



OPPORTUNITIES
— International —
WORKING IN AUSTRALIA



An aerial photograph of the Sydney Opera House, a large white building with a distinctive sail-like roof, situated on a peninsula in Sydney, Australia. The harbor water is a deep blue-green, and a large ferry boat is moving across it, leaving a white wake. In the background, the city skyline is visible, and a modern building stands on the right. The text 'WORKING IN AUSTRALIA' is overlaid in a white box with a thin black border.

WORKING IN AUSTRALIA

WHAT IS IT LIKE WORKING IN AUSTRALIA?

Australia is a very safe place to work, rest, and play. Most workplaces respect their staff and treat everyone fairly. You will find you make a lot of friends through work in Australia. The great thing about working in Australia is employers have very strict guidelines to follow. This helps everyone to have a good experience at work. There is no tolerance for discrimination, bullying, harassment, or unfair treatment. Once you have a job in Australia it is very hard to lose it.

The national minimum wage is \$19.84 per hour or \$754 per week for 38hrs a week with 4 weeks leave and 10 days sick leave. These salaries have 9.5% superannuation paid on top of it too. If you are working casually or on a part-time basis then your leave is added to your hourly rates.

Australia has very strict laws about the workplace. Wages need to be paid on time, every time. They need to be paid properly with the tax being withheld. If employers do not pay you properly, they can get into a lot of trouble with the government.

In Australia, a lot of people find their dream job through their welcoming job. You will need to network with people to make yourself known to the industry. Once you are known a lot of people will openly hire you if a connection has been formed.



HOW DO WE HELP YOU FIND WORK?

We will be providing you with a job upon your arrival in Australia. This may be in hospitality, labor work, retail, or manufacturing. There are lots of different industries that we will be working with. Once you have started working you will find several other job opportunities will arise. If you wish to apply for another job while in Australia, we will happily help you write your letter of application and structure your resume to suit the job you are applying for.

To start working in Australia you must have a Tax File Number, Superannuation Account, Bank Account, Student visa, and industry certifications. We will happily set you up with all these essentials when you arrive. This is all included in your package.

Before you start to work your employer will ask you to complete a tax application form that allows your employer to deduct tax from your pay and pay it straight to the tax office on your behalf. In Australia, this is known as Pay as You Go (PAYG).

Nearly all jobs in Australia require you to have industry certifications. As a part of your package, we will be helping you to get these industry certifications depending on which job you will have. You will be issued the certificates and will then become employable in Australia. For example, to work in a hotel you will need to have a Responsible Service of Alcohol (RSA), a Responsible Gambling Certificate (RGC), a food handlers' certificate, and a First Aid certificate. These are all included in your package and we will help you complete these.



WHAT DO WE NEED TO START WORKING IN AUSTRALIA?

WHAT IF I ONLY SPEAK MY NATIVE TONGUE OR LITTLE ENGLISH, HOW WILL THIS IMPACT MY JOB?

If you cannot speak fluent English, we will set you up with the back of housework. This will allow you to learn English and work comfortably while doing so. If you can speak English well, you will be working in a customer service or front of the house position. There are also many online ways of earning an income that we can happily help you prepare for.

Yes. The idea behind your job on arrival is to provide you with something steady while you are settling into Australia. The job we provide you with is to help you pay your bills, meet new people, and learn how everything works in Australia. We will do our best to match you with a job that best suits your personal abilities. If you come across a job that you want to apply for, we are more than happy to help you prepare an application for this. Yes, we will help you write the application if English needs improvement, you need more confidence or if you simply need some help.

CAN I APPLY FOR OTHER JOBS WHILE I AM IN AUSTRALIA?

Resumes for Australian jobs:

Depending on the job you are applying for, in Australia, you need to send through a letter of application and resume. Especially if you are responding to a job advertisement. If you are applying for a job advertised in the window or through word of mouth, then you primarily need a resume to hand to the manager. Resume formats are variable and presentable. The presentation of your resume is important because you need to attract the attention of the manager. The manager sees the presentation of your resume as a representation of your personality and attitude to work. If you are writing a resume especially for an Australian job make sure you outline your Mission, Education & Qualifications, Experience, Industry certifications, Employment History, Interests, and References. We are happy to help you prepare a resume if you need assistance once you have arrived.

HOW MUCH WORK AM I ABLE TO DO WHILE STUDYING?

In Australia, International students are allowed to work a maximum of 20 hours per week during study periods and do as much work as they want during holiday periods.

Students are also allowed to open their own business while studying if they prefer to work for themselves. We will set you up with an Australian Business Number when you arrive in Australia. This will make it easier for you to be independent and earn more money.

