

GRANT TITLE:

A STUDY OF COMMUNITY-BASED TREATMENT FOR YOUNG OFFENDERS

R. SANSON-FISHER

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VOLUME 2

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FILE NOTE

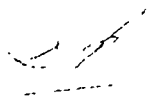
APPLICATION NO. 5/75 - MR. R. SANSON-FISHER

I have now received single copies of all of the research reports and papers emanating from this project. In my view, they are of a high standard and demonstrate that this project has been satisfactorily concluded.

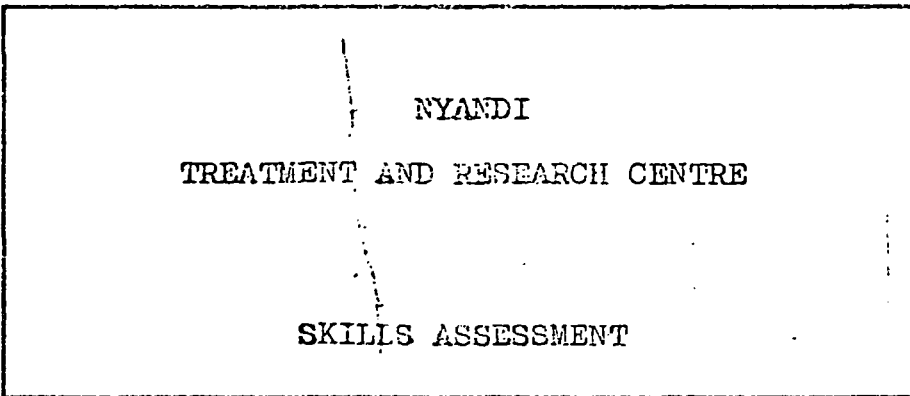
The titles of the papers received are as follows :

- Bound as vol. 1* {
- The Case Against Juvenile Corrective Institutions
 - Survival Skills - The Disadvantaged Delinquent
 - Knowledge of the Law: The Disadvantaged Delinquent?
 - Opportunity Rates and the Juvenile Offender
 - Manual for Coding of Family Interaction Patterns
 - Aborigines in Crime Statistics: An Interaction Between Poverty and Detectors
- Bound as vol. 2* {
- Skills Assessment
 - 'Sex-Education' Instruction Book
 - 'Life in the Community' Instruction Booklet

If members of the Council would like copies of any or all of these items, this can be arranged.


David Biles

NYANDI



A TREATMENT AND RESEARCH
CENTRE FOR ADOLESCENTS IN THE
DEPARTMENT FOR COMMUNITY WELFARE
3 ALLEN COURT, BENTLEY, WESTERN AUSTRALIA, 6102.



CALENDAR

1. In a week there are
 - a 9 days
 - b 7 days
 - c 4 days

2. In a year there
 - a 10 months
 - b 12 months
 - c 13 months

3. The sixth month of the year is
 - a September
 - b May
 - c June

4. A leap year is
 - a A year with an extra day
 - b When we miss a year
 - c The name given to every ninth year

5. In January there are
 - a 30 days
 - b 29 days
 - c 31 days

6. In one year there are
 - a 336 days
 - b 365 days
 - c 356 days

BUDGETTING

1. Budget means
 - a To buy something
 - b To draw a plan to see how much money is to be spent on different things
 - c don't know

2. If you had \$10.00 a week for food to feed two people would you
 - a buy food each day
 - b plan each meal for the week and its cost
 - c spend the money on clothes

3. Accomadtion is an important expense to include in your budget
 - a yes
 - b no

4. Which of the following is not necessary to include in your budget
 - a clothes
 - b tax
 - c entertainment

5. You budget your weekly pay so that you can pay your
 - a education expenses
 - b bus fares
 - c don't know

6. If you budget your money you don't
 - a lose your job
 - b run out of money before next pay day
 - c nothing happens

TIME

1. In one day there is

- a 12 hours
- b 7 hours
- c 24 hours

2. The small hand on a clock shows

- a hours
- b minutes

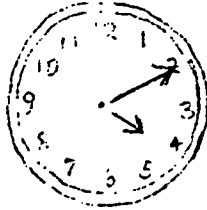
3. If the large hand is pointing to the six then it is

- a quarter past the hour
- b quarter to the hour
- c half past the hour

4. In one minute there are

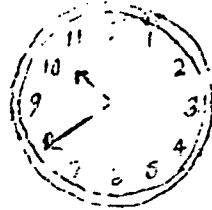
- a 50 seconds
- b 60 seconds
- c 70 seconds

5. This clock shows



- a twenty past two
- b quarter to four
- c ten past four

6. This clock shows



- a ten to eight
- b 10.40
- c half past ten

JOB HUNTING

- 1. The correct way to quit a job is
 - a tell your work mate you will not be in the next day
 - b give a weeks notice to the boss
 - c don't turn up for work the next day

- 2. When you make an appointment to go for interview, it is most important to know
 - a the pay
 - b the address of the firm
 - c the hours

- 3. When looking for a job
 - a look in the Womens Weekly
 - b watch T.V.
 - c look in the yellow pages of the phone book

- 4. Jobs are listed under
 - a board and lodging
 - b situations vacant
 - c situations wanted

- 5. You can find a job at the Commonwealth Employment Services
 - a yes
 - b no

- 6. Which of the following are you often required to take to a job interview
 - a bank book
 - b bus concession ticket
 - c reference

JOB APPLICATION

1. Next of kin on a job application form is
 - a your date of birth
 - b a close relative
 - c whether you are married or single

2. Marital Status means
 - a your middle name
 - b are your parents divorced
 - c are you married or single

3. Your surname is
 - a first name
 - b last name
 - c middle name

4. Your girlfriend can write a reference for you
 - a yes
 - b no

5. Office Use Only on an application form means
 - a you only answer if you are in the office
 - b to be filled in by office staff
 - c don't know

6. In a written application which of the following is not important
 - a your telephone number
 - b which job you are going for
 - c your weight and height

UNEMPLOYMENT BENEFITS

1. You can apply for unemployment benefit
 - a if you are not working but want work
 - b if you are working but want a bit of extra money
 - c if you are on strike

2. To receive unemployment benefits you must be at least
 - a 15 years old
 - b 16 years old
 - c 18 years old

3. When you are on unemployment benefits you have to
 - a apply for all jobs offered
 - b visit unemployment office every day
 - c stay at home

4. The Commonwealth Employment Offices are in
 - a the city centre only
 - b most suburbs in Perth
 - c the country only

5. When you register at the C.E.S. they will arrange for your cheques and also
 - a pay any unpaid bills
 - b try to find you a job
 - c get you accommodation

6. You receive Unemployment Benefits from
 - a Unemployment Service
 - b Commonwealth Employment Service
 - c Bank

MONEY CHANGE

1. In one dollar there are
a 100 cents
b 10 cents
c 1,000 cents
2. If I wanted to give 20cents
in change I would give you
a three 5 cents and one 10 ce
b two 10 cents
c one 10 cents and six 2 cent
3. If I have \$1.00 and I buy
a pencil for 5 cents and a
rubber for 10 cents I will
receive
a 80 cents change
b 85 cents change
c 70 cents change
4. How many 20 cents pieces in
a \$1.00
a 2
b 5
c 10
5. If I had a dollar and
brought cakes for 73 cents
how much change would I get
a 27 cents
b 22 cents
c 32 cents
6. If I had \$10.00 and spent
\$4.10 I would have
a \$5.90 left
b \$6.90
c \$5.10

WEIGHTS AND MEASURES

1. How many feet in a yard
 - a 9 feet
 - b 5 feet
 - c 3 feet

2. In one pound there are
 - a 10 ounces
 - b 14 ounces
 - c 16 ounces

3. A pint measures
 - a solid food
 - b weight
 - c liquid

4. A metre is a measure of
 - a weight
 - b volume
 - c length

5. Weight is a measured in
 - a kilograms
 - b metres
 - c degrees

6. Litres is a measure of
 - a weight
 - b volume
 - c length

WEIGHTS AND MEASURES (CONT'D)

7. A kilogram is nearly the same as
- a $\frac{1}{2}$ lb
 - b 2lbs
 - c 5lbs
8. A litre is more than a pint
- a true
 - b false
9. A metre is
- a shorter than a yard
 - b longer than a yard
 - c don't know

STREET DIRECTORY

1. If you wanted to find how to get by car to an address where you had never been before you should look
 - a in the phone book
 - b in the street directory
 - c at the M.T.T. bus timetable

2. Does the Metropolitan Street directory show the streets in a country town
 - a yes
 - b no

3. If you are looking for a road in street directory look up
 - a the map of the area
 - b the index first
 - c don't know

4. Can you find out where post offices are in the street directory
 - a yes
 - b no

5. Suburbs are marked on the street directory maps
 - a yes
 - b no

6. Railways are marked in the street directory
 - a yes
 - b no
 - c don't know

POSTAL SERVICES

1. When you want to send money in a letter you should
 - a use only paper money (notes) as these weigh less
 - b use a money order or a crossed cheque
 - c ask the people at the post office to be careful

2. Stamps can be bought at
 - a Post Office
 - b Branches of news agencies or chemists
 - c all of the above

3. Post offices are open
 - a 10am to 3pm Mon. to Fri.
 - b 9am to 5pm Mon. to Fri.
 - c 9am to 5pm Mon. to Sat.

4. Putting a postcode on the address of a letter.
 - a does not make any difference
 - b means the letter gets sorted quickly
 - c tells you how much the letter weighs

5. The best way to send a valuable parcel or letter is to
 - a send it ordinary mail with important written on the front of it
 - b register it
 - c don't know

6. Surface mail is
 - a letters only
 - b mail sent by train or road
 - c parcels only

PHONE BOOK

1. The emergency telephone number is
 - a 900
 - b 999
 - c 000

2. A trunk call is a call to
 - a the city
 - b the country
 - c the suburbs

3. Where are the post codes found in the telephone book
 - a in the front
 - b in the back
 - c not in the phone book

4. In the yellow pages of the phone book you can find
 - a private phone numbers
 - b business and community services phone numbers
 - c country phone numbers

5. You can use a phone book to find peoples address
 - a yes
 - b no

6. Phone books have a special section for government departments
 - a yes
 - b no
 - c don't know

PUBLIC PHONE

1. On the black phone which button do you press when the other person answers
 - a button A
 - b button B

2. You dial a number
 - a before you lift up the phone
 - b after you lift up the phone

3. When using a red phone put your money in
 - a before you dial
 - b when the person answers
 - c after you dial

4. If you don't know a persons number dial for
 - a trunk calls
 - b directory assistant
 - c service difficulties

5. If the phone is out of order ring for
 - a trunk calls
 - b directory assistance
 - c service difficulties

6. If you make a S.T.D. Long Distance phone call you
 - a Ring the operator
 - b ring straight to the person
 - c don't know

VOTING

1. To vote in state or federal elections you must be at least
a 17 years
b 21 years
c 18 years
2. Aboriginal people must vote in the elections
a yes
b no
c don't know
3. When you are old enough to vote your name must go onto the list of names of the voters
a it goes on automatically
b you must enrol yourself
c your parents always enrol
4. If you are old enough to vote you must vote
a yes
b no
5. There are two main elections
a State and Federal
b Liberal and Labor
c Country and City
6. The electoral role is
a The letter which says you are allowed to vote
b order in which we vote people
c list of voters

BANKING

1. If you deposit some money you
you
 - a put it in the bank
 - b take it out of the bank
 - c receive it for saving with the bank

2. Banks are normally open between
 - a 9am to 5pm
 - b 9am to 3pm
 - c 10am to 3pm

- When you put a cheque into your savings account you can
 - a take the money at the same time
 - b must wait a few days
 - c don't know

4. Does it cost any money to have a cheque book
 - a yes
 - b no

5. When you withdraw money you
 - a put it in the bank
 - b take it out of the bank
 - c receive it for saving with the bank

6. Interest
 - a is money given to you by the bank for saving with it
 - b money you put in the bank
 - c money you receive for having a cheque account

SHOPPING

1. If you layby a dress in a shop
 - a put some money down and pay the rest off later
 - b take the dress and pay the next time you go to the shop
 - c get the shop assistant to keep it for you until you have saved up enough money to buy it.

2. A receipt
 - a shows you have paid for it
 - b means you owe the person money
 - c shows you how much you still owe a person

3. When shopping for groceries
 - a always go to town
 - b shop only on the corner deli
 - c shop for specials in local shops

4. If you didn't have enough money to buy a fridge but needed it immediately you could buy it on
 - a relayed payments
 - b lay by
 - c hire purchase

5. When shopping for groceries remember
 - a bank book
 - b shopping list
 - c newspaper

- 6.. When shopping remember to
 - a give exact amount of money
 - b check your change
 - c don't know

TRANSPORT

1. On which of the following is it more expensive to travel in the city
a bus
b train
c taxi
2. You can use a bus ticket again within 2 hours of buying it
a yes
b no
3. Express trains stop at every stop
a yes
b no
4. The time 6-45 pm is the same as
a quarter to 6 in the morning
b quarter to 7 at night
c don't know
5. The number on a bus shows
a the way it goes
b how many people it can carry
c if it is an express
6. Working girls over fifteen must pay full adult fare
a yes
b no

SEX EDUCATION

1. A girl cannot have sexual intercourse legally until she is
 - a 16
 - b 14
 - c 18

2. A mother is pregnant for
 - a 6 months
 - b 12 months
 - c 9 months

3. The vagina is a part of the male sex organs
 - a yes
 - b no

4. Menstration is
 - a getting pregnant
 - b your periods
 - c headaches

5. Conception is
 - a joining of sperm and egg to start a baby
 - b preventing pregnancy
 - c sexual intercourse

6. Another name for the womb is
 - a ovary
 - b vagina
 - c uterus

CONTRACEPTION

- 1. Contraception is
 - a the time you have your period
 - b ways to stop having a baby
 - c getting pregnant

- 2. The pill is taken
 - a twice a day
 - b once every day
 - c after making love

- 3. Contraceptives can be obtained from
 - a chemists and family planning clinics
 - b doctors only
 - c both a and b

- 4. Withdrawal is safer method of contraception than the pill
 - a yes
 - b no

- 5. The condom or frenchie is used by
 - a male
 - b female

- 6. You are most likely to get pregnant if you have sex
 - a very close to your periods
 - b right in the middle between each period
 - c don't know

VENERAL DISEASE

1. V.D. (Venereal Disease) is
 - a a disease to the food
 - b a type of head cold
 - c a disease of the sex organs

2. You can get V.D. by
 - a sitting on toilets seats (c)
 - b having sex with someone who has V.D.
 - c eating in dirty places

3. V.D.
 - a can be cured by needles and tablets
 - b cures itself
 - c can't be cured

4. If you have had V.D. and have been cured
 - a you can catch it again
 - b you cannot catch it again
 - c it will cure itself this time

5. A woman who has V.D. can give it to her unborn child
 - a yes
 - b no

6. You can tell if a person has V.D. by looking at them
 - a yes
 - b no

COMMUNITY SERVICES

1. When you join a public library
 - a it costs 2 dollars per year
 - b its free
 - c it costs 5 dollars
2. Your rubbish is collected by
 - a the local council
 - b private rubbish collectors
 - c the S.F.C.
3. If a person really needs legal help he can
 - a get the money from the government
 - b get legal aid
 - c don't know
4. A juvenile is a person
 - a under the age of 21
 - b under the age of 15
 - c under the age of 18
5. When you are arrested by a policenman you must give your
 - a name, address
 - b age
 - c both a and b
6. If there is an electricity failure in your house the best place to ring is
 - a police
 - b local council
 - c S.E.C.

LAUNDRY

1. When washing drip dry clothes you
a put them in the spin d... first
b put them straight onto line
c always wash them in the cold water
2. We rinse clothes after washing to
a it is not necessary to rinse
b to remove the soap and c from them
c to prevent yellowing
3. Woollens should be washed in
a hot water
b luke warm water
c either hot or cold water
4. We should change our under wear
a every day
b every third day
5. When sorting out a wash we should separate clothes into bundles such as towels, jeans, etc.,
a yes
b no
c doesn't matter
6. Which of the following make ironing easier
a water
b soap powder
c none of the above

MEDIBANK

1. Medibank is
 - a private health insurance
 - b Government Health insurance
 - c Private Banking

2. H.B.F. and Friendly Societies Health Insurance gives extra medical benefits
 - a yes
 - b no

3. Every one gets a Medibank number automatically
 - a yes
 - b no

4. A refund from Medibank is
 - a a bill
 - b money you pay to join Medibank
 - c money paid back to you

5. Medibank levy is
 - a money paid back to you
 - b money taken away from your pocket
 - c doctors normal fee

6. You can claim on doctors bills before paying them
 - a yes
 - b no

FIRST AID

1. A bruise is caused by
 - a dark substance forming
 - b broken blood vessel
 - c don't know

2. If you get burnt it is best to
 - a cover the burn
 - b burst the blister
 - c put butter on it quickly

3. If someone is having a fit you should
 - a leave them alone and clear the surrounding
 - b hold their arms and legs
 - c yell at them

4. If you cut yourself badly you should
 - a wash it immediately
 - b apply pressure to the cut
 - c leave it to bleed for a while

5. When you are giving mouth to mouth to get a person breathing you
 - a watch their chest rise and fall
 - b pull his head straight back and start breathing
 - c clear air passage first

6. If someone has fainted should you
 - a sit then down
 - b give them an aspro
 - c lie them down

NUTRITION

1. Proteins are needed for
 - a growth and repair of the body
 - b energy
 - c healthy teeth

2. Potato, rice, and bread are all
 - a protein foods
 - b mineral foods
 - c carbohydrates

3. A balanced meal is one which
 - a has plenty of potato and bread
 - b has the same amount of meat as potato and vegetables
 - c looks colourful on the plate

4. Fresh fruit gives us necessary
 - a proteins
 - b vitamins
 - c carbohydrates

5. Carbohydrates are needed for
 - a growth and repair for the body
 - b energy
 - c healthy teeth

6. Milk is a good source of
 - a calcium
 - b fats
 - c carbohydrates

TABLE SETTING

1. The bread and butter plate goes on the
a right
b left
2. Which side of the setting should the soup spoon go on
a right
b left
3. Glasses on which side of the setting
a right
b left
4. If you have to sets of knives and forks which do you use first
a those on the outside
b those on the inside
5. Which side of the setting should the cup and saucer go
a right
b left
6. Cultery is
a cups and saucers
b knives and forks
c pots and pans

LETTER WRITING

1. When you are writing a letter which of the following is not written in the address
 - a street
 - b your name
 - c the date

2. A business letter should end
 - a your friend
 - b yours
 - c yours faithfully

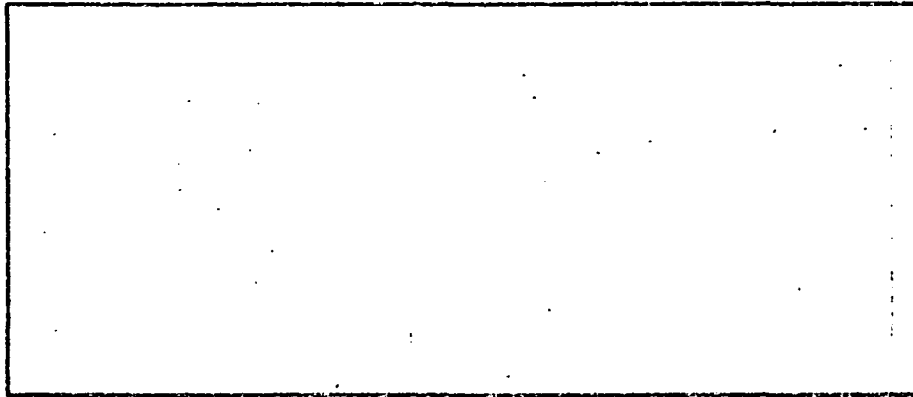
3. A paragraph is
 - a a collection of sentences about the same thing
 - b a comma, full stop, etc.
 - c the ending of a letter

4. The greeting (eg Dear Mum) goes on which side of the page
 - a right
 - b left
 - c either right or left

5. When letter writing to a business company remember
 - a to use correct spelling
 - b the business address
 - c both a and b

6. When addressing an envelope it is important to remember
 - a type envelope
 - b date
 - c senders address

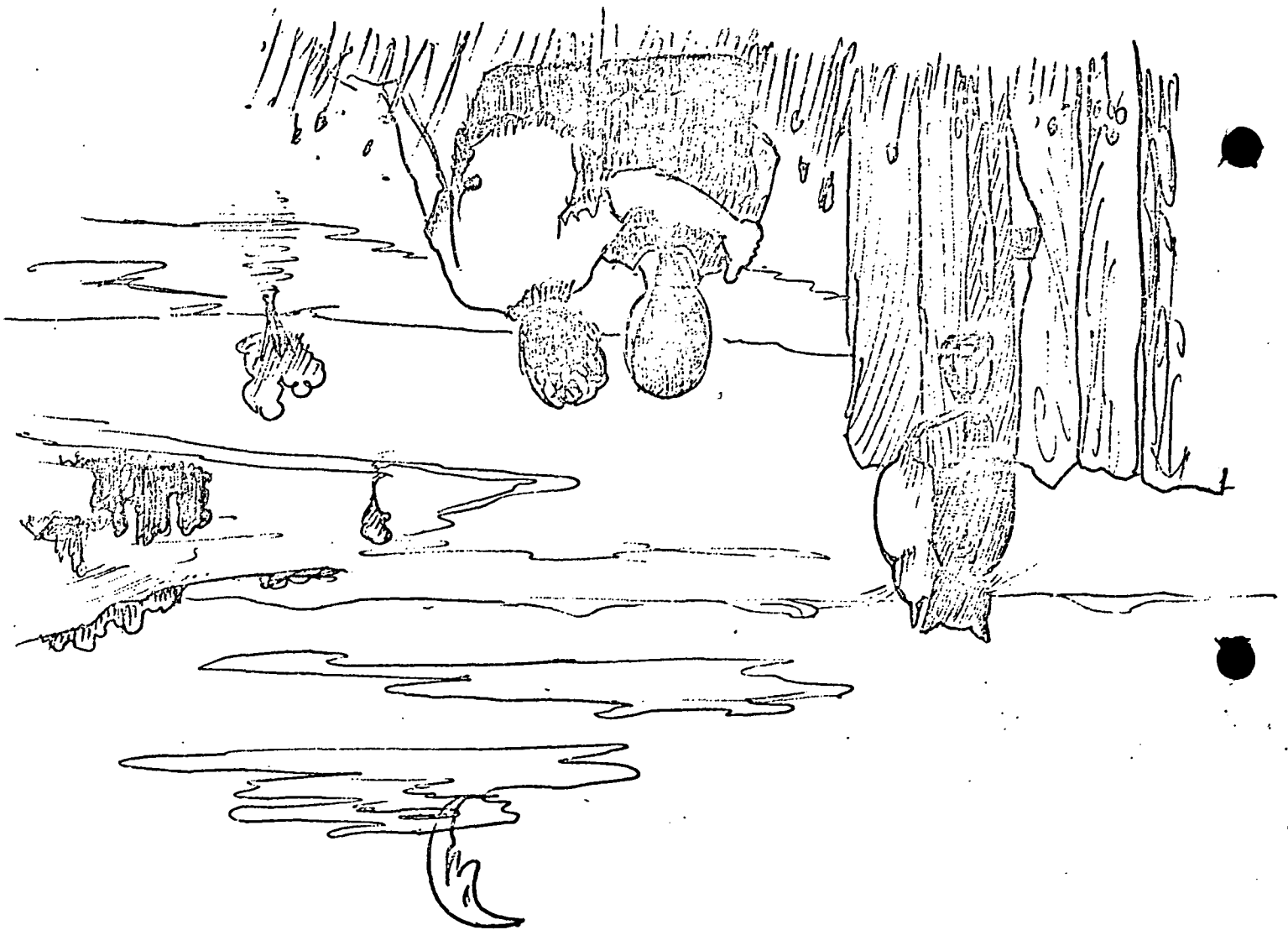
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A TREATMENT AND RESEARCH
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RESEARCHED and COMPILED by CHAS FLETCHER, C.M.
TAPES and SLIDES are also set up with this book
Illustrated by Nick Laver.



SEX-EDUCATION.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

Sex education means a lot more than learning about 'the facts of life'. A good sexual relationship is a loving relationship. It depends on the feelings of two people for each other more than on a knowledge of the facts of life about human reproduction.

People need to know about their own bodies. It can help them have a better understanding of themselves and members of the opposite sex. But knowing the facts will not necessarily help young people have a satisfactory relationship when they become adults.

FALLING IN LOVE

Most people 'fall in love' a number of times before they choose a permanent partner. This is quite normal. The person who is 'just right' for us at 18 may not be the right person at all when we are 20 or 25 or even 45.

But this 'falling in love' can be important. A love relationship does not always mean a sex relationship, but it can be a very close relationship.

So it is important that we understand our own bodies - how they are made and how they work. This can help us understand better the part love and sex play in human reproduction and our own responsibility in the whole business of contraception, conception and birth.



PUBERTY

As boys and girls approach adulthood, changes begin to take place in their bodies. More sex hormones (chemicals) are produced and the different male and female characteristics become more obvious.

The time when these changes take place is known as puberty. Girls usually reach puberty earlier than boys, often they are 11 or 12 years old. But it can be even earlier, or much later - the time varies with each person.

When a girl reaches puberty, her breasts begin to grow and her body becomes more rounded. Underarm and pubic hair begin to grow, and she begins to have menstrual periods.

The beginning of menstrual periods can be very alarming for a young girl if she has not been told what to expect. So it is important for mothers to tell their daughters when they are quite young what is going to happen and why.

A boy usually reaches puberty a year or two later than a girl. His sex organs grow larger and hair begins to grow on his body. His voice "breaks" and deepens.

These changes take place gradually and sometimes it takes the body a little time to get used to its "new look". Girls sometimes grow too fat before they settle down to their adult shape. Girls and boys, particularly boys, sometimes develop pimples or acne on their faces or necks. Boys sometimes grow much taller quite suddenly and feel clumsy with their new size.

These things are only temporary. Even the acne and pimples will go away with time - though for the young people suffering from them even a year or two is too long.

The best way to cope is to eat a well balanced diet, with plenty of fresh fruit and vegetables, and to see that the skin is kept as clean as possible.

At puberty too, young people begin to take an interest in the opposite sex. This makes them particularly sensitive if they feel fat, or spotty, or unattractive just at the time when they want to look mature and poised.



