

The Exposure Draft was first published on 18 December 2015. Subsequent amendments to the draft are as follows:

Publication date	Reason for amendments	Clauses affected
27 May 2016	Incorporating agreed changes from conference on 10 May 2016	6.1, 6.1(c) deleted, 6.6(a), 6.8(a), 8.1, 8.2, 9.2(b)(iii), 16.4, 16.5, 17.5, 17.6(c), Schedule D, Schedule J
3 June 2016	Incorporating agreed changes from conference on 10 May 2016	15.3

Changes agreed to by parties appear in red text. Underlined text indicates new text that is to be included. Strikethrough text indicates existing text that is to be deleted.

EXPOSURE DRAFT

Higher Education Industry—General Staff—Award 2015

This exposure draft has been prepared by staff of the Fair Work Commission based on the *Higher Education Industry—General Staff—Award 2010* (the Higher Education General award) as at 18 December 2015. This exposure draft does not seek to amend any entitlements under the Higher Education General award but has been prepared to address some of the structural issues identified in modern awards.

The review of this award in accordance with s.156 of the *Fair Work Act 2009* is being dealt with in matters [AM2014/230](#) and [AM2015/6](#). Additionally a number of common issues are being dealt with by the Commission which may affect this award. Transitional provisions have not been included in this exposure draft pending the outcome of the review.

This draft does not represent the concluded view of the Commission in this matter.

No examples have been included in this exposure draft. Parties are asked to submit [examples](#) that clarify the operation of particular provisions.

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DRAFT

Part 1—Application and Operation

1. Title and commencement

- 1.1 This award is the *Higher Education Industry—General Staff—Award 2015*.
- 1.2 This modern award, as varied, commenced operation on 1 January 2010.
- 1.3 A variation to this award does not affect any right, privilege, obligation or liability that a person acquired, accrued or incurred under the award as it existed prior to that variation.
- 1.4 Schedule J—Definitions sets out definitions that apply in this award.
- 1.5 Neither the making of this award nor the operation of any transitional arrangements is intended to result in a reduction in the take-home pay of employees covered by the award. On application by or on behalf of an employee who suffers a reduction in take-home pay as a result of the making of this award or the operation of any transitional arrangements, the Fair Work Commission may make any order it considers appropriate to remedy the situation.

2. The National Employment Standards and this award

- 2.1 The [National Employment Standards](#) (NES) and this award contain the minimum conditions of employment for employees covered by this award.
- 2.2 Where this award refers to a condition of employment provided for in the NES, the NES definition applies.
- 2.3 The employer must ensure that copies of the award and the NES are available to all employees to whom they apply, either on a notice board which is conveniently located at or near the workplace or through accessible electronic means.

3. Coverage

- 3.1 This industry award covers employers throughout Australia in the higher education industry as defined, and University unions and Student unions as defined, and their employees engaged as general staff in the classifications listed in clause 11.1—Minimum wages in this award to the exclusion of any other modern award.
- 3.2 **Higher education industry** means educational institutions providing undergraduate and postgraduate teaching leading to the conferring of accredited degrees and performing research to support and inform the curriculum.
- 3.3 This award covers any employer which supplies labour on an on-hire basis in the industry set out in clauses 3.1 and 3.2 in respect of on-hire employees in classifications covered by this award, and those on-hire employees, while engaged in the performance of work for a business in that industry. This subclause operates subject to the exclusions from coverage in this award.

- 3.4** This award covers employers which provide group training services for apprentices and trainees engaged in the industry and/or parts of industry set out at clauses 3.1 and 3.2 and those apprentices and trainees engaged by a group training service hosted by a company to perform work at a location where the activities described herein are being performed. This clause operates subject to the exclusions from coverage in this award.
- 3.5** This award does not cover:
- (a) employees excluded from award coverage by the *Fair Work Act 2009* (Cth) (the Act);
 - (b) employees who are covered by a modern enterprise award or an enterprise instrument (within the meaning of the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* (Cth)), or employers in relation to those employees; or
 - (c) employees who are covered by a State reference public sector modern award or a State reference public sector transitional award (within the meaning of the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* (Cth)), or employers in relation to those employees.
- 3.6** Where an employer is covered by more than one award, an employee of that employer is covered by the award classification which is most appropriate to the work performed by the employee and to the environment in which the employee normally performs the work.

