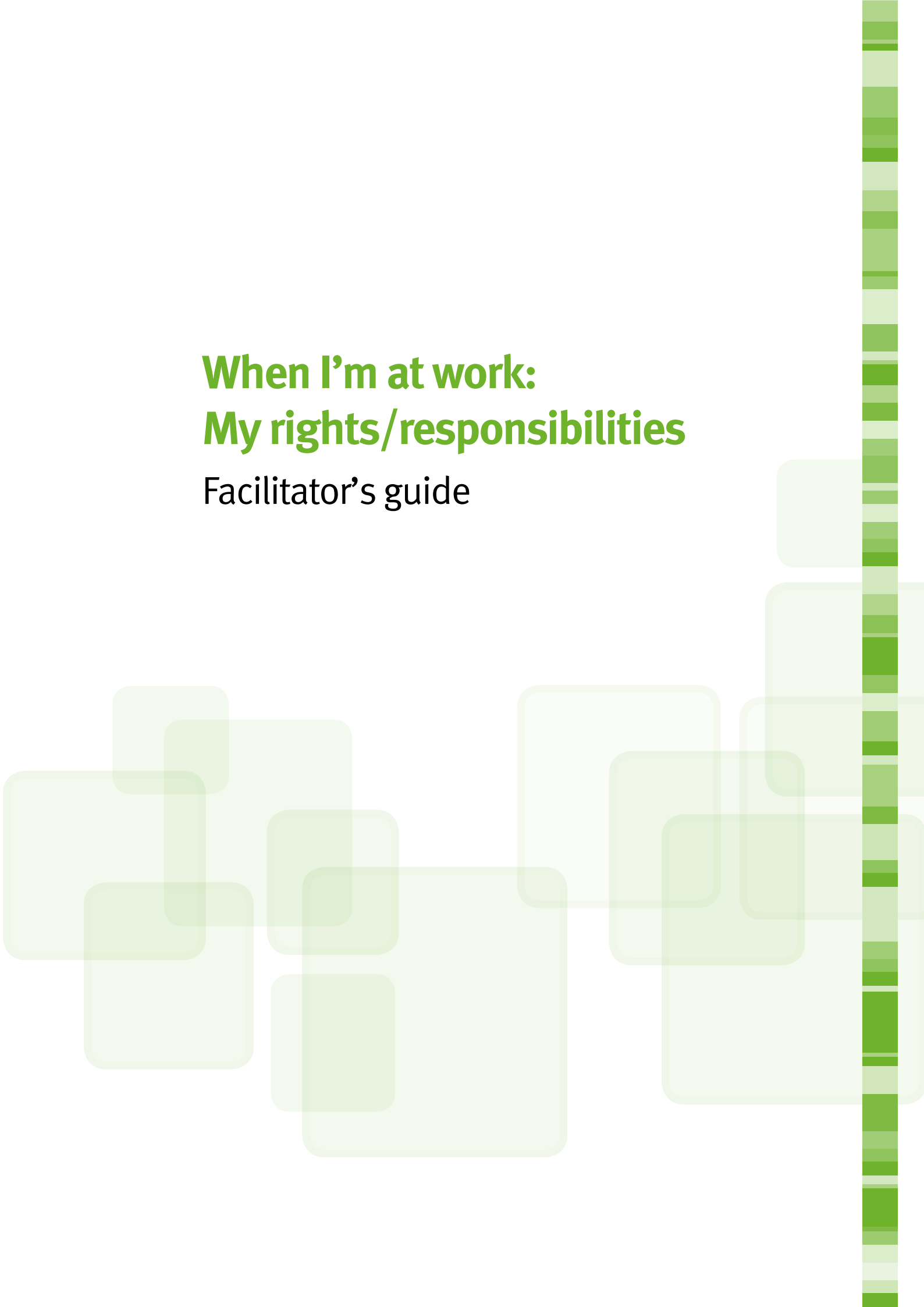


When I'm at work:
My rights/responsibilities
Facilitator's guide



Contact details

Branch	Disability Program Branch
Department	Australian Government Department of Families, Housing, Community Services and Indigenous Affairs
Postal address	GPO Box 9820 BRISBANE QLD 4001
Phone	1300 653 227 Toll Free
Website	www.fahcsia.gov.au