PUBERTY QUESTIONS

1. Most people fall in love a number of times before they choose a permanent partner.

TRUE _____ FALSE _____

2. What changes take place in boys and girls at puberty? _____

3. Why should mothers tell their daughters about periods at an early age? _____

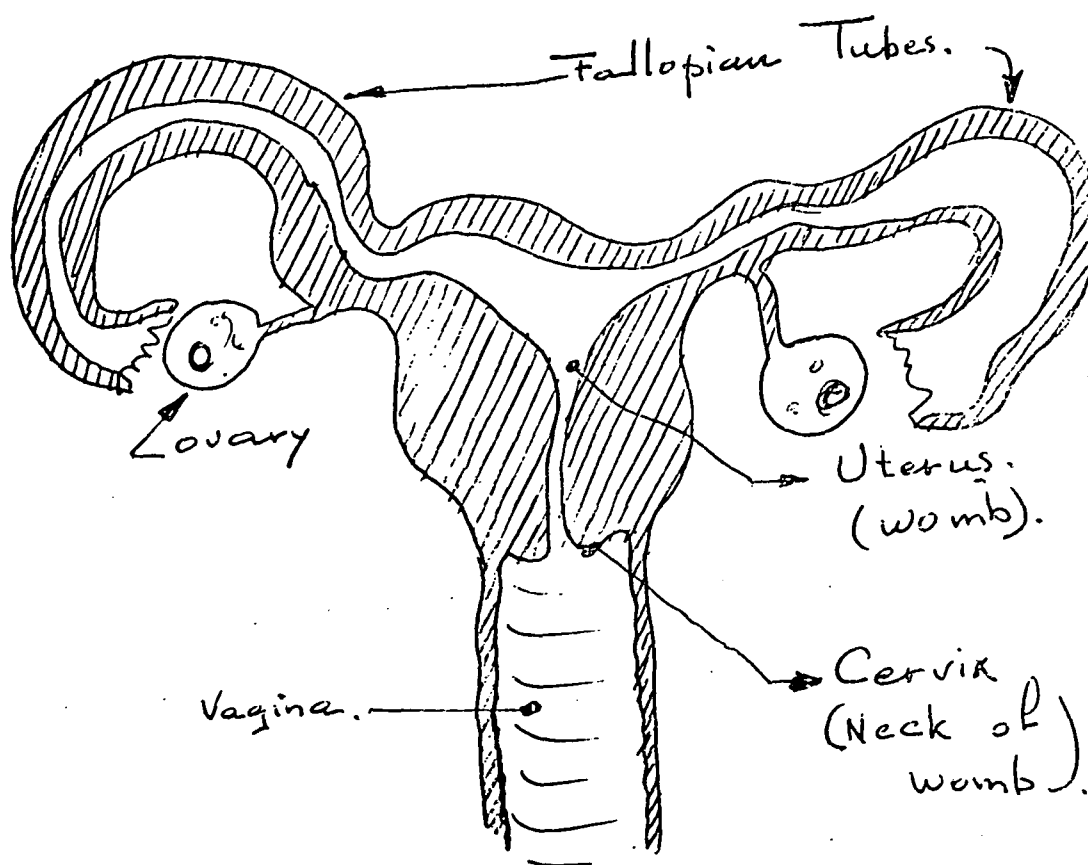
4. What can you do about pimples and acne?

THE FEMALE REPRODUCTIVE SYSTEM

The female sex organs are made up of two ovaries, the Fallopian tubes that lead from the ovaries to the uterus (or womb) and the vagina.

The ovaries are the store houses for many thousands of egg cells, called ova. One end of each Fallopian tube lies close to the ovary, the other is attached to the uterus which is pear shaped.

The vagina is the highly elastic passage to the outside of the body. The baby passes through this passage at birth. The point where the lower part of the uterus connects with the upper part of the vagina is called the cervix, or neck of the womb.



FEMALE REPRODUCTIVE SYSTEM QUESTIONS

1. What are the female sex organs made up of?

2. Where do the egg cells come from?

3. The opening or neck of the womb (uterus) is called

4. What is the name of the passage a baby passes through at birth?

MENSTRUATION

About every 28 days after a girl reaches maturity, an egg is produced in one of the ovaries. The ovaries also produce a hormone which acts on the uterus and causes its lining to thicken. This will, if the egg is fertilised, provide the food the egg will need when it begins to grow into a baby.

The mature egg then passes from the ovary, along the Fallopian tube to the uterus. There, if it is fertilised it attaches itself to the lining of the uterus and the baby develops.

If it is not fertilised, it passes out of the body too. This is known as the menstrual flow. For many women the period of menstruation comes fairly regularly once a month. But this pattern can vary in different women, or even in the same woman at different times in her life. For some, the flow lasts for 7 to 8 days, for others only 4 days. All this is quite normal.

Some women may feel edgy and nervous, or have a headache, or mild stomach cramps. It is a good idea to take life a little easy and slower at these times. However there is no need - as people once believed - to stop bathing, washing hair, playing sport or even swimming.

MENSTRUATION QUESTIONS

1. If the egg is fertilized what will the lining of the uterus become? _____

2. If an egg is not fertilized what happens to the thickened lining of the uterus? _____

3. How long does the menstrual flow last?

4. Do you have to stop bathing or playing sport if you have your periods? _____

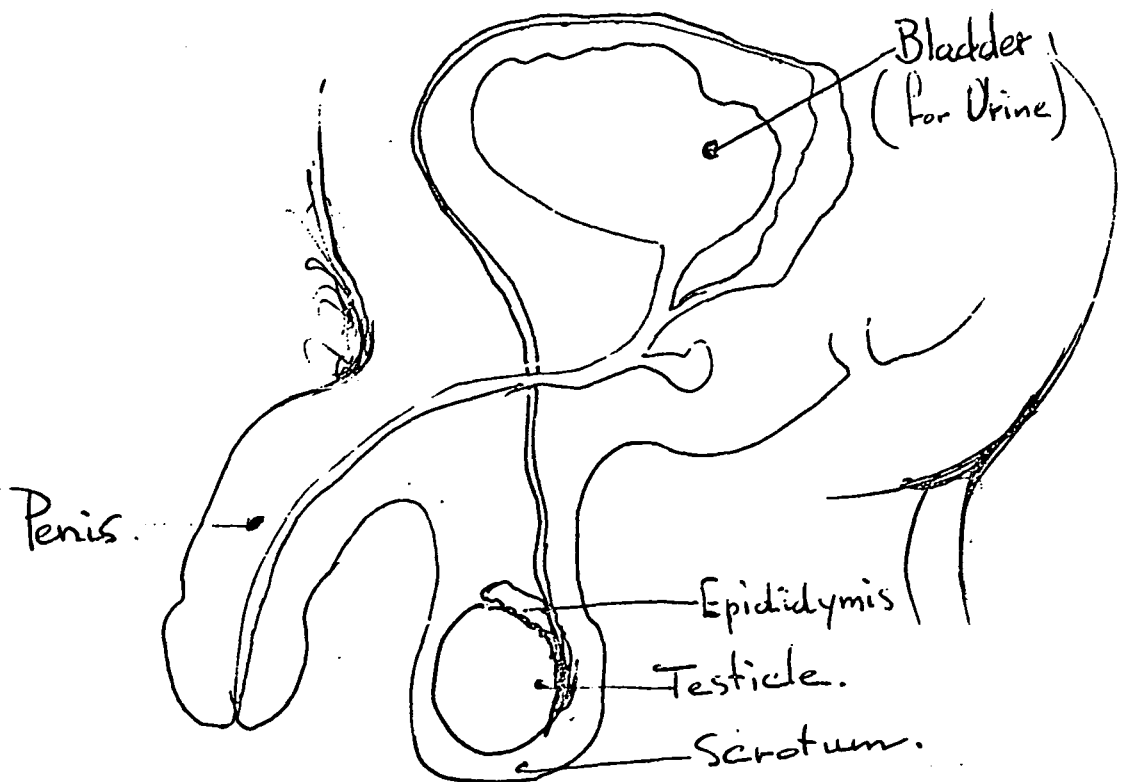
5. If the egg is fertilized what does it do?

THE MALE REPRODUCTIVE SYSTEM

The male reproductive or sex organs consist of two testicles (or balls) and the penis. The male sex glands or testicles, are contained in a skin sac called the scrotum, and produce a hormone which affects his sexual development. The testicles also produce male sex cells - these are called sperm cells.

It is these sperm cells that enable a man to become a father. They are stored in the epididymis and are released through the penis in a liquid called semen.

Though they cannot be seen with the naked eye, these cells which are tadpole shaped, are able to move along by wriggling their tails. In one discharge (ejaculation) of semen there are millions of sperm cells and any one of them is capable of joining an egg and starting a new life.



MALE REPRODUCTIVE SYSTEM QUESTIONS

1. A man's sex organs consist of _____

2. Male sex cells are called _____ cells.
3. These cells are shaped like _____
4. What is the scrotum? _____

5. Where are the sperm cells stored? _____

MASTURBATION

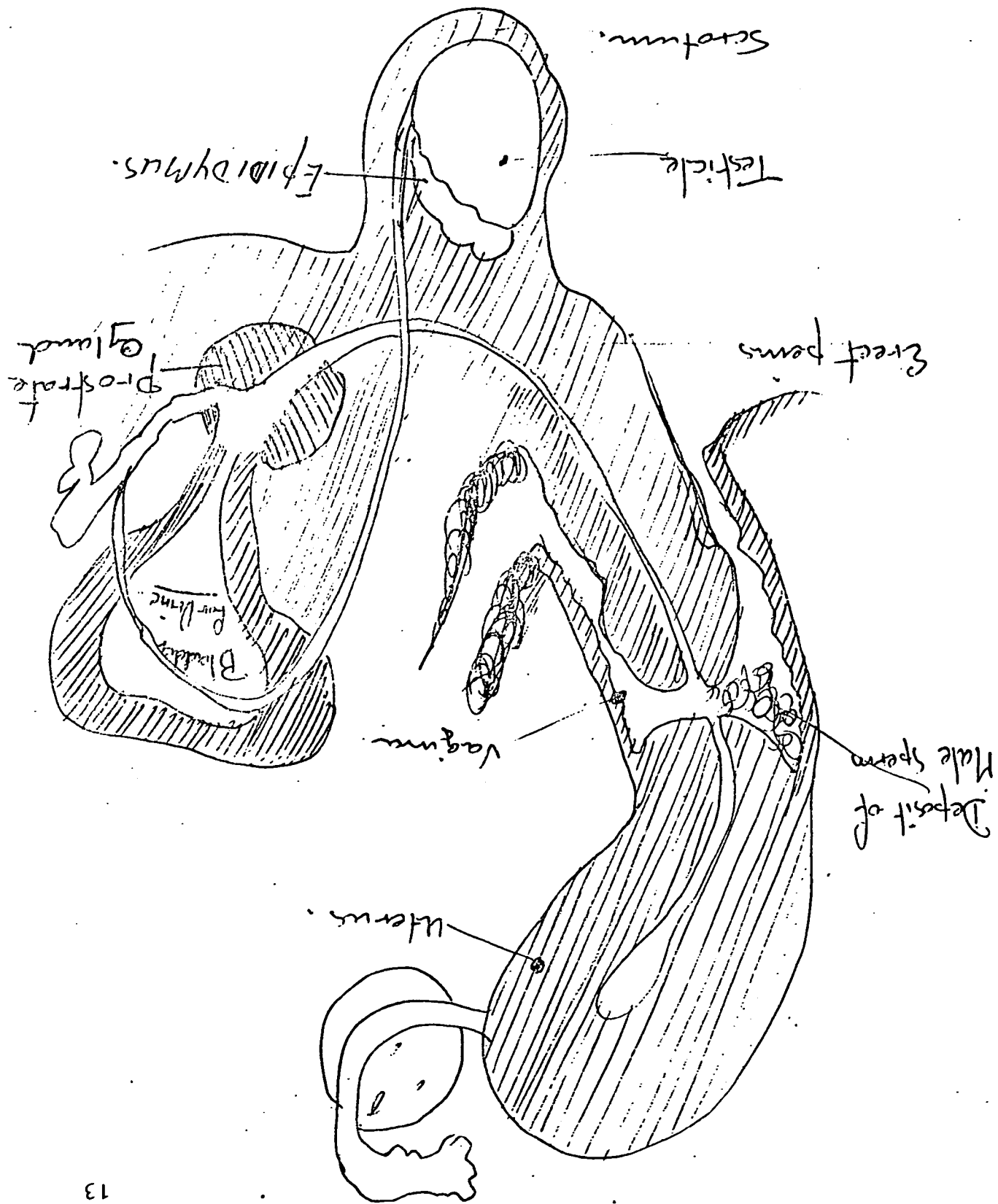
Masturbation is the voluntary handling or rubbing of the sex organs in order to give pleasure to the person doing it. Most males and females masturbate at some time in their lives. It does not do any harm. At one time it was thought to cause insanity, to make the person sterile, and many other tales, all of which are not true.

CONCEPTION

Conception can take place during sexual intercourse, or coitus, which is the joining of the male to the female by their sex parts. When the man feels sexy, his penis becomes hard and increases in size. This happens because his body sends an extra supply of blood into the spongy tissues of the penis. This is called an erection. Normally the penis is quite limp. The hard, or erect penis, is then pushed into the female's vagina and moved in and out. This usually brings the couple to climax. A climax is the few moments of greatest excitement. It is at this point that the male has an ejaculation. An ejaculation is when the sperm cells spurt out of the penis. If the penis is still in the female, as it usually is at this time, then the sperm cells are deposited near the opening of the womb, or cervix.

At each ejaculation there are about 250 million sperm cells and these move themselves into the womb and through into the Fallopian tubes.

Human life begins when the head of a sperm cell joins with the egg and fertilizes it.



CONCEPTION QUESTIONS

1. Coitus is another name for _____
2. How does a man have an erection? _____

3. When does human life begin? _____

4. How many male sperm cells are needed to fertilize the egg? _____
5. The release of an egg every 28 days is called _____
6. Where do sperm cells get deposited by the male? _____
7. How many sperm cells are there in each ejaculation? _____

THE GROWTH OF THE EMBRYO

If an egg is fertilized, it travels from the Fallopian tubes to plant itself in the lining of the uterus.

Now the conception has occurred, the extra tissue in the lining of the uterus is not washed away each month in the menstrual flow. It remains and nourishes the egg during the early stages of its growth.

For most women the first sign of pregnancy is that she misses a period. During a normal pregnancy a woman does not menstruate and no more eggs are released from the ovaries.

For nine months the baby grows in the uterus of the mother. During this time, it goes through many stages of development. For the first eight weeks of its life it is called an embryo. After that, it is called a foetus.

As the baby grows, another organ grows too. It is called the placenta. Through the placenta the mother gives the foetus all the food and oxygen that it needs right up to the time that it is born.

The placenta is rich in blood vessels and is attached to the inner wall of the uterus. It is also attached to the foetus by a cord. This cord is called an umbilical cord.

This cord is the baby's lifeline. Through it he receives all his food and oxygen. Also this cord carries away all the waste products from the baby back to the mother who gets rid of them through her lungs and kidneys.

PREGNANCY QUESTIONS

1. What is the first sign of pregnancy? _____

2. What is the difference between an embryo and a fetus?

3. What does the placenta do? _____

4. What is the umbilical cord? _____

5. How long is the time between conception and birth?

BIRTH OF THE BABY

The baby is born about 40 weeks (280 days) after conception. At this time the average baby is 18 to 20 inches long and weighs between 6 and 8 pounds.

Birth begins when the powerful muscles of the uterus begin to contract. This is referred to as being in labour. These contractions get closer and stronger as the birth gets nearer. During this time the cervix opens and the vagina stretches to let the baby pass through.

During pregnancy the foetus is surrounded in a membrane which contains a special fluid. It would be like being inside a balloon. The special fluid is like a cushion that protects the baby before it is born. As the birth approaches, the membrane breaks and the flow of this liquid to the outside helps make the birth easier. Usually the membrane breaks before the actual birth. This is called the "breaking of the waters". A baby is usually born head first.

After the birth: After the baby has been born, the doctor ties or clamps the umbilical cord and cuts it about 2 inches from the baby. The short bit left attached to the baby dries up and usually drops off within a couple of days. The place where it was attached heals and becomes the navel or "belly button".

Shortly after the birth of the baby the placenta and the membranes that surrounded him separate from the wall of the uterus and pass from the vagina in what is called the afterbirth.

Vaginal discharges continue for several weeks after the birth of the baby but this usually stops. Within 6 weeks of the birth, the mother's body should return to normal.

BIRTH QUESTIONS

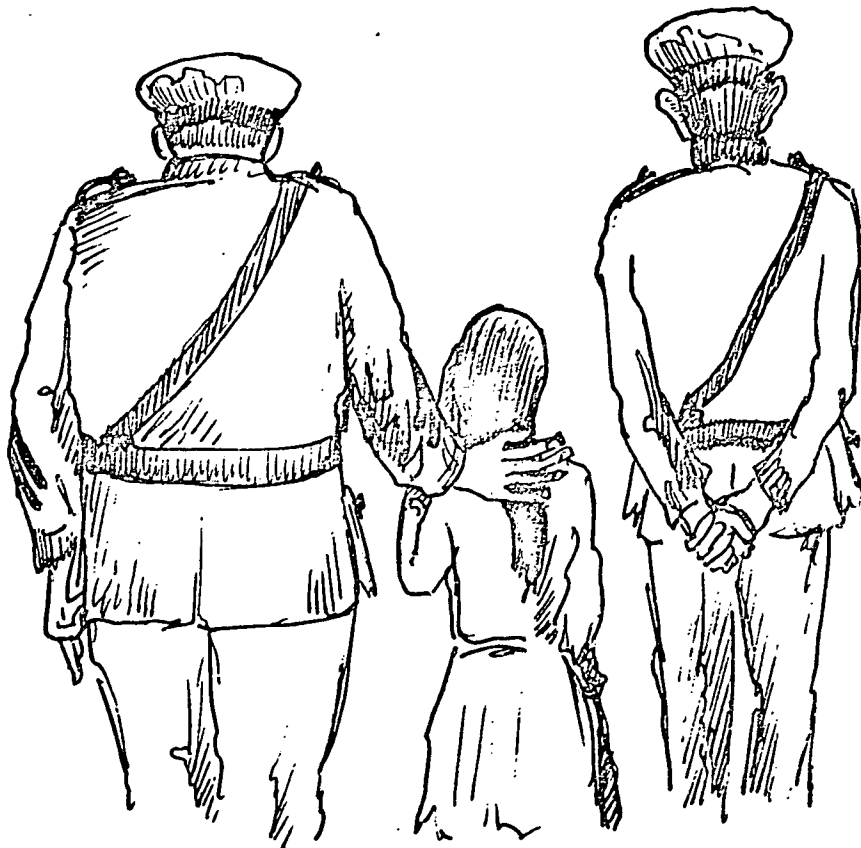
1. What is the average length and weight of a baby at birth? _____
2. What are contractions of the uterus called?

3. What happens to the vagina at birth?

4. What does the special fluid that surrounds the baby do? _____
5. What is it called when the membrane surrounding the baby breaks? _____
6. Most babies are born _____ first.
7. What was the "belly button" of the baby before it was born? _____ cord.

CIVIL LIBERTIES

BOOK ONE. ARREST.



RESEARCHED and COMPILED by MAUREEN SPENCER
1973.

Illustrated by Nick LAVER.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

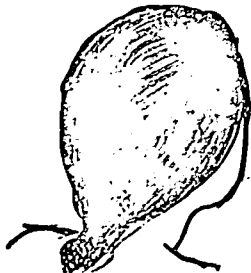
IF YOU ARE ARRESTED

WHAT ARE YOUR RIGHTS?

YOUR RIGHTS

The policeman has rights attached to his job. It is his job to enforce the law but at the same time it is his job to obey the law and protect your rights. An arrested person has rights, and these rights are:

1. An arrested person is innocent until found guilty by a Court. The police must prove that the person has committed the offence.
2. An arrested person has the right to be immediately informed of the charge against him.
3. The police are allowed to ask questions but a person does not have to answer questions or make a statement EXCEPT to give correct name and address and in the case of juveniles (that is those under 18 years of age) it is in their best interest to also state their correct age. OR IN - Motor vehicle cases when as well as their name and address and age they must supply the name of the owner of the car and if the car has been involved in an accident also the registration number of the car.



4. An arrested person has the right to have a solicitor.
5. An arrested person may apply for bail.

WHEN CAN YOU BE ARRESTED?

A person may be arrested by a policeman with or without a WARRANT.

A WARRANT is an official order signed by a judge. It tells of the charges against the person and is read or shown to you when you are arrested.

A police officer may arrest a person who has had a warrant against them without having the warrant with him. The person has the right to see the warrant as soon as possible after arrest.

You may be arrested by a police officer when he does not have a warrant IF

- a. a person is found by a policeman actually doing something wrong.
- b. a policeman thinks that a person has or is going to do something wrong.

If a person resists lawful arrest then a policeman may use all necessary force to arrest that person.

It is an offence to RESIST ARREST or try to stop the police when they are doing their duty.

When a person is arrested it is for his own good that he should be well behaved and not cause trouble.

HOW IS AN ARREST MADE:

An arrest is made when a person is held or his body is touched for the purpose of detention. The arrested person may then ask to be told of the charge.

QUIZ

1. Does an arrested person have any rights? _____
2. An arrested person is guilty. TRUE or FALSE _____
3. A warrant is _____

4. A warrant tells of the _____
and is read or _____ to you when you are

5. Give two times when a policeman can arrest you without
a warrant.

6. What should a person do when he is arrested?

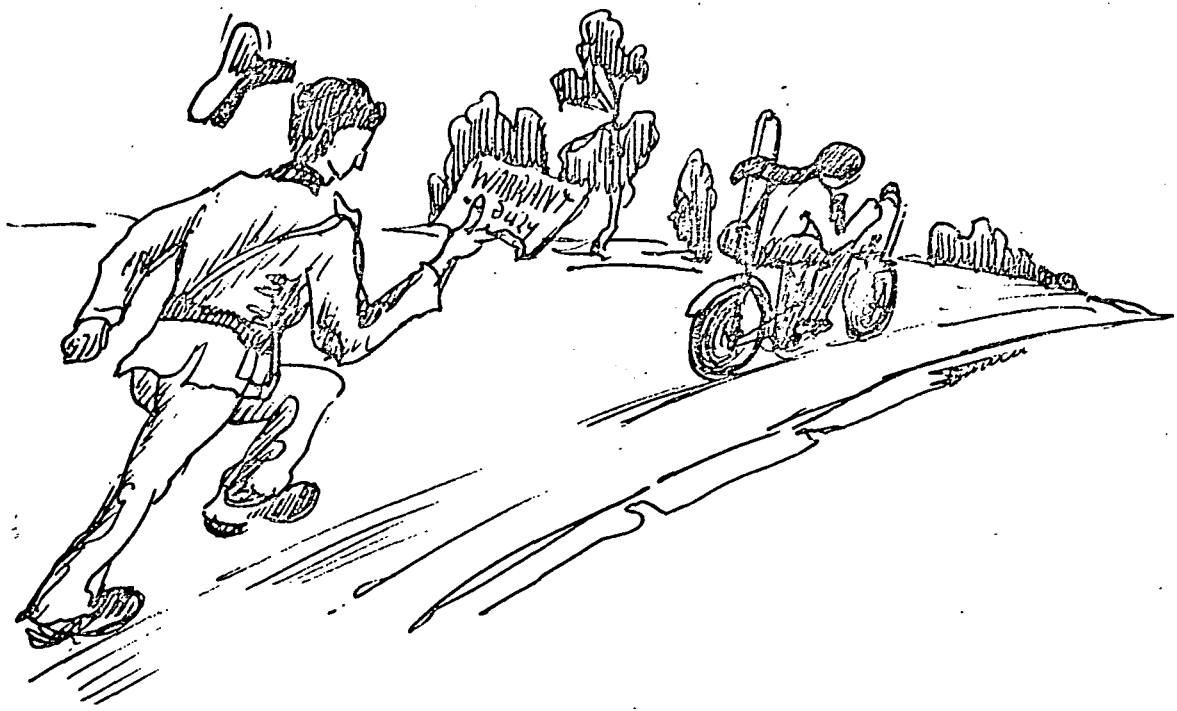
7. If a person resists lawful arrest what may a policeman do? _____

8. It is an offence to resist arrest. TRUE or FALSE _____

9. How would a person know they were under arrest?

10. Does the arresting officer have to inform the person of the charge? _____

11. What is detention? _____



OFFENCES:

It is important to know that an offence does not just mean wrongdoing such as assault, stealing, breaking and entering, unlawful use of motor vehicle and the more serious unlawful acts. A person can be arrested for offences such as disorderly conduct, abusive language, resisting arrest, refusing to give name and address to a policeman when asked for it, or giving a false name and address to a policeman.

QUESTIONING BY POLICE

The police are allowed to ask questions BUT an arrested person is only required to supply the following information:

Correct name

IN ALL CASES:

Correct address

MOTOR VEHICLE CASES:

Correct name

Correct address

Name of owner of car

Car registration number

WHEN QUESTIONED WHILE

Correct name

ON OR LEAVING LICENSED

Correct address

PREMISES:

Correct age

FOR JUVENILES IT IS IN THEIR BEST INTEREST TO ALWAYS GIVE THEIR CORRECT AGE AS WELL AS NAME AND ADDRESS AS THIS MEANS ANY CHARGES WILL BE HEARD IN CHILDRENS COURT.

It is not necessary to make any further statements but remember it is best for the person to always remain polite and to be co-operative within requirements of the law.

NOTE: Every word spoken to a policeman no matter how casual, can be used in Court in the same way as a signed statement.

QUIZ

1. What particulars do the police want to know from you if you have been involved in an accident? (car accident)

2. Are there any times when you have to answer questions that the police ask you? _____

3. What questions must you answer if found coming out of a tavern after closing hours? _____



WHAT HAPPENS AFTER YOU ARE ARRESTED?

The arrested person is taken to the police station where the charge against him must be formally made and recorded as soon as possible.

There could be further questioning but the arrested person does not have to give any other information than described before in "Questioning by Police".

When formally charged the person may have photograph and finger and palm prints taken. They may also be searched and in some cases be examined by a doctor. If doctors examination is required the person may choose his own doctor.

Any money or property may be taken from the person and recorded by the police.

BAIL

If a person is arrested he is entitled to ask for bail.

Bail is when the arrested person, or a friend or relative, either pays a sum of money or signs a paper saying they will pay a sum of money, as a promise that the arrested person will appear in Court when required. If bail is granted the person is free to carry on his normal life until he appears in Court to answer the charge against him.

