



# **Working in BC**

## **Lesson: Getting Hired**




### **CLB 4 Instructional Package**



## Lesson Plan: Getting Hired (CLB 4)

### CLB Outcomes

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|---|--|
|  <b>CLB 4-III: Getting Things Done</b> | Make and respond to a range of requests and offers (such as getting assistance, and asking for, offering, accepting or rejecting goods or services). |
|  <b>CLB 4-IV: Sharing information</b>  | Give brief descriptions of personal experiences, situations or simple processes, such as getting goods or services.                                  |
|  <b>CLB 4-III: Getting Things Done</b> | Get information from short business or service texts.  |

### Content Outcomes

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- Identify the purpose of the Employment Standards Branch
- Identify basic information about pay and payroll deductions
- Identify where to get more information about employment standards and employee/employer rights and responsibilities

### Resources

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- People's Law School (PLS) wikibook, [http://wiki.clicklaw.bc.ca/index.php/Working\\_in\\_BC](http://wiki.clicklaw.bc.ca/index.php/Working_in_BC). Resource also available in print format, to order visit [www.publiclegaled.bc.ca/resources](http://www.publiclegaled.bc.ca/resources).
- PLS Worksheets "Working in BC: Getting Hired and I'm Hired"
- Computer Lab (optional)

### External Resources and Referrals

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- *Oxford Picture Dictionary Low Intermediate Workbook*, Canadian edition, page 65
- For more information about labour law check out the Employment Standards Branch at <http://www.labour.gov.bc.ca/esb/>
- Invite a career counsellor in to talk about resume writing and job preparation

### Assessment Plan and Tools

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- Self-Assessment Form

## Sample Lesson Plan

Time	Sample Tasks	Expected Outcome	Resources
10'	<p><b>Warm up</b></p> <ul style="list-style-type: none"> <li>In pairs, students discuss previous jobs and what they already know about jobs in Canada and employment laws</li> </ul>	Activate prior knowledge	PLS Worksheet: <b>Get Ready!</b>
20'	<p><b>Vocabulary and reading</b></p> <ul style="list-style-type: none"> <li>Students match vocabulary with meanings</li> <li>Students scan workbook to find and understand words in context</li> </ul>	Understand key terms related to employment standards	PLS Worksheet: <b>Vocabulary Match Up!</b>  <i>Refer to Working in BC wikibook</i>
30'	<p><b>Listen and pronounce</b></p> <ul style="list-style-type: none"> <li>Present information about the stress differences between can and can't statements:                             <ul style="list-style-type: none"> <li>With positive statements, the vowel sound in 'can' becomes reduced to the schwa</li> <li>With negative statements contracted, the vowel in 'can' receives stress (can /kən/ vs. can't /kænt/)</li> </ul> </li> <li>Students practice reading out each statement, choosing between can or can't, while their partner listens and checks off what they hear</li> <li>Reading comprehension check</li> </ul>	<p>Pronounce and differentiate between can/can't</p> <p>Understand employer responsibilities and worker rights</p>	PLS Worksheet: <b>Speak Clearly!</b>  <i>Refer to Working in BC wikibook</i>
20'	<p><b>Read and comprehend</b></p> <ul style="list-style-type: none"> <li>Students read and answer comprehension questions</li> </ul>	Comprehend key information about employment standards	PLS Worksheet: <b>Read and Comprehend!</b>  <i>Refer to Working in BC wikibook</i>
20'	<p><b>Grammar practice</b></p> <ul style="list-style-type: none"> <li>Students skim the workbook to fill in a chart</li> <li>Teach and review modals of necessity (can, must, should)</li> </ul>	Skim text to fill in a chart	PLS Worksheet: <b>Grammar Discovery!</b>

# Working in BC



Time	Sample Tasks	Expected Outcome	Resources
		Use modals (can, must, should) of necessity	<i>Refer to Working in BC wikibook</i>
60'	<b>Practice and discuss</b> <ul style="list-style-type: none"><li>Students role play giving advice</li></ul>	Give appropriate advice related to pay and workplace conditions	PLS Worksheet: <b>Practice and Discuss! (1-4)</b>
10'	<b>Self-Assessment</b> <ul style="list-style-type: none"><li>Allow students to fill out self-assessment form independently</li></ul>	Self-assessment	PLS Worksheet: <b>What did you learn?</b>

## Get Ready!

Answer the questions about your last job. Share your answers with a partner. If you have never had a job, talk about a family member's job, or your dream job.

