solutions)

401-403 Nepean Hwy
Frankston
Phone: 9783 5711
Fax: 9783 3115
Services: Job Brokerage.

JOBPOWER

Ground floor
37 Playne Street
Frankston
Phone: 9781 3388
Fax: 97811998
Services: Job Brokerage, Job Search Training and Intensive Assistance.

GROUP TRAINING COMPANIES

Group Training Companies employs and places apprentices with suitable trainers in order to gain their trade experience. With Group Training Schemes you are employed by them and may end up doing your apprenticeship at several different locations to gain your trade qualifications.

Eligibility: Generally Year 10 pass

Provider: Some are listed below

There are specialist Group Training Companies that concentrates on specific industries all over Victoria eg. BIGS focus on Building Industry.

There are also general organisations that mainly focus on Apprenticeships and Traineeships in a certain location eg. Link Group Training Scheme, Frankston looks at all industries in the Frankston area.

Group Training Schemes also run ACCESS courses (training and pre apprenticeships course in various occupations that may lead to employment or further training).

LINK GROUP TRAINING SCHEME

10 Keys Street

FRANKSTON VIC 3199

Phone: (03) 9783 5144

Fax: (03) 9783 5241

Contact: Peter Bloomfield

155 Foster Street

PO Box 234

DANDENONG VIC 3175

Phone: (03) 9794 5845

Fax: (03) 9792 5634

Contact: Barry Smith
General Manager

S.T.E.P (Scheme for Training & Educating People)

C/- Brotherhood of St, Laurence

Employment Action Centre

109 Victoria Street

FITZROY VIC 3065

Phone: (03) 9419 0888

Fax: (03) 9416 0227

Contact: Peter Grant

GROUP TRAINING AUSTRALIA - Vic Inc.- Looks after all the Group Training Schemes in Victoria. It is good place to contact if you need more information on Group Training Schemes.

36-44 Cambridge Street

COLLINGWOOD VIC 3066

Phone: (03) 9419 3844

Fax: (03) 9419 3889

Info: 1 800 819 747

<http://www.gtavic.asn.au>

Contact: John Glover

INDUSTRY SPECIFIC GROUP TRAINING

(BIGS) BUILDING INDUSTRY GROUP (TRAINING) SERVICES

1D Marine Parade
ABBOTSFORD VIC 3067
Phone: (03) 9417 1299
Fax: (03) 9417 1256

Contact: Mark Butcher

VICTEC GROUP TRAINING (Electrical)

PO Box 187
1st Floor
1024-1038 Lygon Street
NORTH CARLTON VIC 3054
Phone: (03) 9381 1922
Fax: (03) 9380 9513

Contact: John Clark
General Manager

AUSTRALIAN INDUSTRY GROUP (Manufacturing & Engineering)

511 Church Street
RICHMOND VIC 3121
Phone: (03) 9420 9555

Contact: Peter Kikos

AFL GROUP TRAINING COMPANY

P.O Box 1449N
GPO MELBOURNE 3001
M.C.G
Brunton Avenue
JOLIMONT VIC 3002
Phone: (03) 9643 1999
Fax: (03) 9654 6820

Contact: Phillip Wallbridge

HGT HOSPITALITY TRAINING CENTRE

PO Box 274
CARLTON SOUTH VIC 3053
19-21 Argyle Place
CARLTON SOUTH VIC 3053
Phone: (03) 9349 4833
Fax: (03) 9439 4811

JOB PATHWAYS PROGRAM

Job Pathways Program (JPP) helps students that have left school or who are thinking about leaving school to access information about the local job market, they can help you prepare job applications and give you the skills to do your best at job interviews.

Job Pathways Program also help match young people to jobs in the local area.

WHO IS ELIGIBLE: Young people who have left school or are thinking of leaving school.

WHERE: Link Employment
10 Keys Street
Frankston

PHONE: 9783 5144

CONTACT: David Dalley

Or

PHONE: 9706 9438

CONTACT: Joanne Bigley

JPET (Job Placement and Training Scheme)

JPET assists young people 15 - 21 years of age (with priority given to those 15 - 19 years of age) access training and employment. JPET helps young people overcome the barriers to employment and education in a supportive environment.