If the person granted bail does not keep the promise to appear in Court the person who put up the bail loses his money.

QUIZ

1. Bail is _____

2. Who usually signs the paper for bail _____

3. What happens if the person who was arrested does not
appear in court _____

4. What is a warrant? _____

5. _____ search women _____
search boys.
6. A policeman may search a house if he wants to.
TRUE or FALSE _____
7. When can a person be searched? _____

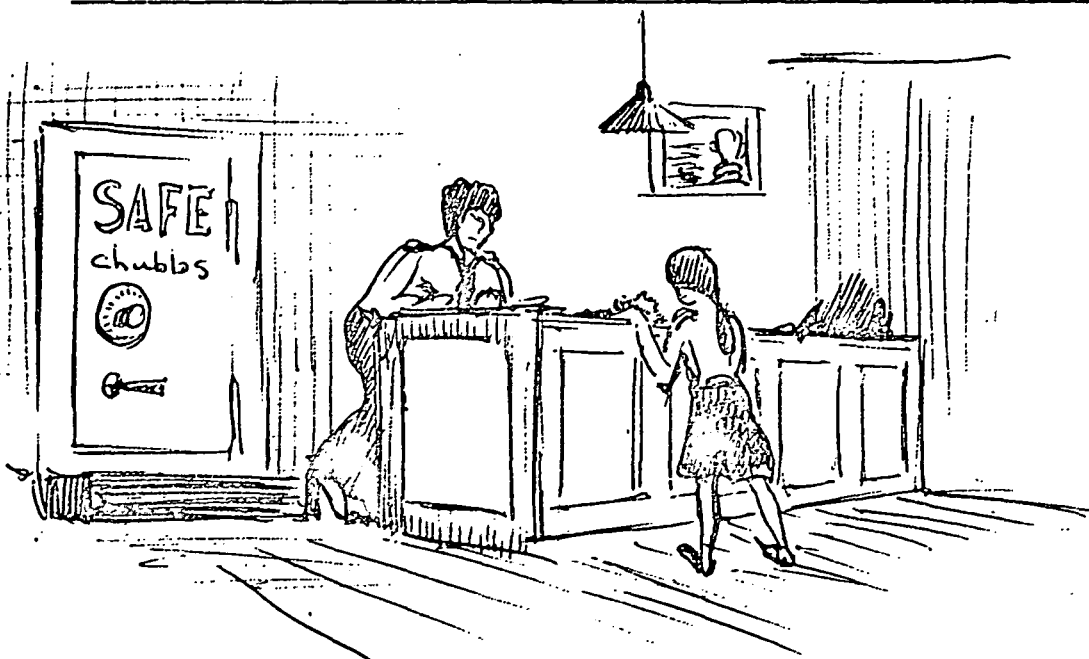
8. Where is the charge against the person formally made?

9. What information must the arrested person give when being charged? _____

10. The arrested person must agree to be examined by the doctor nominated by police. TRUE or FALSE _____

11. The police are allowed to take property - money from arrested person and throw it in a drawer. TRUE or FALSE _____

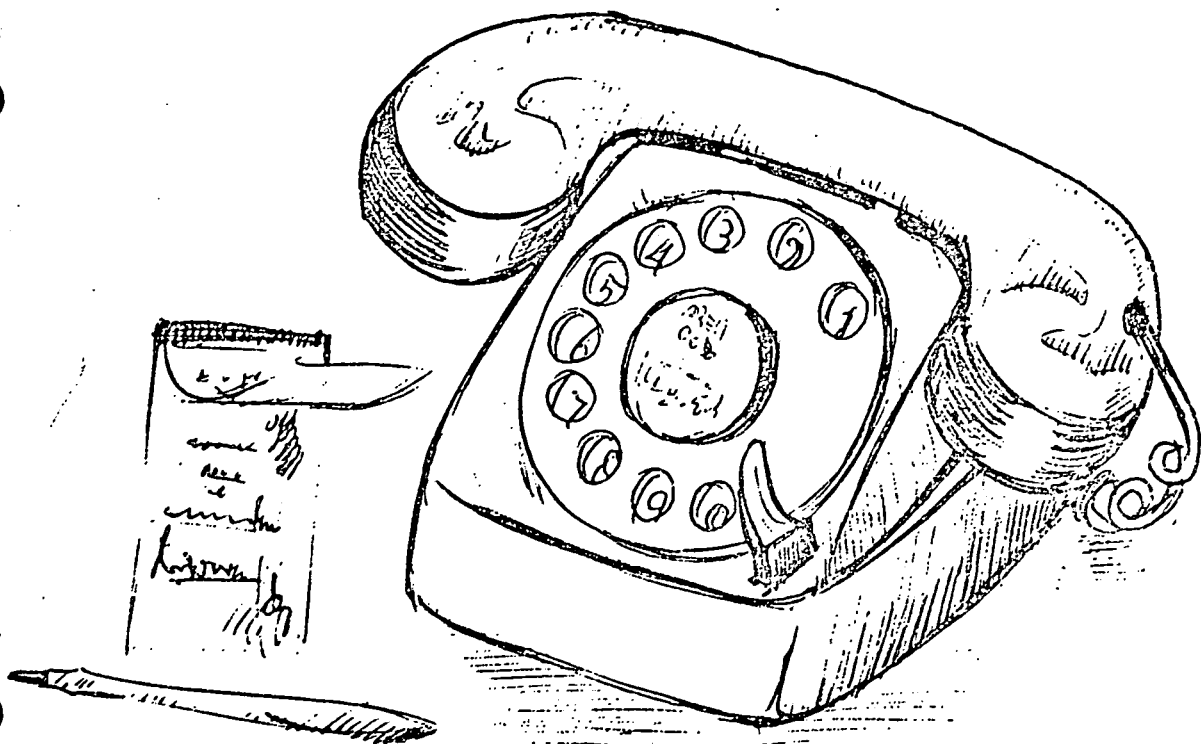
12. What happens to the valuable property of an arrested person. (things like watch, money, cheque book, etc.)



REMEMBER, THAT IF YOU ARE ARRESTED YOU HAVE
THE RIGHT TO GET A SOLICITOR, MAKE NO
STATEMENT, AND APPLY FOR BAIL.

TELEPHONE.

BOOK 1



Compiled in 1974 under supervision of Ruth Jodrell
Occ. Therapist. Revised in 1975 by several G.W.S
Mainly by Noel Marsh, Pat Fynmore and
Judy Tonkin.

Illustrated by Nick Laven.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

INDEX

The index is at the front of the phone book. It lists everything that you may want to find in the book. For example, if you want to know about Interstate calls, you would look under 'I' in the Index and find:
Interstate calls pge 10.

Find out the page number of each of the following:

- Post Offices _____
- Time _____
- Area Codes (S.T.D.) _____
- Postal Information . _____
- Sports Results _____
- State Government entries _____
- Reminder Calls _____
- Yellow Pages advertising _____
- Directory Information _____
- Abbreviations on place names _____

In the Index look up Recorded Information Services. Turn to it in the phone book.

PWD.

NYANDI ...

Longmore

Riverside

274371

728420

614841

611180


614840

614111

397621

.....

.....



RECORDED INFORMATION SERVICES

This is when a piece of information is taped or recorded. When you ring that number you set the tape going or else you can hear the tape that is being played non-stop. If you speak into the phone during the call will anyone hear you? _____

Below are some Recorded Information Services, look at your phone book and find what number to ring.

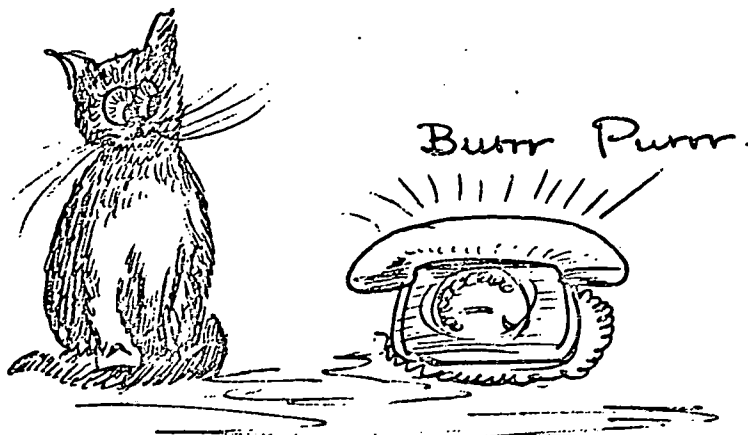
Time	_____	Sports Results	_____
Weather	_____	News	_____
Dial-a-prayer	_____		

TELEPHONE TONES

When you use the phone there are several different noises or tones you will hear. Look at page 12 and find out:

1. What each noise sounds like.
2. What the noise means.

For example, Dial Tone : Continuous 'burr' - means that you can start to dial.



Ringling tone _____

Busy Tone _____

Number unobtainable Tone _____

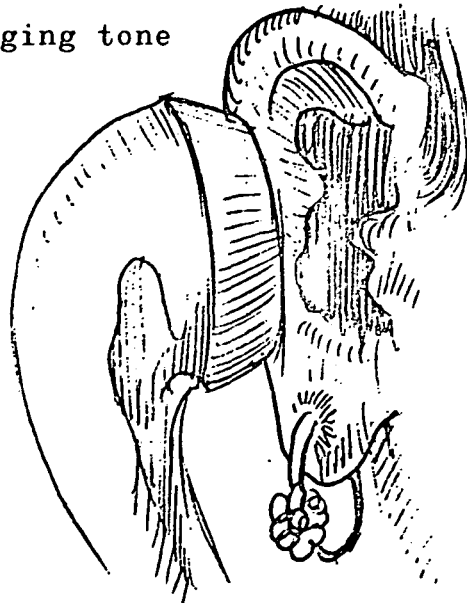
Pip Tones _____

Turn to instant call guide (pg 1) and find these telephone numbers:

Phonograms	_____
International Calls	_____
Telegram Enquiries	_____
Trunk Calls (within W.A.)	_____
Directory Assistance (for numbers in Perth)	_____
Enquiries	_____

When you are able, listen to:

- a. The dial tone
- b. The ringling tone



Look up the Index and find Enquiries. What page is it on?

ENQUIRIES

On page _____ there is a list of numbers to ring if you want to know information regarding telephoning.

Use this page to answer the following questions:

1. What number would you ring to find out the cost of sending a telegram? _____
2. What number would you ring to find out a telephone number in the Perth district? _____
3. What number would you ring to report your telephone out of order? _____

REVISION QUESTIONS

1. What number would you ring to send a phonogram? _____
2. What is the dial tone? _____

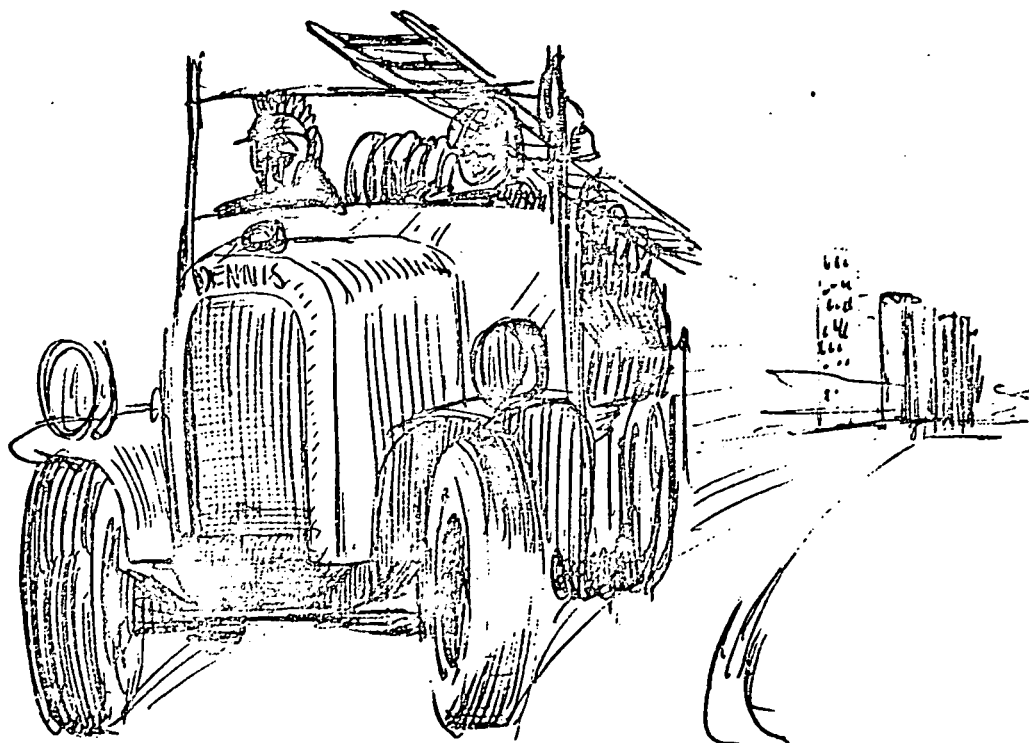
3. What number would you ring to find out the time? _____
4. On what page do you find Recorded Information Services? _____
5. What is a phonogram? _____

EMERGENCY CALLS

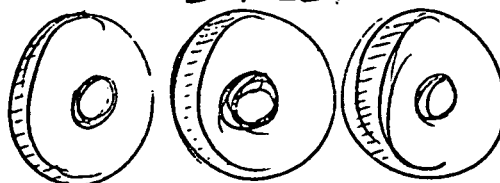
Numbers to call during an emergency are found on the inside of the front cover of the phone book.

What is the number for Fire? _____

What is the number for Telateen? _____



Dial.



PHONE NUMBERS

The following are telephone numbers of houses.

Our private home phone numbers are listed under our surname and in alphabetical order. This means that Mr. Brown's name would come before Mr. Cole in the Book.

For example: Brown EJ 21 Purvis St Ham.H 373419

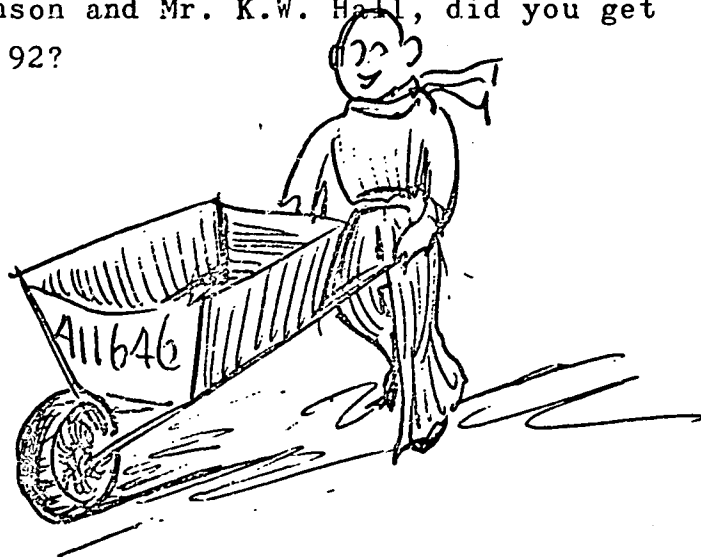
This man's name is Brown so you look under the letter B in the white pages. The initials E.J. are Mr. Brown's first and second name initials.

Find the telephone numbers of the following people:

- | | |
|--------------------|--------------------|
| Barrow D.A. _____ | Kerr R.T. _____ |
| Potter T.J. _____ | James V.W. _____ |
| Salmon G.C. _____ | Major S.A. _____ |
| Truss J.P. _____ | Johnson I.D. _____ |
| Mounsey N.G. _____ | Hall K.W. _____ |
| Minson A.L. _____ | Feldman D.F. _____ |
| Logan D.M. _____ | Clark J.T. _____ |

For Mr. D.A. Barrow, did you get 41 1646 ? _____

For Mr. I.D. Johnson and Mr. K.W. Hall, did you get 76 8650 and 64 2192?



Some phone numbers you may have to find will be in the State or Australian Government sections which are at the front of the phone book, the Australian Government Section starts on page _____, the State Government Section begins on page _____.

Find the following numbers from the Government Sections.

- Bureau of Meteorology _____
- Electoral Office _____
- Parliament House _____
- Kalgoorlie Regnl.Prison _____
- Aboriginal Affairs Planning Authority _____
- Commonwealth Employment Service _____
- Nyandi _____
- Childrens Court _____
- Chest Clinic _____
- Police Dept. _____
- Art Gallery _____

POST CODES

Lists of postcodes for Australia are found at the end of the phone book.

Find the following postcodes:

- Kenmore (QLD) _____
- Miallo (Qld) _____
- Westwood (Qld) _____
- Pingelly (W.A.) _____
- Ferndale (W.A.) _____
- Mount Lawley (W.A.) _____
- Kennett River (Vic) _____
- Noble Park (Vic) _____
- Kalgoorlie (W.A.) _____
- Subiaco (W.A.) _____
- Shott's (W.A.) _____
- West Swan (W.A.) _____

YELLOW PAGES

The yellow pages lists all business products and services which are available. The index to the yellow pages is at the end of the Yellow Pages. This lists where you can find things.

What page can you find the following:

Baby Sitters	_____
Bankers	_____
Dentists	_____
Kindergartens	_____
Nurses - general	_____
Septic Tanks	_____

Find a rest home in the Mount Lawley district.

REVISION QUESTIONS

1. What number do you ring if you want to send a telegram? _____

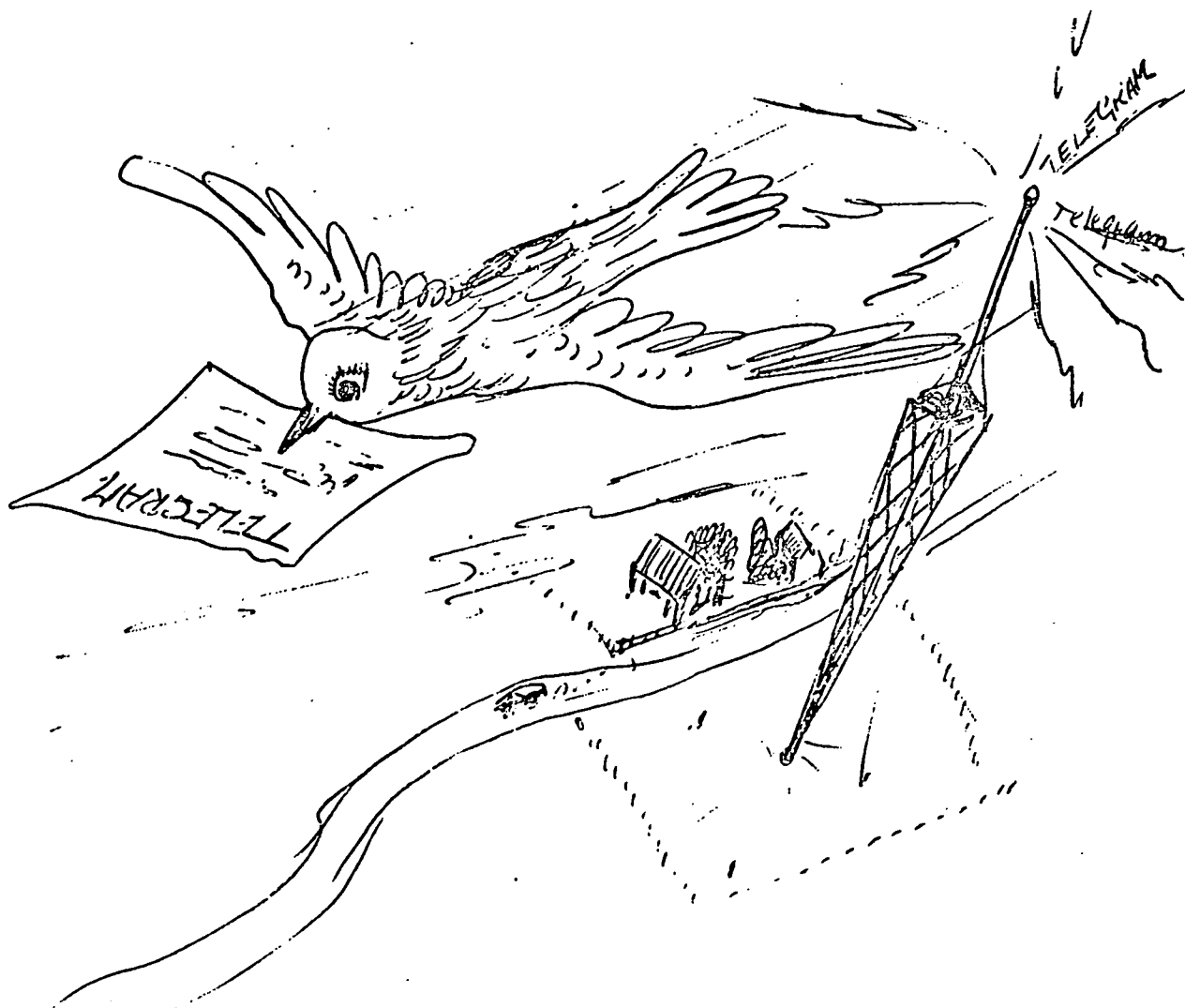
2. When would you send a telegram urgent rate?

3. Where is the General Post Office?

4. What are the yellow pages?

5. What do you call a telegram that is sent by phone?

6. How much does it cost to send a telegram at urgent rate?



HELP REFERENCE

In the Index you will find a section called 'Help Reference' which is on page _____. Look up this page. This section has been included as a Community Service to help people get in touch with Organisations or Government Departments when they need help. As you can see by looking at the headings there are many different types of assistance offered.

How many headings are there? _____

Under the Advisory Centres find the number of the Citizens Advice Bureau _____

Under the heading Family Guidance and Help find the number for Australian Department of Social Security. _____

Under the heading Emergency Advice (personal) find the following numbers:

Teleteen	_____
Salvation Army Welfare	_____
Good Neighbour Council	_____

Under heading Emergency Accommodation find the following numbers:

Graceville (women)	_____
Nardine	_____
Tanderra (men)	_____

What heading is the Telephone Interpreter service under?

Is the number 22 3366? _____

Under Health Service Guidance find the following numbers:

Womens Health and Community Centre _____
Public Health Department _____

On the very bottom of page 7 you are told about another Australian Government Department where you can go for any further information you may need. What Department is it? _____

Did you get 28 0241 for the Public Health Department? _____

TAKING MESSAGES

When taking messages you must remember three important things.

1. Understand the message yourself.
2. Get all the information needed.
3. Write down the message.

When you are given a message to pass on, you must be sure that you understand it. Always ask any necessary questions to be sure that you have all the facts.

Make sure you know:

WHO is giving the message.

WHO the message is for (who you are to give the message to)

Any addresses or telephone numbers if needed.

Any times or dates mentioned.

Write the message neatly and briefly.

What are the 3 points you must remember when taking messages.

1. _____
2. _____
3. _____

Suppose you receive the following message over the phone.

"Tell Mr. Jones that I can't see him at 10 o'clock but I shall call and see him at 9.30 tomorrow".

What questions must you ask the caller? Base your answers on questions beginning with WHO, WHERE, and WHEN.

What equipment should you have beside your phone to help you with taking a message?

If you received the following message over the phone what questions would you ask?

"Please tell Mr. Jones to ring me this afternoon. It is very important."

Below is a telephone message. On the message form fill in all the details.

"Hullo this is Mrs. Jones, Bill Jones' wife. Could you please ask him if he would bring home a bottle of milk after work."

(Mrs. Jones rang at 10.40)

TELEPHONE MESSAGE

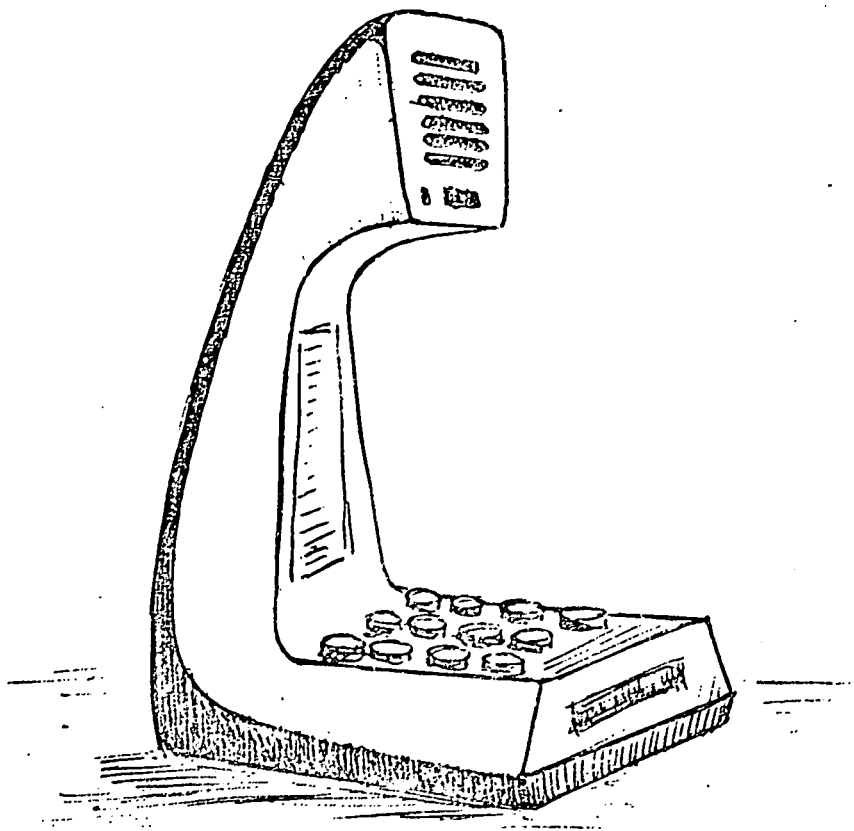
TO: _____

FROM: _____

MESSAGE: _____

TELEPHONE.

BOOK. 2.



Compiled in 1974 under Supervision of Ruth Jodrell
Occ. Therapist. Revised in 1975 by several G. Workers
Mainly by Noel Marsh, Pat Fynmore and Judy Tonkin.

Illustrated by Nick LAVEN.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

BUSINESS NUMBERS

Some companies and businesses are listed in the white paper. The company name is often followed by Pty. Ltd. This stands for Proprietary Limited. Find these companies in the white pages.

