

Young workers & students

Starting work can be an exciting time. While every workplace is different, there are rights and responsibilities that apply to all employees.

Follow the tips below to help prepare for a new job.

- [Know your rights](#)
- [Prepare for your first day](#)
- [Know your responsibilities](#)
- [Resolve issues](#)
- [Know the rules about unpaid work](#)
- [Read our helpful resources](#)

When you start a new job, you might get told things, or asked to do things that don't seem quite right. Find out about [common myths and tips \(www.fairwork.gov.au/find-help-for/young-workers-and-students/myths-and-tips-for-young-workers\)](#) to help you.

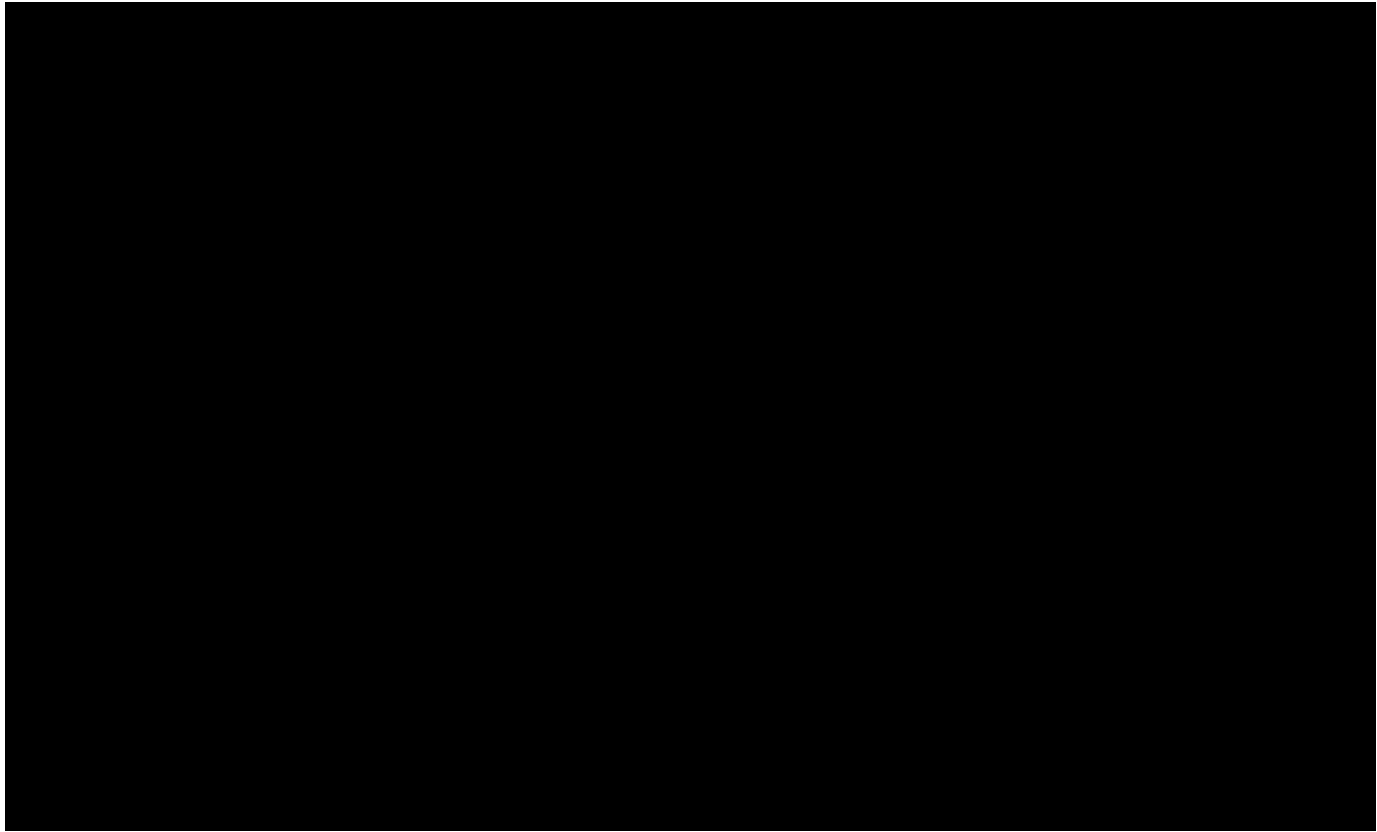
Know your rights

There are some things you should find out from your employer as soon as possible. This includes:

