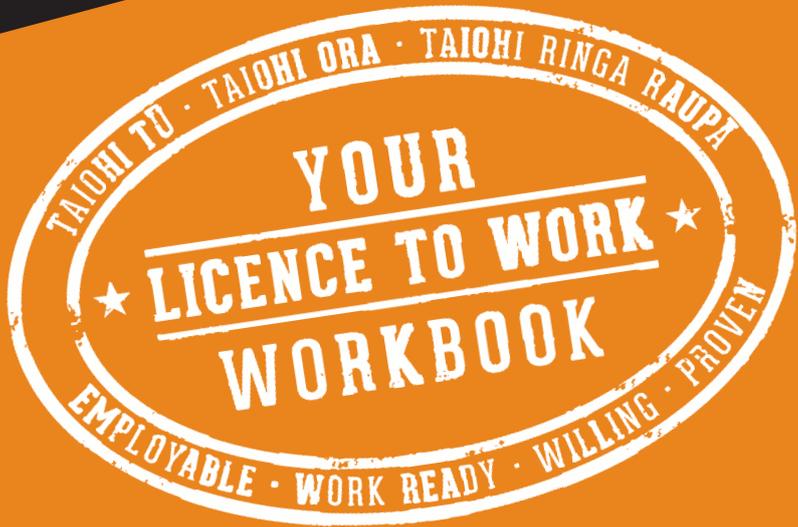




NAME: _____

Standard Edition

GIVING YOUNG ADULTS
A SOLID FOUNDATION
FOR EMPLOYMENT



Cover Art: Berst - aka Bobby Hung. Graffiti Artist | Teacher

I AM CAPABLE!

**I AM
YOUNG**

I AM WILLING

★ I AM READY! ★

I AM WILLING

I AM CAPABLE!

**I AM
YOUNG**

★ I AM READY! ★

Contents

What is a Licence to Work?	2
How to use this workbook	3
Employability skills	5
Work readiness	13
Documents for work	24
Step into the world of work	26
My logbook	27
Words for work	29



How to use this workbook

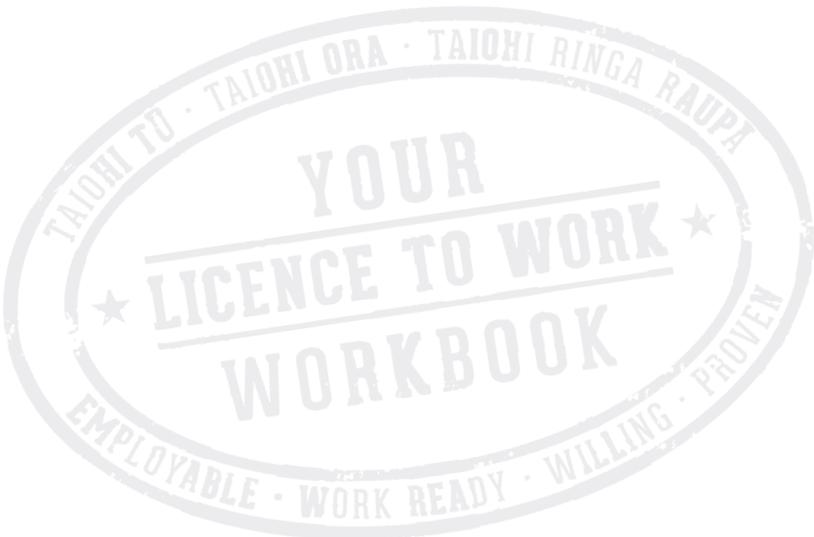
This workbook covers **7 employability skills** and **10 elements of work readiness**. The employability skills come from the New Zealand government-approved employability framework. These are the values, skills and behaviours that employers have said they would like a young person to have when they start working for them.

As you go through this workbook, you can tick off the skills as you complete the tasks.

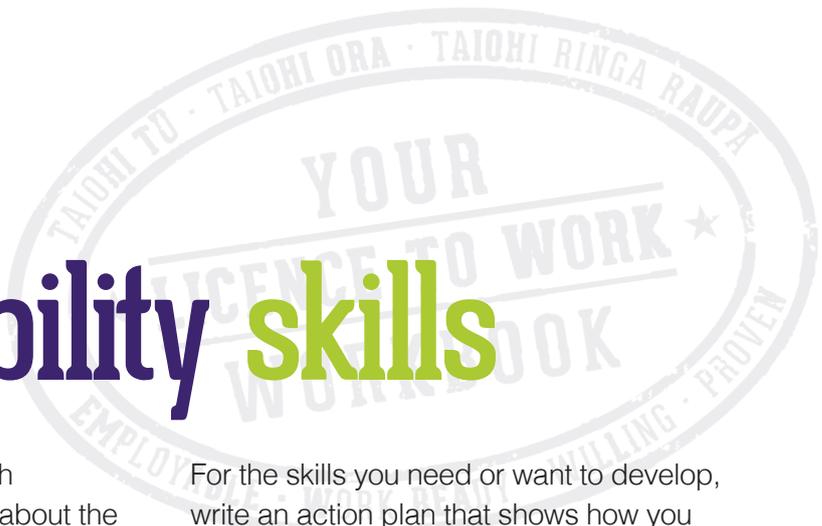
Your facilitators will run regular group sessions that will help you work through this book and complete all the exercises. It's your book, so feel free to draw, scribble, and take notes in it as much as you'd like.