Cathay International	_____
Edments Pty. Ltd.	_____
Hall and Myers Signs	_____
McQuillan H.J. Pty. Ltd.	_____
Modern Sign Co. Pty. Ltd.	_____
Park Towers Pty. Ltd.	_____
Ross Panel Beaters	_____
Tarbox Arthur and Co.	_____
Keaughran R.M. and Co.	_____

ABBREVIATIONS OF SUBURBS

Look up the Index for Abbreviations of place names and find the suburbs listed below:

Thnlie	_____	Lnwd	_____
Wlsn	_____	Subco	_____
Mnstr.	_____	Shly	_____
Dblvw	_____	Cgee	_____
Inleo	_____	Cott	_____

Did you get Munster for Mnstr and Shelley for Shly?

In Index, find the pages for trunk calls - operator connected page _____

TRUNK CALLS

A Trunk call is a call made to another town in W.A. or to another state or to another country. Trunk calls are long distance calls.

An operator connected trunk call means that you must ring the operator and ask her to connect you to the number you want.

For example, if you want to ring York 321, first you would ring the operator for calls within W.A. When she answers you ask for York 321. The operator will then ask what your telephone number is (61 4840) so she can charge you for the call. Then the operator will ring York 321 and tell you when you can talk.

Look on page 10 and find the numbers for the following:

Trunk calls within W.A.	_____
Trunk calls interstate	_____
Trunk calls to ships	_____

PERSON TO PERSON (PARTICULAR PERSON) CALLS

This is a special type of trunk call. Perhaps you may want to ring someone but you are not sure whether the person is home and you don't want to waste money. In this case you would make a person to person call. When you ring the operator you say - I would like to place a person to person call to Mr. Ron Bloggs at York 321. The operator will ring the number and ask for Mr. Ron Bloggs. If he is not home, the operator will tell you and you can hang up. This call will cost you less because the person you asked to speak to wasn't there.

Can you think of any time you might want to make a person to person call? _____

REVERSE CHARGES TRUNK CALL

Reverse charges is used when making long distance calls. It means that if you have no money or don't want to pay for the call you can ask the operator to reverse the charges. The operator asks the person you are ringing - "Will you accept a reverse charge call from?"

If the person you are ringing agrees to pay for the call the operator will put you through.

Can you think of any time you may want to make a reverse charges call? _____

What number do you ring to find out how much a reverse charge call costs? _____

Now you know the area code and you must know the person's telephone number.

For example - Area code	Number
098	23 1042

You dial S.T.D. - 98231042 and you will get straight through to the person you want.

The S.T.D. calls are charged for the same as normal trunk calls, but you do not get 'pips' every three minutes as you do with trunk calls so you should time your S.T.D. call.

QUESTIONS

1. What does S.T.D. stand for? _____

2. How is a S.T.D. call similar to a trunk call?

3. How is a S.T.D. call different from a trunk call?

4. Can all towns in Australia be rung by S.T.D.?

5. What is an area code? _____

6. What is the area code of Bega (N.S.W.)? _____
7. If the area code is 032 and the person's phone number is 41 2312, what number do you ring S.T.D. to that person

Look up in the index and find out which page S.T.D. information is on _____

SUBSCRIBER TRUNK DIALING (S.T.D.)

S.T.D. stands for Subscriber Trunk Dialing
Write and underline the words four times

S.T.D. is a type of trunk call, but instead of ringing the operator, you can dial straight through to the town you want. Only some towns in W.A. and other states can be rung by S.T.D. Other towns must be rung by normal trunk calls. To ring a number S.T.D. you must first ring the area code. The area code is the number for that particular town. All S.T.D. area codes are listed on page _____

Find the area code for these towns:

Baldivis (W.A.) _____	Rye (Vic) _____
Vasse (W.A.) _____	Yolla (Tas) _____
Canberra (A.C.T.) _____	Badin (Tas) _____
Bathurst (N.S.W.) _____	Yundi(S.A.) _____
Peel (N.S.W.) _____	Laura(S.A.) _____

REVISION QUESTIONS

1. What is a trunk call? _____

2. Who is the operator? _____

3. What does she do? _____
4. Explain what a person to person (particular person) call is _____

5. Why would you make one? _____

6. What is a reverse charge call? _____

7. What would you say to the operator if you wanted to make a reverse charge call? _____

8. What number would you ring to place a long distance call? _____

The last page of the phone book has information on what?

Metrics is becoming more important as we use it more.

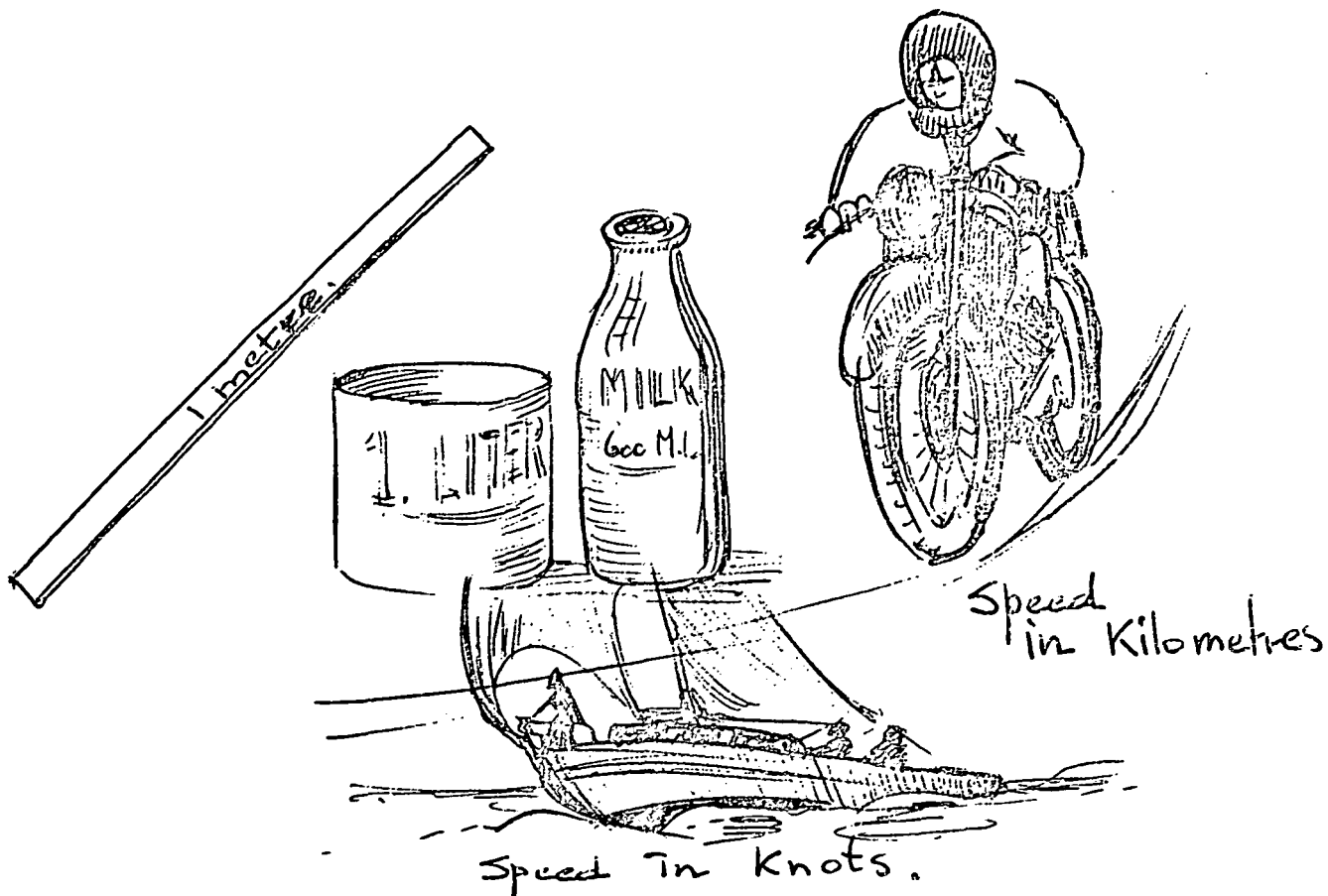
Finish these sentences.

The volume of fluids is measure in _____

Kilometres per hour and knot for navigation are units of _____

Length is measured in _____

The familiar units for mass are _____



TELEPHONE CALL CHARGES

When making phone calls over a long distance it costs more depending on how many miles away the place is. Also it is cheaper to make a trunk call between 6pm and 8am than during the day. The calls are charged over 3 minute periods.

	Day rate	Night rate
Albany	1.43	0.95

Now find the cost to ring the following places. Check the page number in the index.

	Day rate	Night rate
Carnarvon	_____	_____
Kalgoorlie	_____	_____
Sydney	_____	_____
York	_____	_____
Bunbury	_____	_____
Beverly	_____	_____
Pt Hedland	_____	_____

TELEGRAMS

Telegrams can be sent over the telephone. These are called phonograms. To ring through a telegram ring 015, read out your message and the operator will send this telegram on. Telegrams can be sent by ordinary rate or by urgent rate if you are in a hurry.

How much would it cost to send an ordinary rate telegram of 12 words? _____

How much does each word after 12 cost? _____

How much is Urgent rate? _____

What number do you ring to send a telegram? _____

POST OFFICES

On page _____ there is a list of Post Offices in the state. So if you want to know where the nearest post office to where you live is, you can look it up.

Find the phone number of these Post Offices:

South Perth _____

Fremantle _____

Wilson _____

Balga _____

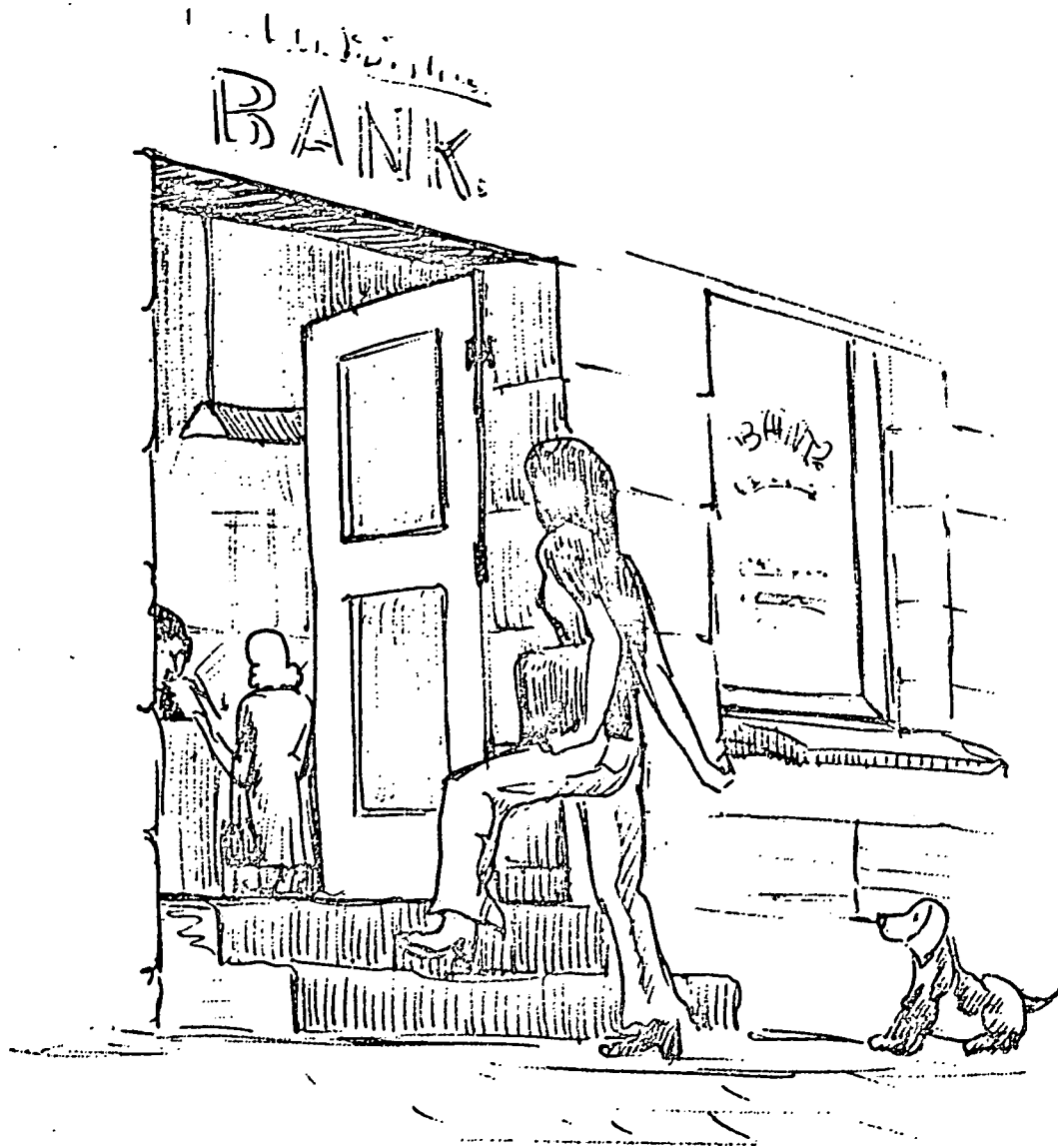
Medina _____

Tuart Hill _____

Bentley _____

General Post Office _____

BANKING.



Several books have been developed the first 1973
by Ray Flanagan the second 1974 by Mary White.
Being upgraded at the present time by Jan Aspinall.

Illustrated by Nick LAVEN.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

1. WHY DO WE HAVE BANKS?

If we did not have banks where would we keep our spare money? In a sock? A jar? A hole in the ground, or under our mattresses?

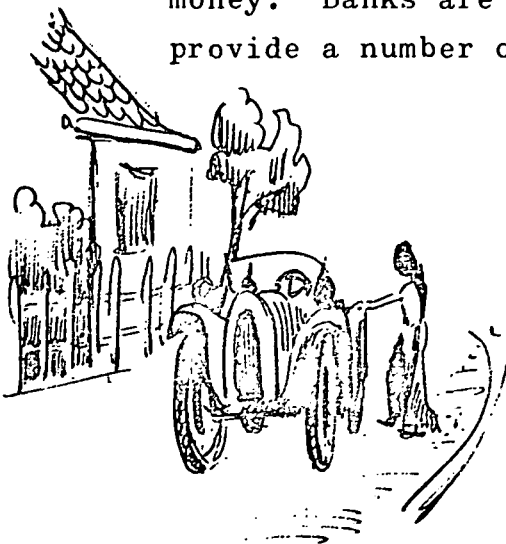
It would be silly to leave money in any one of those places, because anything or anyone could get at it and destroy or take it.

So, do you carry it around with you, so you can pay accounts and buy things in shops?

That would be dangerous, especially if someone else thinks they'd like some of your money.

These are some of the many reasons why we have banks.

A bank is a business organisation which trades in money. Banks are essential to modern businesses. They provide a number of very useful services such as:



- (a) A safe place for keeping money.
- (b) A way of saving money and earning interest.
- (c) Making money available for such things as buying a car, or building a home.
- (d) Easy payment that is the bank takes your money out of your account and pays your bills.

2. All over the world there are hundreds of different banks. Every country has its own banks. For example in France they have the French Bank, in England they have the Bank of England.

In Australia some of the States also have their own banks. In New South Wales they have the Bank of N.S.W. The Bank of Adelaide is in South Australia. Western Australia's own bank is the R. & I. (Rural and Industries). Most banks have branches spread over a large area, so that more people can use their services. The Bank of New South Wales has branches in every state of Australia, so that they get more business and they can be of more service to people than just those who live in New South Wales. The French Bank which is in France has a branch here in Perth (Banque Nationale De Paris).

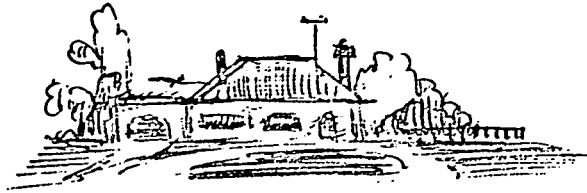
In Perth there are a lot of different Banks and branches of these banks.

Some of them are:

1. The Bank of New South Wales (known as The Wales or the Bank of N.S.W.)
2. The Commercial Banking Company of Sydney Ltd. (C.B.C.)
3. The Commercial Bank of Australia Ltd. (The Commercial)
4. Australia and New Zealand Banking Group (A.N.Z.)
5. National Bank of Australasia (The National)
6. Rural and Industries Bank of Western Australia (R. & I.)
7. The Bank of Adelaide
8. The Commonwealth Banking Corporation (The Commonwealth)

Building Societies are not Banks.

The money that you deposit with a Building Society is used as an investment in land. People borrow from Building Societies to build their homes, but not for cars or other things.



It is important to remember that when you wish to borrow money from the Building Society they charge you much higher rates of the loan than banks do.

Building Societies only operate in this one way, you cannot have a cheque account with them and you cannot always withdraw your money when you want to.

3. BANKING HOURS: The hours which Banks are open to the public for business are Monday to Thursday, 10 a.m. to 3 p.m. On Fridays the banks are open the same time but they close at 5 p.m. Banks are not open for business on Saturday.



Apart from Banks people can also do their banking at Post Offices, Chemists, Newsagents, and other small shops. These are mainly in areas where there aren't any Bank Branches near them, so the bank makes a little branch in the shop for the convenience of people.

4. THERE ARE TWO TYPES OF BANK ACCOUNTS

1. SAVINGS
2. CURRENT (CHEQUE)

SAVINGS ACCOUNT A Savings Account is where you have a Passbook, you earn interest for the money you save. Savings Accounts are popular and convenient among people who have small amounts of money to spare. Either general or special purpose accounts, or both, may be operated at any Savings Bank. Money may be deposited or withdrawn at your convenience during Banking hours. Although the interest rate is not very high, your savings are safe and there is no risk of losing them.

CURRENT OR CHEQUE ACCOUNT This is when you have a cheque book and are charged for the book and for the bank keeping the account. It is convenient for people if they have to make payments quite regularly. Payments by cheque make it



unnecessary to carry about large sume of money, proof of payment may be obtained, and an accurate record of all deposits and withdrawals is available. Both businesses and private individuals may operate cheque accounts.

5. HOW TO OPEN A SAVINGS ACCOUNT It is very easy to open a Bank Account, all you have to do is go into any bank and tell them at the Enquiry Counter that you would like to OPEN a Bank Account. They will give you a form called a New Account Form and put your name, address and how much money you want to put into your Account. You sign the form twice so that the bank has a copy of your signature. Then the Bank gives you a pass book with your name and address in it. In this Passbook with your name all the deposits and withdrawals are written down in it so you can easily see how much money you have saved.

HOW TO OPEN A CURRENT (CHEQUE) ACCOUNT

Again all you have to do is to go to the Enquiry Counter and fill in a New Account Form. But you must pay about \$1.50 for your cheque book, and of course you must deposit some money before writing out any cheques.

_____ 549187

PAY _____ OR BEARER

THE SUM OF _____

"54198" 032""888":26""2794"

HOW YOUR CURRENT ACCOUNT OPERATES

When you want to deposit money in your current account you still fill in a deposit slip just the same as when you put money in your Savings Account. The teller will credit the amount of money to your balance. Withdrawing money from a cheque book is easy, all you do is write out a cheque, the amount of the cheque is debited to your balance.

At the end of the month the bank sends you out a Bank Statement. This tells you of all the deposits and withdrawals that you did in the last month. By sending this to you, you can check with your own cheque book to see that you have made no mistakes in working out the balance. The Bank Statement also shows the charge for the cheque book (which is \$1.50) and the fee for keeping the account.

MR. PETER JOHNSTON
64 TOORAK ROAD
WEMBLEY 6018

ACCOUNT NO: _____

PARTICULARS	DEBIT	CREDIT	BALANCE
May 74		Brought Forward	379.50 CR
May 74 23409	29.00		350.50 CR
May 74 23410	30.00		320.50 CR
May 74 Deposit		81.00	401.50 CR
Jun 74 Cheque Book Charge	1.50		400.00 CR
Jun 74 Cheque A/C Fee	2.00		398.00 CR
Jun 74 23411	40.00		358.00 CR
Jun 74 Deposit		100.00	458.00 CR
Jun 74 23412	500.00		42.00 OD

NOTE WELL: CR means Credit, and OD means overdrawn or Debit.

HOW YOUR SAVINGS ACCOUNT WORKS

When you go to a bank to put some money in your Savings Account, you fill in a Deposit Slip, then you take the Deposit Slip as well as your Passbook and money to the teller. The teller is the man who stands behind the counter, he takes your money, passbook and deposit slip off you and then Credits the money to your account and your passbook has a new Balance. With the deposit slip the teller stamps it and signs his initials on it. He puts the money in a drawer under his desk and hands you back your Passbook with its new Balance in it. When you wish to withdraw money from your savings account, you must fill in a Withdrawal Slip and sign it the way you usually do (or you might have difficulties in getting your money). Then you give the Withdrawal slip and passbook to the teller. He gives you the amount of money you asked for and debits it to your passbook. That is he takes the amount of money he gave you off of your balance. Therefore the balance in your passbook is smaller. Of course you cannot withdraw more money from your passbook than you have in your balance. The teller then gives you your money and passbook with the new balance in it.

BRANCH: City

SAVINGS BANK OF AUSTRALIA LTD.

Account No: 123009

In Account with: Mr. JACK BROWN

DATE	AMOUNT IN WORDS	DEPOSIT	WITHDRAWN	BALANCE OFC D.STMP
	Brought Forward Sixty Dollars			60.00
9.5.74.	Nineteen Dollars	19.00		79.00
17.6.74.	Five Dollars		5.00	74.00
30.6.74.	INTEREST	1.90		75.90

JOB HUNTING

BOOK ONE

Looking for Jobs.



RESEARCHED and COMPILED by RUTH JODRELL. O.T.

REVIEWED by JAN ASPENALL;
Illustrated by Nick LAVEN.

GIRL'S NAME _____

DATE COMMENCED _____

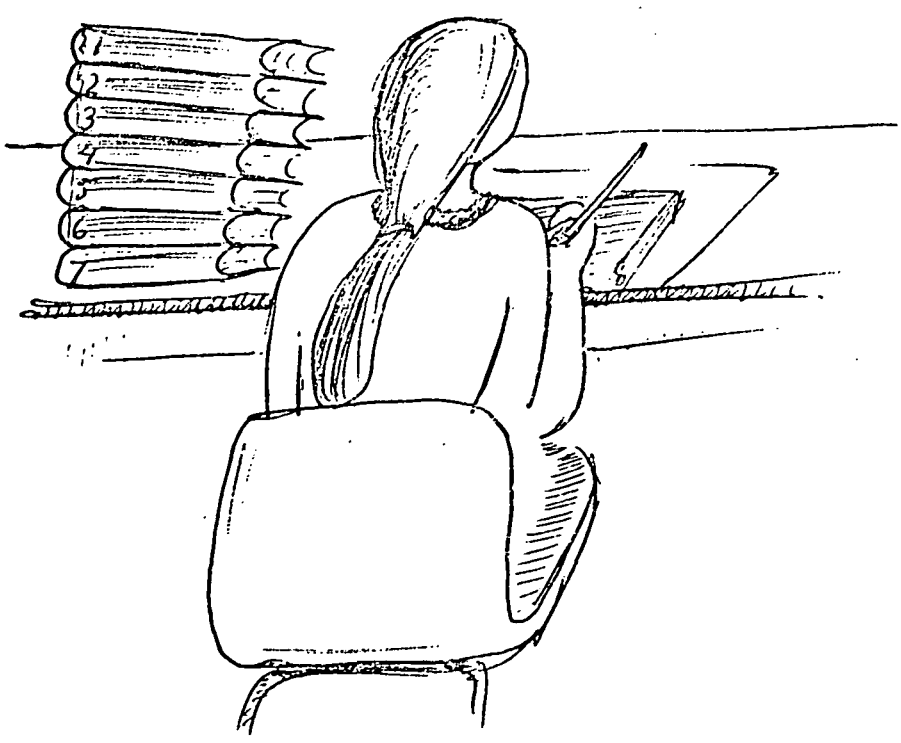
DATE COMPLETED _____

COMMENTS _____

BOOK 1 INSTRUCTIONS

There are 8 booklets in this skill of job hunting. Each booklet provides information on a topic and then asks you questions. In the spaces provided you must write an answer.

At the end of each booklet there is a test on everything you have learnt in that booklet. Answer the test questions then ask your Group Worker for the Answer Book. Mark and correct your answers, then write your score on the graph sheet.



BOOKLET 1 Looking for a Job

So now you've left school and want to find a good job to earn some money to pay for all the little things you need each day and juy yourself a few little luxuries.

1. List some things you would buy and do with your weekly wage. _____

Where do you look for jobs?

Name some places you would look or go to find a job.

Did you get these: Newspaper, Commonwealth Employment Service, Shop Windows, Factories, Also perhaps your friends, welfare officer, or parents may be able to help you.



BOOKLET 1

TEST

1. Name three places where you would look to find a job.

i) _____

ii) _____

iii) _____

2. What does C.E.S. stand for? _____

3. What does the C.E.S. do? _____

4. What section of the newspaper do you look under for jobs? _____

5. What is the abbreviation for 'experience preferred'?

6. How do you apply for a job which is advertized in a shop or factory window? _____

7. What are the Yellow Pages? _____

2. Newspapers

Newspapers always have a section advertising jobs. When you are job hunting, it is very important to get the morning newspaper as early as possible so you can ring or write for an interview.

If you leave this task till later in the morning you will find that many jobs have already been filled.

When you get the newspaper, look up the index and find the Classified Ads section. Listed under this heading will be the Situations Vacant column

The situations vacant column is where employers advertise jobs. Often these jobs are written out in a short form to save the cost of advertising.

It is important that you know what these abbreviations stand for so you can understand the job being advertised.

Here are some examples:

exp	experience
rq	required
p.w.	per week
conds	conditions
pref.	preferred
nec	necessary
lic	license
typ	typist
ess	essential

Junior typ req. Exp pref
speed ess. good conds.
\$50 p.w.

This advertisement means:

Junior typist required. Experience
preferred, speed essential. Good
conditions. \$50 per week.

Now see if you can write out these advertisements in full:

1. Shop ass req. neat app. \$23 p.w. junior pref.

2. Factory hands req. imm No exp nec.



Make sure you have pencil and paper ready. In the newspaper read through each job carefully and consider all the things we discussed in the previous section (wages, distance, etc.)

Now circle any jobs which you consider suitable. When you have finished reading the paper, write down the jobs you have circled in order of preference. For example, write down the most suitable jobs first, then list all others in a similar order.

Some jobs have only a phone number listed, therefore you must ring for an interview. Other jobs ask you to apply in writing.

QUESTIONS

1. Why should you get the newspaper as soon as possible?

2. What section of the paper do you look under for jobs?

3. What do these abbreviations mean?

- (a) exp. ,.....
- (b) pref.
- (c) conds.
- (d) p.w.

