

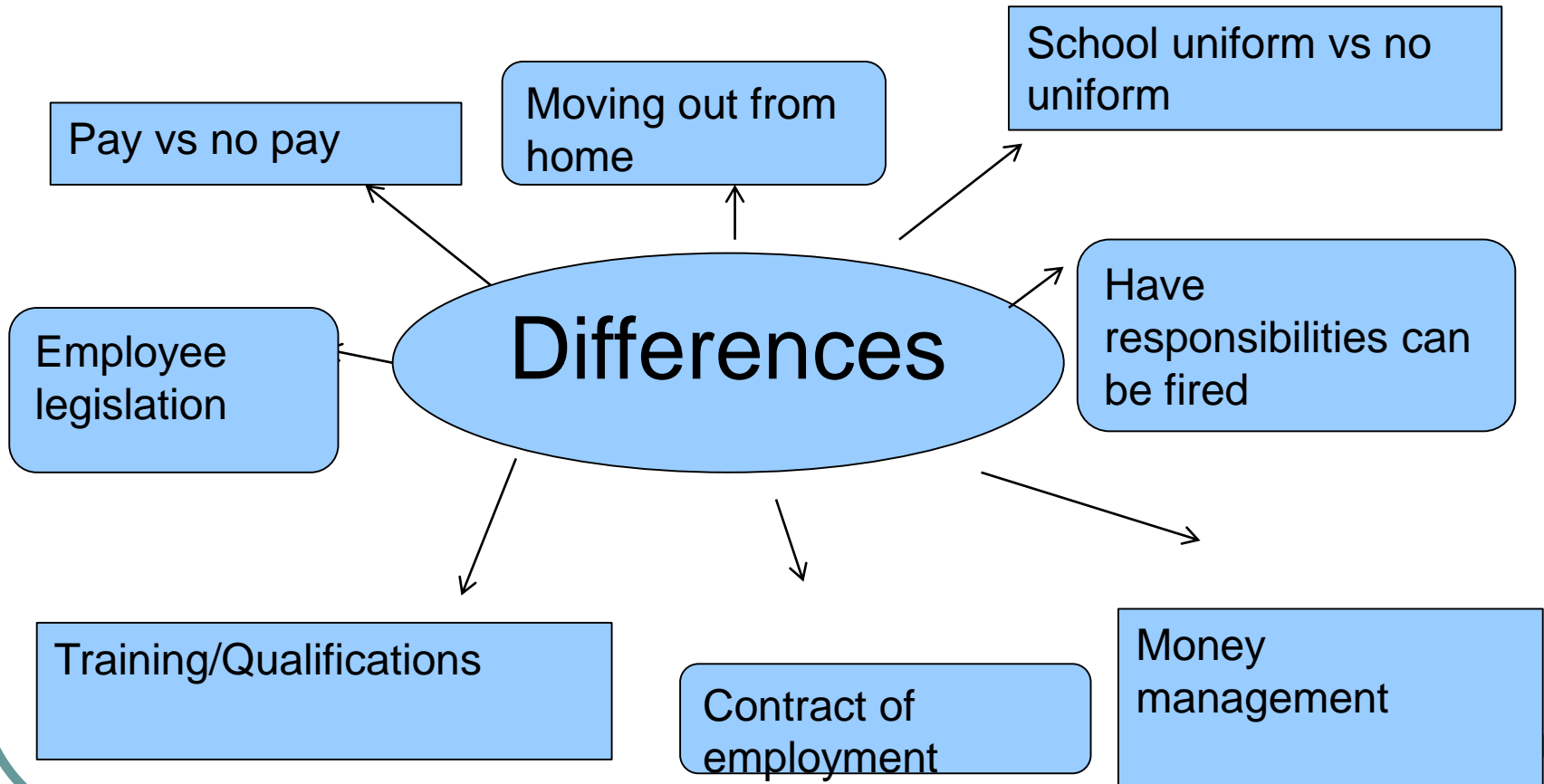
Preparation for the world of work

Link Modules

Introduction to working life

- **Work:** can be defined as an activity which requires effort without payment **eg** washing the dishes at home.
- **Employment:** is when payment is received for working **eg** washing dishes in a canteen and getting paid.
- People in employment are employers, employees or self-employed.

Differences between school and employment



How does the world of work differ from school work

- Hours are longer in work you may have to work in the evenings at weekends, flexitime
- Work is more practical than school- not sitting at a desk everyday
- There can be more day to day variety in work
- You receive an income in work not in school
- Teamwork may be more evident in the workplace
- IT/Technology usually more up to date in the workplace
- Different types of demands- school has homework, for work you must be very committed.

