



# Getting ready to work in Australia

The information you need to know, and how to find it.

As an international student working in Australia, you have the same protections as any Australian in the workplace. Here are some things you need to know, and a checklist to make sure you are well prepared.

## Your pay



Australia has a minimum wage. You must be paid at least this amount – it's the law!

### What is the minimum wage?

- The minimum wage is reviewed every year and depends on the work you do. So, do your research to find out how much you should be getting paid this financial year.

### How do I find out my minimum wage?

Q Search "FWO Pay and Conditions Tool"

- This is a tool from the Fair Work Ombudsman. It will help you find out the minimum wage for your work.

## Paying tax



You might need to pay tax depending on how much you earn. Get a **Tax File Number** (TFN) before starting work. Give your TFN to your boss to make sure you do not pay more tax than you should. Everyone gets their own TFN and it's yours for life! It's important you don't let anyone else use it – not even friends. You will also need to lodge a 'tax return' each year.

### How do I get a TFN?

- Use the official ATO (Australian Taxation Office) website to apply for a free TFN.

Q Search "apply TFN ATO"

### Do I need a TFN or ABN?

- Some jobs may ask you to work under an **Australian Business Number** or ABN. This is when you are considered self-employed.
- You might not need an ABN. If you only work in fixed locations, report to a boss or manager, have a similar schedule each week and get paid the same amount each hour – a TFN might be all you need.

**Tip:** If you are working under an ABN, you still need to pay tax AND you need to have your own insurance.

## Payslips



In Australia, you must get a payslip within one working day of getting paid. Normally, workers get paid weekly, fortnightly (every two weeks) or monthly. The payslip is an important document.

### What can I find on my payslip?

- A payslip tells you how much you have earned and how much tax has been taken from your pay. If you are paid an hourly rate, a payslip shows you the number of hours you have worked.

### What to do if I have not received my payslip?

- Inform your boss or manager that you didn't get your payslip. Normally, it is just a mistake. They must provide it for you when you ask.

**Tip:** Getting an Australia bank account makes it easier for you to get paid.

Q Search "student bank account"

## Work hours



Remember – as an international student you can work up to 40 hours every two weeks during term time, and unlimited hours during your holiday breaks. It is important you keep to this limit – it is what you agreed to when you were given your student visa.

## Types of work



In Australia, you can either work part-time, or on a “casual basis”. In part-time work you have a set number of hours. In casual work your hours may vary week to week.

## How can I keep track of my work hours?

- First, make sure your boss knows about your 40-hour working limit. If they do not know this, they might ask you to do extra hours.
- Also, download the ‘**FWO Record my Hours**’ app – it’s a great tool in many languages that will help you keep track of how many hours you have worked.

## What’s the difference between casual and part-time?

- If you get a casual job, you might get paid more than regular part-time work. Your hourly pay could increase by up to 25%. This is called ‘casual loading’, and it is extra money.
- In casual work, your hours can change each week, and you won’t get paid for any days you are sick or on holidays.

## Where can I get more information?

🔍 Search “FWO employee entitlements”

## Get ready for work!

Follow this checklist to make sure you are well prepared to work as an international student here in Australia.

	To do	How to do it	Done?
Before work	I have calculated my <b>minimum wage</b>	<ul style="list-style-type: none"> <li>• Use the <a href="#">PACT Calculator</a> on the Fair Work Ombudsman website – or search “minimum wage Australia” and the current year.</li> </ul>	<input type="checkbox"/>
	I have opened my <b>Australian bank account</b>	<ul style="list-style-type: none"> <li>• Search ‘compare student bank accounts’ to find the best deals on student bank accounts. Some accounts won’t charge you any fees.</li> </ul>	<input type="checkbox"/>
	I have applied for a <b>TFN/ABN</b>	<ul style="list-style-type: none"> <li>• Search “contractor vs employee” to find out whether you need a TFN or an ABN.</li> <li>• Visit the ATO Website - Search “apply TFN ATO” or “apply ABN ATO” for instructions.</li> </ul>	<input type="checkbox"/>
Starting work	I have talked to my boss about the <b>restrictions on work hours</b>	<ul style="list-style-type: none"> <li>• Tell your boss that you can only work 40 hours every two weeks during term time, but unlimited hours during term breaks. Make sure your boss agrees.</li> </ul>	<input type="checkbox"/>
	I have downloaded the <b>FWO Record My Hours app</b>	<ul style="list-style-type: none"> <li>• Download the app from the Apple App Store or Google Play Store – search “FWO Record My Hours”.</li> </ul>	<input type="checkbox"/>
	I have checked my <b>rights at work</b>	<ul style="list-style-type: none"> <li>• Search “Fair Work Ombudsman international students” for information about your rights at work.</li> </ul>	<input type="checkbox"/>
At work	I have asked my boss for my <b>first payslip</b>	<ul style="list-style-type: none"> <li>• Get your payslip from your boss, in electronic or printed form. Ask “please give me my payslip”.</li> </ul>	<input type="checkbox"/>
	I have started recording my hours on <b>FWO Record My Hours app</b>	<ul style="list-style-type: none"> <li>• Explore the app to make sure you know how to use it.</li> <li>• Record your hours after you finish each shift.</li> </ul>	<input type="checkbox"/>