NOTE: Where there is no classification for a particular employee in this award it is possible that the employer and that employee are covered by an award with occupational coverage.

4. Award flexibility

- 4.1** Notwithstanding any other provision of this award, an employer and an individual employee may agree to vary the application of certain terms of this award to meet the genuine individual needs of the employer and the individual employee. The terms the employer and the individual employee may agree to vary the application of are those concerning:
- (a) arrangements for when work is performed;
 - (b) overtime rates;
 - (c) penalty rates;
 - (d) allowances; and
 - (e) leave loading.
- 4.2** The employer and the individual employee must have genuinely made the agreement without coercion or duress. An agreement under this clause can only be entered into after the individual employee has commenced employment with the employer.
- 4.3** The agreement between the employer and the individual employee must:

- (a) be confined to a variation in the application of one or more of the terms listed in clause 4.1; and
- (b) result in the employee being better off overall at the time the agreement is made than the employee would have been if no individual flexibility agreement had been agreed to.

4.4 The agreement between the employer and the individual employee must also:

- (a) be in writing, name the parties to the agreement and be signed by the employer and the individual employee and, if the employee is under 18 years of age, the employee's parent or guardian;
- (b) state each term of this award that the employer and the individual employee have agreed to vary;
- (c) detail how the application of each term has been varied by agreement between the employer and the individual employee;
- (d) detail how the agreement results in the individual employee being better off overall in relation to the individual employee's terms and conditions of employment; and
- (e) state the date the agreement commences to operate.

4.5 The employer must give the individual employee a copy of the agreement and keep the agreement as a time and wages record.

4.6 Except as provided in clause 4.4(a) the agreement must not require the approval or consent of a person other than the employer and the individual employee.

4.7 An employer seeking to enter into an agreement must provide a written proposal to that employee. Where the employee's understanding of written English is limited the employer must take measures, including translation into an appropriate language, to ensure the employee understands the proposal.

4.8 The agreement may be terminated:

- (a) by the employer or the individual employee giving 13 weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
- (b) at any time, by written agreement between the employer and the individual employee.

Note: If any of the requirements of s.144(4), which are reflected in the requirements of this clause, are not met then the agreement may be terminated by either the employee or the employer, giving written notice of not more than 28 days (see s.145 of the *Fair Work Act 2009* (Cth)).

4.9 The notice provisions in clause 4.8(a) only apply to an agreement entered into from the first full pay period commencing on or after 4 December 2013. An agreement entered into before that date may be terminated in accordance with clause 4.8(a), subject to four weeks' notice of termination.

- 4.10** The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between an employer and an individual employee contained in any other term of this award.

5. Facilitative provisions

- 5.1** A facilitative provision provides that the standard approach in an award provision may be departed from by agreement between an employer and an individual employee, or an employer and the majority of employees in the enterprise or part of the enterprise concerned.

- 5.2** Facilitative provisions in this award are contained in the following clauses:

Clause	Provision	Agreement between an employer and:
11.3	Payment of wages	The majority of employees
16.4	Time off instead of paid overtime	An individual
17.6(b)(i)	Seasonal stand down of residential colleges staff	An individual

Part 2—Types of Employment and Classifications

6. Types of employment

- 6.1** A person under this award must be engaged in one of the following categories:

- (a) full-time (fixed-term or continuing);
- (b) part-time (fixed-term or continuing); or
- ~~(c) fixed term; or~~
- (c) casual.

6.2 Requirement to state terms of engagement

Upon engagement, the employer must provide to the employee an instrument of appointment which stipulates the type of employment and informs the employee of the terms of engagement at the time of the appointment in relation to:

- (a) for employees other than casual employees, the classification level and salary of the employee on commencement of the employment, and the hours or the fraction of full-time hours to be worked;
- (b) for fixed-term employees, whether the term of the employment, the length and terms of any period of probation, and the circumstance(s) by reference to which the use of fixed-term contract for the type of employment has been decided for that employment;

- (c) for part-time employees, the employer and the part-time employee will agree on a regular pattern of work, specifying at least the hours worked each day, which days of the week the employee will work and the actual starting and finishing times each day;
- (d) for casual employees, the duties required, the number of hours required, the rate of pay for each class of duty required and a statement that any additional duties required during the term will be paid for;
- (e) for any employee subject to probationary employment, the length and terms of the probation; and
- (f) other main conditions of employment including the identity of the employer, or the documentary, or other recorded sources from which the conditions derive, and the duties and reporting relationships to apply upon appointment that can be ascertained.

