



### JOB CLUB / JOB CLUB GOLD

Fast track your job opportunities by getting all the essentials you need to access part or full time paid work in Western Australia.

The Job Club Program is an online Ready-to-Work Program designed to assist students to find their own work in their time frame.

Our Job Club Gold offers all the benefits of Job Club PLUS 4 weeks guaranteed paid work. It is designed primarily for Working Holiday Makers as an add on program to any course of study at Phoenix Academy and is usually undertaken after completing an appropriate English program.

	JOB CLUB	JOB CLUB GOLD
Program Summary	<p>Access to Phoenix Academy's Online Self Help Ready to Work Program. Includes information on:</p> <ul style="list-style-type: none"> <li>• Getting a Tax File Number (TFN)</li> <li>• Opening a bank account</li> <li>• Writing a resume</li> <li>• Type of work &amp; wages</li> <li>• Finding work</li> </ul> <p>Note: Arranged Job Placement is not part of the standard Job Club program. Students wishing to have job placement provided should enrol in the Job Club Gold program</p>	<p>Access to Phoenix Academy's Online Self Help Ready to Work Program.</p> <p>+ Job Placement in one of the following streams:</p> <ul style="list-style-type: none"> <li>• City Placements:               <ul style="list-style-type: none"> <li>Skilled: Hospitality &amp; Administration</li> </ul> </li> <li>• Country Placements:               <ul style="list-style-type: none"> <li>Unskilled, Semi-Skilled: Farm Work, Fruit Picking, Housekeeping, Hospitality</li> </ul> </li> </ul> <p>+ Job Guarantee* *Conditions apply</p>
Requirements	<p>Minimum Pre-Intermediate (CEFR A2) English Level Minimum 6 weeks English study</p>	<p>Minimum 6 weeks English study Unskilled &amp; Semi Skilled Positions: Minimum Intermediate (CEFR B1) English Level for placement Skilled Positions: Minimum Upper Intermediate (CEFR B2) English Level for placement</p>
Fees:	\$50	Placement Fee (4 week Guarantee): \$500 valid for one placement only
Hours of Work	N/A	<p>Working Holiday Visa Holders: 10 to 40 hours/week after course is completed Student Visa Holders: 10 to 20 hours/week outside of class hours</p>

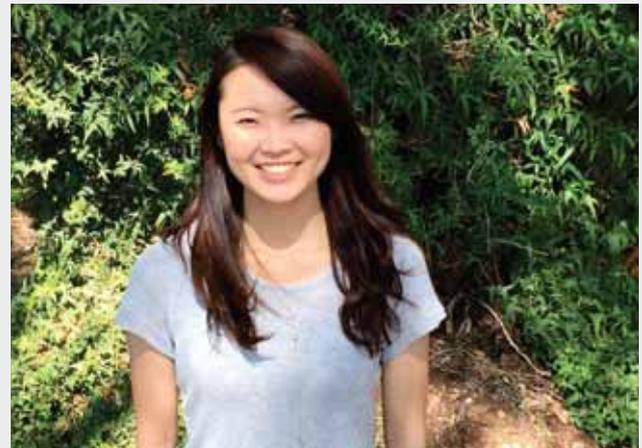
### Hear it from our Job Club student ...

*"I decided to study in Perth as I was looking for a something different to my home town of Tokyo. I liked the idea of a smaller capital city with a nice community and made the choice to come to Perth. To help me by guaranteeing a job a decided to do Phoenix Academy's General English Course and Job Club Gold. After looking at my experiences they found a great job for me with friendly hours working at a Guest Service Clerk at Hostel called Beatty Lodge nearby to the school which is very similar to job I held back in Japan.*

*It has been an amazing experience as I have improved my English so much and made many new friends from all parts of the world. One thing I really like about the General English Course is the optional extra classes called Special Focus Studies where you choose what part of the language you need to work on most. I really enjoyed the Special Focus Classes on IELTS Preparation and Conversational English Practise as they helped me the most. I have also really enjoyed taking part in activities around Perth, it is a beautiful city and my favourite tour has visiting the historic Fremantle Prison, definitely visit there when you come to Perth!"*

**Saori Matsumoto, Japan**

**16 Week GEC and Job Club Gold**



# Job Club & Job Club Gold Program (FAQ)

## Job Club Gold Frequently Asked Questions:

### What is the difference between unskilled, semi skilled & skilled work?

**Unskilled Work:** this is work that requires no specific education or experience. Examples of unskilled jobs are: Cleaners, Glassy (picking up glasses in a bar), restocking supermarket shelves, kitchen hand, picking fruit.

