

JobWatch is.....

JobWatch is an employment rights legal centre which provides assistance to Victorian workers regarding their rights at work. Our functions include:

- Free, confidential telephone information and referral services for Victorian workers
- Representation and assistance for disadvantaged workers
- Community legal education, including seminars, training and factsheets on a range of topics
- Self-representation assistance including *Unfair Dismissal Self-Representation Kit* and *Making a Small Claim under the Fair Work Act 2009 Kit*
- JobWatch Employment Rights Information App
- Law reform campaigns which promote workplace justice and equity for all workers

JobWatch was founded in 1980 and since then has provided and continues to provide assistance to thousands of workers a year.

JobWatch Telephone Information and Referral Service

This service provides practical assistance to Victorian workers. Our telephone consultants will explain legal options and provide information about other agencies that can provide assistance. Our telephone consultants can speak directly with callers about issues such as:

- Unfair dismissal
- Unlawful dismissal (General Protections)
- Unfair work practices
- Unpaid wages, superannuation and other entitlements
- Workplace bullying and violence
- Sexual Harassment
- Maternity leave
- Discrimination in the workplace
- Enterprise agreements, awards and employment contracts.

JobWatch Telephone Information Service Details

- **1800 331 617 (free call)**
- (03) 9662 1933
- Monday to Friday 9:00 am to 5:00 pm
Wednesday – 9:00 am to 8:30 pm
Melbourne time applies
Closed on Victorian public holidays
- Access to interpreters is arranged as required via the Translating and Interpreting Service (TIS National).

Legal Practice

JobWatch's legal practice provides advice and representation to disadvantaged workers whose capacity to access private or self-representation legal options is limited. Our lawyers operate in Industrial and Common Law jurisdictions, including at the Fair Work Commission, the Victorian Equal Opportunity & Human Rights Commission and the Magistrates' Court of Victoria. The legal practice also campaigns for law reform through legal research, submissions and public interest litigation.

JobWatch also provides the International Students Work Rights Legal Service at the Study Melbourne Student Centre every Thursday assisting international students with work related problems (excluding migration). To make an appointment e-mail info@studymelbourne.vic.gov.au or call 1800 056 449.

Community Legal Education

JobWatch provides speakers and runs workshops on employment rights. These can be tailored for different audiences including schools, universities, training programmes and community groups.

JobWatch assists local community groups, unions and other organisations with advice, educational material, campaigns and training.

JobWatch has produced over 30 publications, including factsheets on a range of topics all available for download on the JobWatch website (www.jobwatch.org.au).

Our factsheets provide information on a range of topics including:-

- Unfair dismissal
- Unlawful dismissal (General Protections)
- Casual work
- Employment contracts
- Getting paid and pay slips
- Independent contracting traps
- Private training courses
- Redundancy and retrenchment
- Sexual Harassment
- Superannuation
- Unpaid trial work
- Workplace Bullying
- Warnings

Self-Representation Assistance

JobWatch has produced self-representation kits:-

- The Unfair Dismissal Self-Representation Kit to assist workers who have lodged an Unfair Dismissal Claim to represent themselves during the Fair Work Commission conciliation process. The kit provides information and practical tips to enable self-representation with confidence.
- The Small Claims Kit to assist workers who are seeking to recover minimum entitlements in the Federal Circuit Court of Australia.

The self-representation kits are available for download from the JobWatch website (www.jobwatch.org.au).

Employment Rights Information App

The JobWatch Employment Rights Information App is an interactive application available on the JobWatch website (www.jobwatch.org.au).

App users answer a series of questions relating to their situation and the app emails tailored information back to the users.

Law Reform

JobWatch conducts research into employment and industrial law issues. Our research is based on the experiences of Victorian workers as sourced from our Telephone Information Service and the associated database of employment law statistics.

Some of JobWatch's published research reports and discussion papers include:-

- Criminal records in Victoria: Proposals for reform
- Young workers' experiences in the fast food industry
- Sexual harassment in employment
- Experiences of retrenched workers
- Unfair dismissal protection for casual workers

JobWatch makes written and oral submissions to a broad range of employment and industrial relations inquiries. JobWatch has made submissions to:-

- The Senate Standing Committee on Economics (in relation to the Super Guarantee)
- The Senate Standing Committee on Education and Employment (in relation to Corporate Avoidance of the *Fair Work Act 2009*)
- The Productivity Commission (in relation to the Workplace Relations Framework Enquiry)
- The Education and Employment Legislation Committee in relation to the *Fair Work Amendment (Gender Pay Gap) Bill 2015*