6.3 Nothing in this award:

- (a) prevents an employee from engaging in additional work as a casual employee in work unrelated to, or identifiably separate from, the employee's normal duties; or
- (b) limits the number or proportion of employees that an employer may employ in a particular type of employment.

6.4 Full-time employment

Full-time employment means all employment other than ~~fixed-term~~, part-time, or casual.

6.5 Part-time employment

Part-time employment provisions may be affected by [AM2014/196](#)

Part-time employment means employment for less than the normal weekly ordinary hours specified for a full-time employee, for which all award entitlements are paid on a pro rata basis calculated by reference to the time worked.

6.6 Fixed-term employment

- (a) **Fixed-term employment** means full-time or part-time employment for a specified term or ascertainable period, for which the instrument of engagement will specify the starting and finishing dates of that employment (or instead of a finishing date, will specify the circumstance(s) or contingency relating to a specific task or project, upon the occurrence of which the term of the employment will expire).
- (b) **Restriction on the use of fixed-term employment**

The restriction on the use of fixed-term employment in clause 6.6(b) only applies to those employers in Schedule D who were bound to the *Higher Education Contract of Employment Award* [[AP784204](#)] at the time of its making.

(c) The use of fixed-term employment must be limited to the employment of an employee engaged on work activity that comes within the description of one or more of the following circumstances:

(i) **Specific task or project** means a definable work activity which has a starting time and which is expected to be completed within an anticipated timeframe. Without limiting the generality of that circumstance, it will also include a period of employment provided for from identifiable funding external to the employer, not being funding that is part of an operating grant from government or funding comprised of payments of fees made by or on behalf of students.

(ii) **Research** means work activity by a person engaged on research only functions for a contract period not exceeding five years.

(iii) **Replacement employee** means an employee:

- undertaking work activity replacing a full-time or part-time employee for a definable period for which the replaced employee is either on authorised leave of absence or is temporarily seconded away from their usual work area; or

- performing the duties of:

- a vacant position for which the employer has made a definite decision to fill and has commenced recruitment action; or
- a position the normal occupant of which is performing higher duties pending the outcome of recruitment action initiated by the employer and in progress for that vacant higher duties position,

until a full-time or part-time employee is engaged for the vacant position or vacant higher duties position as applicable.

(iv) **Pre-retirement contract**

Where a full-time or a part-time employee declares that it is their intention to retire, a fixed-term contract expiring on or around the relevant retirement date may be adopted as the appropriate type of employment for a period of up to five years.

(v) **Fixed-term contract employment subsidiary to studentship**

Where a person is enrolled as a student, employment under a fixed-term contract may be adopted as the appropriate type of employment for work activity, not within the description of another circumstance in the preceding paragraphs of clause 6.6(b), that is work within the student's academic unit or an associated research unit of that academic unit and is work generally related to a degree course that the student is undertaking within the academic unit, provided that:

- a fixed-term contract employment will be for a period that does not extend beyond, or that expires at the end of, the academic year in which the person ceases to be a student, including any period that the person

is not enrolled as a student but is still completing postgraduate work or is awaiting results; and

- an offer of fixed-term employment under this paragraph must not be made on the condition that the person offered the employment undertake the studentship.

6.7 Probation

- (a) The terms of engagement for a full-time, part-time or fixed-term employee may contain a reasonable probationary period that is directly related to the nature of the work to be carried out under the contract.
- (b) As a condition incidental to employment on probation, an employee must be advised of, and given an opportunity to make response to, any adverse material about the employee which the employer intends to take into account in a decision to terminate the employment upon or before the expiry of the period of probation.

(c) **Fixed-term employees only**

Any second or subsequent fixed-term contract, with the same employer, must not contain a probationary period.