Acknowledgement

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Aim of the ‘When I’m at work’ series

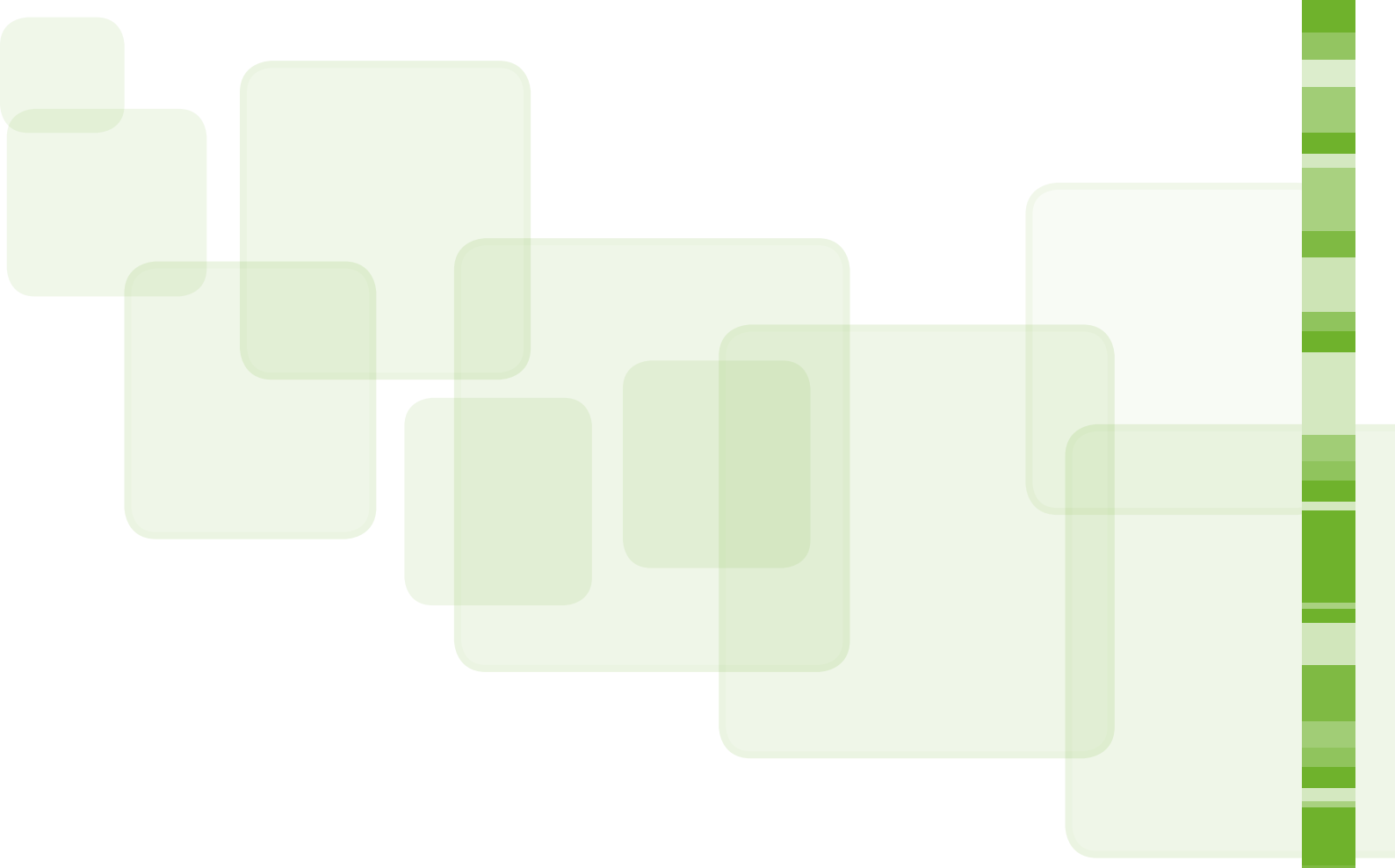
The aim of the ‘When I’m at work’ series is to bring together information about being at work. The resources that comprise the series focus on the workplace and provide information, scenarios, and suggested activities to assist you and the supported employees working in your Disability Business Service.