ABN APPLICATION

In Australia you are required to have an ABN, which stands for Australian Business Number, to operate a business. Once you have your ABN you can run a business of your choice and issue an invoice for your services. An ABN is a unique eleven-digit number used to identify your business. Here is an example 51 234 567 890. This link will take you to the Australian Business Registry (ABR) where you can learn more about applying for an ABN. Remember we will be doing this for you when you arrive in Australia. [Applying for an ABN | ABR](#)

TFN APPLICATION

A Tax File Number (TFN) is a number nine-digit number used by the Australian Tax Office (ATO) to identify each individual who is employed.

In Australia, a person can apply for a TFN if they have the right to work. This is an example of a Tax File Number – 533 430 133.

Here is a link to some more information on the Tax office website [Apply for a TFN | Australian Taxation Office \(ato.gov.au\)](#)

This what a TFN declaration form looks like. You will need to complete this for your employer when you arrive in Australia.

Australian Government
Australian Taxation Office

Tax file number declaration

This document is NOT an application for a tax file number.
 * Use a black or blue pen and print clearly in BLOCK LETTERS.
 * Print in the appropriate boxes.
 * Read all the instructions including the privacy statement before you complete this declaration.

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Section A: To be completed by the PAYEE

1. What is your tax file number (TFN)?
 OR I have made a request for a TFN to the ATO for a new or existing TFN.
 OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

2. What is your name?
 Title: Mr Ms Miss Mx Other
 Surname or family name: _____
 First name: _____
 Other names: _____

3. If you have changed your name since you last dealt with the us, show your previous family name: _____

4. What is your date of birth? Day: ____ Month: ____ Year: ____

5. What is your home address in Australia?
 Street or post: _____
 Suburb: _____
 State: _____ Postcode: _____

6. Do what basis are you paid? (Select only one)
 Full-time Part-time Labour Supervision or management Casual
 OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

7. Are you an Australian resident for tax purposes? Yes No You must answer (see ato.gov.au/residency to check)

8. Do you want to claim the tax-free threshold from this paper?
 Only claim the tax-free threshold from one paper. If it does, collect your 2018 income from all sources for the financial year will be less than the tax-free threshold.

9. Do you want to claim family tax benefits or the senior Australian tax offset by reducing the amount withheld from payments made to you?
 Yes No Complete a withholding declaration (ATO 2018) but only if you are claiming the tax-free threshold from this paper. If you have more than one paper, see page 3 of the instructions.

10. Do you want to claim a tax, overseas income, dependent spouse or special tax offset by reducing the amount withheld from payments made to you?
 Yes No Complete a withholding declaration.

11. (a) Do you have an accumulated Higher Education Loan Programme (HELP) debt?
 Yes No Your payer will withhold additional amounts to cover any compulsory repayment that may be based on your index of assessment.
 (b) Do you have an accumulated Financial Supplement debt?
 Yes No Your payer will withhold additional amounts to cover any compulsory repayment that may be based on your index of assessment.

DECLARATION by payee: I declare that the information I have given is true and correct.
 Date: ____/____/____
 Signature: _____
 There are penalties for deliberately making a false or misleading statement.

Section B: To be completed by the PAYER (if you are not lodging online)

1. What is your Australian business number (ABN) or your withholding payer number?
 Branch number of establishment: _____

2. If you don't have an ABN or withholding payer number, have you applied for one?
 Yes No

3. What is your registered business name (or your individual name if not in business)?
 Business name: _____

4. What is your contact person?
 Name: _____
 Title: _____
 Business phone number: _____

5. If you no longer make payments to this payee, print X in this box: _____

DECLARATION by payer: I declare that the information I have given is true and correct.
 Date: ____/____/____
 Signature: _____
 There are penalties for deliberately making a false or misleading statement.

Return completed original Tax Office copy to:
 For WA, SA, NT, VIC or TAS: Australian Business Office, PO Box 195, ALBERT ROAD 2540
 For NSW, QLD or ACT: Australian Business Office, PO Box 990, FINCH HILL 2140

IMPORTANT: One month after the payment obligations begin to expire.