**Semi Skilled Work:** this is work that requires a limited level of education/training or experience. Examples of semi skilled jobs are: Waiter / Waitress / Bar Tender.

**Skilled Work:** is any work that requires some special skill, knowledge, or (usually acquired) ability. A skilled worker may have attended a college, university or technical school. Or, a skilled worker may have learned their skills on the job. Examples of skilled labor jobs are office administrator, secretary, bar manager, chef.



### What is the Job Club Gold Guarantee?

If you lose your job through no fault of your own within the first 4 weeks of your placement, our work placement partner will arrange other interviews for you to obtain further employment.

If you lose your job because of a breach of the Job Club Gold Code of Conduct, it will be up to the discretion of our work placement partner as to whether you will receive further job assistance. An additional placement fee may be charged.

### When will I start work?

You can expect to start work after a minimum of 6 weeks of study or at the end of your study period (WHV holders only).

### What if I have a problem with my work?

Our work placement partner staff is available to help you with any problem you have with your work. Our work placement partner can speak to your employer on your behalf, should the need arise.

### How much will I get paid?

This varies between employers and depends whether you are working direct for an employer or via a work contractor. Hourly rates are normally around \$20 (gross), depending on your age, sometimes more. However, in the country some seasonal work is paid via 'piece' rates. This means you are being paid for each vine/box/activity you complete and you may get paid less than the hourly rate indicated above, or more depending on how hard you work.

## City Work

### What kind of work will I do in the city?

To work in the city you must be available for a minimum three-month (12 -week) period.

For students on a working holiday visa this means that you must plan to stay in Perth and work for at least 12 weeks after you complete your studies at Phoenix Academy.

Only skilled positions in the areas of Hospitality and Administration are available for city placements. Skilled positions include: Chef, Bar Manager, Restaurant Manager, Duty Manager, and Hotel Manager.

Eligible applicants for skilled positions would need to provide evidence of suitability through qualifications and / or references in order to be considered.

### What clothes should I wear to work?

For any position where you will be working with the general public you will need excellent grooming and a neat appearance to commence work duties. You should bring appropriate clothing for your preferred work option ie white shirt and smart black pants with enclosed shoes for hospitality work.

## Country Work

### What kind of work is country work?

The work you will do in the countryside depends on any previous work experience and skills you may have as well as how long you are able to commit to a position (within the requirements of your visa). Our students work in the country as fruit pickers, vine pruners, corn de-tasslers, cane pruners and farm labourers. Some students have worked on farm machinery in their home countries and are able to take on farm labouring jobs that involve operating tractors or harvesters.

### How will I travel to the country?

There are a number of ways to travel to the country; either by bus or train, depending on the location of your work. You will need to cover the cost of travelling to your place of work. Sometimes employers offer to cover the cost of your transport, depending on how long you can commit to working with them. Country positions are usually full-time and sometimes accommodation and meals can be exchanged for labour. Once you are advised of your job placement you will also be advised of the approximate cost to travel to that location.

### Where will I live?

If you are working in a remote location, lodgings may be available for rent at your place of work. Otherwise there will be hostel or backpacker accommodation available in the closest town. Prices vary and are charged on a nightly, weekly or monthly basis.

### Will I be guaranteed a job in the country?

We can guarantee that our work placement partner will arrange work for you but it is ultimately the employer's decision about whether you are suited to the job. If your employer decides that things aren't working out, and as long as you have not breached the Job Club Code of Conduct, our work placement partner will find you another job for you.

### Is it really hard work?

Yes, much of the work is physical labour and also repetitive and requires persistence and determination. Be sure to pay close attention to any information you are given by an employer about occupational health and safety. You may be working in hot, humid or cold conditions and you will need to have the correct clothing and footwear, as recommended by your employer.

Some employers can sell you clothing, footwear and equipment and buy it back from you at the end of your work contract. Once we have confirmed your work placement we will advise you of the type of work and the type of weather you will encounter so you can bring appropriate clothing with you. It is very important that you wear appropriate footwear.