- your pay rate
- whether you're full-time, part-time or casual (this affects your hours of work, pay rate and leave entitlements)
- your hours of work
- what your job duties will be
- whether there's an [award \(www.fairwork.gov.au/Dictionary.aspx?TermID=2124\)](#) or [registered agreement \(www.fairwork.gov.au/Dictionary.aspx?TermID=2034\)](#) that covers your job (this affects your pay rate, hours of work and other entitlements)
- if there's a probation period for your job.

There are minimum workplace rights that can't be taken away from you, including the National Employment Standards (NES). The NES covers types of leave, public holidays and notice if you get fired.

Watch a video about warning signs in the workplace so you know what to watch out for.



Find out about:

- [junior pay rates \(www.fairwork.gov.au/pay/minimum-wages/junior-pay-rates\)](http://www.fairwork.gov.au/pay/minimum-wages/junior-pay-rates)
- [types of employees \(www.fairwork.gov.au/employee-entitlements/types-of-employees\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees)
- [hours of work \(www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-rosters\)](http://www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-rosters)
- [probation \(www.fairwork.gov.au/employee-entitlements/types-of-employees/probation\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/probation)
- [the NES \(www.fairwork.gov.au/employee-entitlements/national-employment-standards\)](http://www.fairwork.gov.au/employee-entitlements/national-employment-standards)
- [what age you can start work. \(www.fairwork.gov.au/find-help-for/young-workers-and-students/what-age-can-i-start-work\)](http://www.fairwork.gov.au/find-help-for/young-workers-and-students/what-age-can-i-start-work)

Awards (modern awards) are legal documents that outline the minimum pay rates and conditions of employment. Use our 3-step [Find my award tool \(www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/\)](http://www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/) to help find the award you're covered by.

If you're doing an apprenticeship or traineeship, find out more about entitlements on our [Apprentices and trainees page. \(www.fairwork.gov.au/find-help-for/apprentices-and-trainees\)](http://www.fairwork.gov.au/find-help-for/apprentices-and-trainees)

Prepare for your first day

Your first day can be overwhelming. Make sure you're prepared by finding out:

- where you need to go, and how and when to get there
- the dress code for your job
- whether there's any paperwork you need to complete
- who your supervisor is.

Use our [Guide to starting a new job \(DOCX 35.6KB\) \(https://www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-a-new-job.docx.aspx\)](https://www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-a-new-job.docx.aspx) (PDF 548.7KB) (<https://www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-a-new-job.pdf.aspx>) , take our [Starting a new job online course \(https://www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/starting-a-new-job\)](https://www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/starting-a-new-job) and fill in our [Starting a new job checklist \(DOCX 40.1KB\) \(www.fairwork.gov.au/ArticleDocuments/715/Starting-a-New-Job-Checklist.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/715/Starting-a-New-Job-Checklist.docx.aspx) to help you prepare.

Watch a [video with 6 tips on starting a new job](https://youtu.be/FC5tWenwoUQ)  (<https://youtu.be/FC5tWenwoUQ>) to make sure you get the most out of it.

Know your responsibilities

You have responsibilities as an employee. These include performing the duties of your job, being punctual and reliable, and following any workplace policies, procedures, and health and safety rules.

