



## **Parent Alert**

Outlined on the following pages are those jobs that are available to employees of The Lifeskills' Society.

Casual Lifeskills' employees will be paid their daily wages in Mutual cash, at the conclusion of each shift. Casual employees should realise that the Lifeskills' shopping area closes at 1:20 pm, the same time that their shift ends. Hence they will not be able to spend their wages at the Lifeskills' shops at the conclusion of their shift and will need to wait till the following week to spend their money. This can cause frustration amongst employees. We would be grateful if you could assist with explaining this implication to your child.

Permanent employees are paid by cheque, each and every week.

While "getting a job" is one way to create income, it is certainly not the only way. There are several ways by which a student can create income. Included in these are:

- **Collectables:**

The saving of Lifeskills' Collectables i.e.: aluminium cans, corks, etc. Each item collected represents a valued environmental initiative or a source of real income to underwrite the Society's economy.

The full list of collectables is listed at the rear of this booklet. Students are paid by way of a "non negotiable" cheque which should then be deposited into their Lifeskills' bank account. Students can only access the proceeds of their cheques at the rate of M250 a day; this is the daily maximum cash withdrawal rate at the Lifeskills' bank.

Cheques need to be banked by the end of term one in the following year, following this point in time, cheques and interest slips will be considered to be "stale" and will not be honoured by the banking system.

- **Enterprise:**

Students are encouraged to apply for business licences for school market days, once a term, so that they may run their own business. The "student run" business should reflect the student's initiative and creativity.

Examples of successful businesses from former years have included a puppet theatre, a science fair, a Legoland exhibition, luxury bathroom products, stuffed toys and jewellery.

Students are invited to participate in an inter school trade fair.

Students are encouraged to create products, which are then sold to students from other schools using the Mutual, our inter school unit of monetary exchange.

- **Investment:**

Mutual currency or cheques deposited in the Lifeskills' bank will attract interest which is payable at the end of each month. Students will be paid at a rate of 10% per month commencing in February and concluding in November.

- **Technology Quests:**

It is anticipated that we will conduct a number of Technology Quests this year. Many of these technology quests are conducted at a district level, with students from many local schools competing. It is hoped that other technology quests might include a Water Week water feature quest and the construction of "energy efficient" cubbies.

The reward of substantial prize monies (paid in the Lifeskills' currency) for success in these quests can prove a significant income source.

## **Reminders**

As a parent of a child engaging in the Lifeskills' program, your role will be primarily that of mentor or adviser to your child, assisting them in considering the implications of their decisions. By far your greatest challenge will be to allow your child to live their own Lifeskills' life. By this we mean that you as parents will have to resist the temptation of stepping in and "taking over," running your child's Lifeskills' life for them. It is the responsibility of each child to exercise their own initiative and energy, in securing and disposing of their personal income.

Any monies remaining in students' bank accounts, when they exit the school at the end of year six, will be returned to the society's coffers. Year 6 students will need to routinely withdraw cash from their accounts well in advance of the end of the year, to achieve a nil balance.

Savings in all other years will be transferred to their new bankbook at the beginning of each school year.

## **Notes to Parents continued**

Students are encouraged to apply for as many positions as they feel they might be interested in. This allows greater flexibility in filling positions as they become vacant. There is no penalty if a child declines to take up a position when it is offered.

After the initial enthusiasm of the job allocations, there usually follows a wave of resignations as students confront the tedium of their work routine. The level of resignations in the course of the year is very high. The Director of Employment, Education and Training will continually be looking to fill vacancies created through resignations. It is of great advantage to the Society staffers if there are students with job applications on file when positions become vacant. Hence, it can sometimes take a while until a student is placed in their preferred job.

Though your child may not be initially successful in gaining employment, there is every likelihood that he/she will find employment as the year progresses.

- Students will only be paid for the work that they successfully complete on the day that they are rostered for duty.
- Students will be rostered to work from Tuesday to Friday, during the week to which they are assigned. Their duty will commence at 1:00 pm and conclude at 1:20 pm (first half lunch).

- It is the employee's responsibility to check the weekly roster in the school's newsletter to determine whether they are rostered for duty in that week. A duty roster for the current and forthcoming week will also be on display outside the Lifeskills' bank.
- Students who are unable to fulfill their duties for reasons of sports training, holiday, rehearsals and school responsibilities are encouraged to advise Mrs Blain or the Lifeskills' directors of their inability to attend.
- This year the student workforce has been highly casualised. There are very few permanent positions available.
- **Taxation:** The only student income subject to tax is the income derived from inheriting an older sibling's savings when they progress to high school. The sum being inherited by younger siblings is taxed at the rate of 20%.
- Permanent employees are paid weekly irrespective of whether they were rostered for duty or not in that particular week.

Parents are reminded that money is not to be pooled. The program will have most benefit educationally if each child has his/her own bank account and is personally responsible for it. It is counterproductive educationally if all the family's money is lumped into just one family member's account.