Value of Work

● Employee

Financial Benefits	Non Financial Benefits
Wages/Salary	Security
Bonus	Self Esteem
Benefit in Kind	Promotion
Overtime	Possibility to travel
	Acquire new skills
	Acquire new friends

Value of Work

● Self Employed

Financial Benefits	Non Financial Benefits
Wages/ salary	Own boss
Benefit in kind	Self esteem
Share of profit/dividends	Sense of achievement
	Respect
	Possibility of travel
	Acquire new skills/experiences

Employment of Young Workers

- **Protection of Young Persons (Employment) Act 1996**



Under 18 year olds Protection of young persons (employment) act 1996

- Under 18s may not be employed for more than 40 hours a week or 8 hours a day, except in genuine emergency
- For a regular job minimum age is 16
- Employees can take on 14 and 15 year olds for light work
 1. Part time during school term
 2. As part of an approved work experience
 3. During school holidays provided there is a minimum 3 week break from work

- The full provisions of the act do not apply
- To employment of close relatives
- Employment in fishing, shipping or defence forces
- Offenders can face a fine up to €1904.61 an extra €317.43 a day for continuing offence.

Young workers protected by other acts

- **Safety, health and welfare at work act 2005**
 1. Updates existing health and safety legislation and imposes serious penalties for breaches of the legislation
- **Equality Act 2004**
 1. Prohibits discrimination on 9 grounds- gender marital status, age, family status, race, religious belief, disability, sexual orientation and member of travelling community

- **Protection of employees (part time) act 2001**
- Part time worker cannot be treated in a less favourable manner than a comparable full time employee
- **National minimum wage act 2000**
- Current minimum wage is €8.65
- Under 18 €6.06

Contract of Employment

- When you are working you must receive a **contract of employment**. This document sets out all the terms and conditions relating to the position offered.

A contract of employment will contain the following information

- Details on wages/salary, how much when you are paid/how much you are paid
- Holiday entitlements, when work year begins/ when you can take holidays/how many days holidays
- Sick leave entitlements, how many days before a cert is needed/ details on payment while you are ill.
- Details of the job you are appointed to do/job title
- Code of conduct/grievance procedure, who you can complain to and how you should complain
- Details on statutory leave such as parental leave/maternity leave
- Employers name and address/employees name and address
- Employees start date/duration of contract
- Signature of employee

Health and Safety regulations

- Important for every workplace to prevent accidents happening to employees, customers and the visiting public
- Maintain hygiene standards
- Protect the security of the workplace
- Prevent bullying and harassment in the workplace

Safety statement

- Every workplace is required to compile a safety statement that identifies all the potential hazards, the risks involved and the safety procedures and guidelines.



Employers must

- Provide information, training and supervision when appropriate. This includes training courses, fire drills and warning notices
- Highlight and protect employees from potential hazards
- Provide a safe working environment eg machinery with safety features

Employers must.....

- Provide safety equipment and clothing, and enforce their use
- Record accidents and injuries and take preventive action
- Facilitate the appointment of a safety representative from the workforce
- Investigate claims of bullying/ harassment
- Have an anti bullying policy in place

Employees Responsibilities

- Employees should take responsibility for their own health, safety and welfare
- They should use **Personal Protective Equipment (PPE)** and protective clothing, if required.
- They should follow training and instructions carefully
- They should report any dangers or injuries to the Health and Safety Representative or employer
- Employees should ensure there is no bullying in the workplace

- All construction workers must have a **safe pass**.
- This is a one day course organised by FAS.
- Everyone on a construction site must have a Safe Pass.
- The objective of the legislation is to prevent accidents and ill health in the workplace.

Diversity in the workplace

- Discrimination is outlawed on 9 different grounds
- Harassment is defined as any act or conduct which is unwelcome and offensive
- All employees are entitled to equal pay for equal work
- The office of the director of equality investigations was set up to investigate cases of discrimination

Disputes in the workplace

1. Pay
2. New technology
3. Working conditions
4. Redundancy
5. Harassment
6. Demarcation
7. Dismissal

Role of Trade Union

- Protects workers interest, and rights in their dealings with the employer
- Negotiates with employers so as to improve the pay and working conditions of their members
- Represents the employees in disputes and as a result have greater strength at the negotiating table
- Will negotiate redundancy payments when there are possible job losses

