

**Working in BC:**

**Getting Hired**

**CLB 4 Instructional Package**



**Lesson Plan: Getting Hired (CLB 4)**

**CLB Outcomes**

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

**Content Outcomes**

* 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**

* People’s Law School (PLS) booklet, *Working in BC: Your Legal Rights and Responsibilities,* p. 3 - 7
* PLS Worksheets “Working in BC: Getting Hired and I’m Hired”
* Computer Lab (optional)

**External Resources and Referrals**

* *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**

* Self-Assessment Form

**Sample Lesson Plan**

| **Time** | **Sample Tasks** | **Expected Outcome** | **Resources** |
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| 10’ | **Warm up**   * In pairs, students discuss previous jobs and what they already know about jobs in Canada and employment laws | Activate prior knowledge | PLS Worksheet:  **Get Ready!** |
| 20’ | **Vocabulary and reading**   * Students match vocabulary with meanings * Students scan workbook to find and understand words in context | Understand key terms related to employment standards | PLS Worksheet: **Vocabulary Match Up!**  *Working in BC,* p. 3-7. |
| 30’ | **Listen and pronounce**   * Present information about the stress differences between can and can’t statements: * With positive statements, the vowel sound in ‘can’ becomes reduced to the schwa * With negative statements contracted, the vowel in ‘can’ receives stress (can /kən/ vs. can’t /kænt/) * Students practice reading out each statement, choosing between can or can’t, while their partner listens and checks off what they hear * Reading comprehension check | Pronounce and differentiate between can/can’t  Understand employer responsibilities and worker rights | PLS Worksheet:  **Speak Clearly!**  *Working in BC,* p. 3-7. |
| 20’ | **Read and comprehend**   * Students read and answer comprehension questions | Comprehend key information about employment standards | PLS Worksheet:  **Read and Comprehend!**  *Working in BC,* p. 3-7. |
| 20’ | **Grammar practice**   * Students skim the workbook to fill in a chart * Teach and review modals of necessity (can, must, should) | Skim text to fill in a chart  Use modals (can, must, should) of necessity | PLS Worksheet: **Grammar Discovery!**  *Working in BC*, p. 3-7. |
| 60’ | **Practice and discuss**   * Students role play giving advice | Give appropriate advice related to pay and workplace conditions | PLS Worksheet: **Practice and Discuss! (1-4)** |
| 10’ | **Self-Assessment**   * Allow students to fill out self-assessment form independently | Self-assessment | PLS Worksheet:  **What did you learn?** |

**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.

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| **Your Last Job** | **My Answers** | **My Partner’s Answers** |
| 1. What was your job title? |  |  |
| 1. How did you get this job? |  |  |
| 1. How long did you work there? |  |  |
| 1. How many hours did you work every week? |  |  |
| 1. Did you have a uniform at your job? |  |  |
| 1. Did you get paid for overtime work? |  |  |
| 1. 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 | 1. clothing that has a company name or a uniform |
| *11*  benefits | 1. a document that you use to apply for a job; tells an employer about your work experience and skills |
| \_\_\_reimburse | 1. suddenly tell someone that they don’t have a job anymore |
| \_\_\_under the table | 1. to take away; to take off; remove |
| \_\_\_minimum wage | 1. not allowed by law |
| \_\_\_violation | 1. work that is not reported to the government |
| \_\_\_to fire | 1. to pay back; to refund |
| \_\_\_special clothing | 1. hurt |
| \_\_\_dress code | 1. breaking something such as a law or rule |
| \_\_\_deduct | 1. something helpful; extra advantage |
| \_\_\_injured | 1. 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***

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|  | ☺ **CAN** | **☹ CAN’T** |
| 1. You **can/can’t** get help with writing your resume. |  |  |
| 1. You **can/can’t** get hired without a SIN number. |  |  |
| 1. You **can/can’t** work without your parent’s permission if you are under 12 years old. |  |  |
| 1. Employment agencies **can/can’t** charge you for finding a job. |  |  |
| 1. You **can/can’t** make a complaint to the Employment Standards Branch. |  |  |
| 1. Your employer **can/can’t** deduct income tax from your cheque. |  |  |
| 1. You **can/can’t** work under the table in Canada. |  |  |
| 1. You **can/can’t** be reimbursed for work expenses. |  |  |
| 1. Your employer **can/can’t** deduct Employment Insurance from your wages. |  |  |
| 1. The employer **can/can’t** deduct money from your wages if you cause damage accidentally. |  |  |

**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 workbook, p. 3 -7 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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1. What is the minimum wage in BC?

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

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

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1. 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

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|  | **The Employer** | **You** |
| **must** | * *must pay minimum wages* |  |
| **can** |  | * *get help with writing a resume* |
| **should** |  | * *should speak up for rights* |

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 3**

**Nav**: Hey! Guess what! I just got a job!

**Mei**: Congratulations! What kind of job?

**Nav**: Labour. The guy is going to pay me $10.00/hr.

**Mei**: Wait a minute! Isn’t minimum wage $10.25?

**Nav**: Yeah, but he’s going to pay me cash. No deductions.

**Mei**: That’s called working under the table. You know, if you get hurt on this job you may not be covered by WorkSafe and you won’t be able to apply for EI.

**Nav**: Why not?

**Mei**: Because neither you nor your new boss is paying into it. If you don’t pay into it, you can’t collect.

**Nav**: Oh. I didn’t think of that.

1. What should Nav 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.

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|  | **Yes, I can.** | **I need to review** | **No, I can’t.** |
| I can understand the purpose of the Employment Standards Branch |  |  |  |
| I can listen and pronounce *can* and *can’t* accurately |  |  |  |
| I can express my ideas and give advice |  |  |  |
| I can understand the responsibilities of employers |  |  |  |
| I can skim to find specific information |  |  |  |
| I can discuss my past personal work experience |  |  |  |

**To continue my language learning I will…**

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**Complete the following chart.**

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| Important information I learned in this lesson: | What I would like to learn more about: | Where I will look for this information: |
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**Vocabulary Match Up!**

ANSWER KEY

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

**Speak Clearly!**

ANSWER KEY

Read Aloud Listen

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| 1. Your employer **can/can’t** deduct Employment Insurance from your wages. |  |  |
| 1. The employer **can/can’t** deduct money from your wages if you cause damage accidentally. |  |  |

**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 (pg. 3)*

1. What is the minimum wage in BC?

*$10.25/hour (pg. 5)*

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

*Call 1-800-663-3316 or visit www.labour.gov.bc.ca/esb. (pg. 3)*

1. 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)*

1. 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. (pg. 7)*