**Student Employment Positions**  
**Casual Positions**

<b>Position:</b> <i>General Hand</i>
<b>Position No:</b> 001
<b>Job Description</b> You will be responsible for creating simple products and developing packaging for the Society's products.
<b>Requirements</b> <ul style="list-style-type: none"><li>• Duty will commence at 1:00pm and conclude at 1:20pm</li><li>• Prepare crepe pellets for craft activities</li><li>• Construct frames for model houses</li><li>• Construct framing materials for cubby houses</li><li>• Dicing carrots and packaging them (the carrots are used as yabby food)</li><li>• Cutting electrical conduit into short lengths to be used as yabby hides</li><li>• Packing yabby pellets into film cylinders</li><li>• Preparing DIY grand prix car kits</li><li>• Preparing DIY craft kits, e.g.: plaster craft paint kit, gonk kit</li><li>• Preparing wrapping and packaging items for the end of year lucky dip</li></ul>
<b>Suitability</b> This position suits all students from early stage 1 (kinder) to late stage 3 (year 6), and is a perfect entry-level position for those students seeking employment for the first time. The needs of different abilities, ages and friendship groupings will be considered in rostering groups of students.
<b>Additional Information</b> Students will be rostered on a cyclical basis, according to the number of students that have applied for the position). Students will be rostered on for a week at a time (Tues to Fri). Parents will need to check the weekly newsletter to determine when their child is rostered for duty.
<b>Remuneration:</b> M100 per shift

<b>Position:</b> <i>Sorter of Recyclables</i>
<b>Position No:</b> 002
<b>Job Description</b> To sort the recyclables (cans, corks, phones etc) into their respective tubs and crates at the recycling shed near the COLA.
<b>Requirements</b> <ul style="list-style-type: none"><li>• Duty starts at 1:00pm and concludes at 1:20pm</li></ul>
<b>Suitability</b> Stages 1 to 3
<b>Additional Information</b> N/a
<b>Remuneration:</b> M100 per shift

<b>Position:</b> <i>Buyer</i>
<b>Position No:</b> 003
<b>Job Description</b> To buy items to sell at the weekly school auctions. The society will pay for these items and will earn the money to pay for them from the sale of our society's products.
<b>Requirements</b> <ul style="list-style-type: none"> <li>• You will buy the auction items in your own time after school.</li> <li>• You will need to make sure that you keep each receipt for each item that you buy.</li> <li>• Collect the spending money from Mrs Dron In the company of your parent.</li> </ul>
<b>Suitability</b> Stages 2 and 3
<b>Additional Information</b> N/a
<b>Remuneration:</b> M250 per trip

<b>Position:</b> <i>Aluminium Can Deliverer</i>
<b>Position No:</b> 004
<b>Job Description</b> You will collect the two small can crates, or the one large crate from school when they are filled with aluminium cans and deliver them to Smorgon's metal recycling plant at Hexham. Then return the emptied crate to school and deliver the cash payment to Mrs Blain.
<b>Requirements</b> <ul style="list-style-type: none"> <li>• Parents will require a 6 X 4 foot trailer or the equivalent in a utility to move the two can crates.</li> <li>• The cans can only be presented at Smorgon's, Hexham recycling plant between the hours of 7:00am and 4:00pm, Monday to Friday.</li> </ul>
<b>Suitability</b> Stages 1 to 3
<b>Additional Information</b> Mrs Blain will advise you when it is your turn to deliver the cans.
<b>Remuneration:</b> M1000 per delivery

<b>Position:</b> <i>Bank Officer</i>
<b>Position No:</b> 005
<b>Job Description</b> To deposit and withdraw students' money from their bank accounts To handle all money and account entries with care, accuracy and honesty To be alert to any fraudulent activity that may have occurred.
<b>Requirements</b> <ul style="list-style-type: none"> <li>• This duty starts at 1:00 pm and concludes at 1:20 pm.</li> </ul>
<b>Suitability</b> You should be able to perform mathematical operations at a stage 3 level (years 5 & 6) or higher.
<b>Additional Information</b> Mrs Blain will advise you when it is your turn to deliver the cans.
<b>Remuneration:</b> M250 per shift

<b>Position:</b> <i>Bank Transaction Supervisor (BTS)</i>
<b>Position No:</b> 006
<b>Job Description</b> To check the bankbooks, deposit and withdrawal slips that have been completed by the bank officer. (The challenge for the BTS is to ensure that there aren't any mistakes when a student finishes their banking). To be alert to any fraudulent activity that may have taken place.
<b>Requirements</b> <ul style="list-style-type: none"> <li>• This duty commences at 1:00 pm and concludes when the bankers have finished at 1:20 pm.</li> <li>• You will require your own pen</li> </ul>
<b>Suitability</b> This position only suits students in stage three, who pay attention to detail and have good mathematical skills. Experience in the Lifeskills' banking industry would be advantageous.
<b>Additional Information</b> Mrs Blain will advise you when it is your turn to deliver the cans.
<b>Remuneration:</b> M350 per shift

**Position:** *Aquaculture Officer*

**Position No:** 007

**Job Description**

To look after the Society's yabby farm and aquariums by cleaning the glass, feeding the yabbies and fish, cleaning the aquariums of uneaten food and keeping the correct water and ph levels. Aquaculture Officers are responsible for breeding, harvesting, feeding and selling the society's yabbies.