6.8 Casual employment

Casual employment provisions may be affected by [AM2014/197](#)

~~(a) **Casual employment** means employment where a person engaged by the hour and paid on an hourly basis, that includes a loading related to award based benefits for which a casual employee is not eligible.~~

(a) **Casual employment** means employment where a person is engaged by the hour and paid on an hourly basis a payment that includes a loading related to award based benefits for which a casual employee is not eligible.

(b) **Casual loading**

(i) For each ordinary hour worked, a casual employee must be paid:

- the minimum hourly rate; and
- a loading of **25%** of the minimum hourly rate,

for the classification in which they are employed.

(c) **Minimum engagement**

The minimum period of engagement for a casual employee will be as follows:

- (i) employees who are students (including postgraduate students) who are expected to attend the university on that day in their capacity as students will have a minimum engagement period of one hour;

- (ii) a student will be taken as being expected for attendance on any Monday to Friday during the main teaching weeks of the university, other than public holidays as applied at the relevant university;
- (iii) employees with a primary occupation elsewhere (or with the employer) have a minimum period of engagement of one hour; and
- (iv) all other casuals must have a minimum period of engagement of three hours.

6.9 Casual conversion

Casual conversion provisions may be affected by [AM2014/197](#)

(a) General

- (i) An employee must not be engaged and re-engaged nor have their hours reduced in order to avoid any obligation under this clause.
- (ii) Upon appointment, the employer must advise a casual employee that, after serving qualifying periods, see clause 6.9(b), casual employees may have a right to apply for conversion and a copy of the conversion provisions of this award will be made available to such employees.
- (iii) The employer must also take reasonable steps from time to time to inform casual employees of the conversion provisions of this award.
- (iv) An eligible casual employee may apply in writing for conversion to non-casual employment in accordance with the conversion provisions of this award.

(b) Eligibility for conversion

- (i) To be eligible to apply for conversion, a casual employee must be employed on a regular and systematic basis in the same or a similar and identically classified position in the same department (or equivalent), either:
 - over the immediately preceding period of 12 months and in those immediately preceding 12 months the average weekly hours worked equalled at least **50%** of the ordinary weekly hours that would have been worked by an equivalent full-time employee; or
 - over the immediately preceding period of at least 24 months.
- (ii) For the purposes of this clause occasional and short-term work performed by the employee in another classification, job or department must not:
 - affect the employee's eligibility for conversion;
 - be included in determining whether the employee meets or does not meet the eligibility requirements.

(c) Application for conversion

The employer will not unreasonably refuse an application for conversion. However, it may refuse an application on reasonable grounds. Reasonable grounds include, but are not limited to, the following:

- (i) the employee is a student, or has recently been a student, other than where their status as a student is irrelevant to their engagement and the work required;
- (ii) the employee is a genuine retiree;
- (iii) the employee is performing work which will either cease to be required or will be performed by a non-casual employee, within 26 weeks (from the date of application);
- (iv) the employee has a primary occupation with the employer or elsewhere, either as an employee or as a self-employed person;
- (v) the employee does not meet the essential requirements of the position; or
- (vi) the work is ad hoc, intermittent, unpredictable or involves hours that are irregular.

(d) Offer of non-casual employment

- (i) The employer must determine an application for conversion either by offering conversion to non-casual employment or by rejecting the application. If the employer rejects the application, it must provide written reasons for rejecting it. If the application is accepted, the employee will be offered a non-casual position.
- (ii) Conversion may be to either a continuing appointment or to a fixed-term appointment. The offer of conversion will indicate the hours and pattern of work which, subject to due consideration of the employer's operational requirements and the desirability of offering the employee work which is as regular and continuous as is reasonably practicable, will be consistent with the employee's casual engagement. The conversion offer will also constitute (and include such other details as are required for) an instrument of engagement under the award.
- (iii) Employees converted under this clause will not have their casual service count as service for the purpose of calculating any other existing entitlements except for:
 - long service leave, if, at the time of conversion, the employer provides casual employees with an entitlement to long service leave. In such a case casual service with the employing institution would count for the purposes of any qualifying period for long service leave, but would not give rise to any paid leave entitlement in respect of that casual service, except where institutions, at the time of making this award, pay long service leave to casuals in relation to their casual service; and
 - any applicable unpaid parental leave.

