

Part Time Work Information Sheet

Overview

This information is designed to support international students to avoid exploitation in the workplace, to protect their welfare and outline their rights and responsibilities as employees. Students enrolled in Study Abroad Programs of one year's duration or less are not permitted by IES to work. Students enrolled in the High School Graduate Program who have completed their Intensive Secondary English Course, may request approval to work part-time. Students should complete the Part Time Work - School Approval Form and meet with the ISP staff at school to discuss their request.

Visa Conditions

Students must comply with their visa conditions in relation to part-time work.

- Visa condition 8105 stipulates that students may not work before their studies commence and may not work more than 40 hours per fortnight during term time.

Tax

If you are enrolled to study in Australia in a course that lasts for six months or more, you may be regarded as an Australian resident for tax purposes.

<https://www.ato.gov.au/Individuals/coming-to-australia-or-going-overseas/Coming-to-Australia/Studying-in-Australia/>

Tax File Number (TFN)

A tax file number (TFN) is a personal reference number in the Australia tax and superannuation systems.

- You are not required to have a TFN, but without one you pay more tax. IES strongly recommends that any student working part-time should apply for a TFN.
- TFNs should be applied for through the Australian Tax Office (ATO) website - <https://www.ato.gov.au/individuals/tax-file-number/>

Minimum Wage

There are minimum wage requirements in Australia. It is a legal requirement that you are paid at least this amount.

- Receiving goods or services (eg meals) instead of being paid is not legal.
- Being paid in cash is acceptable as long as tax has been accounted for.

Payslip

In Australia, you must get a payslip that tells you how many hours you have worked, how much you have earned and how much tax has been taken from your pay.

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Superannuation

Under the superannuation guarantee, employers have to pay superannuation contributions of 9.5% of an employee's ordinary time earnings if:

- when an employee is paid \$450 or more before tax in a month and is: over 18 years, or under 18 years and works over 30 hours a week.
- This applies to full-time and part-time employees and some casual employees, and includes temporary residents.

Fair Work Ombudsman

If you have any concerns about your part time work or questions about your rights and obligations:

<https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-andobligations/international-students>

Approved on:10.06.2022 Authorised by: Director International Education