**Requirements**

- This duty is done during lunch.
- Students are not to go near the tanks before school.

**Suitability**

This position suits students from stages 1, 2 and 3

**Additional Information**

N/a

**Remuneration:** M100 per shift

**Position:** *Auctioneer*

**Position No:** 008

**Job Description**

To auction items at our weekly school auctions.

**Requirements**

- A preparedness to speak publicly.
- Auctions take place each Friday at the whole school assembly

**Suitability**

This position suits students from stages 1, 2 and 3

**Additional Information**

N/a

**Remuneration:** M250 per shift

**Position:** *Technology Shop Assistant*

**Position No:** 009

**Job Description**

To sell items (motors, wheels, buzzers etc) from the technology shop, provide advice to customers as to how the components work and how they can be used when constructing a working model, prepare components for sale

**Requirements**

- This duty commences at 1:00 pm and concludes at 1:20pm.

**Suitability**

This position suits students from stages 2 and 3

**Additional Information**

N/a

**Remuneration:** M100 per shift



**Position: Jewellery Shop Assistant**

**Position No:** 010

**Job Description**

To sell beads and accessories at the society's jewellery shop, provide advice to customers as to how jewellery is made, run jewellery workshops for small groups of students during lunchtimes, weigh and package beads ready for sale.

**Requirements**

- This duty commences at 1:00 pm.

**Suitability**

This position suits students in stage 3.

**Additional Information**

N/a

**Remuneration:** M100 per shift

**Position: Craft Shop Assistant**

**Position No:** 011

**Job Description**

To sell our craft products, to price our products allowing for a margin of profit, provide advice to customers as to how products can be made from the resources in the shop, present our products attractively in the display case.

**Requirements**

- This duty commences at 1:00 pm and concludes at 1:20 pm.

**Suitability**

This position suits students in stages 2 and 3.

**Additional Information**

N/a

**Remuneration:** M100 per shift

**Position: Stationery Shop Assistant**

**Position No:** 012

**Job Description**

To sell our products, to price our products allowing for a margin of profit. And present our products attractively in the display case.

**Requirements**

- This duty commences at 1:00 pm.

**Suitability**

This position suits students in stages 2 and 3.

**Additional Information**

N/a

**Remuneration:** M100 per shift

**Student Employment Positions**  
**Permanent Positions**

<b>Position: <i>Chief Executive Officer (CEO)</i></b>
<b>Position No:</b> 013
<b>Job Description</b> <p>The Chief Executive Officer holds the most senior position in the Lifeskills' Microsociety. He/She is responsible for managing the team of student directors who look after the society. He/She is expected to:</p> <ul style="list-style-type: none"><li>• Open the Lifeskills' office each lunchtime, and remain on duty until closing.</li><li>• Place the "float" in the society's cash register prior to the commencement of daily trading and then clears the cash register of all monies at the end of trading.</li><li>• Represent the society in Parliament, by informing student parliamentarians of Lifeskills' issues that have emerged, or new directions that the society wishes to undertake.</li><li>• Ensure that the office area is left tidy and secure.</li><li>• Ensure that each director is attending to his or her area of responsibility.</li><li>• Encourage students to behave in a sensible and co-operative way while in the Lifeskills' office.</li><li>• Represent the Society at official functions, eg: award presentations including functions outside of school hours.</li><li>• Exercise discretion in the handling of corruption.</li><li>• Know and understand all aspects of the Lifeskills' operation.</li><li>• Help and counsel society directors as required.</li><li>• Write to members of the community (politicians, business people, community leaders, sponsors etc) as required.</li><li>• Assist the Treasurer in preparing budget reports and interest statements.</li><li>• Assist with the organization of Friday auctions</li></ul>
<b>Requirements</b> <ul style="list-style-type: none"><li>• The CEO will need high level "people skills", being able to encourage students to participate in Lifeskills and to do their job for the benefit of not only themselves but for the benefit of the society membership and the wider community.</li><li>• The CEO will need to make announcements at school assemblies and report to students through the school Parliament about the achievements of the Society.</li></ul>
<b>Suitability</b> <p>This position suits students in stages 2 and 3.</p>
<b>Additional Information</b> <p>N/a</p>
<b>Remuneration:</b> M1500 each and every week

**Position:** *Treasurer*

**Position No:** 014

**Job Description**

- To deposit monies from the sale of our products at the school office each day.
- Help the Chief Executive Officer in the Lifeskills' office each day.
- Check bank accounts and records of collectables regularly to make sure that no one is cheating (fraud).
- Organise the issue of interest slips each month.
- Assist with weekly Friday auctions.
- Assist with banking transactions
- Issue replacement bankbooks for those students who lose or destroy their bankbook. The Treasurer will remember to charge the student 20% of his/her current balance for the replacement of the student's bankbook.

**Requirements**

- Assist in the Lifeskills' office from 1:00 pm till close, every day.

**Suitability**

This position suits students in stages 2 and 3.

**Additional Information**

N/a

**Remuneration:** M1250 each and every week