Name: \_\_\_\_\_

**General Information:**

Visa class travelling to Australia on? \_\_\_\_\_

Have you already had a job? Yes  No

**Employment Details:**

Job Title	Length of Employment	Employer	Duties

**Preferred Work Placement: (Please tick one only)**

Part-time city placement during study period (student visa holders only)

Part-time city placement after study period (working holiday visaholders only)

Full-time country placement after study period (working holiday visa holders only)

**Intended Length of Stay in Australia (if on a Working Holiday Visa)**

Approximate Length of Study \_\_\_\_\_ (weeks/months)

Approximate Length of Work \_\_\_\_\_ (weeks/months)

Approximate Length of Travel \_\_\_\_\_ (weeks/months)

**Preferred Work Location:**

City (Perth Metropolitan Area)

Country (Outside Perth Metropolitan Area)

If on a Working Holiday Visa, do you want to obtain an extension to your Working Holiday Visa? Yes  No

Are you travelling with someone else? Yes  No

Do you want to work in the same place as your travelling companion? Yes  No

**Enrolment Requirements**

Completed Application Form  Evidence of English Language Level

Current Curriculum Vitae (in English)  Evidence of Senior First Aid Certificate or equivalent (not compulsory)

**I declare that I understand the following:**

- My English level must reach a minimum Intermediate Level (B1) to be eligible for a Phoenix Job Club Placement.
- I understand that I will commence my Job Club Placement after I have finished my studies (Working Holiday Visa Holders) or after a minimum 6 weeks of study (Student Visa Holders). If I want a job during my initial study period I will have to find this myself.
- If I want to work in the city I must be available for a minimum of 12 weeks work in Perth after I have finished my studies (Working Holiday Visa Holders) or after a minimum 6 weeks of study (Student Visa Holders).
- Once I have successfully completed 4 weeks of work (city or county) I will not be entitled to any further job placements after this date.
- I must act reasonably and co-operate with regard to all job placements and job related matters.
- At all times during my employment I must endeavour to satisfy my employer's work expectations and that failure to meet any and all reasonable expectations will result in termination of my employment and forfeiture of my Job Club Guarantee.
- That should I be unsatisfied with my placement or have concerns regarding my employment conditions it is my responsibility to immediately notify firstly my Placement Agency for assistance and then Phoenix Academy.
- I understand that if I find my own work (to commence after my initial 6 weeks study period) without notifying Phoenix or my placement agent I will not be entitled to a refund of the Job Club Fee.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



I acknowledge the following with regard to the Job Club *Gold* Program at Phoenix Academy in Australia:

1. I have enrolled and will participate in a minimum twelve (12) week study program.
2. I understand that I must have a fixed address in Perth to participate in the Job Club *Gold* Program.
3. I have read and understood the Frequently Asked Questions (FAQs) document in relation to Country Work and City Work.
4. I have read, understood and agree to follow the Job Club *Gold* Code of Conduct (below).

### CODE OF CONDUCT

Being accepted into the Phoenix Academy Job Club *Gold* Program means that you become an ambassador for:

- Yourself;
- Your country;
- Your school or university; and
- Phoenix Academy (PA) and our work placement partner.

After your application has been received and accepted for the Phoenix Academy Job Club *Gold* Program, a final decision about your participation in Job Club *Gold* is not made until graduation from your English language course.

Phoenix Academy (PA) will monitor your behaviour and interactions with staff (both teaching and administrative) during your study period. Our work placement partner will also monitor how well you communicate with them (via email, telephone and in person) during your study period.

### EXPECTED BEHAVIOUR

To ensure that you can graduate from PA and take part in the Job Club *Gold* Program, we expect the following behaviour to be demonstrated:

- Full attendance and participation in all your classes;
- Timely, polite and respectful interaction with PA staff and students;
- Effective communication (via email, telephone and in person) with both PA and our work placement partner staff; and
- Progress in English language skills to meet the Job Club *Gold* Program entry requirements, if not met previously.

Here are some of the reasons why our work placement partner would decide against your participation in Job Club *Gold*:

- Lack of attendance and/or participation in class;
- Speaking your native language during a class;
- Being rude and/or disrespectful to staff, teachers or fellow students;
- Not communicating with PA or our work placement partner staff as required;
- Failure to graduate; or
- Not attending the PA Graduation Ceremony at the end of your course.

### DURING JOB CLUB GOLD

Once work with an employer has commenced, please remember that the reputation of PA and our work placement partner relies on the manner in which you conduct yourself whilst at work. PA and our work placement partner will cancel your participation in Job Club *Gold*, should the following occur:

- Not communicating with your employer or our work placement partner staff as required regarding your availability for and/or absence from work.
- Being rude and/or disrespectful to your employer or our work placement partner staff.

### PROBLEMS OR GRIEVANCES

Please advise our work placement partner.

***PA and our work placement partner are committed to your success in our Job Club Gold Program and trust that you will make the most of what can be a most rewarding experience in Australia!***

Date:	Student Name:	Student Signature:
Date:	Agent Name:	Agent Signature: