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within this handbook was correct
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Contact Us

Power to the People!!

Please visit the following website to leave feedback for the employment handbook, to make suggestions for new handbooks or to download a PDF version of this handbook. Thank you!!

<https://breakfreethroughemploymentfeed.godaddysites.com>



the employment handbook
Created by Power to the People.

Break Free Through Employment



THE EMPLOYMENT HANDBOOK

For Nowra and Surrounding Suburbs

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You can also purchase an opal card over the counter. To find Opal card retailers, please visit the following website:

<https://transportnsw.info/opal-retailers#/>

**** For public transport enquires please call 131 500**

Spent Convictions

Did you know that after ten years some minor convictions become a spent conviction? What this means is that the conviction may not appear on your National Police check, and you may not have to disclose this information to an employer or within job interviews.

Although there are circumstances that prevent certain convictions becoming spent, this includes a prison sentence longer than six months. To find out more about spent convictions, please visit the following websites:

https://www.nationalcrimecheck.com.au/resources/spent_convictions_information

<https://www.gotocourt.com.au/criminal-law/nsw/spent-convictions/>

***Spent convictions are to eliminate the possibility of discrimination as a result of some previous convictions.**

Discrimination

If you feel like you have been discriminated against as a result of your criminal record, you can file a complaint to the Commission.

To learn more about your rights, please visit the following website:
<https://humanrights.gov.au/our-work/human-rights-record-brochure>

TAFE

Literacy & Numeracy Courses

Some workplaces within Australia require employees to have high levels of numeracy and literacy, as well as the capability of participating in technology-driven environments.

The following TAFE courses have been designed to help people develop these skills to succeed within the Australian workforce. Each course provides a foundation that can lead to further study in a field of your choice or may even help you with securing employment.

For more information or to determine how much you will be required to pay, please follow the links provided below each course description. Alternatively, you can contact **Bomaderry TAFE on 131 601** or in-person at **60 Beinda Street, Bomaderry, NSW 2541**.

***You may be eligible for government subsidies, exemptions, concession fees and payment plans, to help with the fees.**

Depending on your circumstances there are: government subsidies, exemptions, concession fees and payment plans available

Each of the following courses can be completed online, while two have the additional option of completing on-campus at Bomaderry TAFE.

Introduction

Our Team

Our amazing team at Power to the People are committed to helping others. We see faults deep within the structures of society that are negatively impacting our communities. As a result, we are determined to make a positive change by sharing our knowledge through creating handbooks.

Break Free Through Employment – The Employment Handbook, is the first edition in our series and was made with much love and respect for individuals released from the South Coast Correctional Centre. Within this handbook, we focus on providing advice, tips, guidance material and recommendations to help people gain employment.

All power is to the people and for the people!!

Tax File Number

A tax file number is required when you work in Australia. This is used for identification purposes associated with your tax and superannuation. A tax file number is free, and you keep the same one for life. It is a good idea to organise one immediately, so you are prepared for when you get a job.

To apply for a tax file number or to learn more, please visit the following website:

<https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/>

Centrelink

JobSeeker Payment

While you are looking for employment, you may be entitled to financial help through government benefits. This is known as the JobSeeker payment.

How to claim:

Over the phone: JobSeekers line on 132 850

Online: please visit the following website and follow the instructions:

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/jobseeker-payment>

In-person: 4 Lawrence Avenue, Nowra, NSW 2541

Employment Agencies

When you register with Centrelink, you may be linked with an employment agency under Jobactive. Through this process, a job plan will be determined to help you find employment. You may need to attend appointments with the employment agency in order to get paid from Centrelink. This is known as a mutual obligation.

You can find out more about mutual obligations here:

<https://www.servicesaustralia.gov.au/individuals/topics/mutual-obligation-requirements/29751>

Additionally, you have a right to change employment service providers if certain criteria are met, including if you can get better service elsewhere.

You can find out more about your rights here:

<https://unemployedworkersunion.com/right-change-employment-service-providers/>

When you are registered with an employment agency as a JobSeeker, they can provide various types of support while you are looking for work. This includes helping you gain employment skills, writing a resume and preparing you for interviews.