The program can assist with linkages to other services that provide income support, health, housing, legal advocacy, personal counselling, drug and alcohol counselling and recreation.

In addition, skills are provided in the hospitality training facility based in Mornington. There are Computers for internet access and general use. In the near future skills based training in woodwork will be available.

WHO IS ELIGIBLE: Young people who are homeless or 'at risk' of homelessness, young offenders, refugees, ward or ex ward of the state, Aboriginal/Torres Strait Islander and whom also live in the Frankston and Mornington Peninsula area.

WHERE: Burnt Toast Cyber Café
7/234 Main Street, Mornington.

PHONE: 5976 2231

CONTACT: Stuart McGougan
Salvation Army

OR

CONTACT: Peninsula Youth and Family Services JPET

PHONE: 9783 4500

NEIS (The New Enterprise Incentive Scheme)

NEIS assists eligible job seekers to become self employed and establish and run a viable small business.

Assistance provided includes:

- Training in Small Business Management & Planning (Certificate in Small Business, NEIS),
- Business Planning,
- Income Support for up to 52 weeks,
- Ongoing Business Advice,
- Business Mentoring,
- Access to Small Business Resources.

Intending applicants should attend a NEIS Information Session before applying. These are held regularly. Phone the number below for further details or to register for the next Information Session.

WHO IS ELIGIBLE: You must be registered as unemployed with Centrelink, be receiving an Income Support Allowance or Pension from Centrelink have a business idea that has not yet commenced on a full time basis

WHERE: Chisholm Institute (Frankston Campus)
Work place Services and Business Centre
4 Baxter Street (Cnr of Playne & Baxter St)

CONTACT: Ms. Brenda Pritchard or Ms. Vikki Kennedy

PHONE: 9238 8406

Or phone the **NEIS HOTLINE** on 1800 440 455

For information on licenses to establish small business and other information call **Small Business Victoria** on 132 215

GREEN CORPS

Green Corps Projects are developed by conservation and community groups and cover areas like protecting endangered species and restoring the natural environment. You spend 26 weeks in a project, doing hands on work.

You get paid between \$161 and \$269 each week depending on your age and how long since you left school. If you go into further education inside six months after the project, you are eligible for a payment of \$500.

Typical projects include endangered species, protection, fauna-flora surveys, revegetation and natural and cultural heritage restoration,

WHO IS ELIGIBLE: If you aged 17 to 20. It doesn't matter if you're unemployed or just out of school or in tertiary education.

WHERE: Various locations over Australia
(mainly rural and semi rural areas)

PHONE: 1800 633 844

LITERACY AND NUMERACY

This program is designed to help unemployed people who have difficulties with reading, writing and dealing with numbers. It helps increase reading and writing skills. Through this program you can get up to 400 hours of special teaching, receiving between 6 and 15 hours tailored help each week.

WHO IS ELIGIBLE: Young unemployed people aged from 18 to 24 who have been on financial support for six months might be required to do this training as part of their efforts to improve their chance of getting a job.

WHERE: AMES
Suite 10/54-58 Wells St.
Frankston

PHONE: 9783 6123

WORK FOR THE DOLE

Work for the Dole involves young people aged 18 to 24 gaining work experience on projects that are Community based. Young people aged 18 - 20 years will work 12 hours per week over 2 days and 21 - 24 year olds for 13 hours per week over 2 days in return for their income support payment plus \$10 per week.

WHO IS ELIGIBLE: Those unemployed and registered with Centrelink aged 18-24 who have been receiving unemployment benefits for six months. Participation can be either voluntary or compulsory:

WHERE: There is several Work for the Dole projects in the Frankston/Mornington Peninsula Area.

CONTACT: Centrelink Youth servicing for details of projects available

PHONE: 13 24 90

NOTE: to continue receiving benefits Centrelink may require you to participate in Work for the Dole, Literacy and Numeracy training, voluntary or part time work, joining Green Corps or education or training. This is known as 'mutual obligation' requirements.