(e) Further applications

An employee whose application for conversion is rejected will not be entitled to apply again within 12 months except where:

- (i) that rejection is solely based upon the ground set out in 6.9(c)(iii); and
- (ii) that ground ceased to apply.

7. Incidents of fixed-term contract of employment

This clause only applies to those employers who were bound to the *Higher Education Contract of Employment Award 1998* [AP784204]. For a list of employers who were bound to the *Higher Education Contract of Employment Award 1998* [AP784204] see Schedule D.

Without reducing any entitlement under the employee’s contract or under an award provision applicable to the employee on account of the employee’s continuous service, a fixed-term contract employee is entitled to benefits specified in this clause.

7.1 Incremental advancement

A fixed-term employee who has a period of continuous service in a classification must be entitled to progress through that structure in the same way as an employee engaged as a full-time employee in the same or similar classification.

7.2 Notice of cessation or revocation of employment upon expiry of the contract

The employer will provide to a fixed-term employee, written notice of the employer’s intention to renew, or not to renew, employment with the employer upon the expiry of the contract. The notice will be the greater of:

- (a) any entitlement to notice of the employer’s intention to renew, or not to renew, employment with the employee upon the expiry of the contract: or

Period of continuous service	Period of notice
Less than 1 year	At least 1 week, or the equivalent of a full pay period, whichever is the greater
1 year but less than 3 years	At least 2 weeks, or the equivalent of a full pay period, whichever is the greater
3 years but less than 5 years	At least 3 weeks, or the equivalent of a full pay period, whichever is the greater
5 years or over	At least 4 weeks, or the equivalent of a full pay period, whichever is the greater

- (b) In addition to this notice, an employee over the age of 45 years at the time of the giving of notice and with not less than two years continuous service will be entitled to an additional week’s notice.

7.3 Where, because of circumstances relating to the provision of specific funding to support employment external to the employer and beyond its control, the employer is not reasonably able to give the notice required by this clause, it will be sufficient compliance with this clause if the employer:

- (a) advises those circumstances to the employee in writing by the latest time at which the notice would otherwise be required to be given; and
- (b) gives notice to the employee at the earliest practicable date thereafter.

7.4 Severance pay

- (a) A fixed-term employee whose contract of employment is not renewed in circumstances where the employee seeks to continue the employment will be entitled to a severance payment or retrenchment benefit payment howsoever called in accordance with the NES as it would apply to a full-time employee engaged in an equivalent classification in the following circumstances:
 - (i) employee is employed on a second or subsequent fixed-term contract to do work required for the circumstances described in clause 6.6(c)(i) or 6.6(c)(ii) and the same or substantially similar duties are no longer required by the employer; or
 - (ii) employee is employed on a fixed-term contract to do work required for the circumstances described in clause 6.6(c)(i) or 6.6(c)(ii) and the duties of the kind performed in relation to work continue to be required but another person has been appointed, or is to be appointed, to the same or substantially similar duties.
- (b) Where an employer advises an employee in writing that further employment may be offered within six weeks of the expiry of a period of fixed-term employment, then the employing university may defer payment of severance benefits for a maximum period of four weeks from the expiry of the period of fixed-term employment.
- (c) An employer, in a particular case, may make application to the Fair Work Commission to have the general severance payment or retrenchment benefit payment prescription varied if the employer obtains acceptable alternative employment for the employee.

7.5 Award entitlements and calculation of continuous service

- (a) A fixed-term employee will be entitled to the same award terms and conditions in respect to award matters as would apply to a full-time or part-time employee engaged in an equivalent classification and working an equivalent proportion of normal weekly ordinary hours for the classification.
- (b) For the purpose of this award, breaks between fixed-term appointments of up to two times per year and of up to six weeks, will not constitute breaks in continuous service.
- (c) Periods of approved unpaid leave will not count for service, but will not constitute breaks in service for the purposes of this clause.

7.6 Right of application for full-time or part-time employment

No employee employed on a fixed-term contract (other than an employee employed on a pre-retirement contract within the meaning of clause 6.6(c)(iv)) will be prevented from making application to an employer, nor having their application for

employment within the terms of this award considered, solely because the employee has previously been employed on a fixed-term contract by the same employer.