4. What does "apply in writing" mean?

Check your answers in the answer booklet.

3. Shop and Factory Windows

Quite often shops or factories put up a sign to advertise a job.

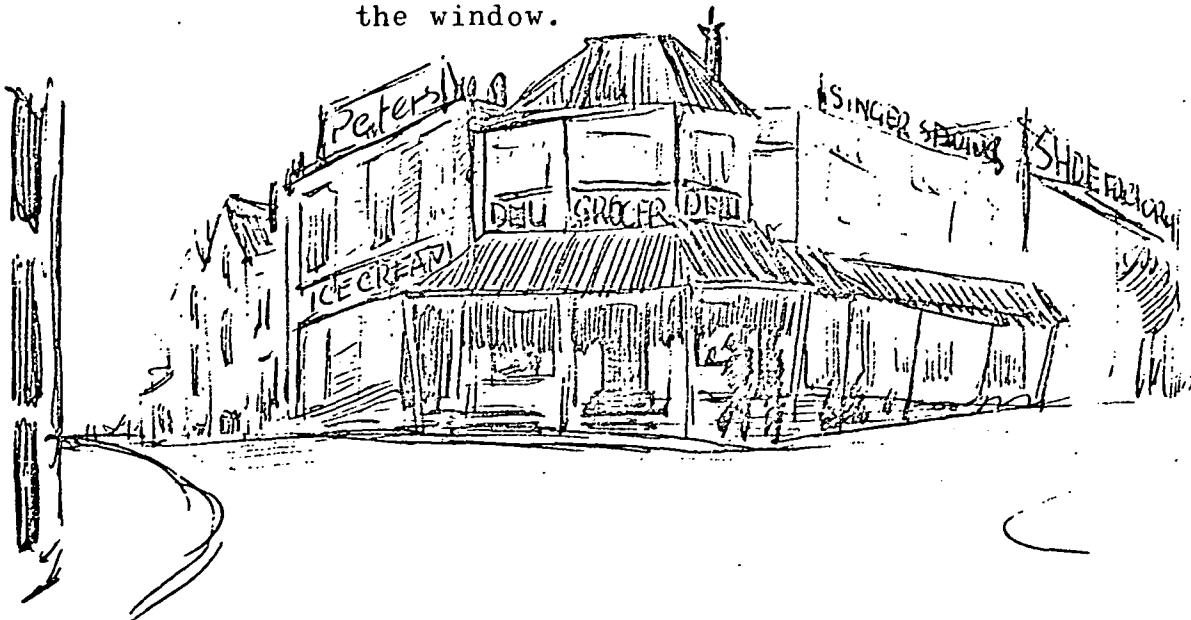
e.g. Junior Girl required
Apply within.

Factory Hands needed.

Therefore it is often useful to walk around the area in which you require employment, e.g. down local shopping centres, factories. Check to see if there are any signs.

To apply for these jobs, simply go to the main office on the site and enquire about the job.

e.g. Excuse me, I would like to apply for the job as Junior girl which you have advertised in the window.



Yellow Pages (formerly Pink Pages)

The yellow pages of the telephone book lists all businesses, services, etc. available. YOU can use these pages to ring up babysitting agencies, domestic services and employment agencies.

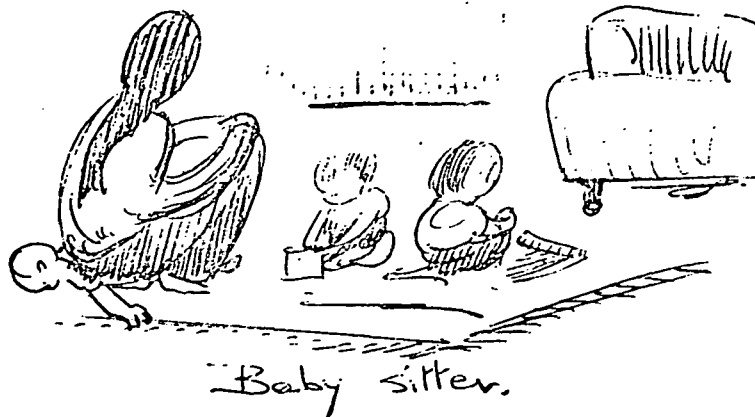
Use the Index of the phone book to find the page number for each of the following:

1. Baby sitting _____
2. Domestic Services _____
3. Employment Agencies _____

Employment agencies are privately owned organizations who could find you employment.

If you ring Baby sitting agencies or Domestic Services you would ask them for employment although they haven't advertized.

Look in the Yellow pages and write down the phone number and address of three employment agencies.



COMMONWEALTH EMPLOYMENT SERVICE

One of the main tasks of the Commonwealth Employment Service is to help people who are looking for jobs.

The staff will try to find the type of employment which is suited to you and which you are qualified for.

1. Would you be qualified to be a doctor? Why?

2. Would you be qualified to be a Shop Assistant? Why?

In the telephone book, you will find the address of your nearest District Employment Office. There are offices in all major cities and in many smaller country towns.

In what suburb do you live? _____

Look up the phone book and find the Commonwealth Employment Branch nearest to you. Write it down.

If you want to, you can talk to the staff there about jobs you are suited for, jobs available, etc. The employment office might suggest jobs that had never thought of doing but for which you are qualified.

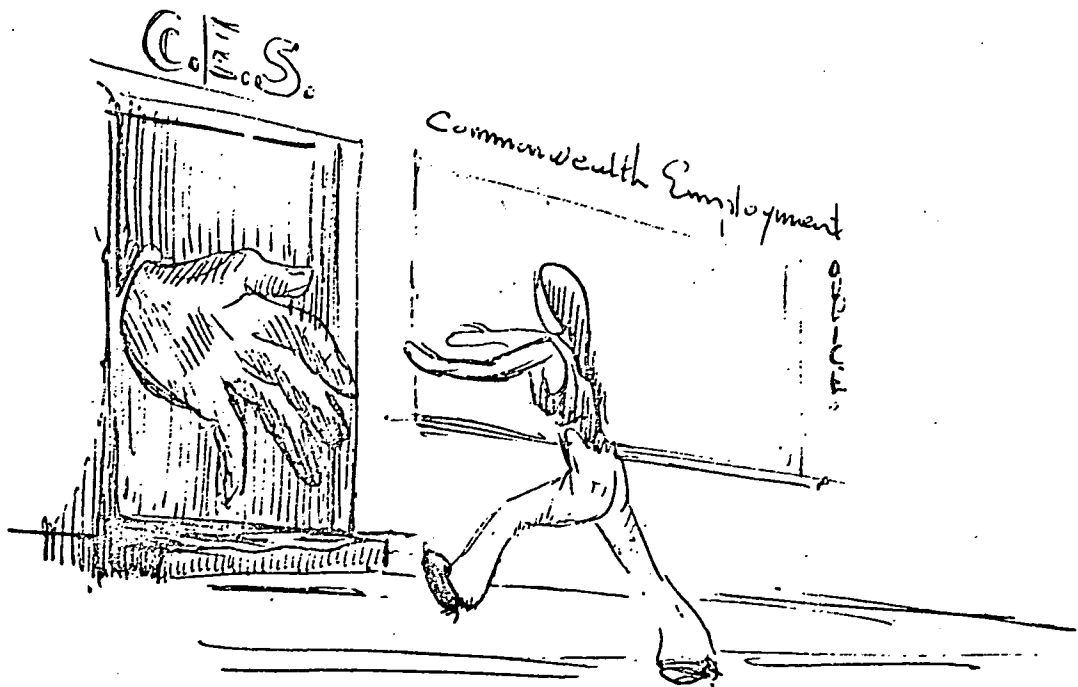
So if you have any problems about finding jobs, or would like to find out more - go to the C.E.S. and they will give you any help you need.

8. How would you find out where the nearest Commonwealth Employment Office is?

9. Once you have the paper, how do you list jobs?

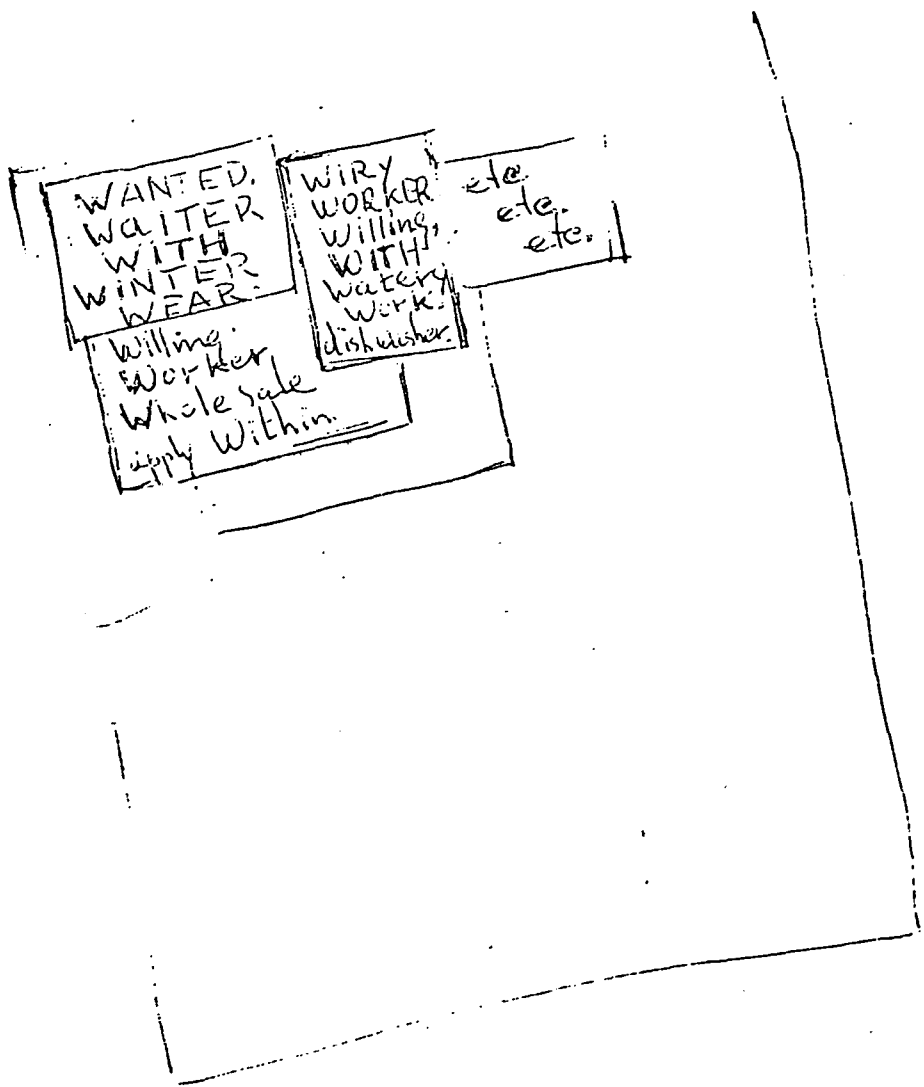
10. What does this abbreviation mean?

rq. _____



ACTIVITIES

On a large sheet of paper, make up a poster showing where you can look or go for jobs. Use textas or cut out pictures from magazines.



JOB HUNTING

BOOK TWO

Choosing a Job.



RESEARCHED and COMPILED by Ruth JODRELL O.T.

REVIEWED by JAN ASPENALL

Illustrated by Nick LAVEN.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

JOBS

Booklet 2

When choosing a job, consider the following points:

Your abilities: It is important that you know your own abilities, so you can decide what type of work is most suitable for you.

How well have you done at school? This may be a guide to your ability. You must be capable of doing the job without finding it too difficult, too easy or uninteresting.

Location: Some jobs which may be suitable to you may be located quite a distance from your home. Sometimes the job you choose may mean that you will have to live-in at the job (e.g. nursing) or find accommodation (a place to live) closer to your job.

Can you think of any jobs which may require you to live-in or to live closer to the job?

Even if you can live at home, you should ^{think} ~~not~~ how far you will have to travel to your job, and whether you will have to catch more than one bus or change trains.

The further you have to travel, the more it will cost you. Heavy bus fares soon eat into that good pay. Therefore you should decide how far you need to travel, how much it will cost you - is the job worth it?

1. Why should you consider the location of a job?

Wages

When choosing a job, you should consider several things.

1. Will the money I get cover the essential things I must pay for, e.g. board, food, H.B.F., bills, bus fares, etc.
2. A lot of jobs you will apply for have set wages, depending on age, qualifications, experience, responsibility, etc. This is called the Award wages, and is set down by the Government, e.g.

<u>SHOP ASSISTANT</u>	<u>AGE</u>	<u>PAY</u>
	15	\$30 per week
	16	\$35 per week
	17	\$41 per week

If you are in charge of a shop and therefore have more responsibility, including junior staff, you will also get more pay.

3. You should check out the possibilities for advancement in your job. For example, you may begin in an office as a Girl Friday, then after you have been working for a while and proved that you are responsible, you may be promoted to typist or receptionist, etc. and therefore get an increase in wages.

When thinking about wages, what three things should you note?

- 1. _____
- 2. _____
- 3. _____

Hours of work When choosing a job you should consider what hours you must work. Most people work an 8 hour day, and often this is from 8.30 a.m. to 5 p.m. But it could involve weekend or night work and you might not like this. Some jobs may involve your working different hours, e.g. Kindergarten assistant may work 8.00 to 2.00. Therefore, when you choose a job you make sure that you want to work the hours set down. Consider your social life, shopping and banking times, etc. Why should you think about hours of work when choosing a job?

Working Conditions

If you can, find out what your working conditions will be like. Is the place well lit? Is factory very noisy? Are there enough safety precautions? Tin sheds can bug you if you have to work in them 48 weeks of a year.

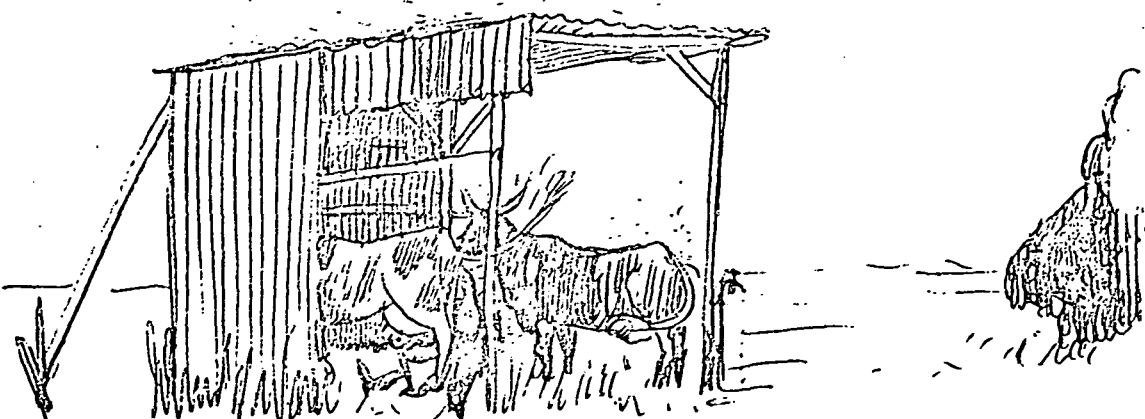
What are working conditions? Name some.

OTHER

1. Holidays: Check (i) how long must you work before having holidays; (ii) how many weeks holiday are allowed each year; (iii) do you get paid while on holidays.

(a) How many weeks holiday do most people get?

(b) Do they get paid while on holidays?



2. Sick Leave

Check (i) how many days sick leave you are allowed. If you are sick more days than allowed you lose pay. (ii) Do you need to have a Medical Certificate as proof. (A Medical Certificate is a piece of paper which states why you were off work and is signed by a doctor).

A MEDICAL CERTIFICATE

Dr. G.M. Blogg
2 Swanlake Road
PORTSEA

To whom it may concern:

May Sidebottom was unfit
for work 1.2.74. - 3.2.74.
suffering from an upper
respiratory tract infection.

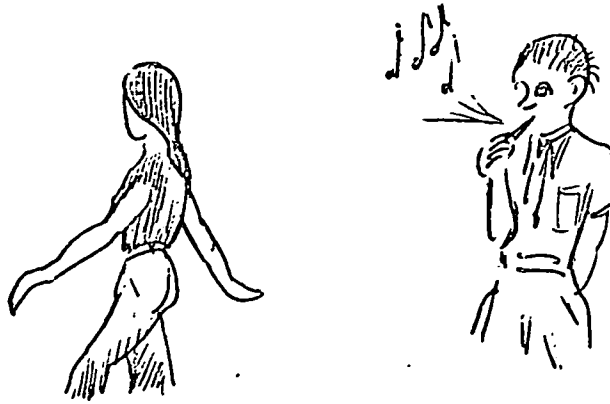
.....
Dr. G.M. Bloggs

What is a Medical Certificate?

Do you get paid if you are off sick?

3. Training Scheme:

Some employers train their workers on the job and also provide extra training schemes for them.



TEST

1. List four things you should consider when choosing a job.

2. Why is it better to choose a job which is fairly close to where you live.

3. What is an Award Wage? _____

4. What are working conditions? _____

5. How long must you work before getting holidays?

6. What is a Medical Certificate? _____

7. Why should you think about how much schooling you have had, before choosing a job? _____

Match up the words with the meanings:

- | | |
|--------------------|----------------------------------|
| 8. Award wages | a. Off work with illness |
| 9. Training scheme | b. Salary set down by Government |
| 10. Sick leave | c. Teaching on the job |

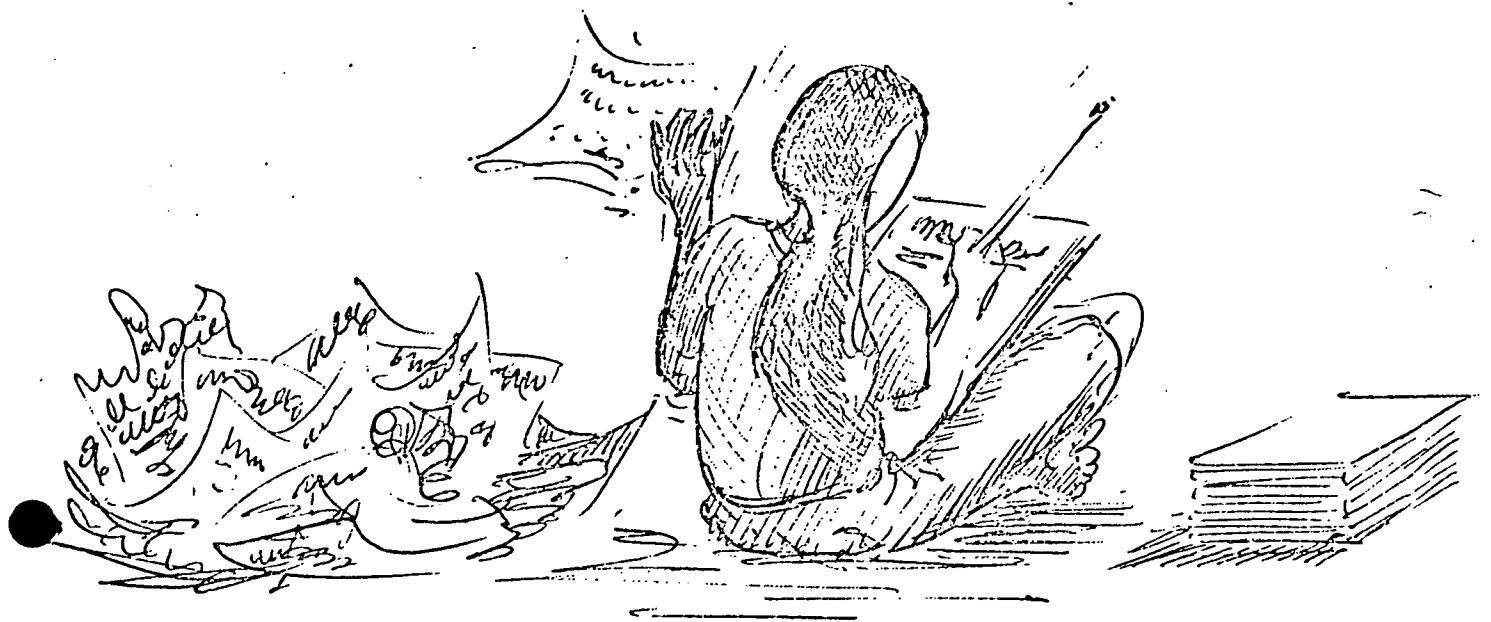
ACTIVITY

1. With your abilities, list some jobs that are suitable for you.
2. What hours do you work in each of these jobs?
3. From a Groupworker, find out their conditions of sick leave (time allowed, certificate needed, etc.)

JOB HUNTING

BOOK THREE

Written Application.



RESEARCHED and Compiled by Ruth JODRELL. O.T.

REVIEWED by Jan ASPENALL.

Illustrated by Nick LAVEN.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

WRITTEN APPLICATION

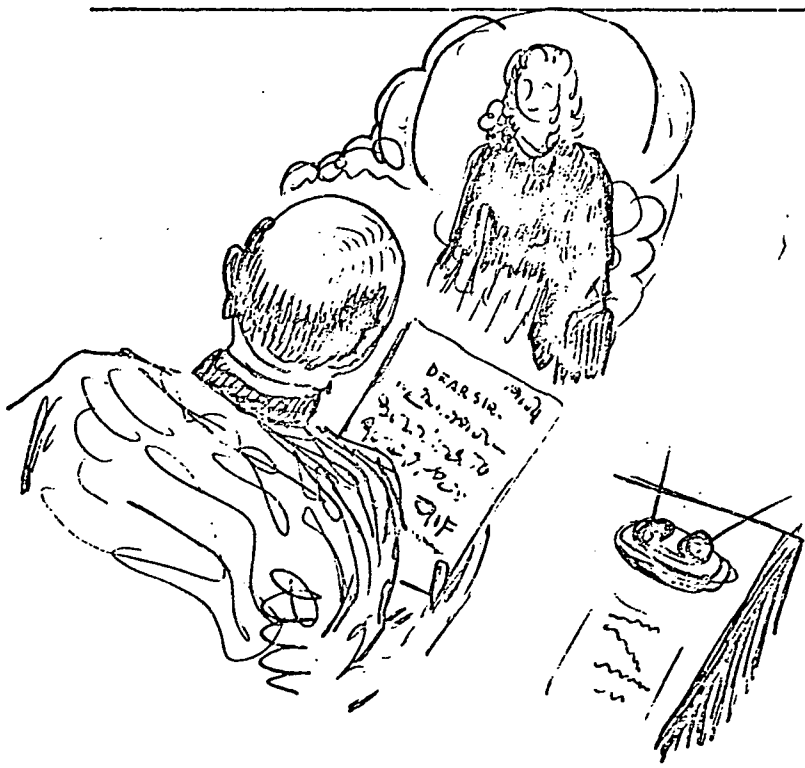
Your letter of application is your first contact with the employer, therefore you should try to make a very good first impression.

When the employer reads your letter, he can't see what a bright, intelligent, reliable, honest and good looking person you are. He gets the first impression of you from that piece of paper.

So work on it! Those dull letters you write in English sessions can pay off. They are well worth the trouble - right down to the dots and commas, all in their right places.

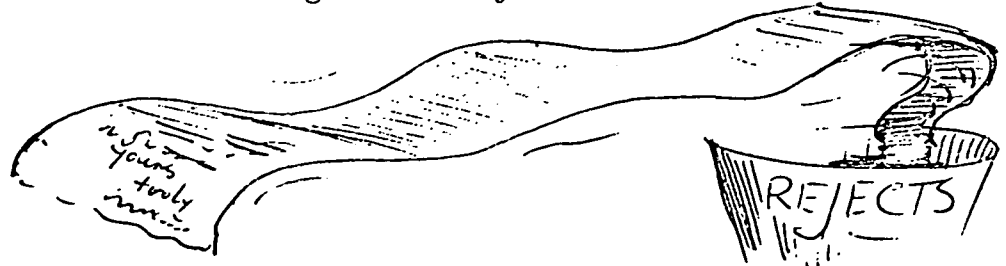
The fact that you do take care with your writing, check your spelling, punctuation and set it out carefully, tells the boss that you know and can do the right thing - that's a good start.

1. Why should your application letter be neat and tidy?



Points to Note:

(a) Be brief and to the point. The employer does not have time to read the long or waffly letter.



(b) State clearly the job you are applying for. Often large businesses advertise several jobs on the one day. Therefore you should specify the job. It may also be helpful to state the date and the name of the newspaper where the job appeared.

e.g. "I would like to apply for the job as Junior Clerk which was advertised in the West Australian on the 16th September."