HAND BREAK TURN

This free 10 week vocational programme gives young people skills in Automotive. The course comprises training in general mechanics, 2 & 4 stroke motors, panel beating, spraypainting, driver training, and work experience plus more.

WHO IS ELIGIBLE: Young people between the ages of 15-19 who are registered through Centrelink.

WHERE: 7 Hilton Street
Dandenong 3175

CONTACT: Andrew Woods

PHONE: 9793 1466

CHISHOLM INSTITUTE of TAFE

Previously known as Peninsula TAFE

Introduction

- Courses are designed to train students to learn job skills and/or as a pathway to further study at University.
- Class styles are structured as hands-on, practical, workplace oriented, with class sizes from 5 - 30 students.
- Study in an adult environment - NO bells.
- Qualifications vary from a Certificate I lasting 10 weeks to 1 year, Certificates II, III and IV are usually 1 year in duration, and Diplomas and Advanced Diplomas take 2 - 3 years to complete.

Students Services

- Equal opportunity
- Credit transfer from TAFE to University
- Information Officer
- Careers and Personal Counsellors
- Fitness Centre
- Bookshop
- Library
- Student Union - Recreation Officers
- Childminding
- Restaurant

Fees

- Are determined by the number of contact hours, ie \$1:00 for every hour of study on campus.
- Concessions are available to eligible applicants, ie \$55 per year.
- Full-time courses are Youth Allowance approved, students who are eligible for Youth Allowance can receive a 50% reduction in their fees.
- Student loans are available to some applicants for fees and books

There are many courses in many fields for further information contact

Arlene Reid - Information Officer
Information Services
Building A, Fletcher Road,
Frankston.
Phone: (03) 9238 8303

**Or call TAFE LINE for INFORMATION on all TAFE courses
Phone-131 823**

COMMUNITY EDUCATION NEIGHBOURHOOD HOUSES

NEIGHBOURHOOD HOUSES run a list of programs and short courses including such things as basic to advanced computer skills, Literacy skills, Job hunting skills and so on. Cost can involve a minimal fee and/or materials fee. For information on what courses are available phone the listed numbers below.

Karingal Neighbourhood House

88 Karingal Drv, Karingal 3199

Phone 9776 7221

Frankston Neighbourhood House

16 Orwil St, Frankston 3199

Phone 9783 5073

Frankston North Neighbourhood House

2 Candlebark Cres, Frankston Nth 3200

Phone 9786 1445

BACE, Seaford

36 Belvedere Road, Seaford 3198

Phone 9776 8922

Lyrebird Community Centre

203 - 205 Lyrebird Drv, Carrum Downs 3201

Phone 9782 0133

Langwarrin Neighbourhood House

2 Lang Rd, Langwarrin 3910

Phone 9789 7653

Mornington Community House

9 - 11 Albert St, Mornington 3931

Phone 5975 4772

Mt Eliza Community Contact

Canadian Bay Rd, Mt Eliza 3930

Phone 9787 9385

Mt Martha Community Contact

Crn Dominion Road and The Esplanade, Mt Martha 3934

Phone 5974 2092

ALSO try

Skillsplus

37 Playne Street Frankston 3199

Phone 9781 3388

EMPLOYMENT CONDITIONS AND PROBLEMS

JOB WATCH

Job Watch is a consumer watchdog which monitors exploitation in employment and training. Job Watch assists people experiencing exploitation at work or whilst looking for work. Job Watch is a community legal centre that provides a free and confidential telephone information and referral service. If you feel suspicious about a job advertisement, an interview situation or any other work related problems, Job Watch is a good organisation to contact.

Job Watch is a good starting point if you not sure who to speak to or what you should do about any concerns or issues relating to looking for work or whilst in employment.