8. Classifications

~~8.1 A description of the classifications under this award is set out in Schedule A—Classification Definitions.~~

8.1 The higher education worker level classification standard set out in Schedule A—Classification Definitions shall be the primary determinant of the classifications of general staff positions. Positions will be classified at the level which most accurately reflects the work performed by the employee as required by the employer, taking into account the skills and responsibilities required to perform that work.

The NTEU oppose the insertion of clause 8.2.

8.2 No employee shall refuse to perform duties reasonably required, consistent with the employee’s classification and which the employee is competent to perform.

Part 3—Hours of Work

9. Ordinary hours of work and rostering

9.1 Ordinary hours—employees other than shiftworkers

(a) Ordinary hours may be worked in a manner agreed over a four week cycle as follows:

Category of staff employees	Ordinary hours	Spread of hours
Building services staff	38	6.00 am–6.00 pm Monday–Friday
Catering and retail staff	38	6.00 am–7.30 pm Monday–Sunday
Security staff	38	6.00 am–6.00 pm Monday–Sunday
Children’s services staff	38	6.30 am–6.30 pm Monday–Friday
Storage services staff	38	7.00 am–5.30 pm Monday–Friday
Building and maintenance staff	38	6.00 am–6.00 pm Monday–Friday
Trades staff, including plumbers	38	6.00 am–6.00 pm Monday–Friday
Professional, administrative, clerical, computing and technical (PACCT) staff	36.75	8.00 am–6.00 pm Monday–Friday

- (b) The classifications set out in the table in clause 9.1(a) must be read in conjunction with Schedule A—Classification Definitions.

Parties are asked whether the penalty payable on a public holiday should be included in clause 15 or 20 for the purposes of clause 9.2(b)(v).

9.2 Ordinary hours and roster cycles—shiftworkers

- (a) The ordinary hours for shiftwork will:
- (i) be worked continuously each shift (except for meal breaks);
 - (ii) not exceed 10 hours, inclusive of a meal break in any single shift; and
 - (iii) be rostered in accordance with clause 9.2(b).
- (b) **Rostering**
- (i) Shiftworkers' ordinary hours will be worked in accordance with a roster provided by the employer at least seven days in advance.
 - (ii) A shift or roster may be changed at any time to enable the functions of the employer to be carried out where an employee is absent due to illness or on account of a contingency which the employer could not have reasonably foreseen. The employee must be notified of the changed shift as soon as possible.
 - ~~(iii)~~ Where changes are made by the employer to the employee's shift or roster, or the employee is transferred between rosters the employee must be notified at least 72 hours prior to the change becoming operative. If 72 hours notice is not provided, ~~the employee will be entitled to an additional allowance of 50% instead of any other shift penalty that may apply~~ the employee will be entitled to a shift penalty rate of 150% of the minimum hourly rate.
 - (iv) Afternoon and night shift will attract a shift loading in accordance with clause 15—Penalty rates.
 - (v) Ordinary hours for shiftwork may be rostered on a Saturday, Sunday or public holiday and will attract a penalty rate in accordance with clause 15—Penalty rates or in the case of a public holiday, clause 16—Overtime.

10. Breaks

10.1 Unpaid meal breaks

- (a) An employee will not be required to work more than five consecutive hours without a meal break of at least half an hour.
- (b) Time taken as meal breaks will not be paid for and will not be counted as time worked.

10.2 Paid rest breaks

Employees, other than PACCT staff, are entitled to two 10 minute paid rest breaks per day.