To learn more about the support that is available to you as a JobSeeker, please visit:

<https://www.employment.gov.au/jobactive-help-job-seekers>

If you are not receiving Centrelink payments, you may be eligible as a voluntary client. To find out if you are eligible, please contact **Centrelink's Employment Services Information Line on 136 268**.

The following is a list of some employment service providers in Nowra.

- **APM Employment Services**
72 Berry Street, Nowra, NSW 2541
1300 276 456
- **Campbell Page**
Level 1/132 Junction Street, Nowra, NSW 2541
1300 139 920
- **MBC Employment Services**
77 Plunkett Street, Nowra, NSW 2541
02) 44 223 493
- **Sureway Employment and Training Nowra**
38-44 Berry Street, Nowra, NSW 2541
1300 787 392

Creating a cover letter when you have previous work experience:

- <https://au.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cover-letter>
- <https://jobsearch.gov.au/jobsearchtips>

STAR Interview Technique

When you apply for a job, you might be asked to attend an interview. Within the interview, the employer might ask you behavioural questions to determine if you are a good fit for the job. Behavioural questions are used to learn how you behaved in previous situations and they can be answered thoroughly by using the STAR interview technique.

STAR: Situation - Task - Action - Result

- **Situation:** set the scene by discussing the context of the situation or challenge.
- **Task:** describe what your role or responsibility was.
- **Action:** explain what you did to handle or overcome the situation or challenge, or what you did to achieve your goal.
- **Result:** discuss the outcome you reached as a result of your actions.

To find out more about the STAR technique, please visit:
<https://au.indeed.com/career-advice/interviewing/how-to-use-the-star-interview-response-technique>

- Certificate 1 in Access to Vocational Pathways (FSK10113) – **online**
 - This certificate will help you improve your reading, writing, numeracy and basic digital technology skills
 - To find out more about this course, please visit:
<https://www.tafensw.edu.au/course/-/c/c/FSK10113-01/Certificate-I-in-Access-to-Vocational-Pathways>
- Certificate 1 in Access to Work and Training (10583NAT) – **online & Bomaderry TAFE campus**
 - This course will help you set career goals, enhance your reading and writing skills and you will also learn how to participate in the workplace.
 - To find out more about this course, please visit:
<https://www.tafensw.edu.au/course/-/c/c/10583NAT-01/Certificate-I-in-Access-to-Work-and-Training>
- Certificate 2 in Skills for Work and Vocational Pathways (FSK20113) – **online & Bomaderry TAFE campus**
 - This course will help you improve your employability and communication skills, enhance your digital literacy and can also provide a pathway to employment or training.
 - To find out more about this course, please visit:
<https://www.tafensw.edu.au/course/-/c/c/FSK20113-01/Certificate-II-in-Skills-for-Work-and-Vocational-Pathways>

Computer Access

You may need computer access during different stages of your employment journey. Whether it's to complete a course, create a resume or to look for work, the following places have computers available.

Nowra Library

10 Berry Street, Nowra, NSW 2541
02) 44 293 705

Opening hours:

Monday – Friday: 10am – 5pm

Saturday: 9:30am – 3pm

Sunday: closed

Computer access is free for members of the Nowra Library or it is \$2 per hour for non-members. There is also free wi-fi available for members and non-members. Computers can be booked in advance by calling the Nowra Library.

**** Library membership is free.**

***Library computers shut down 15 minutes before closing time.**

The employment agency you are registered with

Your employment agency will give you access to computers, the internet and printers for free. The computers are available for various tasks, this includes, looking for work, applying for jobs, and creating, updating or printing your resume.

Resume/CV & Cover Letter

Resume/CV

A resume is a written document that outlines what work and studies you have previously done, it is also known as a CV. When applying for a job, a resume will usually be required. If you have done any work or study within prison these skills and experiences can be added to your resume.

If you were employed within prison you may be able to apply for a Work Readiness Reference from the Corrective Services Industries Overseer or the Senior Correctional Education Officer at the South Coast Correctional Centre.

The following websites can help you create a resume.