(c) Qualifications Include in your letter a brief summary of your qualifications:

Name and address

Date of birth

Highest level of schooling

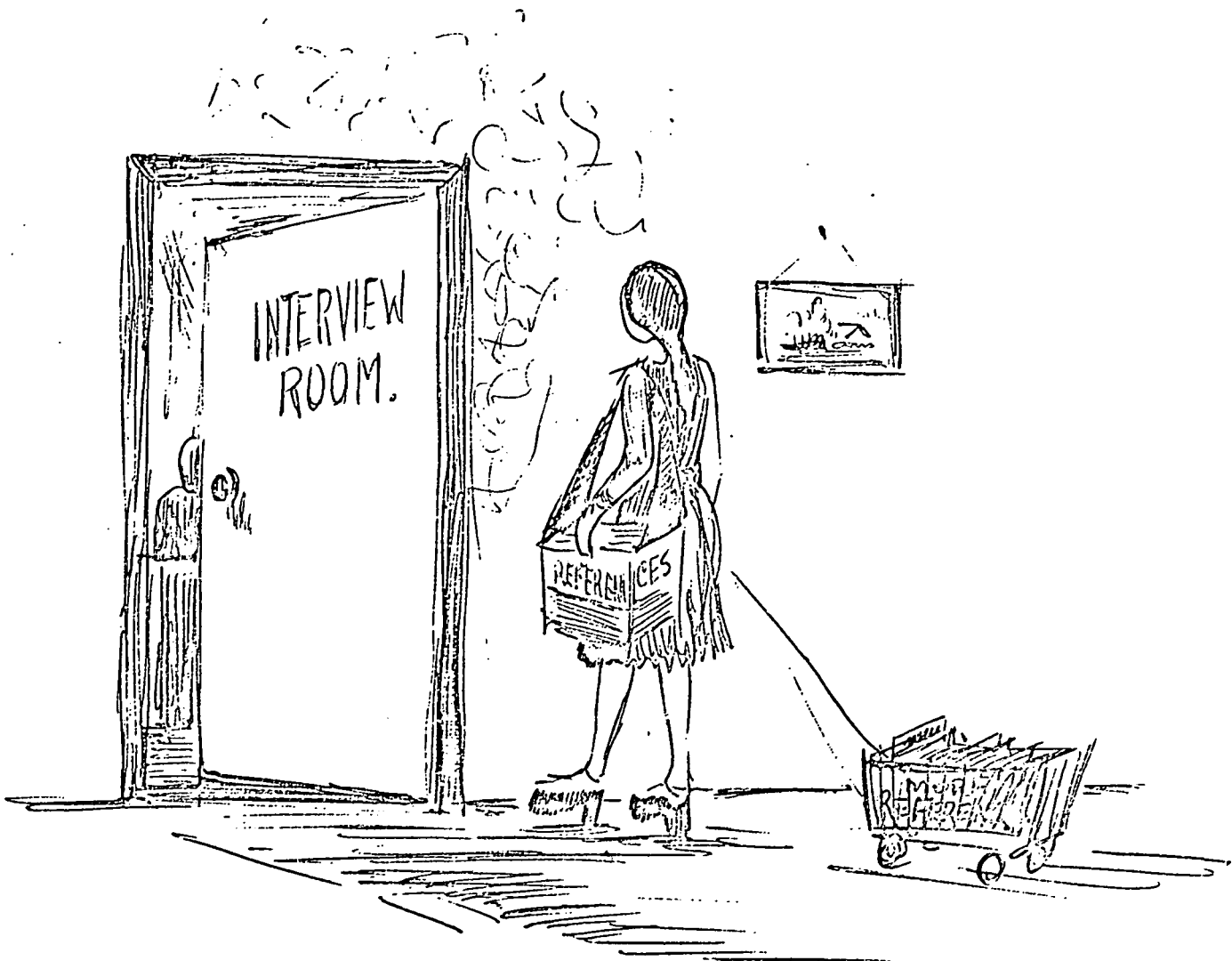
Any other training (e.g. Business College)

Previous work skills or hobbies which may help you in this job.

(d) State the date you will be able to commence work.

(e) Ask for an interview.

(f) Enclose references.



QUESTIONS

List 6 important points to remember when writing an application letter.

1. _____

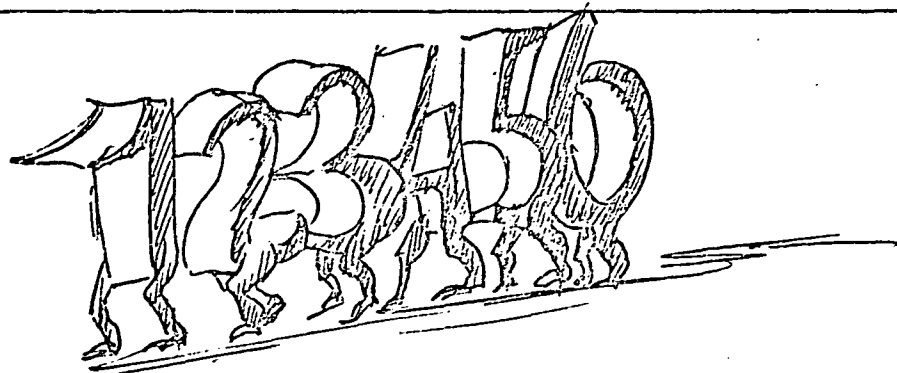
2. _____

3. _____

4. _____

5. _____

6. _____



Here is an example of a job application letter.

Nyandi,
3 Allen Court,
BENTLEY WA 6102.

16 September 1974

Dear Sir

I would like to apply for the job as Junior Typist, which was advertised in the West Australian on 16th September.

I am 16 years old and was born 2.10.58. I completed 2nd year at Bentley Senior High School and then trained at Edwards Business College for 2 years where I studied Typing, Filing, Duplication, Book-Keeping and Business procedures.

I have had no actual work experience but have done typing for a local youth group in my spare time.

I am eager to start work and put my studies into practice and therefore I would be able to commence as soon as possible.

Yours faithfully

Has this letter included all the important points?

Check them:

Brief and to the point

Job title stated

Where job was advertised

When job advertised

Name and address

Date of birth.

Level of schooling

Other training

Previous work experience

Special skills

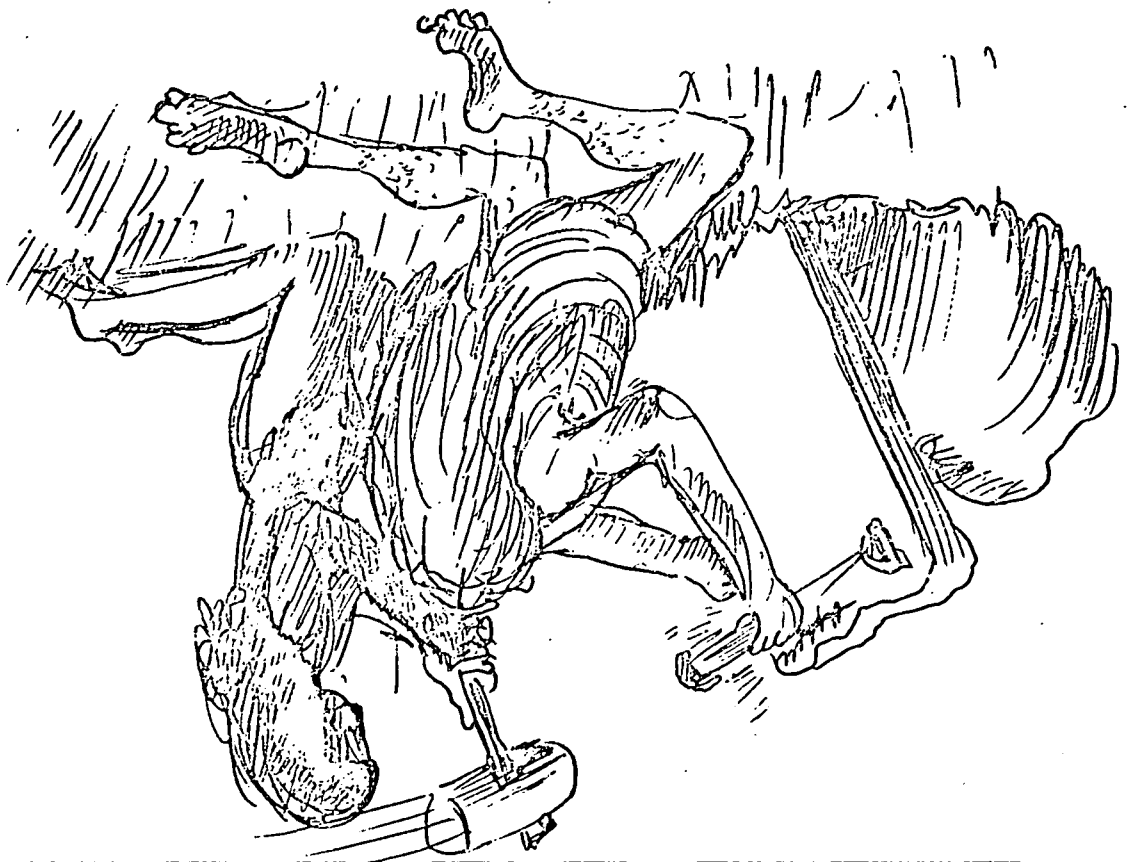
Date able to commence

Ask for interview

Correct setting out

Correct punctuation

Neat



When you have finished check your letter.

Brief and to the point

Job title stated

Where job advertised

Name and address

Date of birth

Level of schooling

Other training

Previous work experience

Special skills

Date able to commence

Ask for interview

Correct setting out

Correct punctuation

Neat

Did you put down all the necessary points?

If not, correct your letter

BOOKLET 3TEST

1. Why is the application letter very important?

2. Why should your letter be brief and to the point?

3. What points should you list under your qualifications?

4. Why is it necessary to state the job for which you are applying?

5. Write a sentence, politely asking for an interview.

6. Why should you state when you are able to start work?

7. In the following letter there is some information left out. List 4 things which should have been included.

6.3.74.

Dear Sir

I would like to apply for the job advertised in the West Australian.

My name is Sue and I have just finished 2nd year High School.

Could I please have an interview.

Yours sincerely,

Sue

(a) _____

(b) _____

(c) _____

(d) _____

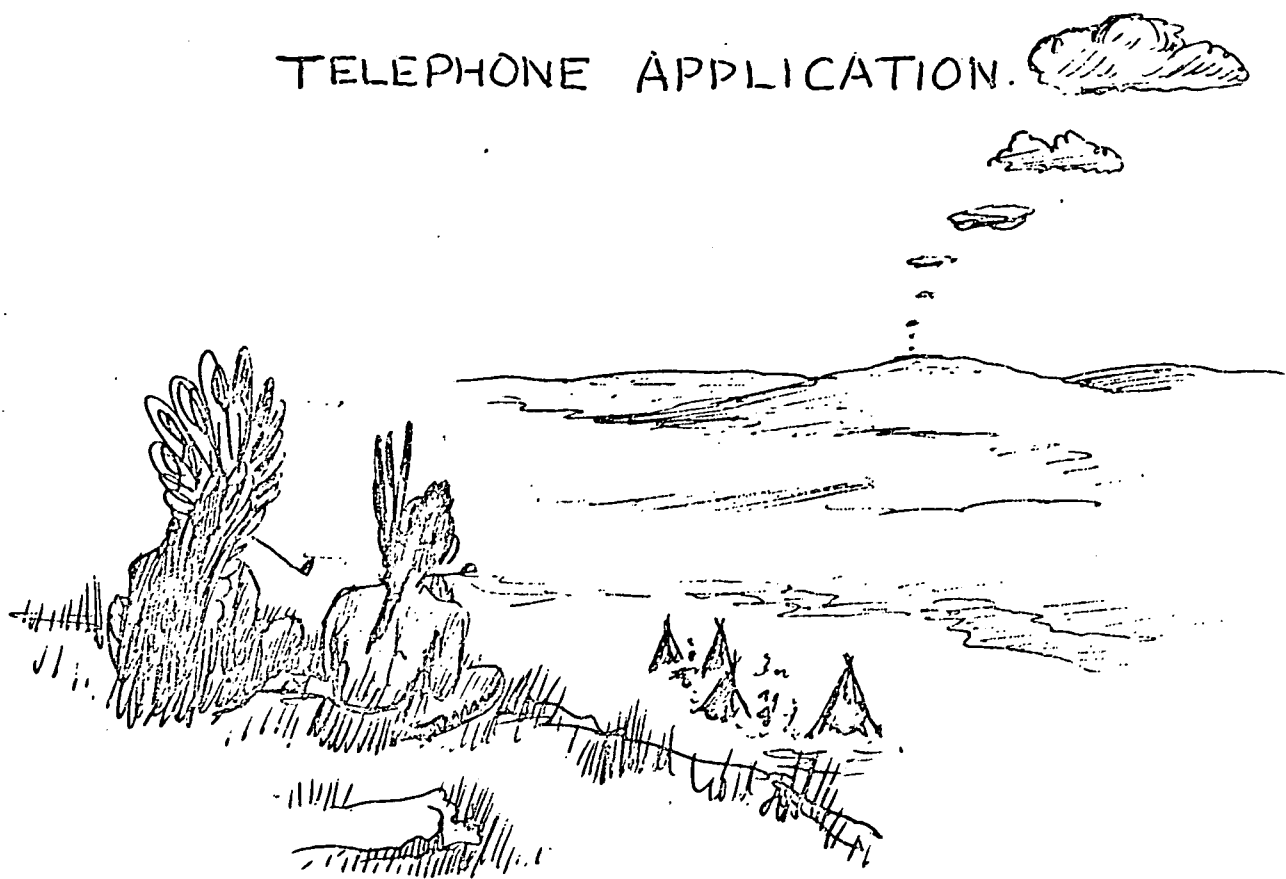
ACTIVITY

Make up a sign or poster showing pictures and statements on information you should include in a letter of application.

JOB HUNTING

BOOK FOUR

TELEPHONE APPLICATION.



RESEARCHED and COMPILED by RUTH JODRELL OIT.

REVIEWED by Jan ASPENALL.

Illustrated by Nick LAVEN.

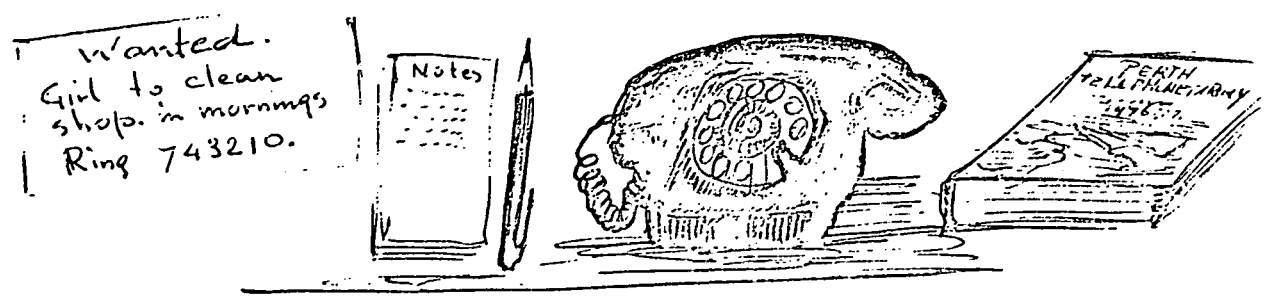
BOOK 4 TELEPHONE APPLICATION

Many jobs listed in the newspaper only show a telephone number and no address. Therefore you must ring up and ask for an interview. Once again you must appear confident and follow these points:

1. Speech: You must speak clearly, slowly and loud enough to be heard. Don't use slang and try to answer all questions briefly without "ums" or "ers". Be polite.

2. Before you ring, have a copy of the advertisement handy and also pencil and paper. Why do you think this is necessary?

3. Write down any information you may need before dialling. The person on the other end may want to know your date of birth, when you left school, subjects you passed, etc. Make sure you have this information ready.



4. Have a list of things you may want to ask. e.g. what is the address of the firm? If you are given an interview you must know where to ask for the name of the person to whom you are speaking, or the name of the person to ask for when you arrive for an interview. It could help to ask the bus number or easiest way to get there.

Why should you have a list of questions you may want to ask the employer? _____

5. When you phone, state your business - as in the previous booklet, - state the job title, where and when it was advertised. Why should you state the title and where it was advertised? _____

6. Ask for an interview. Make sure it is a time suitable to you also.

7. When you hang up thank the person for their help.

When you telephone, the person receiving the call gets to know you by your speech, politeness, confidence, etc. Telephoning for a job is probably something new to you and usually a bit scary. So PRACTICE. Get a friend or adult to playact with you until you are confident in how you speak, etc.

What are some points to remember when telephoning for an interview?

1. _____

2. _____

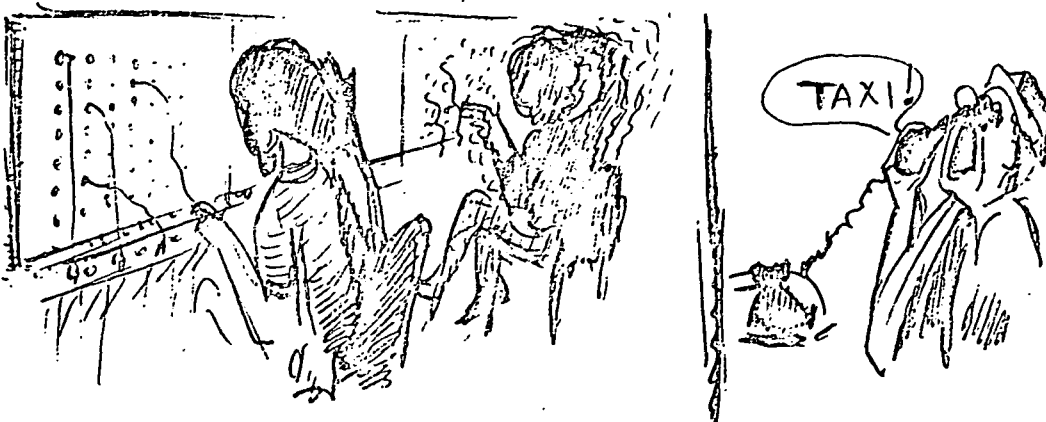
3. _____

4. _____

5. _____

6. _____

7. _____



APPLICATION FORM

Most firms ask you to fill in an application form when you apply for a job. This gives them a lot of information about you. There are many words on this form which may be new to you, some you may already know.

1. Christian name: This is your first name, e.g. Mary Jones, christian name is Mary. What is your christian name? _____

2. Surname (Family name) This is your last name. e.g. Mary Jones, surname is Jones. What is your surname? _____

3. Nationality: Your nationality refers to the country in which you were born. e.g.

Born in Australia - Australian

Born in America - American

What nationality are you? _____

4. Next of Kin: This means your closest living relative. e.g. your father, mother, aunt, etc.

Who is your next of kin? _____

5. Physical Disabilities: This means have you any serious handicaps such as diabetes, partially blind, epileptic, etc. Have you any physical disabilities? _____

6. Highest Education Standard Achieved: This means what year at school did you complete. Do you have an Achievement Certificate, Leaving, or did you complete 2nd year, etc.

What is your highest level of education? _____

7. Technical Commercial Education: This covers any studies you may have done at a Business College doing typing, filing, book-keeping, or at Technical school. Have you done any technical or commercial studies? _____

Where? _____

8. Work Experience: You may be asked to list the most recent jobs you had, who you worked for and for how long. This gives the employer an idea of how responsible you are, etc. Name the last two jobs you had, who you worked for and for how long? _____

9. Hobbies and Interests: This covers almost any leisure time activity which you like, such as dancing, listening to records, swimming, basketball, etc.

What are your hobbies? _____

10. References: A reference is a letter from a responsible person in the community (Minister, Employer, School Teacher, etc.) who has known you for some time. The letter states how long the person has known you and whether he has found you to be responsible, honest, hardworking, etc. The thing about good references is to keep them: Get them to someone who can type two or three copies. Have them type "COPY" on the top of the page. Make sure she types in the signature. Then you can send the copies in with your application. You keep the original.

Who could you get to write you a reference?

This reference was written for a boy leaving school who stole everything he could lay his hands on.

TO WHOM IT MAY CONCERN

John Smith was admitted to this school on
6th February 1969.

He left it on 19th August 1971 because he
couldn't take it with him!

Jeremy Munt
Principal

11. Marital Status: This means are you married or single.
What is your marital status? _____

APPLICATION FORM

Full Name _____
(Block letters - Surname Last)

Date of Birth _____

Home Address _____

Postal Code _____

Telephone No. _____

Male/Female _____

Nationality _____

Married/Single _____

No. of children _____

Next of kin _____

Address _____

Physique and Health _____

Height _____ Weight _____

Physical disabilities _____

What is your present health _____

(2) Technical Commercial Education:

Course(s) Studies _____

Year(s) _____

Subjects completed _____

Certificates/Diplomas/etc. held _____

School/College attended _____

Work experience (list in order all positions you have held,
commencing with your present position)

<u>Position</u>	<u>Firm/Organization</u>	<u>Dates</u>
-----------------	--------------------------	--------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Hobbies and Interests: (give brief details of your main hobbies and interests).

References (give the names and addresses of two persons wh know your background and experience, excluding relatives).

1. _____

2. _____

When would you be available to commence work?

SIGNED _____

DATED _____

BOOKLET 4TEST

1. How should you speak when on the phone? Why?

2. Why should you state the job title and where it was advertised?

3. What information should you have ready before dialling?

(i) _____

(ii) _____

4. What is an application form? _____

5. What is a Surname? _____

6. What does 'next of kin' mean? _____

7. What is a reference? _____

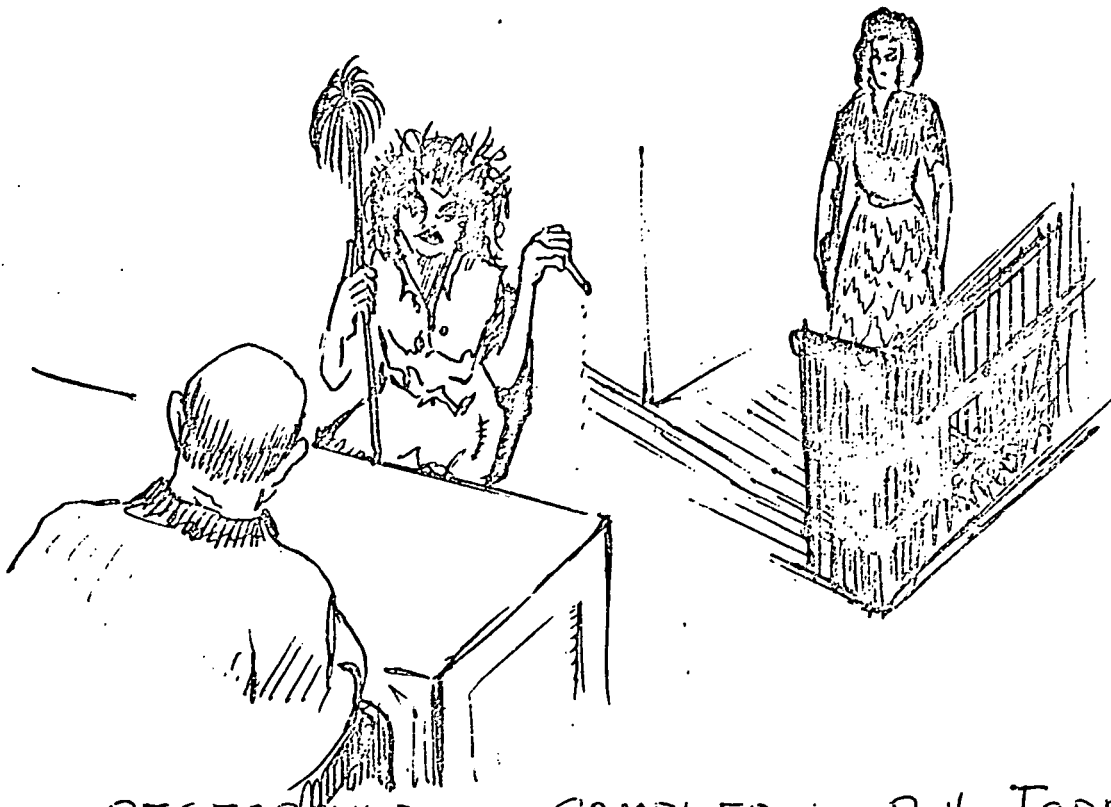
8. What does 'marital status' mean? _____

9. What does 'Nationality' mean? _____

10. What does 'Highest Education Standard' mean?

JOB HUNTING BOOK FIVE.

The Interview.



RESEARCHED and COMPILED by Ruth JODRELL O.T.

REVIEWED by Jan ASPENALL.

Illustrated by Nick LAVEN.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

THE INTERVIEW

The interview is your chance to show that you are the right person for the job.

Before you go to the interview try and find out a little about the firm and what it does. This will show your interest and you will be able to ask good questions.

Prepare any papers you may need to take, such as school certificate, references, etc. Have these handy in case the employer asks for them.

What is a reference? _____

BE PUNCTUAL

Know the time that has been set for the appointment and BE EARLY - never late. If you are kept waiting, remember "walls have ears". Watch what you say and what you do. You may get a glimpse of the person you are going to see, you may hear him speaking to other job hunters. Listen to the sort of questions he asks them and practice your answers.

Why should you be on time for an interview?

GROOMING:

Hair When being interviewed look your best. Make sure your hair is clean and well brushed. Keep it off your face, employers do not like hair dangling everywhere.

Face If you are wearing make-up use it with care. Use eyeliner and rouge sparingly.

Clothes Make sure your clothes are clean and neat. Wear a dress of suitable length, stockings and clean shoes. Your appearance will have a lot to do with your success so spend time on looking your best.

Posture The employer will notice the way you walk, stand and sit. When you walk, don't shuffle your feet, keep your shoulders back and your head up. Don't hurry.

When sitting - keep your feet, ankles and knees together as much as possible. Make sure your dress is not creased or hooked up. Look at the interviewer while he talks to you. This will make him feel that you are really interested in the job.

Don't fiddle with a hanky, your bag, your hair, etc. and don't put your fingers near your mouth. You have a better chance of being heard if your hands are neatly placed in your lap.



QUESTIONS

1. How should you dress for an interview?

2. How should you sit when being interviewed?

SPEECH Don't mumble. This is your big chance. You've got yourself all smartened, up-clean teeth, clean shoes, shiny hair, nice smell - don't try and bury yourself now that you've got in there. You've got something to say. How else can the employer sort out whether he wants you for the job. Try and say a sentence when you answer. 'Yes' and 'No' don't get you far even if you say them nicely. Speak the truth. If you give yourself a big build up you might get the job. You might even keep it for a week or two, but it won't take them long to sort you out.

MANNERS When you are shown into the office greet the employer "Good Morning", "Hello". If you know his name, use it.

Remember, he owns the furniture. If he wants you to sit down on it he'll tell you to.

When you leave say something like "Thank you for seeing me" and smile as you say it. All these things help you. Also you should ask the employer if he minds before you light a cigarette or wait until he offers you one.

QUESTIONS

After the employer has spoken to you, he may ask you if you have any questions. Now is your big chance. Check! Do you know everything you want to know. Here are some questions you could ask.

Do I need to wear a uniform?

What is my salary?

Is there any training on the job?

How much leave can I get?

Do I work any overtime?

What are some more questions you could ask the employer?