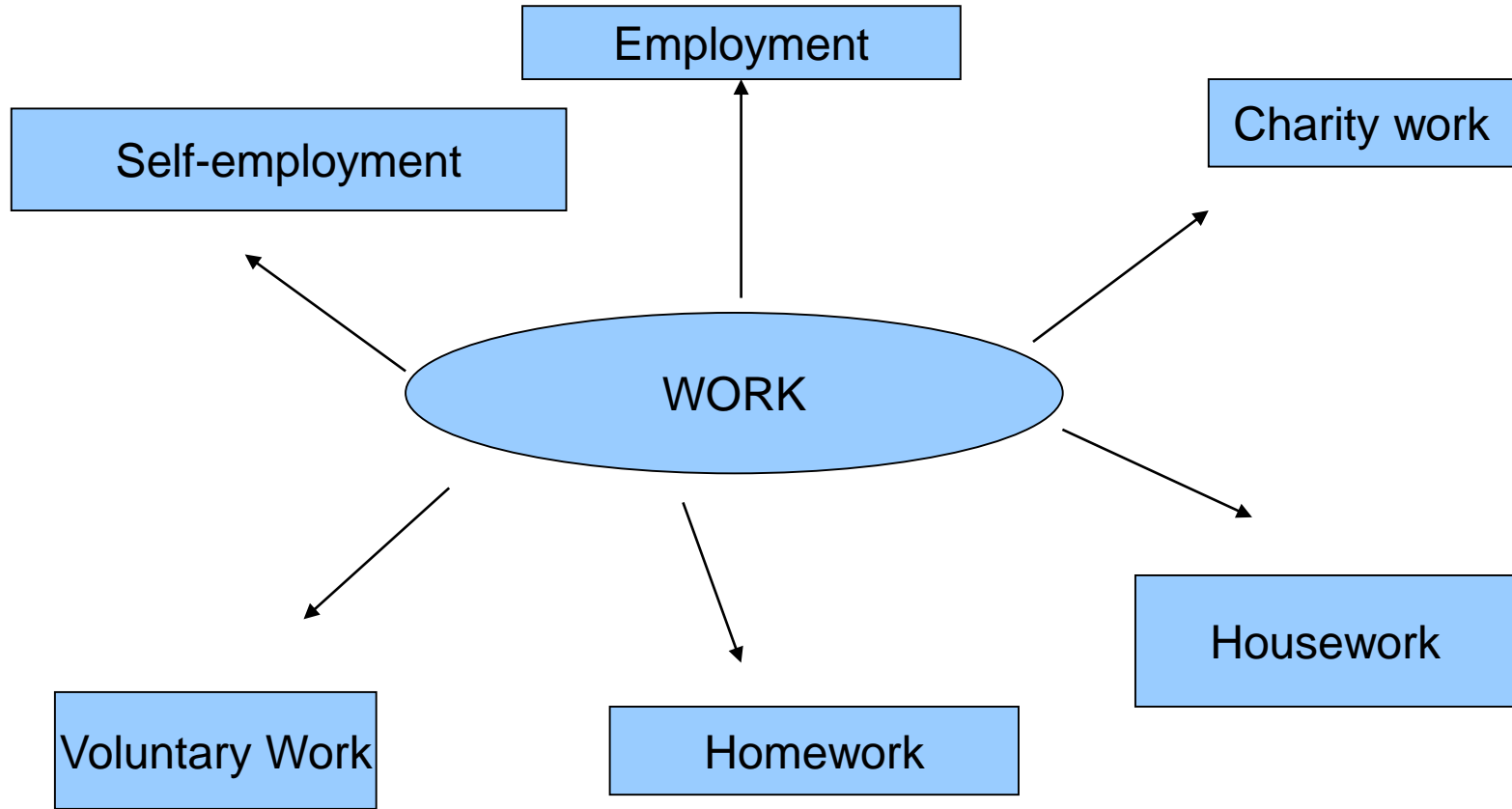
- In dealing with a dispute the worker may initially solve the problem
- Approach a shop steward (trade union representative in the workplace)
- Voluntary unpaid role they will represent the employee on trade union matters and communicate and negotiate with management

- The **Labour relations commission** provides a conciliation service, listens to both sides and attempts to bring about negotiation and reconciliation
- The LRC also provides a **rights commissioner** to investigate disputes involving one worker or a group of workers
- The LRC also provides **advisory and mediation service**
- **Equality officers** investigate formal complaints regarding discrimination

The Labour Court

- A court of final appeal
- Investigates disputes and issues recommendations
- It also hears appeal concerning rights commissioner and equality officers
- It is only legally binding in these cases
- Arbitration

Different Types of work



Voluntary Work

- Many voluntary organisations rely on people to work for nothing and help the less well-off **eg** the St Vincent De Paul
- Voluntary work is very important to our society.
- By engaging in voluntary work you can help improve your self esteem and acquire new skills.