Look after your book. Don't lose it, as there are lots of activities and useful points that will help you succeed at work. What's most important, however, is that you use this book to help you reflect and grow in self-awareness and confidence. Other young people have found that the more honest they were with themselves, the more useful this programme was for them.

This is not school, so there will be no tests. It is all about you traveling along at your own pace. Good luck with your journey!



Employability skills



It's important to become familiar with employability skills, so you can talk about the ones you have to get a job and then use them to do your best in your work.

You might have already picked up some of these skills while doing non-work related activities, but these skills will help you get and keep a job.

On each skill page, read and make sure you understand each skill. Discuss it with your parents and facilitators to find out how they have used that skill or seen it used.

Assess yourself against all the behaviours for each skill. Don't worry if you haven't developed a skill yet. Just try to improve on it every day.

For the skills you do have, write an example that shows how, where, or when you used it.

For the skills you need or want to develop, write an action plan that shows how you might help build that skill. You could brainstorm this with your parents and facilitators.

When you've built up each skill area, a trained facilitator or an employer will certify you and sign off the page.

- The 7 employability skills are:**
- 1. Positive attitude**
 - 2. Communication**
 - 3. Teamwork**
 - 4. Willingness to learn**
 - 5. Thinking skills (problem solving and decision making)**
 - 6. Self-management**
 - 7. Resilience**

But Remember!

Just because a skill has been signed off, doesn't mean you can relax. Learning is a lifelong process and one of your greatest skills is your desire to improve.



COMMUNICATION

“I appreciate my boss taking time to really listen to what I have to say.”



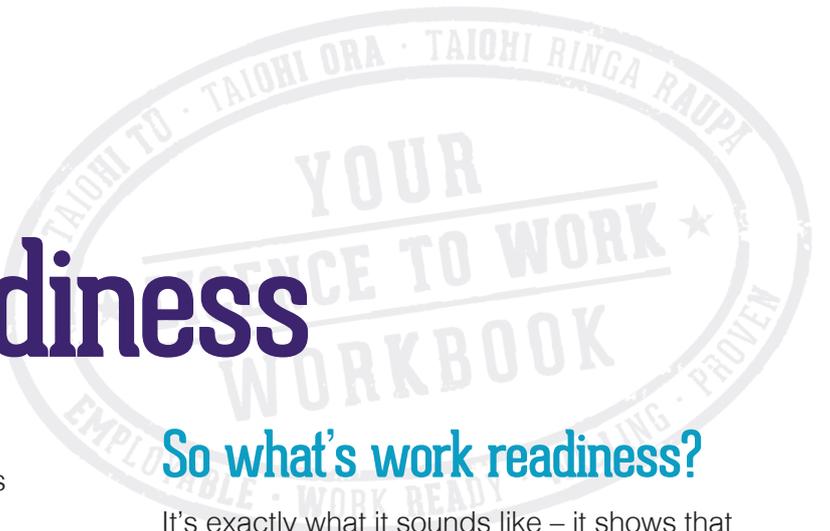
BEHAVIOURS	EXAMPLES	SIGN OFF [name/date/role]
Understands and reflects on the way they communicate and how it affects others.	I know that the way I speak and act influences the way people act towards me and the way they feel about me. I use clear and polite language.	
Asks questions when unsure or unclear.	I know that it's OK to ask questions, especially when I need to understand instructions clearly. People see me as determined to do a good job as a result.	
Understands how employees, employers, and customers communicate.	I can use appropriate language to suit the different needs of my employer and customers. I am always professional and respectful.	
Speaks, listens, and shares ideas appropriately.	The way I communicate shows that I can work well with others to solve problems and achieve goals.	

Which communication style do I usually use?

I can develop a more assertive communication style by:



Work readiness



You now know what skills from your everyday life are “employability” skills and how you can use them in a work environment. Now we’re going to talk about the following elements which make you “work ready”:

- The 10 elements of work readiness are:**
- 1. *Work search skills***
 - 2. *Work environment***
 - 3. *Work ethic***
 - 4. *Support people***
 - 5. *Safety, health and well-being***
 - 6. *Cultural skills***
 - 7. *Driver licence***
 - 8. *Work experience***
 - 9. *Technology, numeracy and literacy***
 - 10. *Money smarts***

So what’s work readiness?

It’s exactly what it sounds like – it shows that you understand enough about the world of work to find a job, get a job, and do a job.

For example, an employability skill like communication can apply to any area of your life. When we talk about “work readiness”, we’ll cover things like work experience and work ethic.

Some elements of work readiness can be developed over time and some are yes or no answers that are better suited to appear in your CV. So as you go through these ten elements of work readiness, we’ll state where they should be listed.

On each page, read and make sure you understand each element. Discuss it with your parents and facilitators to find out how they have used it or seen it used.

