



Australian Government

Helping international students understand their rights at work

Tools and resources to help them have a positive experience in Australia

Education Agent Toolkit

A positive study and work experience

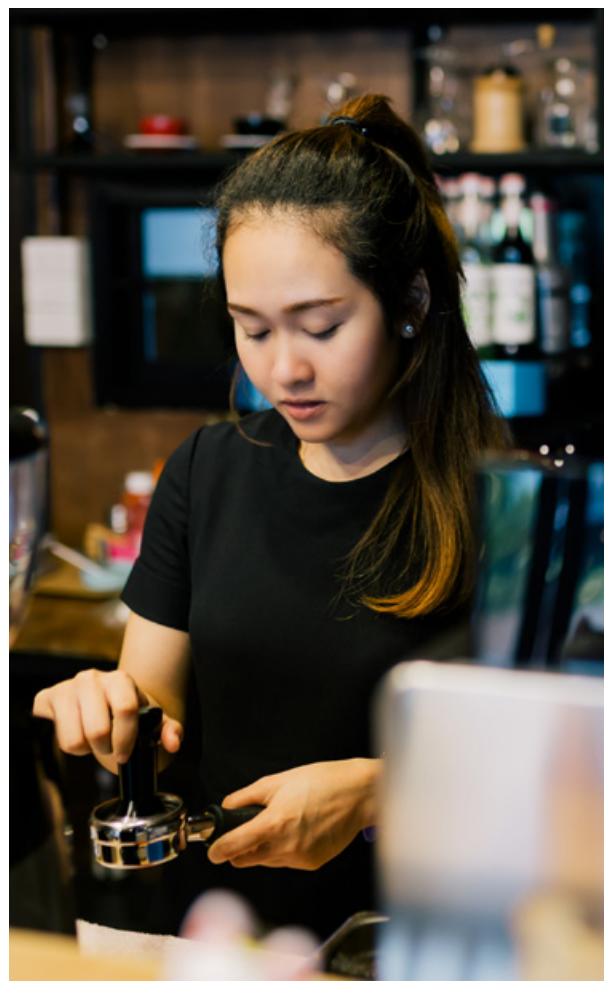
This toolkit gives you the information and resources you need to help international students have a positive work experience while studying in Australia

Why should you use this toolkit?


- **It is good for business** - Being able to work and study is a big reason for students to come to Australia. Helping international students know their work rights will improve their time in Australia.
- **It is good for your reputation** - giving students the information they need to make smart choices at work shows that you care about them. It will also help you build a positive reputation as an agent.
- **It keeps your clients protected at work** - Sharing this information will get students excited and prepared for studying and working in Australia. It also helps protect their rights at work.

What is in this toolkit?

1. Information about your role as an education agent.
2. Up to date, easy to read, and accurate information about working in Australia.
3. Free videos, flyers and other resources that are easy to share with students and their parents, that have been made specifically for international students.
4. A simple guide that tells you what to share with students, and when.



Giving students a positive and realistic picture of what it is like to work in Australia is good for business and good for students



Protecting students who work and study in Australia

Being able to work while studying is a major attraction for many international students coming to Australia

Visit fairwork.gov.au/internationalstudents for more information on workplace rights for international students

The Australian Government is committed to helping protect international students during their time in Australia, including in workplaces. To make sure that international students are treated fairly at work, including being paid the right amount and on time, students need to know what rights they have in Australian workplaces.

Five key facts about working in Australia

Here are five key facts you can share with students who want to work while they study in Australia:

1. Australia is a country with strong workplace laws. International students working in Australia have the same rights and protections as any Australian citizen.
2. Australia has a minimum wage, which is reviewed every year in July. Use the [PACT Calculator](#) (Pay and Conditions Tool) from the Fair Work Ombudsman to calculate the minimum wage for the current financial year.
3. Students have limits on how much they can work while they are studying, as stated in their visa. International students can work up to 40 hours every two weeks during terms, and unlimited hours during semester or term breaks.
4. Students are most likely to find work in the following industries while studying in Australia: hospitality (bars, cafés and restaurants), retail work (e.g. clothes stores or convenience stores), construction, cleaning and the "gig economy" (e.g. food delivery).
5. The Fair Work Ombudsman is a government agency that can help employers and employees resolve issues at work. Their services are free, and available in multiple languages.

What can you do to help?

- 1 Learn the basics**
about working in Australia, and who can help students who have issues at work.
- 2 Share the resources**
in this toolkit with students before they come to Australia, and when they first arrive.
- 3 Reconnect with clients**
during their studies, and share the information in this toolkit if they need help.

What to share, and when to share it

Visit [Study in Australia](#) to find these resources
– they're free to download and share with your clients!



Before they arrive

Students are making choices about where they want to study. Students are excited about the idea of becoming an international student, and want information to help them make the right choice.



What to share?

Simple information that highlights positive aspects of working in Australia, while giving students a realistic picture of what types of work they are likely to find while studying.

The best things about working in Australia

This video and flyer show the best things about working in Australia, to make students want to study here. Also, a great resource to share with parents!

[Video](#) | [Flyer](#)



When they first arrive

When students arrive in Australia, they are excited, but may be overwhelmed with new information. They need simple messages and tools that can help them get ready to start working.



What to share?

Basic, easy-to-digest information on workplace rights, and practical tools that are relevant to students looking for their first job.

"Work Ready" factsheet and checklist

This factsheet explains the most important workplace rights and laws in Australia. It includes a checklist to make sure students are ready to start work in Australia.

[Factsheet](#)

The warning signs of workplace exploitation

This video and flyer will help students recognise if something isn't right at their job.

[Video](#) | [Flyer](#) | [Diary insert](#) | [Poster](#)

The role of the Fair Work Ombudsman

This factsheet explains the role of the Fair Work Ombudsman – a government agency whose job it is to protect workers. There are references to some great apps and online resources in this document as well!

[Flyer](#)



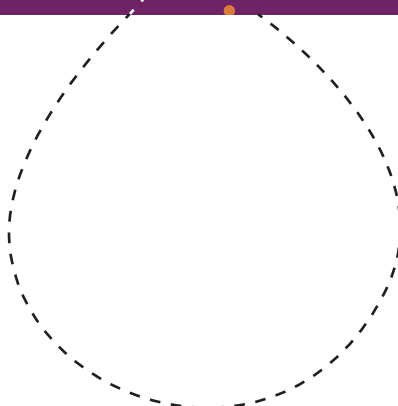
While they are studying

Some students may find themselves in a difficult or unfair working situation. If a student is in trouble at work, they may feel alone and unsure what to do. They may also see friends in difficult workplace situations and be unsure how to help them. They need advice on where to go for help, and to feel like they aren't alone and someone is listening.



What to share?

Information on where to go to get help, materials that reduces their fear and makes them feel less alone, and practical tools that empower students to take action.



How to get help

This flyer lets students know who to contact to get help if they get into a bad situation at work. There is one document for each State.

[ACT Flyer](#) | [NSW Flyer](#) | [NT Flyer](#) | [Qld Flyer](#)
[SA Flyer](#) | [Tas Flyer](#) | [Vic Flyer](#) | [WA Flyer](#)

Case studies

These videos and flyers are realistic stories that help students recognise unfair working situations, and give recommendations on what they can do to get help.

[Videos](#) | [Chen](#) | [Lisa](#) | [Kavya](#)
[Posters](#) | [Chen](#) | [Lisa](#) | [Kavya](#)

Conversation starters with your boss

This tool helps students have productive conversations with their employers if they think that something isn't right at work.

[Video](#) | [Flyer](#)