

Unit 1: Economic growth and development

In this unit you will find out 

Earning a living

- Explain the terms and concepts wages/salary, employers, employees/workers, work ethics
- Identify different ways that people earn a living: types and classification of careers

Employment

- Explain the terms and concepts: career, employment, unemployment, self-employment, brain drain

Labour force

- Explain the terms primary, secondary, tertiary and quaternary
- Classification of the labour force
 - primary, secondary, tertiary, quaternary
 - unskilled, permanent, temporary, labour force
- The importance of each category of worker to economic development of the country

Financial responsibility

- Define relevant terms: money, need, want, saving, precautionary, transactionary, speculative
- Distinguish between a need and a want
- Reasons for saving, classification of savings, benefits of saving
- Identify factors that may hinder a person from saving

Managing income earned

- The importance of a budget
- How budget planning can assist with financial stability
- Ways in which individuals and families manage income

Earning a living

We are learning how to:

- define relevant terms and concepts: wages/salary, employers, employees/workers, work ethics.

Wages and salaries

The term earning a living refers to the many ways through which a **wage** or **salary** may be earned. A wage is a payment to a worker for work done in a particular time period. Payment may be calculated as a fixed amount for each task completed (known as a piece rate), at an hourly or daily rate or based on an easily measured quantity of work done. A salary is where the employer pays a prearranged amount at regular intervals (such as weekly or monthly), often regardless of hours worked.

Large companies, such as the ANSA McAL group in Trinidad and Tobago, pay workers a basic wage, as well as non-salaried benefits called perks. These are benefits such as paid vacations, company vehicles, company medical benefits or free housing.



An employer at work in the Caribbean.

Activity

Write about 100 words explaining the role that ethics can play in the life of the worker outside the workplace. Then write down a list of the changes you think you ought to make in your life in order to be a diligent person.

The employer and the employee

An **employer** is a person, or organisation, who employs someone to do a particular job. Employers have a responsibility to workers, such as ensuring safe working conditions and a responsibility to the government to operate lawfully.

Employees are people who work for a company. They are hired to do a job, and are usually paid on a monthly basis. For example, a cashier is paid to sit at a cashpoint and ring up the goods at a shop. Other examples include teachers, nurses, police officers and fire fighters, who are employed by the Trinidad and Tobago government to work in schools, hospitals, police stations and fire stations.

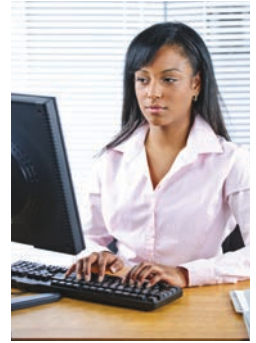
Exercise

1. In your own words, define the terms employer and employee.
2. Compare the roles of the employer with the employee.
3. What is the difference between a wage and a salary?
4. Name one responsibility an employer has to its workers and to the government.

Work ethics refer to rules and standards of conduct that are acceptable in the workplace. If rules of conduct are not observed by workers they can be held accountable by their supervisors and entered in their personal record. This may adversely affect their chances for promotion. **Ethical conduct** (the moral principles people live by) is equally applicable to all spheres of life such as at home, school or places of worship.

Acceptable standards of conduct for workers include:

- **honesty** and **integrity**, requiring a worker to be truthful and not to falsify information such as claims of overtime work
- respect for the property of the company, such as to refrain from the abuse of vehicles, telephones, copier or fax machines and company materials
- to make sure that tasks are completed in an efficient and timely manner
- work as a team and cooperate with co-workers
- to be properly dressed and to respect the rights of workers or clients
- to be reliable in the course of their work.



An employee at work in the Caribbean.

Case study

At the Top Pop soft drink factory, workers were reported by supervisors for playing internet games during working hours, and using the company phone for their personal use. Four company workers were seen at a beach with the company vehicle, playing music loudly and making a nuisance of themselves. The workers were summoned to see their managers, where they admitted not acting correctly. They were all demoted for breaking company rules and also made to work extra hours.

Questions

1. What examples of work ethics have been broken in the case study?
2. Why do you think it is important to observe proper work ethics while at work?
3. Suggest three ways a company can encourage workers to conduct themselves ethically.
4. What do you think is the meaning of the word integrity?
5. Explain how a worker can demonstrate **reliability**.

Discussion

In groups, brainstorm your understanding of the terms wages, salary, employer, employee and work ethics.