Your Last Job	My Answers	My Partner's Answers
1. What was your job title?		
2. How did you get this job?		
3. How long did you work there?		
4. How many hours did you work every week?		
5. Did you have a uniform at your job?		
6. Did you get paid for overtime work?		
7. How often did you get paid? Every week? Every month?		

## Discuss!

Have you ever had a job in Canada?

What do you know about getting a job in Canada?

What do you know about employment laws in Canada?

## Vocabulary Match Up!

Match the words with the correct meaning. Skim the PLS booklet, p. 3-7 to find the words and try to guess the meaning.

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|----------------------|--|
| ___ resume           | 1. The lowest pay that someone can receive at a job  |
| ___ illegal          | 2. clothing that has a company name or a uniform   |
| <u>11</u> benefits   | 3. a document that you use to apply for a job; tells an employer about your work experience and skills |
| ___ reimburse        | 4. suddenly tell someone that they don't have a job anymore  |
| ___ under the table  | 5. to take away; to take off; remove   |
| ___ minimum wage     | 6. not allowed by law  |
| ___ violation        | 7. work that is not reported to the government   |
| ___ to fire          | 8. to pay back; to refund  |
| ___ special clothing | 9. hurt  |
| ___ dress code       | 10. breaking something such as a law or rule   |
| ___ deduct           | 11. something helpful; extra advantage   |
| ___ injured          | 12. rules of what type of clothes to wear  |

## Speak Clearly!

In pairs, take turns reading the statements aloud. Choose to read either *can* or *can't* while your partner listens and checks off which one they hear.

### Read Aloud

### Listen

1. You **can/can't** get help with writing your resume.
2. You **can/can't** get hired without a SIN number.
3. You **can/can't** work without your parent's permission if you are under 12 years old.
4. Employment agencies **can/can't** charge you for finding a job.
5. You **can/can't** make a complaint to the Employment Standards Branch.
6. Your employer **can/can't** deduct income tax from your cheque.
7. You **can/can't** work under the table in Canada.
8. You **can/can't** be reimbursed for work expenses.
9. Your employer **can/can't** deduct Employment Insurance from your wages.
10. The employer **can/can't** deduct money from your wages if you cause damage accidentally.

☺ CAN	☹ CAN'T

## Read and Discover!

Skim through the PLS booklet to find the correct answers to the *can/can't* statements.

Circle the correct answer (*can* or *can't*).

## Read and Comprehend!

Read the PLS wikibook *Working in BC* to find the answers to the questions. Check your answers with a partner's answers to compare.

1. What is the purpose of the *Employment Standards Act*?

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2. What is the minimum wage in BC?

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3. Where can I get more information about employment standards?

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4. What information will you see on your pay stub?

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5. You are required to wear a white shirt and blue pants at work. Will your employer pay for these clothes? Explain your answer.

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**Discover the grammar!** Read through the PLS Workbook to fill in the chart about the rights and responsibilities of employers and employees.

Use these phrases to get started. Can you find any more?

- explain what he/she expects of the employee
- give your employer your Social Insurance Number (SIN)
- use an employment agency to help you find a job

	The Employer	You
<b>must</b>	- <i>must pay minimum wages</i>	
<b>can</b>		- <i>get help with writing a resume</i>
<b>should</b>		- <i>should speak up for rights</i>

Which statement is stronger? Which statement means that the employer does not have a choice? Which statement means that the employer has a choice?

- The employer can pay you minimum wage
- The employer must pay you minimum wage.
- The employer should pay you minimum wage.

## Practice and Discuss!

Work in groups. Read the conversations aloud with a partner and discuss what advice you would give. Share your ideas with the class.

### Conversation 1

**Nancy:** I feel awful.

**Bill:** What's the matter?

**Nancy:** I accidentally dropped the projector! I was taking the projector back to the equipment room when I tripped on somebody's backpack. When I stumbled, everything fell out of my hands. I checked to see if it was okay, but it didn't work and when you shake it, there's something loose inside. I think it's damaged for good.

**Bill:** Ooo, that's bad.

**Nancy:** Do you think the boss is going to make me pay for it? It clearly was my fault, but it was an accident!

**Bill:** I don't know. How much are projectors anyway? \$300? \$400?

**Nancy:** Gees, thanks. Now I feel really bad!

1. What should Nancy do?
2. How should she say it? Role play or write.

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## Conversation 2

**Jessie:** How's it going?

**Alex:** Not bad, and you?

**Jessie:** Pretty good. How's the new job?

**Alex:** Great! But there's one thing I don't like.

**Jessie:** What's that?

**Alex:** My supervisor says I have to buy this special brand name shirt and wear that shirt when I work.

**Jessie:** Are you serious?

**Alex:** Yeah.

**Jessie:** So, what are you supposed to do? Wear the same shirt for every shift? Eeww!

**Alex:** I guess I have to buy two. And they're not cheap shirts. It's going to cost me \$70 just for one!

1. What should Alex do?
2. How should he say it? Role play or write.

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## Conversation 4

Chris: How's it going?

Ivan: Hey.

Chris: You're looking kind of down. What's up?

Ivan: It's work. It really sucks. My boss keeps asking us to work overtime at the last minute, but he never pays us extra!

Chris: That's bad. What are you going to do?

Ivan: I don't know. I really need this job.

1. What should Ivan do?
2. How should he say it? Role play or write.

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## What did you learn? Fill this out on your own.

	Yes, I can.	I need to review	No, I can't.
I can understand the purpose of the Employment Standards Branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can listen and pronounce <i>can</i> and <i>can't</i> accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can express my ideas and give advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can understand the responsibilities of employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can skim to find specific information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can discuss my past personal work experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## To continue my language learning I will...

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## Complete the following chart.

Important information I learned in this lesson:	What I would like to learn more about:	Where I will look for this information:

## Vocabulary Match Up!

### ANSWER KEY

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|---------------------------|--|
| <u>3</u> resume           | 1. The lowest pay that someone can receive at a job  |
| <u>6</u> illegal          | 2. clothing that has a company name or a uniform   |
| <u>11</u> benefits        | 3. a document that you use to apply for a job; tells an employer about your work experience and skills |
| <u>8</u> reimburse        | 4. suddenly tell someone that they don't have a job anymore  |
| <u>7</u> under the table  | 5. to take away; to take off; remove   |
| <u>1</u> minimum wage     | 6. not allowed by law  |
| <u>10</u> violation       | 7. work that is not reported to the government   |
| <u>4</u> to fire          | 8. to pay back; to refund  |
| <u>2</u> special clothing | 9. hurt  |
| <u>12</u> dress code      | 10. breaking something such as a law or rule   |
| <u>5</u> deduct           | 11. something helpful; extra advantage   |
| <u>9</u> injured          | 12. rules of what type of clothes to wear  |

## Speak Clearly!

### ANSWER KEY

#### Read Aloud

1. You **can/can't** get help with writing your resume.
2. You **can/can't** get hired without a SIN number.
3. You **can/can't** work without your parent's permission if you are under 12 years old.
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5. You **can/can't** make a complaint to the Employment Standards Branch.
6. Your employer **can/can't** deduct income tax from your cheque.
7. You **can/can't** work under the table in Canada.
8. You **can/can't** be reimbursed for work expenses.
9. Your employer **can/can't** deduct Employment Insurance from your wages.
10. The employer **can/can't** deduct money from your wages if you cause damage accidentally.

#### Listen

☺ CAN	☹ CAN'T



## Read and Comprehend!

### ANSWER KEY

1. What is the purpose of the Employment Standards Act?

*A provincial law that sets the minimum standard for working conditions*

2. What is the minimum wage in BC?

*\$10.25/hour*

3. Where can I get more information about employment standards?

*Call 1-800-663-3316 or visit [www.labour.gov.bc.ca/esb](http://www.labour.gov.bc.ca/esb).*

4. What information will you see on your pay stub?

- *Agreed upon wage rate; commission, flat or piece rate*
- *Total hours worked*
- *Overtime*
- *Deductions*
- *Gross pay*
- *Net pay*
- *Hours banked*
- *Employers name and address (pg. 6)*

5. You are required to wear a white shirt and blue pants at work. Will your employer pay for these clothes? Explain your answer.

*No, because this is a dress code not special clothes. I will have to buy my own.*