

Topic 3: Employer Strategy and Representation

Responsibilities of an employer:

- Pay employees correctly
- Ensure no bullying within the workplace
- Upfront of expectations from employees
- Safe working environment
- Correct training
- Framework for communication

The 10 minimum entitlements of the NES are:

- [Maximum weekly hours](#)
- [Requests for flexible working arrangements](#)
- [Parental leave and related entitlements](#)
- [Annual leave](#)
- [Personal carers leave](#) and [compassionate leave](#)
- [Community service leave](#)
- [Long service leave](#)
- [Public holidays](#)
- [Notice of termination](#) and [redundancy pay](#)
- [Fair Work Information Statement](#)

Awards & Agreements determine pay:

- Minimum conditions at work can come from registered agreement, awards or legislation
 - When a bus. has a **registered agreement** in place – covers work that the employee does
 - If there's no registered agreement – the **award** covers work the employee does

Unpaid Work

- Can take on different forms:
 - Student placements
 - Unpaid internships & work experience
- Reasons for unpaid work:
 - To give a person experience in a job or industry
 - To test a person's job skills
 - To volunteer time & effort to a not-for-profit org.
- Exploitation

Public Holidays:

- Employees get paid at least their base pay rate for all hours worked on a public holiday
 - Awards, enterprise agreements can provide entitlements for working public holidays including:
 - Extra pay (e.g. public holiday rates)
 - An extra day off or extra annual leave
 - Minimum shift lengths on public holidays
 - Agreeing to substitute a public holiday for another day

Leave:

- Employees can take leave for various reasons
 - Annual leave
 - Public Holidays
 - Long service
 - Carers
 - Compassionate
 - Maternity & Parental

*Minimum leave entitlements for employees come from the National Employment Standards (NES)

Termination of Employment:

Dismissal – Minimum Notice

Period of continuous service	Minimum notice period
1 year or less	1 week
More than 1 year - 3 years	2 weeks
More than 3 years - 5 years	3 weeks
More than 5 years	4 weeks

Unfair Dismissal – Lodge with FWA
within 21 days

Does not apply to:

- Casual employees
- People who are employed for a specific period of time or task (e.g. fixed term contract)
- Seasonal employees

Scenarios:

Jane is a full time employee at Myer who have been working for the organisation for 4 years and have just have 1 year on maternity leave.

- How much notice should Jane get?

Matt is a casual employee at Hungry Jacks and has decided to resign from his position.

- What is the best process for Matt to go about terminating his employment?
- How much notice should Matt give?

Employee Representation:

- Trade unions: act as collective agents to protect & improve members' wages & conditions through collective bargaining & other means
- Act as social agents by pursuing obj. that extend beyond workplace into community

Importance of voice & representation:

FOR THE ORGANISATION	FOR EMPLOYEES
Loyalty, reduced turnover, provide an opp. to resolve conflict & address dissatisfaction, improve efficiency, tap into employee knowledge, build trust & partnership	An entitlement or human right, a means for self-actualisation & expression, articulate dissatisfaction, provides countervailing (collective) power, build trust & partnership

Contemporary issues:

- Technology
- Social media
- Ageing workplace
- Telework
- Flexibility
- Stress
- Bullying & harassment
- Fairness
- Empowerment or exploitation

Topic 4: Employability (Careers, Networking and Social Media)

Employability: develop personal & professional capacity to maximize one's employment potential

Social Media and Networking Benefits:

- Access to a wealth of resources
- Meet key people
- Participate in blogs/share & receive info.
- Become a member of professional groups
- Access potential jobs

Social Capital: social life networks

- Your social capital: facebook, LinkedIn, Twitter, Instagram, Pinterest, MySpace ...

Benefits of a Portfolio:

- Better learning experiences – reflection significantly enhances learning
- Employability – stand out, enhance online brand, showcase abilities
- Career Development – identify & plan skills development
- Professional Identity – know & demonstrate valued qualities in your field

Employer's top 10 skills & attributes:

1. Interpersonal & communicational skills (Written and Oral)
2. Drive and commitment / industry knowledge
3. Critical reasoning & analytical skills/technical skills
4. Calibre of academic results
5. Cultural alignment/values fit
6. Work experience
7. Teamwork skills
8. Emotional intelligence (including self-awareness, confidence, motivation)
9. Leadership skill
10. Activities (including intra & extracurricular)