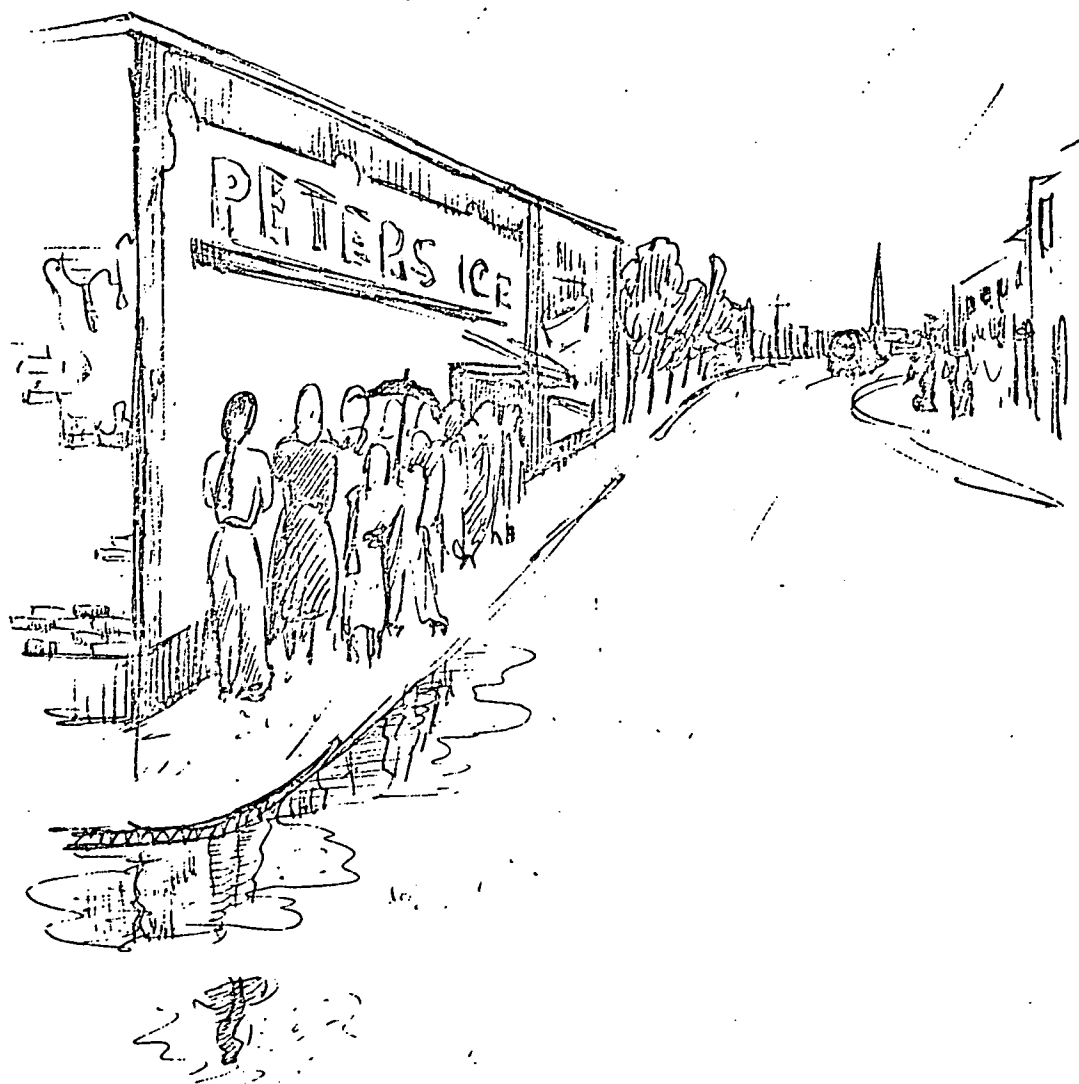


OTHER POINTS:

1. Listen carefully to details about the job.
2. Answer questions properly.
3. Be relaxed.
4. Be able to explain why you are interested in the job.

There is usually more than one person applying for jobs, so the boss won't make up his mind until he has seen them all. He usually says something like "Thank you for coming in. I will telephone you or I will let you know by post just how we decide."

And if you miss out, SO WHAT! Try again.



GOING FOR AN INTERVIEW

Would your grooming meet interview standards?

Give yourself a personal grooming checkup. Rate yourself, on each item using a scale of:

1 = Never 2 = Seldom
3 = Usually 4 = Always

Then total the number of points.

1. Is your hair clean and shining? _____
 2. Does it look neat and attractive? _____
 3. Was your make-up skilfully applied? _____
 4. Is your make-up appropriate for an
interview? _____
 5. Are your finger nails neatly manicured and
if you have nail varnish is it suitable? _____
 6. Are your nails clean? _____
 7. Are your underarms free of hair? _____
 8. Do you shower each day? _____
 9. Do you use an effective deodorant daily? _____
 10. Do you guard against period odours? _____
 11. Are your legs free of noticeable hair fuzz? _____
 12. Are you wearing stockings suitable for an
interview? _____
 13. Are your shoes clean and in good repair? _____
 14. When you wear perfume or cologne during
the day is it just a faint trace of a
light fragrance? _____
 15. Are you wearing clothes that are appropriate
for an interview? _____
 16. Are they neat and clean? _____
 17. Do the colours of your clothes match? _____
- TOTAL: _____

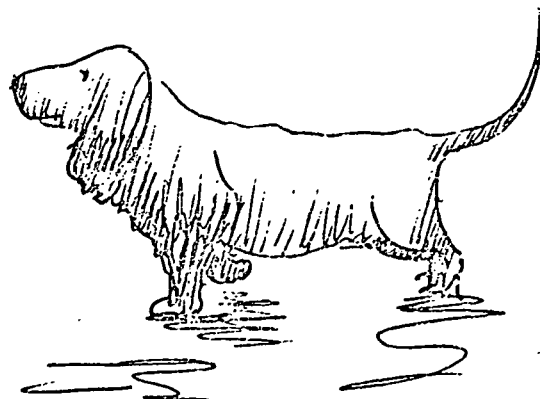
A total of between 53 to 68 =

You meet the interview standards.

A total of between 43 to 53 =

Employer may give you a job if they are desperate.

Below 43 = Beware! Maybe your best friend should tell you!



BOOKLET 5TEST

1. What papers do you need to take with you to an interview?

2. What does "be punctual" mean? _____

3. How should you dress for an interview? _____

4. Describe what you would wear? _____

5. How should you sit when being interviewed?

6. How should you speak when being interviewed?

7. What are 3 questions you could ask at the interview?

8. Why should you listen carefully? _____

9. What should you say to the employer when leaving the
interview? _____

10. Should you wait for the employer to ask you to sit
down? Why? _____

ACTIVITY:

Make up a poster showing how you should dress and act in an interview. Use magazine pictures or textures. Label things (e.g. clean shoes, etc.)

JOB HUNTING

BOOK SIX.

Work Habits.



RESEARCHED and COMPILED by Ruth JODRELL.

REVIEWED by Jan ASPENALL

Illustrated by Nick LAVEN.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

Once you have a job it is important to keep it. Here are some points to help you.

Good work habits

1. Always be on time. The employer expects you to be ready for work on time, also other people in the firm may rely on you to be able to do their jobs, e.g. if you work in a factory or process line. Therefore you should plan your time to enable you to always be on time.

Think, how long will it take to walk, catch the bus or train etc. What time does the bus leave. How long does it take to get showered, dressed and eat breakfast. What time do you need to get up, always allow a little extra time, its better to be early than late. Pretend you have a job and start at 8.30. You live in Bentley and work in town.

- (a) How long will the bus trip take? _____
- (b) How long will it take to get dressed, eat breakfast etc? _____
- (c) Allow extra time (10 - 15 mins) _____
- (d) What time do you need to get up? _____

If for some reason you are going to be a little bit late, you should ring the office and explain that you will be late and why. This will show that you are courteous, and if you have good reason, the employer will usually not be cross, especially if you offer to stay at work a little bit later that night and make up the time.

2. Give a days work for a days pay. The employer pays you for a full days work. Therefore you should not waste time by chatting to other workers, day dreaming, reading books, etc. Be prompt in returning from morning tea and lunch breaks. The boss will notice if you are late. If you follow this rule, the employer will be happy with your performance and is more likely to give you time off when you really need it (appointments, etc.)

(a) What sort of things do people often do in working hours which is not "giving a days work for a days pay" (e.g. reading books) _____

Try and give yourself targets or goals for each day, e.g.

Finish all typing

Produce 100 articles that day

Leave desk or work area spotless

If you were working as a shop assistant, what would be some targets you could give yourself?

3. Dress properly for the job. The way you are expected to dress will differ for different jobs.

Factory: usually these are messy jobs and so jeans or overalls are allowed. But they should always be washed and you should still look neat and tidy. When working with machinery don't wear scarves or loose blouses, etc. as these can get caught in the machinery. Also hair should be tied back.

When your job involves you meeting people (shop assistant, receptionist, etc.) you should dress to a high standard. Dress, stockings, hair tidy, etc.

When working near food, hygiene is very important. Tie hair back, make sure hands and nails are clean. If you are in doubt as to what to wear, ask your boss. What do you think you should wear if you worked in a hospital?

4. Use and care of equipment

Wherever you work you will use some equipment. Make sure you take care of it as if it were yours. Don't be wasteful with stationery (paper, biros, etc.) If you use a typewriter cover it each night before you leave, clean it regularly and treat it with care. Also any factory machines should be cared for in a similar matter. Switch off any electrical equipment straight after you use it.

Switch off any lights and heaters before you leave work. You are the one who will be using this equipment so take care and it will make your job easier.

5. Be willing to listen

When it comes to work matters, your boss or any senior employee will probably know more than you, so when someone corrects what you are doing or explains something new, listen carefully. Try out their suggestions, if you still disagree do so properly. What do you think the employer would do if you argued with him? _____

Don't argue, ask for further explanation or discuss the matter with him. This way you will get the job done quicker and you will keep friends in the firm.

6. Ask when in doubt

If you are not sure of anything, ask someone, preferably the person in charge. They will be sure to help you and this will save you time and prevent you doing anything wrong.

7. Follow the rules

If there are rules, follow them. They are made for a purpose. Some rules will be about procedures:

e.g. Turn off lights

Close door after you.

Other rules may be about safety:

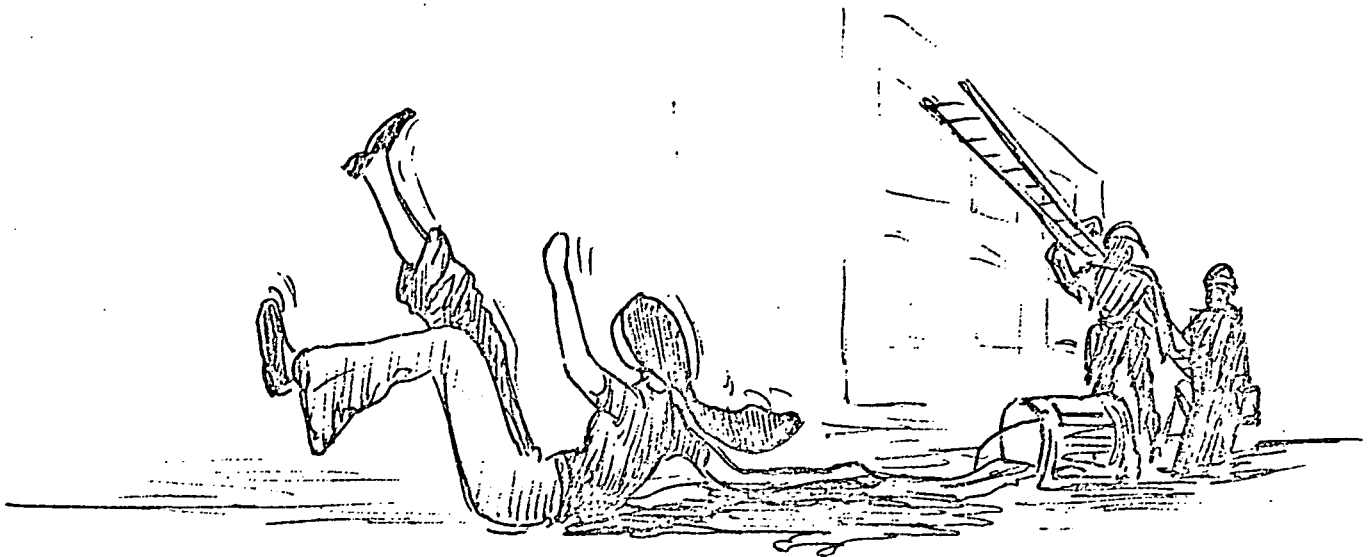
walk slowly,

turn off when not in use

no smoking

If you follow these rules you will prevent accidents and your job will run more smoothly.

Name some safety rules:



RATING MYSELF

Put a check mark for yes or no after year question.

- | | Yes | No |
|---|-----|----|
| 1. Do I read directions carefully? | | |
| 2. Do I do my share when working with others? | | |
| 3. Can I add and subtract well? | | |
| 4. Do I ask when I am not sure? | | |
| 5. Can I work well with my hands? | | |
| 6. Can I multiply and divide well? | | |
| 7. Can I spell well enough? | | |
| 8. When I am absent do I tell the boss? | | |
| 9. Do I keep myself clean and tidy? | | |
| 10. Do I follow instructions? | | |
| 11. Am I polite? | | |

You should have very few no's. How can you change all the No's to yes? _____

RESIGNING FROM A JOB

Sometimes, for many reasons, you may want to leave your job.

- you may find it too difficult
- you may want more pay
- you may be shifting or getting married

There is a right way to resign.

Tell the boss that you would like to resign and give the reason if you can. Some firms ask for a set amount of notice, e.g. 1 week, 1 month, etc. This will give the employer time to replace you.

Also in this time you can start looking for another job to go into so you still have money for rent, bills, etc, without eating into your savings.

Before you leave, you should ask the employer for a reference which will help you obtain your next job.

What is the correct way to quit a job? _____

What does resign mean? _____

BOOKLET 6TEST

1. List 4 good work habits.

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____

2. What things should you consider when working out what time you should get up for work?

3. What does "Give a days work for a days pay" mean?

4. How should you dress for a factory job?

5. Why should you take care of equipment?

6. Who should you ask when in doubt?

7. Why are rules made?

8. Name two safety rules?

(i)

(ii)

9. What should you do if you are going to be late for work?

10. What is the proper way to resign from a job?

ACTIVITY

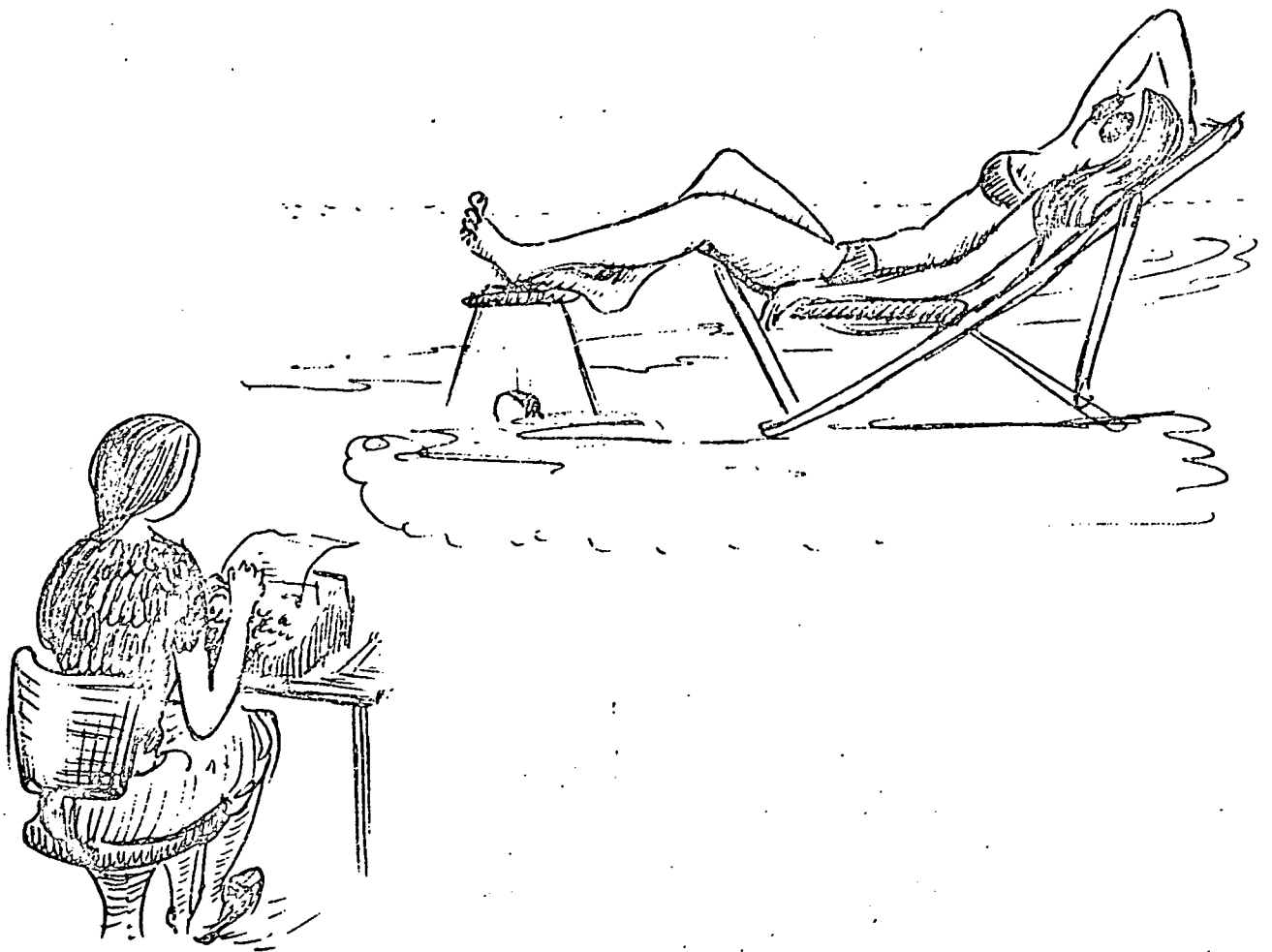
Make up a poster showing the 7 good work habits

OR

Choose 1 or 2 good work habits and make up a poster on these.

JOB HUNTING.

BOOK SEVEN
MONEY - MATTERS.



RESEARCHED and COMPILED by Ruth JODRELL O.T.
REVIEWED by Janet ASPINALL.

illustrated by Mick LAVEN.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

BOOKLET 8

MONEY MATTERS

Youth in the Unions

Almost whatever your occupation, there is a union you can join.

Unions are a group of individuals all with a similar job, e.g. shop assistant union, Building Labourers Unions, Industrial Unions, School Teachers Unions.

Together they have stronger power than an individual in a job. Unions are concerned with things like pay, working conditions, holidays, etc. Unions bring about equality of all workers in that job. e.g. All shop assistants of a certain age should get the same wage no matter who employs them. To join the union you must fill in an application form and you will pay a small amount of money out of each pay packet to your union to cover costs they have.

What is a Union? _____

Name some Unions _____



Insurance

Insurance is a way of guarding against possibilities. e.g. you insure your house in case of accident; you insure your life in case of death. Our life is the most important thing we have to insure. Our death is certain, but not its timing. Therefore most people insure their lives. If they die, the person they have chosen (mother, father, husband, etc.) gets the money they have paid.

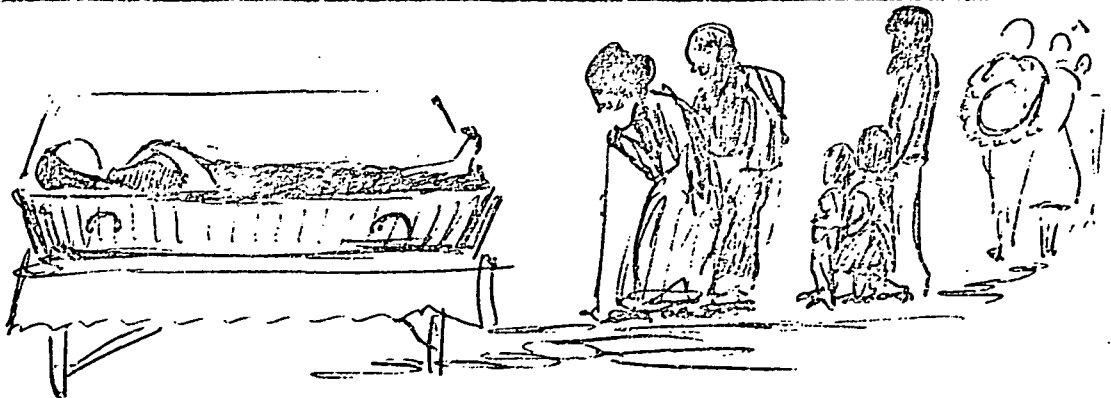
Also it is a way of saving. If the insurance you take out is for 10 years, at the end of that 10 years you will get the money you have paid plus interest.

The money you pay on life insurance is also a tax deduction. Insurance, then, offers you security and a way of saving.

What is insurance? _____

List some things you can insure? _____

What are two advantages of insurance? _____



PAY DAY

Pay day will be an important day for you, probably as long as you are working. Will you spend your money wisely? Obviously there are certain things you must spend your money on: board, travelling, clothes, health, entertainment, saving. People get paid in different ways. Some fortnightly, some weekly, with cash or cheque and some people arrange for their pay to go straight to their bank account. You will find that some money is taken out of your pay packet before you get it.

TAX:

No matter how much money you ear, some will be taken out by the Government for tax. This money is spent on things like libraries, swimming pools, institutions, defence, roads and parks.

At the end of each financial year you must fill in a tax return. (The financial year goes from 1st July - 30th June).

In June or July you will receive from your employer a Group Certificate. This is a statement of how much you earnt and how much tax you paid.

What is tax? _____

What is a group certificate? _____

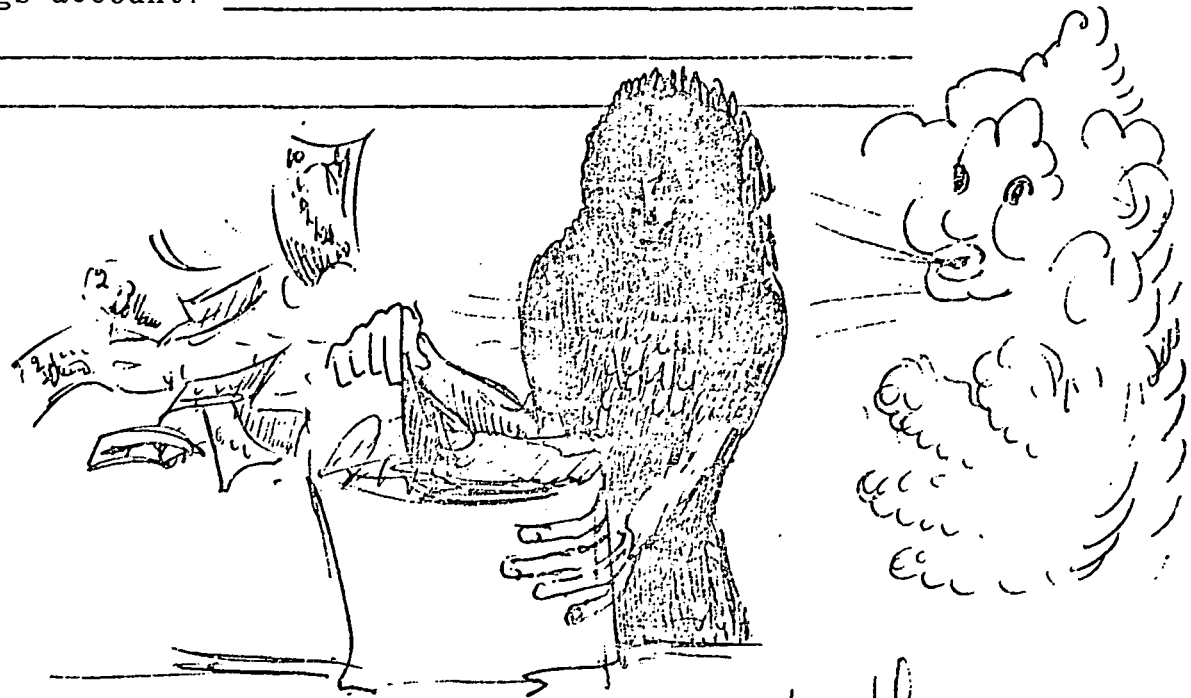
When is the Financial Year? _____

OPENING A BANK ACCOUNT

When opening your first pay packet, it is a good idea to open a bank account. Even if you only put a few dollars in, it will encourage you to bank more for something special.

Go to a bank near you and say "I would like to open a bank account".

Give some reason why you think it is good to open a savings account? _____



Don't throw your money to the wind.

TYPES OF JOBS

Before deciding on one job, you should look around and see if there are any other jobs you could train for.

FOR ABORIGINALS

The government provides a special assistance grant to young people who are starting their first job or who want to train for a job. If you are living away from home, you are given money each week to help you pay board, etc

Up to 16 years	-	\$14 per week
16 to 17 years	-	\$12 per week
17 to 18 years	-	\$10 per week

You can also receive a clothing grant of \$45 when you start your first job.

If you want to train for a job, the Commonwealth Employment Service will find a suitable employer who will provide the training. This scheme is to help you find a good job, so ask about it when you go to the Commonwealth Employment Service.

Leaving School

15 years is the legal age for leaving school. It is against the law to work if you are under 15 years of age unless you have a school exemption. A school Exemption can only be obtained from the headmaster of the school you attend, and only if you have a letter from an employer, saying that you have a job.

BOOKLET 7

TEST

1. What is a union? _____

2. Name two unions _____

3. What is insurance? _____

4. What are two advantages of insurance? _____

5. The money the Government takes out of your pay is called?

6. What is a group Certificate? _____

7. Can Aboriginals get money assistance when starting their first job? _____

8. If you are Aboriginal and you want to train for a job, what will the Commonwealth Employment Service do?

9. What is the legal age at which you can leave school?

10. Name two things for which money can be taken out of your pay packet? _____

ACTIVITIES

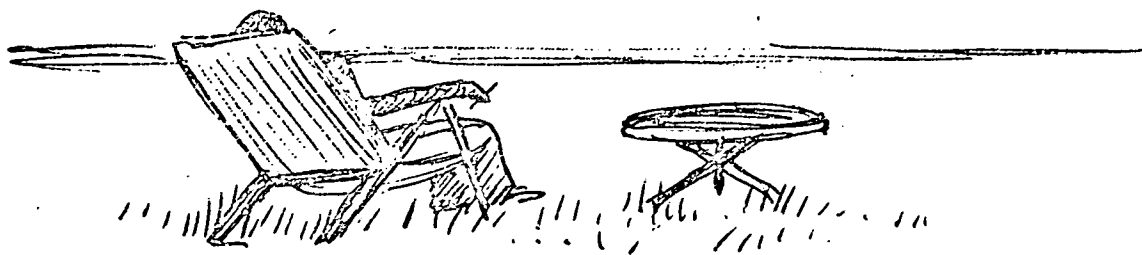
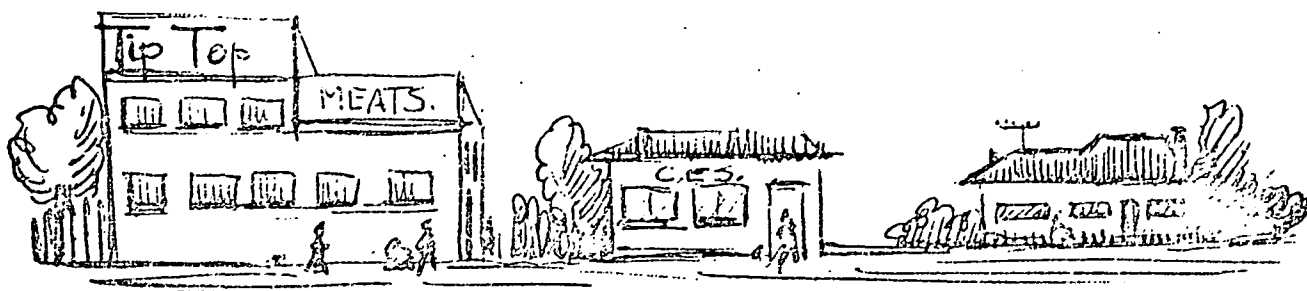
Look up Unions in the yellow pages of the phone book.