Creating a resume when you have no work experience:

- <https://au.indeed.com/career-advice/resumes-cover-letters/writing-a-resume-with-no-experience>

Creating a resume when you have previous work experience:

- <https://au.indeed.com/career-advice/resumes-cover-letters/what-is-a-cv>
- <https://jobsearch.gov.au/jobsearchtips>

Cover Letter

A cover letter is used as an introduction for your resume and it is a tool to encourage the employer to read your application. It is also usually written for the specific job you are applying for. Therefore, each job application should have a new cover letter, although you can still use old copies for inspiration. The following websites can help you create a cover letter.

Creating a cover letter when you have no work experience:

- <https://www.indeed.com/career-advice/career-development/how-to-write-a-cover-letter-with-no-experience>

Additionally, please visit the following website to learn more about White Cards or to search for a different training provider:

<https://www.safework.nsw.gov.au/licences-and-registrations/white-cards>

Transport Options

Throughout your employment journey, you may need to have access to transport. If you are regularly travelling short distances, having a bike, helmet, bike light and bike lock may be a good option. Otherwise, there are buses, trains and taxis available.

Buses

The following website provides a full list of public bus timetables for Nowra and surrounding suburbs. To access these bus timetables, please visit:

<https://nowraandsurroundingareasbustra.godaddysites.com/>

Trains

There are also train services available at Bomaderry Train Station. To access the train timetable for the South Coast Line, please visit: <https://transportnsw.info/routes/details/intercity-trains/sco/02SCO> or visit the **Bomaderry Train Station** in-person at **Meroo Street, Bomaderry, NSW 2541**, or over the phone on **(02) 44 230 141**

Taxis

This is a bit of an expensive option, but taxis are available for you. To book a Taxi, please contact **Nowra Taxis** on **(02) 44 210 333**

*** Trains and some buses will require an Opal card.**

Please visit the following website to order an opal card: <https://transportnsw.info/tickets-opal/opal/get-opal-card>

Explaining your Criminal Record

At some stage, you may be required to discuss your criminal record with an employer.

The following template is a great guide on how to do this successfully.

TEMPLATE: How to explain your criminal record to an employer

Explaining your criminal history can be a stressful situation. Here are some words you can adapt to help explain your situation in a conversation with an employer.

[X] years ago, I served a three-month prison sentence. I learned important lessons from that experience:

- Lesson 1
- Lesson 2
- Lesson 3

After that, I changed my life in a couple of ways:

- Change 1
- Change 2

Adapt this statement for your own situation. This is a tough issue to talk about, so practise until you can say it confidently. (It's not recommended to put such statements in a document like your application.)

You can learn more about this template here:

<https://checkpoint.cvcheck.com/how-to-get-a-job-with-a-criminal-record-in-australia/>

Job Search Websites

Many employers post job vacancies on the internet, therefore this is a good place to see the job positions available in your area. The following is a list of some job search websites where you can search and apply for jobs.

- **Seek:** <https://www.seek.com.au>
- **Indeed:** <https://au.indeed.com>
- **JobSearch:** <https://jobsearch.gov.au>
- **Jora:** <https://au.jora.com>

National Police Check

When you apply for some jobs, you may be required to submit a Police check. It is a good idea to have this document available so you can apply for jobs immediately.

- * **A National Police check costs \$58.60, for a name and date of birth check.**

To apply for a National Police check, please visit the following website:

<https://npcoapr.police.nsw.gov.au/asp/dataentry/Introduction.aspx>

Working with Children Check

Child-related jobs require you to complete a Working with

Children Check before you can be hired.

Depending on your criminal record, you might be barred from working in child-related work or you may need to complete a risk assessment. A risk assessment can take more than twelve months to complete.

Keep in mind that an employer should not need a Working with Children Check if you are not applying for child-related work.

- * **A Working with Children Check costs \$80.00 and is valid for five years**

To apply for a Working with Children Check, please visit the following website:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

White Card Course

Working in construction may be a good employment option. Having a White Card is a requirement for people wanting to work in this industry. Some White Card courses are currently being held online.

- * **It costs \$150.00 to complete an online White Card course with Eclipse Education**

To find out more or to enrol in a White Card course with Eclipse Education, please visit the following website:

<https://www.eclipseeducation.com.au/White-Card-New-South-Wales.asp>