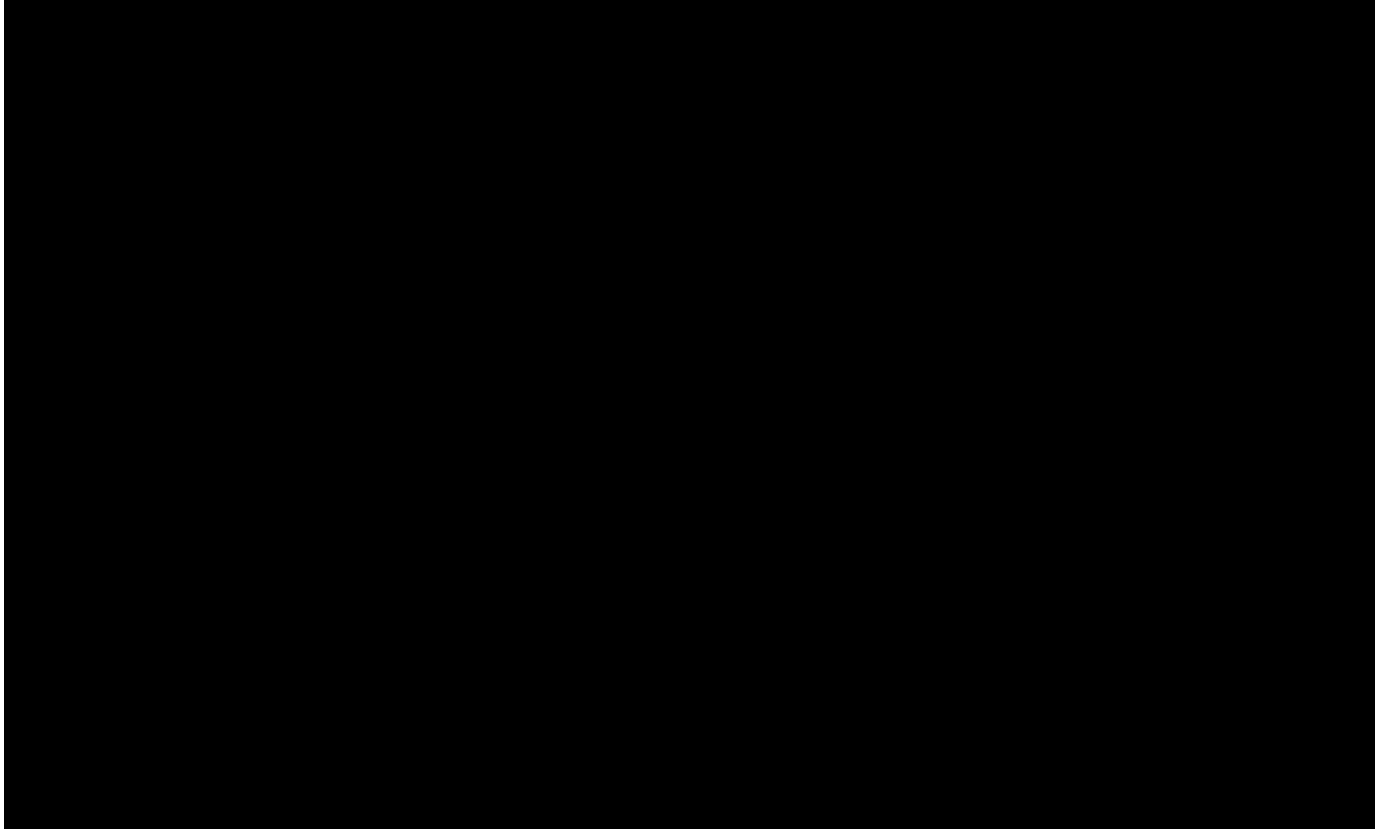
A new job can give you a lot of opportunities - try to make the most of it. Check with your employer to see how you're performing

and look for ways to improve how you work.

Resolve issues

Issues can occur in the workplace. It's important to deal with them as they arise and talk to your employer if something is making you uncomfortable. If you're not sure how to start a conversation, take our free [Difficult conversations in the workplace course](https://www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/difficult-conversations-in-the-workplace-employee-course) (<https://www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/difficult-conversations-in-the-workplace-employee-course>) in our Online learning centre.

Learn about the steps you can follow and tips for having a difficult conversation with the unfair treatment at work video.



Know the rules about unpaid work

Unpaid work can occur in the workforce in different forms - from vocational placements to unpaid job placements, internships, work experience and trials. They are entered into for a number of reasons.

Find out more about:

- [types of unpaid work, and when you should be paid](http://www.fairwork.gov.au/pay/unpaid-work) (www.fairwork.gov.au/pay/unpaid-work)
- [when unpaid work trials are okay](http://www.fairwork.gov.au/pay/unpaid-work/unpaid-trials) (www.fairwork.gov.au/pay/unpaid-work/unpaid-trials)
- [student placements](http://www.fairwork.gov.au/pay/unpaid-work/student-placements) (www.fairwork.gov.au/pay/unpaid-work/student-placements)
- [work experience and internships](http://www.fairwork.gov.au/pay/unpaid-work/work-experience-and-internships) (www.fairwork.gov.au/pay/unpaid-work/work-experience-and-internships) .

Watch a [video about common types of unpaid work](https://youtu.be/jQO_dRJeX6U) (https://youtu.be/jQO_dRJeX6U) to make sure you know the rules.

Read our helpful resources

We have specialised resources for young workers. Check out our:

- [best practice guide for young workers](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/best-practice-guides/a-guide-for-young-workers). (www.fairwork.gov.au/how-we-will-help/templates-and-guides/best-practice-guides/a-guide-for-young-workers)

You can also watch our young worker's videos [Job Trial Fails](https://youtu.be/E4IDfhWwLIs) (<https://youtu.be/E4IDfhWwLIs>) and [Young Workers Best Practice Guide](https://youtu.be/oC2rmepSyK0) (<https://youtu.be/oC2rmepSyK0>) and test your knowledge with our [Workplace Basics quiz](http://www.fairwork.gov.au/how-we-will-help/online-training/workplace-basics) (www.fairwork.gov.au/how-we-will-help/online-training/workplace-basics) . It has sections on everyday issues like pay, leave and termination. You'll get feedback and links to resources and you can download a completion certificate when you've finished.

You might also be interested in

- [Visa holders and migrants \(www.fairwork.gov.au/Find-help-for/visa-holders-and-migrants\)](http://www.fairwork.gov.au/Find-help-for/visa-holders-and-migrants)
- More [Summer Job Fails videos](http://www.youtube.com/watch?v=E4IDfhWwLIs&list=PLu9hkBtGA1Tsi-gIACu0MSUCHv5W0mABT6) [☞](http://www.youtube.com/watch?v=E4IDfhWwLIs&list=PLu9hkBtGA1Tsi-gIACu0MSUCHv5W0mABT6) (<http://www.youtube.com/watch?v=E4IDfhWwLIs&list=PLu9hkBtGA1Tsi-gIACu0MSUCHv5W0mABT6>)
- [My employment checklist \(DOCX 417.2KB\) \(www.fairwork.gov.au/ArticleDocuments/715/My-employment-checklist.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/715/My-employment-checklist.docx.aspx)
([PDF 365.7KB\) \(www.fairwork.gov.au/ArticleDocuments/715/My-employment-checklist.pdf.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/715/My-employment-checklist.pdf.aspx))
- [Develop your money management skills at ASIC's Be MoneySmart online training centre](https://www.moneysmart.gov.au/teaching/teaching-resources/teaching-resources-for-vet) [☞](https://www.moneysmart.gov.au/teaching/teaching-resources/teaching-resources-for-vet) (<https://www.moneysmart.gov.au/teaching/teaching-resources/teaching-resources-for-vet>)

Page reference No: 2748

Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.