Assess yourself against all the behaviours for the element of work readiness.

Remember, we are always learning so don’t worry if you haven’t got all the elements of work readiness yet!

Follow the guides on each page about how you can demonstrate or develop the element and whether it should be in your CV.

These elements are not part of your licence and you won’t be signed off for them, but they are important to learn as they will help you find a job.



If you don't have any ID, you will need to ask one of your parents to ring the hospital where you were born. Your mum or dad will need to ask the person who answers the phone to put them through to someone who can help them get the birth certificate written. The administrator will ask your parent for your legal name and your date of birth. They will complete the form and send it through to the Births, Deaths and Marriages office. The details will be matched with the records and then they will order the certificate for you.

Certificate Team

Births, Deaths and Marriages

PO Box 10526, Wellington 6143,
New Zealand

Lastly, you can set up an appointment at a Births, Deaths and Marriages office in Auckland, Manukau, Wellington or Christchurch. You will be asked for your full legal name and your date and place of birth. You will need to present some ID at the meeting.

IRD number

It's important to get an IRD number as all your tax, entitlements (e.g. a student loan or Working for Families Tax Credits) and personal details are linked to this number.

You need an IRD number if you:

- earn any money (e.g. from a job, benefit or pension)
- apply for:
 - Working for Families Tax Credits
 - a student loan
 - child support
- open a bank account or join KiwiSaver
- file tax returns

How do you get an IRD number?

You can get an IRD number by going to the Inland Revenue website (www.ird.govt.nz) and searching for the 'IRD number application – resident individual (IR595) form'. Although you can fill out the form electronically, you will still need to print it off, as you will need to take it, along with two forms of ID, to a PostShop or AA Centre for an "in person verification".

The IR595 form includes details on the types of ID you can use.

Once you have submitted your form, you should receive your IRD number in 5–10 working days.



WORDS FOR WORK

Words for work	Māori	Definition
Allocate	<i>toha</i>	To spread out the tasks or jobs to do and to share responsibilities.
Apathetic	<i>Korou kore</i>	Having no energy, not wanting to help (yourself or others), not caring, lacking spirit. Making work harder for someone else.
Argumentative	<i>toheriri</i>	To always be looking for an argument. Not letting things go. Wanting to be right all the time.
Assessment	<i>aromatawai</i>	A check (written or practical) on how well you do something. This might be before you can do a job at work or might be a part of getting a qualification. Might have a pass or fail to it.
Assumption		A thought or guess that something is true without any proof.
Attitude	<i>waiaro</i>	Thinking in a way that helps you to make things happen and get results (or not).
Behaviour	<i>whanonga</i>	What you do and say and how it affects your life and others (either in a good or bad way).
Collaborate	<i>mahi tahi</i>	To work together / cooperate on something. Can make a task or job easier.
Contract	<i>Kirimana</i>	Agreement (generally written and signed) between you and employer about what your job is and what you are expected to do.
Delegate		To give jobs, tasks or responsibilities to someone else. Something a manager does.
Dependable	<i>whakawhirinaki</i>	Trustworthy. Others know they can rely on you.
Despicable	<i>Kiripiro</i>	Really bad action by a person. Would have a bad effect on someone else.
Disciplinary rights		The rights or rules that are in place at work for when things go wrong (e.g. when you get in trouble with your boss). They are protection for you and your co-workers.
Emotional literacy		Being able to identify / name what you are feeling and knowing how to act in situations without letting your feelings get the better of you.
Employability		To have the skills to get a job and to keep it. The reason someone wants to pay you to work for them.
Employer	<i>Pahī or kaiwhakawhiwhi mahi</i>	Pays your wage or salary and is responsible for training you and making sure you are safe in the workplace.
Employment	<i>mahi</i>	To be paid to do work for a company or person.



Taiohi Tū Taiohi Ora Taiohi Ringa Raupā!

Taiohi Tū, Taiohi Ora

Standing Up, Standing Strong.
Doing what is right for the Body, Mind and Soul

Taiohi Ringa Raupā

Be prepared to work hard!
(a reference to “calloused hands”)

COVER ART:

BERST [aka BOBBY HUNG] GRAFFITI ARTIST | TEACHER

Bobby Hung was born in Hong Kong, but raised in Aotearoa, New Zealand, from an early age. His passion and drive come through in his art and have informed the evolution of graffiti and street art in New Zealand.

As a teacher he incorporates his unique art practice into his innovative teaching programme. He also mentors youth and high school students with the aim of channelling their interests and passions into future employment opportunities.

The most important encouragement he gives to youth is to focus on working hard, being committed, and never giving up on their goals. He believes that youth can succeed in any field they choose by applying these values and by becoming owners of their own destiny.

The artwork presented on the cover was a piece created for an international graffiti competition in Tahiti in 2014, where Bobby received second place. The work is inspired by the visual culture of the South Pacific and Māori mythology.





TE HONONGA AKORANGA
COMET



© COMET Auckland. Published February 2020. www.cometauckland.org.nz

The Youth Employability Programme: Licence to Work is administered by COMET Auckland and governed by Auckland Council.