



CITY WORK

What kind of work will I do in the city?

A three-month (12 week) minimum commitment after completion of studies to any position is the required for a city work placement. The work you will do in the city depends on any previous work experience and skills you may have. It will most likely be a part-time position as a waiter, bartender, housekeeper, cleaner or kitchen hand and will also depend on your level of English. Hospitality positions vary but are usually part-time between 10-20 hours per week and most work is available on Thursday, Friday, Saturday and Sunday.

Will I be guaranteed a job?

We can guarantee that our work placement partner will arrange an interview for you with various companies offering jobs we believe are suited to your skills. However it is ultimately the company's decision about whether they believe you are able to carry out the duties of the job and whether they can offer you work. If you are unsuccessful with your first interview, further interviews will be made until you secure a job.

What is the Phoenix Academy Job Club Gold Guarantee?

Phoenix Academy guarantees to find you work for a minimum of four weeks. If you choose to work in the country, we can guarantee full-time work. However, if you choose to work in the city, the work is mostly only part-time ie up to 10-20 hours per week.

When will I start work?

You can expect to start work at a minimum of 6 weeks of study or at the end of your study period. As the Phoenix Job Club Gold places students after their studies at Phoenix are completed, if you want to work while you study you will need to source this job yourself.

What happens if I lose my job?

If you lose your job through no fault of your own, we guarantee to 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 Phoenix Academy and our work placement partner as to whether you will receive further job assistance. An additional placement fee may be charged.

Is it really hard work?

Yes. Some kitchen hand jobs involve washing dishes for many hours. Some cleaning jobs involve cleaning entire floors of office buildings (ie cleaning toilets, emptying bins, dusting, vacuuming). Some bar jobs involve working in very crowded, noisy environments collecting glasses.

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 or casual clothes for cleaning and kitchen hand positions.

What if I have a problem with my work?

Phoenix Academy and our work placement partner staff are always 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.



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.

What is the Phoenix Academy Job Club Gold Guarantee?

Phoenix Academy guarantees to find you work for a minimum of four weeks.

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 \$15 (gross), depending on your age, sometimes more. However, 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.

What happens if I lose my job?

If you lose your job through no fault of your own, we guarantee to arrange other interviews for you to obtain further employment. If you lose your job because of a breach of the Job Club Code of Conduct, it will be up to the discretion of Phoenix Academy and 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?

Once you have finished the study component of your program you will be able to travel to your place of work. If you want to have a short break between your study and work components then that can also be arranged. As the Phoenix Job Club places students after their studies at Phoenix are completed, if you want to work while you study you will need to source this job yourself.

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.

What if I have a problem with my work?

Phoenix Academy and our work placement partner staff are always 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.

Why do you recommend that I complete a First Aid Course before I start my job?

There are a number of advantages for you to have this qualification. These include:

1. Having a nationally recognised qualification that will give you practical hands on skills for dealing with emergency medical situations.
2. Making you more attractive to employers, who are now required to have a percentage of their employees with first aid qualifications.
3. Giving you skills that will be useful to you wherever you go and will help you to save lives.



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 (A2) 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 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 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 Code of Conduct (below).

CODE OF CONDUCT

Being accepted into the Phoenix Academy Job Club 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 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 Program entry requirements, if not met previously.

Here are some of the reasons why PA and/or our work placement partner would decide against your participation in Job Club:

- 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

During Study Period – please advise PA Job Club Manager.

During Work Period – please advise our work placement partner or Job Club Manager (whichever appropriate).

PA and our work placement partner are committed to your success in our Job Club 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: