



Lesson Plan

Date:

Duration: 2 hours

<p>No. of participants: Level: Intermediate level Topic: Introducing work rights and conditions in Australia</p>	
<p>Lesson aims: By the end of the lesson participants should be aware of work rights and work conditions in Australia</p>	
<p>Specific learning outcomes: By the end of the lesson, participants should be able to understand and say:</p> <ul style="list-style-type: none">• Minimum wage• Safe workplace• Full-time employment• Part-time employment• Casual employment• Work culture and ethics• Bullying, harassment and discrimination• Pay slip and payment summary• "Cash in hand"	<p>Assessment methods: Facilitators to listen to participants' pronunciation and check understanding on key vocabularies related to work rights and work conditions in Australia.</p>
<p>Previous knowledge assumed: participants have done "Pathway to Employment in Australia" lesson</p>	
<p>Materials and equipment required: Whiteboard, markers, "Work Rights and Conditions" handout and "Your First Job" diagram</p>	
<p>Room layout: U and O shapes</p>	
<p>General notes on differentiation / learning styles: facilitating techniques involve auditory, visual and kinaesthetic methods.</p>	
<p>Anticipated problems and solutions:</p> <ul style="list-style-type: none">• Some participants may have difficulty pronouncing "ombudsman", "fraud" and "courteous" words<ul style="list-style-type: none">○ Model and drill the pronunciation many times.• Some participants may have difficulty understanding "pro-rata", "bullying", "harassment" and "discrimination" concepts<ul style="list-style-type: none">○ Facilitators to spend a bit more time explaining these concepts.• Some participants may have further questions on job search skills or specific topic (eg. how to search for a job on the internet, how to write a cover letter, tax return etc)	



- Facilitators may choose one of these topics as next week's lesson

Time	Facilitator activity	Participant Activity	Resources/Reference/ Materials/Equipment
(10-15 min)	Introduction and ice breaker <ul style="list-style-type: none"> • Meet and greet - Introduction of any new participants (if relevant) • Ice breaker game or activity 	Introduce themselves to each other Engage in ice breaker game/activity	Name tags/stickers Ice breaker handouts (if relevant) Pen and paper (if relevant)
(15 min)	Introduce key vocabularies <ul style="list-style-type: none"> • Establish meaning through images and context <ul style="list-style-type: none"> ○ Distribute “Work Rights and Conditions” handouts ○ Go through each picture in the handout with its explanations – ask participants to read the explanations ○ Discuss any words participants find difficult • Pronunciation <ul style="list-style-type: none"> ○ Ask participants to read the handout and repeat certain words they find difficult 	Look at images Listen Read texts Repeat the words	“Work Rights and Conditions” handouts
(30 min)	Introduce key vocabularies <ul style="list-style-type: none"> • Establish meaning through images and context <ul style="list-style-type: none"> ○ Handout the first page of “Your First Job” diagram ○ Go through each word and ask participants to explain briefly what it means ○ Particularly, ask participants to give examples for work ethics and ask them to write on the board (with some help if needed) 	Look at images Listen Read texts Repeat the words	“Your First Job” diagram



	<ul style="list-style-type: none">○ Handout the second page of the diagram and ask participants to read each word and its explanations in turn.○ Discuss any words participants find difficult● Pronunciation<ul style="list-style-type: none">○ Ask participants to read the handout and repeat certain words they find difficult		
(5-10 min)	Break – Morning tea		
(40 min)	<p>Conversation - Break into small groups</p> <p>Questions:</p> <ol style="list-style-type: none">1. Have you been treated unfairly at work in the past? What happened? What did you do about it?2. Whose responsibility is it to make the workplace safe? Explain.3. Have you experienced bullying, harassment or discrimination at work before? Can you please share your experience only if you feel comfortable? Who do you ask for help if you experience this at work?4. Are you planning to get a job in the future? Are you going to work full-time, part-time or casual? Why?5. Do you think having a good workplace behaviour and ethics important? Why?6. How do you establish connections and friendship at work?7. Do you think it is important to ask permission from your Manager/Supervisor before you put their names as your referees? Why?8. Do you think it is important to pay your tax when you are required to? Why?9. Do you think it is a good idea to get paid “cash in hand”? Why?	Discuss and answers questions in their small group	N/A



	10. Is it important to get a pay slip? Why?		
5-10 min	Conclusion and wrap up <ul style="list-style-type: none">• What have you learn today?• Information about next class etc		