Self Employment



- **Advantages**
- You're the boss
- You keep all the profits after tax
- You can develop a hobby
- Its an alternative to unemployment
- You decide your working hours
- You make the decisions

Self Employed

- **Disadvantages**
- You have to work long hours initially
- You alone are responsible for the business
- No one shares any losses with you
- There is a risk of failure
- You have limited finance

Employment



- **Wages**

1. **Time-rate:** paid on the basis of hours worked.
2. **Piece-rate:** depends on the units produced.

Benefit in Kind: non financial benefits associated with employment **eg** company car, free flights

Permanent Full Time

- **Advantages**
- You will have a regular income
- You do not have to worry about finding a job
- You can join a pension scheme
- It is easier to plan your own finances and future
- Security of employment gives independence
- Promotion prospects exist
- You are less likely to become depressed

Permanent Full-Time

- **Disadvantages**
- You have no incentive to move job
- Work tends to be less varied
- Less leisure/family time is available
- You may lose flexibility
- Moving house becomes difficult
- Motivation may decrease

How can time-keeping be monitored?

1. Sign in an attendance book
2. Clock in/clock out cards
3. Personal checks
4. Video cameras
5. Scan in ID cards

Why monitor time?

- Workers will learn to be punctual
- Wages can be calculated accurately
- One can check if employees are reliable
- Checks are a must for flexitime as employees will have a range of starting times

Unemployment

- Many people are unable to find suitable employment and are said to be unemployed
- This may happen due to the closure of business, a change in the economy or improvements in technology
- When a person is unemployed they receive unemployment benefit

Financial Assistance available to the unemployed

- Unemployment benefit
- Family Income supplement
- Back to work allowance
- Back to work enterprise allowance
- Back to education allowance
- www.welfare.ie

Training schemes for the unemployed

- **FAS:** FAS runs a large number of training courses, where you will receive a weekly training allowance. Depending on your circumstances, you may also receive travel lunch and accommodation expenses.



Foras Áiseanna Saothair
Training & Employment Authority

FAS provides the following services

- Initial guidance interviews to help build up your profile
- Career information including guidance, planning and support
- Advice on employment incentives **eg** assistance for a person with disabilities
- Information on FAS programmes and training
- Access to a wide range of job vacancy information

- **Community Enterprise Schemes:** this is for the long-term unemployed. Advice and training is given to a community-based group that has a viable plan to create local employment. This is an opportunity to enter part-time employment and work in local organisations so that the local area benefits.

- **Failte Ireland:** Failte Ireland provide opportunities for people over the age of 17, including the unemployed, to train for employment in the Irish tourist industry.
- Training is free and uniforms, lunch and a training allowance are provided for the three month duration of the FETAC accredited programmes.



Fáilte Ireland
National Tourism Development Authority

Leader Programme

- A scheme part funded by the EU to help rural communities to develop their own areas according to their own priorities.
- Play a key role in building small enterprise and services in rural areas.

Employee's Rights

- To be allowed join a trade union if they so wish. A trade union will represent the employee in the case of any dispute between employer and employee
- To be guaranteed the correct pay and conditions as set down by laws- Labour Laws
- To work in an environment that is safe and healthy as set down by law- Health and Safety
- Not to be discriminated against-equality issues

Employees' Responsibilities

1. Respect property of employer
2. Be honest and trustworthy
3. Be punctual
4. Do a Fair Day's work

Employers rights

1. To run a business
2. Hire suitable staff
3. Dismiss employees provided its fair



Employer's Responsibilities

- Pay minimum wage
- Provide a written contract
- Obey Laws
- No discrimination
- Safe and healthy workplace
- Holidays
- Proper records eg PAYE and PRSI

Diversity

- There is a large mix of people working, male, female, young old, from different countries able-bodied and having special needs

Benefits that diversity in the workplace might bring

- Younger employees can learn from older employees and vice versa
- Employees come from different backgrounds so will have a different outlook which may help in decision making
- You learn tolerance/ no one person is better than another
- Different work attitudes will have a positive affect on others
- Improve a variety of skills eg languages