Make a list of ten unions and the people who would belong to them.

e.g. Shop Assistants Union - people who work at Coles, Freecorns, Woolworths.

UNEMPLOYMENT BENEFITS.

C Commonwealth E Employment S Service.



Compiled by Group Workers Under Supervision of Judy Tonkin.

Illustrated by Nick LAVEN.

GIRL'S NAME _____

DATE COMMENCED _____

DATE COMPLETED _____

COMMENTS _____

UNEMPLOYMENT BENEFITS

Looking for a suitable job?

Having difficulty finding a job which you can manage?

Shortage of job vacancies for the type of work you can do?

When you don't have a job you are unemployed. Would you say that a carpenter who cannot work because of wet weather is unemployed?

In your attempts at job hunting, the Commonwealth Employment Service may be able to help you. The staff will try to find the type of employment which is suited to you provided you have the necessary qualifications.

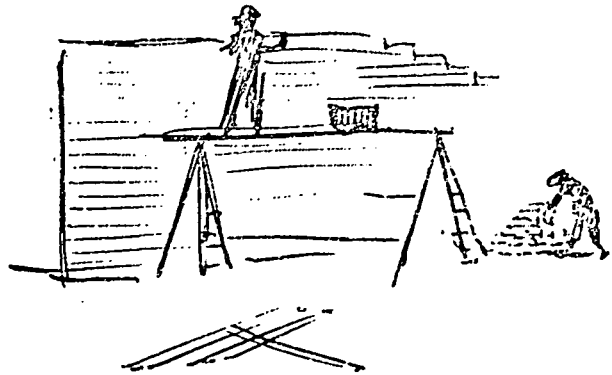
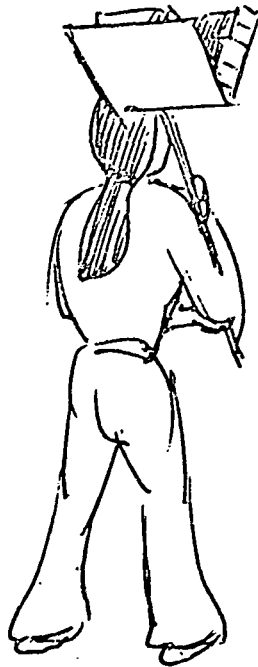
While waiting for a job to be found you may be eligible for Unemployment Benefits or the "dole".



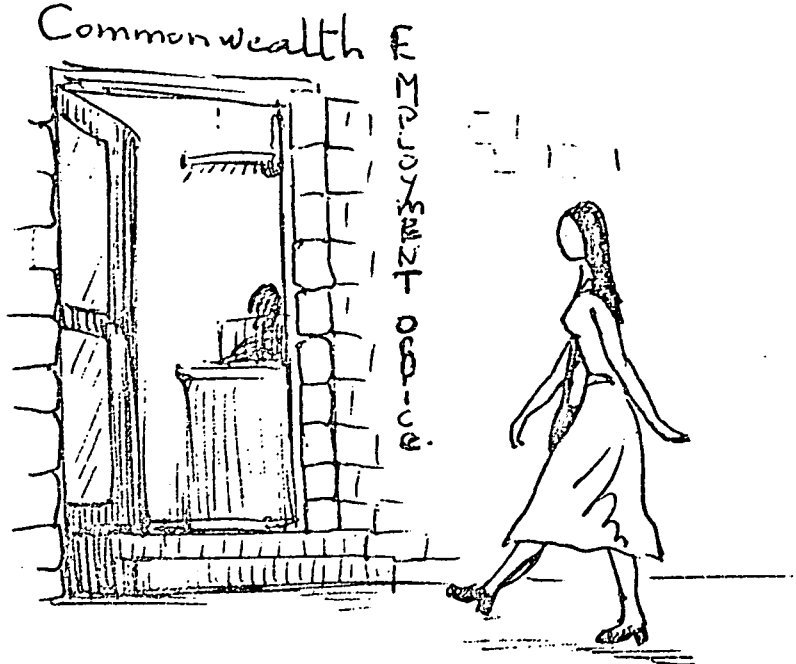
Answer YES or NO to the following questions.

- 1. Are you unemployed but capable and willing to undertake a suitable job?
- 2. Are you a man aged 16 - 65 or a woman aged 16-60?
- 3. Have you lived in Australia for the past 12 months or intend to live here permanently?
- 4. Is your weekly income less than these amounts?
Single aged 16 - 20 \$39.00
Single aged 21 or more \$42.00
Married man \$66.00

Increase these amounts by \$7.00 for each child under 16 years or full time dependent student over 16 years of age in your care.



If you answered yes to all of the questions you should register for employment at the nearest office of the Commonwealth

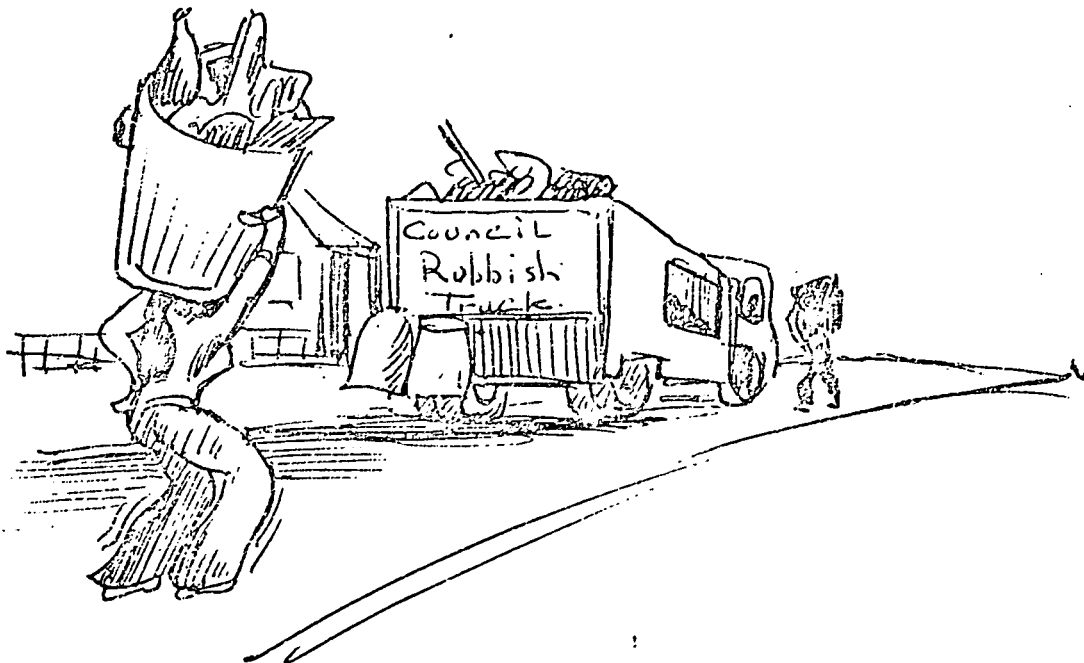


Look up the telephone book and write the address of the nearest branch of the Commonwealth Employment Service (C.E.S.) in the space below.

.....
.....
.....

Questions

1. Another name for unemployment benefits is the
2. You can register for unemployment benefits when you are 15 years old. True/False
3. You must be capable and to undertake a suitable job offered by the Service.



The C.E.S. will help you to find a job. If you have tried to find work and the Service can't find you a job you will be asked to fill in an unemployment benefits claim form.

Answer the following questions which are in the unemployment form

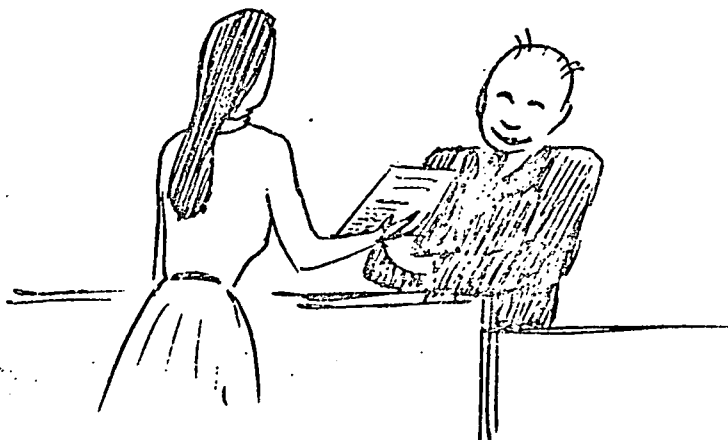
Place and date of birth

Have you previously claimed unemployment or sickness benefit?

What was the last date on which you worked?.....

What was the reason for ceasing work?.....

.....



You must sign the form stating that you are unemployed capable and willing to undertake work.

Hand the form in at your nearest office of the C.E.S.

Once you have been granted unemployment benefits an appointment will be made for you to visit the office at a later date to see if you have a job and review your situation.

You must apply for all the jobs the service offers you. Failure to apply results in your benefits being stopped.

Payment of Unemployment Benefits

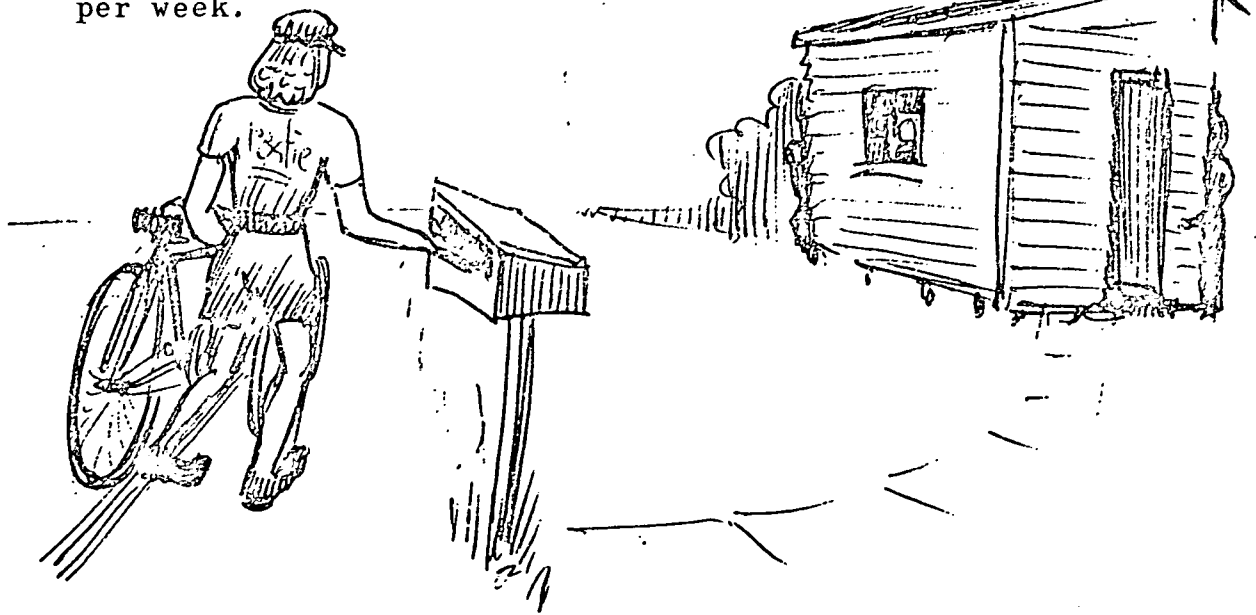
The benefit is payable from the 7th day after you register for employment so you will not receive your cheque until 2 weeks after you have registered. A cheque is posted each week to your home address.

Rates of payment

Single rate	\$36.00	a week
Married	\$60.00	a week
\$7 a week added for each child.		

Questions

1. Your first payment will come 2 weeks after you register for employment. True/False
2. Cheques then come (a) every 2 weeks (b) every week in the post (c) you must collect payments.
3. Payment for a single person is per week.



Other Points

You cannot receive unemployment benefit if you already get age, invalid, widow, sickness or special benefit.

If you are participating in a strike and are not working you are not allowed unemployment benefits.

Free hospital and medical insurance is provided for those receiving unemployment benefits and their dependents also a social work service is available to help people with personal problems.



Questions

1. You can get unemployment benefits if you are on strike. True/False
2. What are the two extra services you get besides the payment of unemployment benefits?
.....
.....

Revision Questions

1. When are you unemployed?
2. What is the C.E.S.?
3. You receive unemployment benefits from the
 - (a) Unemployment Service
 - (b) Commonwealth Employment Service
 - (c) Bank
4. If you don't feel like applying for a job the C.E.S. finds for you, do you still receive the benefits?
.....
5. In order to receive unemployment benefits you must be
 - (a) Un.....
 - (b) w.....
 - (c) c.....
 to undertake suitable work.

6. Once you have been granted unemployment benefits an appointment is made to chat about the weather. True/False

7. What then is the purpose of the appointment?

.....
.....
.....
.....
.....





Name.....

Date.....

COMMUNITY.

LIFE IN THE

This package has been made up to let you know of your rights in the Community.

It tells you what the police may do and how you must behave.

There is a section on Courts and what is expected of the offender in Court.

Legal Aid and the Aboriginal Legal Service are covered briefly.

The last section is about school. It tells of how you should behave and also what teachers are allowed to do and not allowed to do.

C O N T E N T S

1. POLICE
2. COURTS
3. LEGAL AID
4. ABORIGINAL LEGAL SERVICE
5. SCHOOL

Police

1. Arrest
2. Answering questions
3. Being searched
4. Bail

1. ARREST

A person may be arrested by a policeman with or without a WARRANT.

A WARRANT is an official order signed by a judge. It tells of the charges against the person and is read or shown to you when you are arrested.

A police officer may arrest a person who has had a warrant against them, without having the warrant with him. The person has the right to see the warrant as soon as possible.

You may be arrested by a police officer if he doesn't have a warrant IF

- (1) a person is found by a policeman actually doing something wrong.
- (2) a policeman thinks that a person has or is going to do something wrong.

If a person resists lawful arrest then a policeman may use all necessary force to arrest that person.

It is an offence to RESIST ARREST or try to stop the police when they are doing their duty.

When a person is arrested he should be well behaved and not cause trouble. This good behaviour means that the charges against him are not so bad.

QUIZ:

- 1. A WARRANT is
- 2. A warrant tells of the and is read or to you when you are

Give 20 sides when a policeman can arrest you

3. Give 2 times when a policeman can arrest you without a warrant.

a).....

b).....

4. What should a person do when he is arrested?

.....

5. If a person resists lawful arrest what may a policeman do?

.....

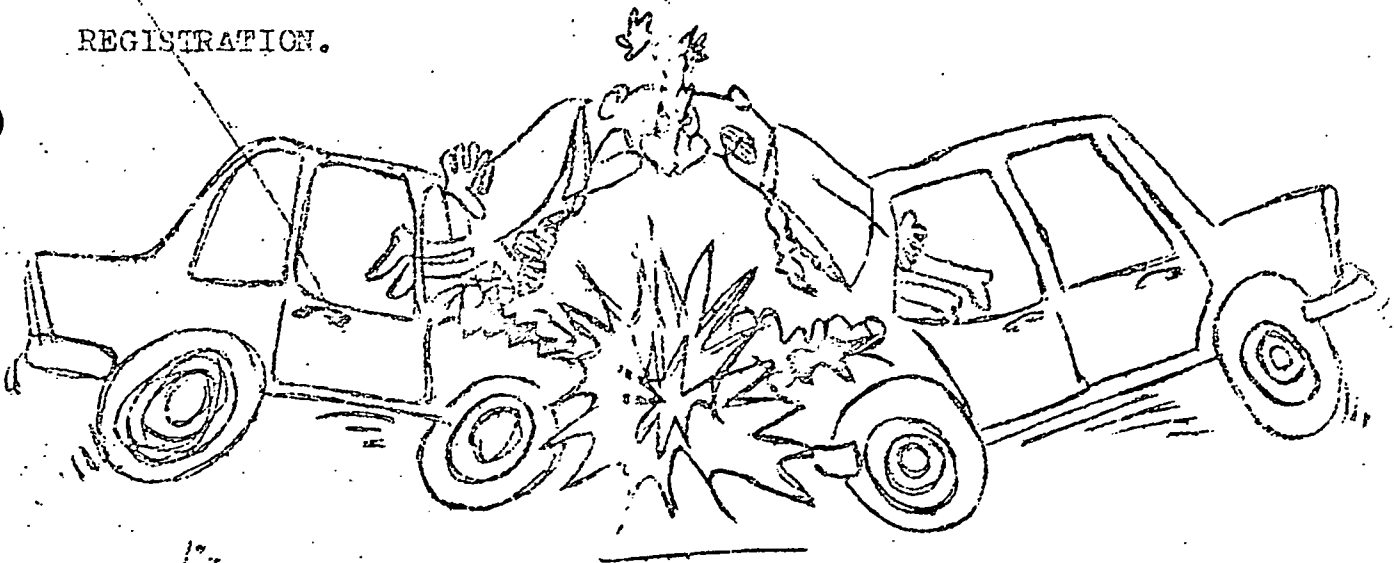
6. It is an offence to resist arrest. TRUE..... or FALSE.....

2. ANSWERING QUESTIONS

The police are allowed to ask questions but a person does not have to answer questions or make a statement EXCEPT IN THE FOLLOWING CASES

a) Motor vehicle cases -

If a driver is stopped for speeding, drunk driving, reckless driving etc. he must also give the police his NAME , ADDRESS (or place of business) and the NAME OF THE OWNER OF THE CAR. If the driver has an accident he must also give the car's NUMBER PLATE REGISTRATION.



b) Offences-

if a policeman finds someone doing something wrong or he thinks that the person has done something wrong then that person must give his NAME AND ADDRESS.

c) Licensed premises-

a person must give his correct NAME, AGE and ADDRESS to the police if he is found coming out of a hotel, tavern or club after closing hours. You must also give you correct NAME, AGE and ADDRESS if you are questioned about being on licensed premi

d) Loitering-

this means to wander around doing nothing. If a person found lying or loitering in a public place and a policeman wants to know what he is doing there then that person must give a GOOD REASON FOR BEING WHERE HE IS!

Every word spoken to a policeman no matter how casual can be used in Court in the same way as a signed statement.

QUIZ:

1. What particulars do the police want to know from you if you have been involved in an accident? (car accident)

_____, _____, _____,
 _____ AND _____

2. What is an offence? _____
3. You must state your _____, _____, and _____
4. Loitering means _____.
5. Is what you say to a policeman used in Court the same as a signed statement? YES _____ or NO _____
6. Are there any times when you have to answer questions that the police ask you? _____.
7. Name 3 times when you must give your name and address.
- a) _____
- b) _____
- c) _____

3. BEING SEARCHED

A police officer may search a person or a car if he thinks there may be stolen goods on that person or in the car.

POLICEWOMEN usually search WOMEN and GIRLS.

POLICEMEN usually search MEN and BOYS.

A policeman may search a house if the owner allows him or if he has a warrant.

QUIZ :

1. What is a warrant? _____
2. _____ search women. _____ search boys.
3. A policeman may search a house if he wants to. TRUE _____ or FALSE _____.

5. When can a person be searched? _____

4. BAIL

Bail is when a friend or relative signs a piece of paper to say that they will pay a sum of money to the Court if the arrested person does not appear in Court. If the arrested person does not appear in Court, then the person who put up the bail loses his money.



QUIZ :

1. Bail is _____

2. What does loitering mean? _____

3. Who usually signs the paper for bail? _____

4. What happens if the person who was arrested does not appear in Court? _____

Court

There are CRIMINAL and CIVIL courts. Criminal courts are for crimes that people have done. Civil courts are for claims about wills, divorces and many other matters.

Both these courts have HIGHER and LOWER courts.

The HIGHER courts deal with the very complicated and serious cases.

The LOWER courts deal with minor offences or smaller cases.

There is a special court for children under the age of 18 years. This court is called a JUVENILE court.

The two main JUVENILE courts in W.A. are:

(1) CHILDREN'S COURT

PIER STREET

PERTH

(2) CRANE HOUSE

1st FLOOR

HIGH STREET

FREMANTLE

QUIZ:

1. Name 4 types of courts.

2. What does a LOWER court deal with? _____

3. A CIVIL court is for crimes that people have done. TRUE _____
or FALSE _____.

4. The J _____ O _____ is for children.

5. Write Juvenile 3 times. _____

6. Where is the Perth Children's Court? _____

7. The Fremantle Children's Court is on the _____ of
_____ in _____ Street.

8. Is a 25 year old person called a JUVENILE? _____

A juvenile is a person under the age of 18 years. When a juvenile has to go to court they must be neatly dressed and tidy. They should look at the Judge when he speaks to them and when they

-speak to him.

These two points are important because the Judge notices your good behaviour and this helps you when he gives the sentence. When you enter the Court House you will be seated in a WAITING ROOM until your name is called. When your name is called you enter the Court room with your parents or who ever is in charge of you.

If you have to wait with the police it is important to be polite and ask nicely when you want to know something

The Judge may give you a 'FINE ON RELEASE' or order you to pay restitution. This means that you must start paying the fine the day you are released from detention.

DETENTION means to be held in a place (e.g. NYANDI) for a certain number of days.

If the fine is IMMEDIATE and you cannot pay it then you serve DEFAULT for this fine which is \$5 per day. The court costs are included in the DEFAULT.

QUIZ :

1. What is a JUVENILE? _____
2. Two points a Juvenile must consider when they have to appear in Court are a) _____
b) _____
3. Where do you wait for your name to be called?

4. What points should you consider when waiting with policewomen

5. A ' FINE ON RELEASE' is _____

6. DEFAULT means _____

7. DETENTION means _____

JUVENILE courts are closed to the public to protect the children who have to go there. Parents are expected to go with their children and in more serious offences probation officers reports are looked at by the Judge before giving sentence.

THE COURT TRIES TO HELP RATHER THAN PUNISH JUVENILE OFFENDERS.

QUIZ:

1. Juvenile courts are open to the public. TRUE _____ or FALSE _____
2. The Court tries to _____ rather than _____ Juvenile offenders.
3. A JUVENILE is _____
4. Name the 4 types of Courts. _____

5. Where is the Fremantle Children's Court?



If a person really needs legal help and cannot afford it, he may in some cases get LEGAL AID.

There is a LEGAL AID organization in each state. You must pass the Law Society means test. The MEANS TEST is similar to the one you have given to you by the Commonwealth Employment Bureau. The Law Society also has a LEGAL ADVICE BUREAU, which gives legal advice for \$2.

Aborigines have thier own help programme for legal matters, It is called the Aboriginies LEGAL SERVICE.

All the staff are Aborigininal except the lawyers. Legal help is available free to anyone who is full or part aboriginal. The head office is ii an old house at;

119 ABERDEEN STREET
EAST PERTH.

QUIZ

1. How much does the Legal Advice Bureau charge for legal advice?
2. Is there a Legal Aid organization in every state?
Yes.....or No.....
3. The Aboriginal Legal Service is.....
.....
4. What is the address of the head office for the Aboriginal :
LEGAL SERVICE?.....
5. The means test is
.....

All people whether they are ADULTS or CHILDREN have RIGHTS. RIGHTS are the privileges that you have and should be able to do without being stopped. They can also be taken away from you if your RESPONSIBILITIES ARE not met.

For example: Every person is allowed to speak when he wants to but if that person swears while speaking in public then he is not being respon and using inappropriate speaking in the street. He may lose his right of freedom of speech and be arrested and charged.

We all have RIGHTS and RESPONSIBILITIES in the community. Most of the things we do in the community are our RIGHTS and no one will stop us doing them if we are RESPONSIBLE.

We are going to look at the rights of school children. They have rights and it is helpful if we all know our rights and the rights of others around you.

In the EDUCATION ACT (which is a law passed by parliament) it tells us what the rights and responsibilities of teachers and school children are.

- 1) A child must do what he is told when he is told to do it by a teacher at school.
- 2) A teacher may punish a child by keeping him after school if
 - a) the child has been lazy
 - b) the child was late to class
 - c) the child has been naughty and has not done as he was told.

d) anything else EXCEPT if the child has trouble learning something.

3) A teacher cannot keep a child in class during RECESS (playtime) but may do so at lunch time or AFTER SCHOOL, for 30 minutes only.

4) The headmaster or someone who is given the right by the headmaster may punish a child by smacking.

5) The headmaster is the only person allowed to use the cane.

6) Children may be punished for being cheeky, being disobedient or for being rude.

7) The cane must only be hit on the palm of the hand. (Section 33 of the Education Act).

8) No girl 12 years or over is allowed to be hit with the hand or cane. If a girl under 12 years has been very naughty then only a woman teacher may punish her.

9. A child may leave school in the third term of 3rd year high school. If a child wants to leave school before that, they must have special permission from the Education Department.

10) Children are not allowed to be expelled from school. If a headmaster thinks that the trouble is bad then the child may be suspended from school until the Director General of Education decides whether the child should be expelled or not.

QUIZ

1. What are RIGHTS?.....
.....

2. If you are use obscene language in public what can happen to you?
.....
.....

3. Only adults have rights and responsibilities.....TRUE or
.....FALSE
4. A teacher can keep a child back at school in the afternoon for
A 1 hour B 2 hours C 30 minutes D 45 minutes
Circle the correct answer.
5. Give 3 reasons why a teacher might keep you back at school in
the afternoon . 1.....
2.....
3.....
6. Who is allowed to cane children?.....
7. Are 10 year old girls allowed to be caned? Yes.....or No....
8. She must be hit across the legs. TRUE..... or FALSE.....
9. Give 3 reasons when a child might be punished.
1.....
2.....
3.....
10. Write a few lines about being expelled from school.
.....
.....
.....
.....
.....
11. Write responsibilities 3 times... ..
.....
.....
12. What does OBSCENE mean?.....