Key vocabulary

wages
 salary
 employer
 employee
 work ethics
 ethical conduct
 honesty
 integrity
 reliability

Classifications of careers

We are learning how to:

- identify different ways that people earn a living: managers, professionals, technicians and associate professionals.

In Trinidad and Tobago, **careers** are **classified** by the National Occupational Classification of Trinidad and Tobago that was published in 2013.

Occupational classifications are used to group similar job types under categories or groups. This can help people in education and training, career guidance or human resources. In total, there are nine different categories of workers, known as major groups.

Major group 1: Managers

Managers are senior experienced personnel whose main tasks are to plan, direct, organise and coordinate the activities of their organisation. Typical tasks include:

- giving instructions to workers on how to perform their tasks
- making sure that the workers have the necessary tools and other resources to carry out their work
- making sure that all workers operate as a team and in harmony with each other.

Examples include: senior government officials, managing directors, sales and marketing, agricultural, manufacturing, health care, education and hotel managers.

Major group 2: Professionals

A **professional** is a worker who has advanced qualifications, knowledge and work experience that are applied to their job. Examples include: a doctor, chemists, scientists, electrical engineers, architects, town planners, midwives, vets, dentists, opticians, teachers, accountants and a lawyers.

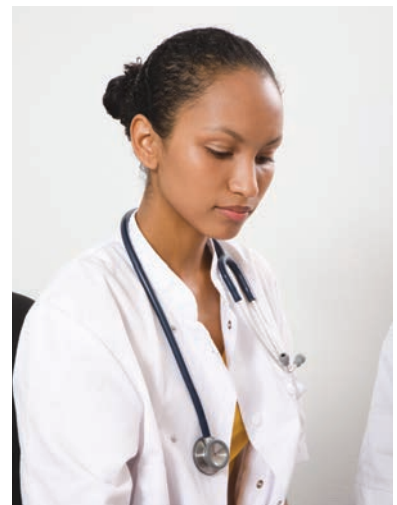
Exercise

1. How many different types of job classification are there in Trinidad and Tobago?
2. Why do you think jobs need to be classified?
3. What types of jobs would you do if you were a manager or a professional? Which job would you like to do?

Did you know...?

The nine different categories of worker are:

1. Managers
2. Professional
3. Technicians and associate professionals
4. Clerical support workers
5. Sales and services workers
6. Skilled agricultural, forestry and fishery workers
7. Craft and related trades workers
8. Plant and machine operators and assemblers
9. Elementary occupations



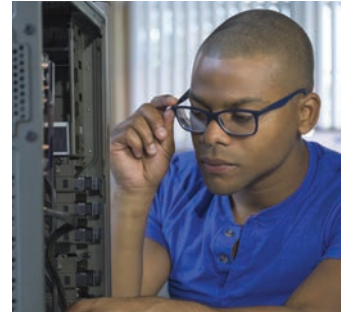
A doctor is an example of a professional worker (group 2).

Major group 3: Technicians and associate professionals

1.2

Workers in this group are **technicians** and **associate professionals** who work in technical or research-related jobs and have been educated to university level.

Examples include: engineering technicians, mining and construction supervisors, air traffic controllers, medical technicians (such as creating artificial limbs), ambulance workers, dental assistants and government officials, such as immigration and tax officials.



A computer repair person is an example of someone who works in a group 3 occupation.

Major group 4: Clerical support workers

This group of workers involve tasks related to the recording, organising and storing of information. Examples of job types in this group include:

- secretaries
- telephone switchboard operators
- hotel receptionists
- bookkeepers
- office, payroll, bank transport and library clerks.

A worker in this group would be educated to secondary level and would receive **on-the-job training** while working in their jobs to gain experience.

Discussion

In groups, discuss the major groups 1–4. Are there any jobs in these groups that you would like to do?

Research

Using the internet or magazines, research two or three examples of the different jobs for each major groups 1–4. Try to find examples in Trinidad and Tobago. Create a portfolio which gives the job title and, if possible, add a photograph for each job.

Exercise

4. Which group would the following jobs be classified under?
- a) vet
 - b) assistant vet
 - c) secretary
 - d) office clerk
 - e) tax official
5. Match the activity of the worker to their classification of job.
- a) This worker is the technical expert in the company.
 - b) This worker organises, trains and motivates the worker.
 - c) This worker is highly skilled, has advanced qualifications in a specialist field and has experience.
 - i) technician and associate professional
 - ii) professional
 - iii) manager

Key vocabulary

career
classified
manager
professional
technicians
associate professional
on-the-job training