SENSEITIVE (when completed)

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TAX RETURN

The Australian Financial year starts on July 1st and ends on June 30th of each year. Once the financial year has finished you are required to lodge a tax return. To lodge a tax return your employer will give you an end of financial year payment summary which outlines how much you have earned and how much tax you have paid. Most people who are employed can claim back a lot of the tax they have prepaid. To help you with this we will have an accountant do your tax return for you to make it easier for you to understand. There is no upfront fee for this. If you want to do your own tax return you need to register with My.gov.au and link your ATO account to the site. Watch the following videos for help on how to activate and link your government accounts. This video outlines how to open a my.gov.au account - [Creating a myGov Account - YouTube](#). This video shows you how to link your ATO account to My.gov.au - [How to create a myGov account and link to the ATO - YouTube](#)

SUPER ANNUATION

Superannuation is a compulsory savings system for retirement in Australia. Everyone who is employed in Australia is required to have their employer pay a minimum of 9.5% of their gross earnings into their superannuation account. Your employer will give you the paperwork to complete this. In Australia, you have the right to choose which superannuation fund you use. However, if you are not sure which one to choose your employer will have a preferred fund they can recommend to you. Australians can access their superannuation once they turn 65. Here is some information about superannuation from the Australian Tax Office - [Super | Australian Taxation Office \(ato.gov.au\)](#)

FAIR WORK AUSTRALIA

Australia is one of the safest places in the world to work. The Federal Government has created several free public resources, including Fair Work Australia, to make sure employees and employers all know their rights and responsibilities in the workplace. Here is the link to Fair Work Australia for more information. [Welcome to the Fair Work Ombudsman website](#)



JOBS ON ARRIVAL

As a part of your package, we are offering everyone who signs up with Opportunities International a job on arrival. Yes, a job on arrival.

As soon as you land in Australia and settle into your new home, we will help you complete the licenses needed for working in Australia so you can start working. You will be employed properly with a potentially ongoing job. Your student visa allows you to work as an employee for 20hrs per week while you are studying and unlimited hours over the school holidays.

If you prefer to work for yourself you can work through an Australian Business Number (ABN) and provide your services and be paid for it.

All of our employers are well-regarded industry leaders within the hospitality, retail, coffee, and construction industries.

To ensure you are employable when you arrive in Australia, we have included the required industry certifications as a part of your package. These certifications will be completed online before you arrive or in a classroom once you arrive. If you choose to work in hospitality, we will set you up with your RSA - Responsible Service of Alcohol, Barista course, and food handler's certificate. If you prefer to work in aged care and childcare, we will set you up with the Working With Children Check (WWCC), this is a license to show that you are a safe, fit and healthy character that can be trusted. If you choose to work outdoors doing labour, then we will set you up with your white card which is essential for any labour/construction/outdoor work in Australia.

INDUSTRY CERTIFICATIONS:

In Australia, you quite often need to be certified to work. Below is the list of industry certifications that we will be provided with when you arrive, depending on which job you choose to take:

RESPONSIBLE SERVICE OF ALCOHOL (RSA)

The RSA is a license needed for people to be able to sell alcohol in Australia. If you are working in hospitality, you are legally required to have an RSA to serve alcohol otherwise you can get into a lot of trouble. We provide this to you for free. It comes with your package. It takes 4 hours to complete.

RESPONSIBLE CONDUCT OF GAMBLING (RCG)

The RCG is a license needed for people to be able to work in a gambling focused environment. A lot of bars have betting machines and there are several casinos that you can work at. Once you have completed the RCG course you can go into work in a broader range of hospitality venues. This is included in your package. Here is some government information about the RSA and RCG. [Responsible Service of Alcohol and Responsible Conduct of Gambling training - Liquor & Gaming NSW](#)

FOOD HANDLERS CERTIFICATE

The Food Handlers Certificate is required for anyone working in a food production environment. This includes kitchens, restaurants, factories, and bars. This course outlines the food legislation of Australia and demonstrates the importance of good food hygiene and manufacturing procedures. This course takes a few hours. [Approved training providers | NSW Food Authority](#)

WORKING WITH CHILDREN CHECK (WWCC)

The working with children check is an official identity card that shows employers you have a clean criminal history and are of good character. The WWCC is specifically required for people who are working with vulnerable people. This includes tourists, children, retirees, disabled people, welfare dependents, and people in care. You are required to show the government your criminal history report. If there are no serious offenses on record, then your card will be granted. Once issued you will be able to work in your chosen field. This is included in your package. Here is some more information about the WWCC. [Working With Children Check | Service NSW](#)

WHITE CARD

The White Card is a workplace health and safety license required for all people working in the construction industry. This card is issued once you have completed a short workshop that educates you on the workplace, health, and safety requirements of the industry, state, and project. Once you have completed this course you will be able to work as a contractor or employee of a construction company. There are a lot more licenses available if you want to gain a specific industry skill. Here is some more information about the [White Card. White cards | SafeWork NSW](#)

All these courses are included in your package. The certifications can be completed online and/or in a classroom environment. Once these certifications have been issued you will be able to work in an Australian workplace and start earning your income.