Topics in the ‘When I’m at work’ series are as follows.

- ▶ Supported employee induction
- ▶ Solving complaints
- ▶ Solving problems
- ▶ Retirement planning
- ▶ Working on a committee
- ▶ Using a computer
- ▶ Stopping abuse and neglect
- ▶ Teamwork
- ▶ Bullying
- ▶ My rights/responsibilities
- ▶ Drugs and alcohol
- ▶ Being healthy
 - › Being sunsmart
 - › Keeping your workplace clean and tidy
 - › Wash your hands and keep germs away
 - › Good posture and a healthy back
 - › Stretching for good health
- ▶ Workplace behaviours

Using the ‘When I’m at work’ series will help Disability Business Services meet the requirements of a number of Disability Services Standards. For example, it will be useful in relation to Standard 11 that requires the provision of appropriate and relevant training and skills for each staff member.

Introduction





Who is this resource for?

This resource has been developed as an information package for delivery to supported employees who are working in Disability Business Services. It may also be used by advocacy services and other organisations, as appropriate.

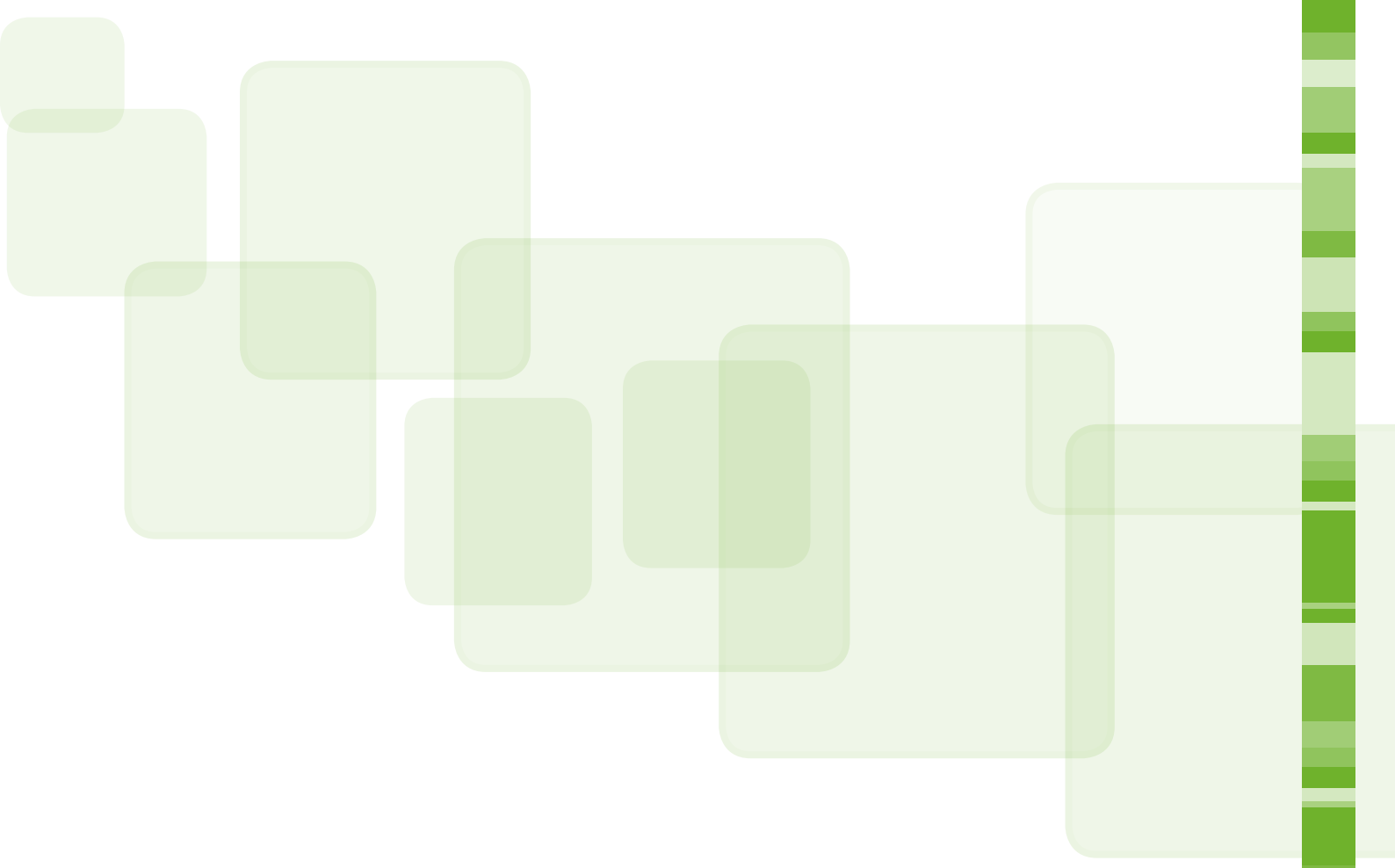
You do not need to be an experienced trainer to use this resource with supported employees. We have included lots of additional information to make sure that you will be able to help supported employees understand their rights and responsibilities in the workplace.