CONTACT: Job Watch
28 Queensberry Street,
Carlton 3053.
PHONE: 9662 1933

AWARDS, CONDITIONS and PAY SLIPS:

There are federal awards and state industry sector rates that set out your terms and conditions of employment you're entitled to receive for particular industries. These conditions can include pay rates, the process that must be followed if you're sacked, long service leave, overtime rates, and maternity and paternity leave. To check your award or to find out if you are being paid properly ring the Department of Workplace Relations and Small Business. All employees are entitled to receive payslips from their employers, if you have any concerns or queries about your payslip, or if you aren't receiving one at all, also contact Department of Workplace Relations and Small Business.

CONTACT: Department of Workplace Relations & Small Business
(WAGELINE)
PHONE: 1300 363 264

Or visit the website for information on pay rates and condition
(This can be a lot quicker if you have access to the internet)
<http://www.dwrsb.gov.au>

EMPLOYMENT CONDITIONS AND PROBLEMS

UNFAIR DISMISSAL

Unlawful dismissal is very complicated, so it's very important you seek specialist advice before you lodge a claim. You can ring Job Watch for advice, a private solicitor who specialises in employment law, or your union.

Some employees, if they're sacked, might have legal grounds for lodging an unlawful dismissal claim at the Australian Industrial Relations Commission (AIRC); you must lodge within 21 days of being sacked. It costs \$50. If your claim is successful, you might be reinstated or be awarded compensation because you lost your job.

CONTACT: Australian Industrial Relations Commission (AIRC)

PHONE: 9653 8197

UNIONS

Union membership can give you more power during employer and employee negotiations because you're part of what's called collective bargaining power. Collective bargaining power means that your employer has to negotiate with a union that represents a group of workers. It can give you more industrial support when you have problems at work, or when you're trying to negotiate better conditions, such as more money.

All Australian employees are eligible to join a union.

CONTACT: The ACTU workers line. They can refer you to the proper union for your job, and it can give you information about how much it would cost to join the union.

PHONE: 1300 362 223

SUPERANNUATION

All employees in Australia must receive superannuation, except:

- Employees under 18 years old who work less than 30 hours per week
- Employees over 65 years old
- Employees who do domestic work less than 30 hours per week
- Some employees who work overseas (and a few other exemptions)

If you have never signed a form to join a super fund, and you're eligible to get super, the Australian Taxation Office (ATO) can get the money you're owed, or it can get the employer to start to pay it.

For any information and queries you may have on superannuation contact Superannuation Hotline or the Tax Office.

CONTACT: Superannuation Hotline

PHONE: 131 020

EMPLOYMENT CONDITIONS AND PROBLEMS

DISCRIMINATION

Victoria's Equal Opportunity Commission can advise you about whether or not you have been unlawfully discriminated against. The Commission has the power to investigate complaints of unlawful discrimination.

You have 12 months from the date the discrimination happened to lodge a complaint.

CONTACT: Victoria's Equal Opportunity Commission.

PHONE: 9281 7100

WORKPLACE VIOLENCE

Over recent years there has been a growing concern about the increased number of reports about violence at the workplace often involving young apprentices. Workplace violence is totally unacceptable. If you are subjected to violence at work, it isn't your fault. No job is worth tolerating violence- your physical and emotional health are far more important than the job.

WHAT CAN YOU DO:

Tell people about it -colleagues, friends, family

Tell the employer (or manager or supervisor or the personnel department)- Ask them to do something to stop it. Ask for the incidents to be recorded. Ask for a copy of the incident report as soon as possible.

Write a journal or diary- Record the dates and times of violent incidents. Write down what happened, who did it. If possible record the telephone numbers and addresses of witnesses. Your diary could be used as evidence during legal proceedings, such as a court case.

Contact your doctor (ask the doctor for a Workcover medical certificate. Complete a Workcover claim form if necessary). Contact the police as soon as possible after violence at work so they can quickly record evidence.

CONTACT: WORKCOVER/Occupational Health and Safety Taskforce

PHONE: 9628 8501

Or

CONTACT: Federation of Community Legal Centres (for your closest centre)

PHONE: 9602 4949

Or

CONTACT: Your Union if you a member of one.

PHONE: Union: 1300 362 223

Or

CONTACT: Job Watch

PHONE: 9662 1933