The *Training and Assessing* and *Work Talk* resources support this resource, and provide further assistance for you.

Aim of the resource

The resource provides information and activities that aim to assist supported employees understand their workplace rights and responsibilities.

Using the resource



What is in this resource?

The resource contains:

- ▶ this facilitator's guide
- ▶ a participant's workbook.

Note: The participant's workbook is designed to be a record of the information that supported employees need in relation to their rights and responsibilities at work. There are spaces provided in the workbook for supported employees to write their own responses to the questions for each topic. The integrity of the workbook will be compromised if learners do not record their responses as it is designed to be a reference for their individual circumstances.

Topics

This resource has been developed to be used as a stand-alone information session. You could also integrate it into a larger training program that your workplace may already have in place.

The topics covered are:

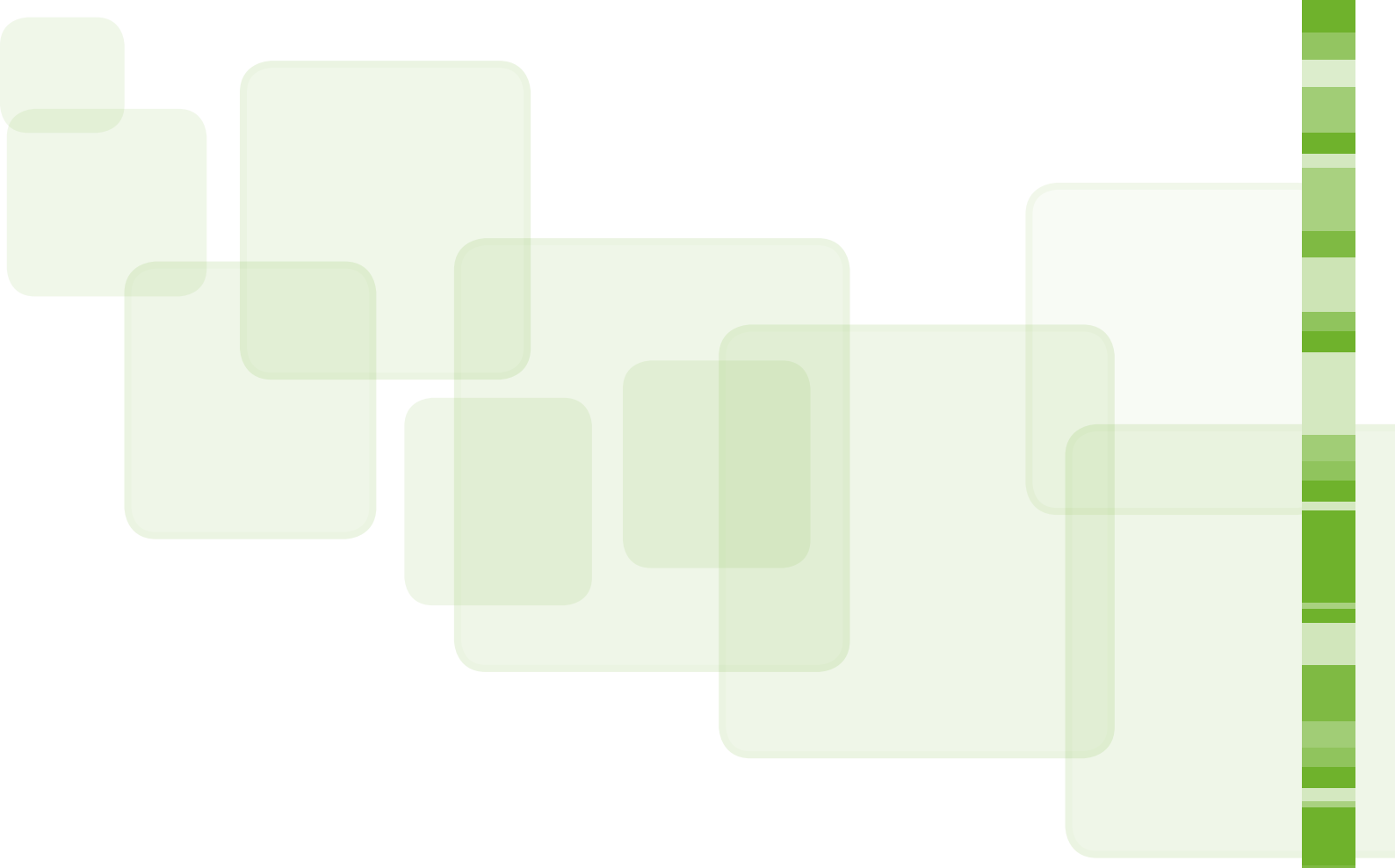
- ▶ my rights at work
- ▶ my responsibilities at work
- ▶ work conditions
- ▶ probation
- ▶ leave from work
- ▶ hours of work
- ▶ superannuation
- ▶ my wage
- ▶ my pay
- ▶ training and support to do my job
- ▶ occupational health and safety (OH&S).

There are sections on further information at the end of the participant's workbook and this facilitator's guide. Prior to conducting this information session, it would be beneficial for you to review the additional references so that you are prepared to answer any questions that may be raised.

Planning the information session

- ▶ You need to be prepared and set the scene.
- ▶ Create a relaxed and comfortable environment.
- ▶ Read over the information relating to the topics so that you are familiar with each one.
- ▶ Be aware that language may need to be adapted according to the participants' needs, for example, by using sign or other communication methods.
- ▶ Think about inviting a guest speaker to discuss some of the issues identified, for example, a representative from a Disability Advocacy Service, a member of your management team, or a union representative.

Further information



You can look at the following websites if you need to know more about the workplace rights and responsibilities of supported employees.

Disability advocacy agencies

www.fahcsia.gov.au/internet/facsinternet.nsf/disabilities/representation-advocacy_agencies_0907.htm

Australian Government workplace ombudsman

www.wo.gov.au

Other references

Workplace ombudsman – workplace rights and rules

www.wo.gov.au/asp/index.asp?sid=7407&page=right-rules

Human Rights and Equal Opportunity Commission

www.hreoc.gov.au/complaints_information/WOYR.html

Wage determination

www.facsia.gov.au/internet/facsinternet.nsf/disabilities/services-wage_assess.htm

Superannuation

www.australia.gov.au/Superannuation

OH&S websites

Australian Capital Territory

www.workcover.act.gov.au

New South Wales

www.workcover.nsw.gov.au/default.htm

Northern Territory

www.worksafe.nt.gov.au/index.shtml

Queensland

www.deir.qld.gov.au/workplace/index.htm

South Australia

www.safework.sa.gov.au

Tasmania

www.workcover.tas.gov.au/node/workcover.htm

Victoria

www.workcover.vic.gov.au/wps/wcm/connect/WorkSafe

Western Australia

www.docep.wa.gov.au/WorkSafe