Part 4—Wages and Allowances

11. Minimum wages

11.1 An employer must pay adult employees the following minimum wages for ordinary hours worked by the employee:

Employee classification	Minimum annual salary	Other than PACCT staff	PACCT staff
		Minimum hourly rate ¹	Minimum hourly rate ²
	\$	\$	\$
HEW 1			
HEW Level 1.1	36,703.62	18.57	19.21
HEW Level 1.2	37,279.88	18.87	19.51
HEW Level 1.3	37,856.12	19.16	19.81
HEW 2			
HEW Level 2.1	38,547.63	19.51	20.17
HEW Level 2.2	39,123.89	19.80	20.47
HEW 3			
HEW Level 3.1	39,936.41	20.21	20.90
HEW Level 3.2	40,627.91	20.56	21.26
HEW Level 3.3	41,319.42	20.91	21.62
HEW Level 3.4	42,010.92	21.26	21.98
HEW Level 3.5	42,582.56	21.55	22.28
HEW 4			
HEW Level 4.1	43,504.57	22.02	22.77
HEW Level 4.2	44,311.31	22.42	23.19
HEW Level 4.3	45,118.08	22.83	23.61
HEW 5			
HEW Level 5.1	45,738.33	23.15	23.93
HEW Level 5.2	46,683.39	23.63	24.43
HEW Level 5.3	47,303.78	23.94	24.75
HEW Level 5.4	48,248.84	24.42	25.25

Exposure draft – Higher Education Industry—General Staff—Award 2015

Employee classification	Minimum annual salary	Other than PACCT staff	PACCT staff
		Minimum hourly rate¹	Minimum hourly rate²
	\$	\$	\$
HEW Level 5.5	49,193.89	24.90	25.74
HEW 6			
HEW Level 6.1	50,369.45	25.49	26.36
HEW Level 6.2	51,314.50	25.97	26.85
HEW Level 6.3	52,139.71	26.39	27.28
HEW Level 6.4	53,084.77	26.86	27.78
HEW 7			
HEW Level 7.1	54,162.37	27.41	28.34
HEW Level 7.2	55,314.87	27.99	28.95
HEW Level 7.3	56,467.38	28.58	29.55
HEW Level 7.4	57,619.90	29.16	30.15
HEW 8			
HEW Level 8.1	59,002.91	29.86	30.88
HEW Level 8.2	60,846.93	30.79	31.84
HEW Level 8.3	62,690.93	31.73	32.81
HEW Level 8.4	64,534.94	32.66	33.77
HEW 9			
HEW Level 9.1	66,494.22	33.65	34.80
HEW Level 9.2	68,338.24	34.58	35.76
HEW Level 9.3	70,182.24	35.52	36.73
HEW 10			
HEW Level 10.1	70,297.49	35.58	36.79
¹ Hourly rates have been calculated by dividing the annual salary by 52 then dividing that weekly rate by 38 for other than PACCT staff.			
² Hourly rates have been calculated by dividing the annual salary by 52 then dividing that weekly rate by 36.75 for PACCT staff.			

See Schedule B for a summary of hourly rates of pay including overtime and penalties.

11.2 Junior employees

- (a) This clause does not apply to employees who are required to hold a trade qualification or to employees employed in a position classified higher than HEW 3.
- (b) Junior employees are to be paid a percentage of the appropriate adult rate for the position performed as follows:

Age	% of adult rate
Under 16 years	36.8
At 16 years	47.3
At 17 years	57.8
At 18 years	68.3
At 19 years	82.5
At 20 years	97.7

11.3 Payment of wages

An employee's salary, including applicable allowances and overtime payments will be paid fortnightly by cheque or electronic funds transfer. Notwithstanding this, if an employer and the majority of employees agree, all employees must be paid by electronic funds transfer.

NOTE: Regulations 3.33(3) and 3.46(1)(g) of *Fair Work Regulations 2009* set out the requirements for pay records and the content of payslips including the requirement to separately identify any allowance paid.

11.4 Higher duties

- (a) An employee is entitled to an allowance equal to the difference between the employee's ordinary rate and the ordinary rate of the position temporarily filled, on a proportionate basis (i.e. proportion will equate with the proportion of duties of the higher position performed).
- (b) A higher duties allowance is payable:
- (i) where maximum salary of the employee does not exceed HEW7 and higher duty is performed for more than two consecutive weeks; or
 - (ii) where maximum salary of the employee exceeds HEW7 and higher duty is performed for more than four consecutive weeks.
- (c) Junior employees will be paid an allowance equal to the difference between the salary rate for the employee's age in their own position and salary rate for the employee's age in the higher position (if an age classification does not exist, will be calculated in the normal manner for adult employees).

11.5 Mixed functions—catering and retail staff, children's services staff, storage services, grounds/gardeners/farm staff and maintenance staff

- (a) An employee engaged for more than two hours on duties carrying a higher rate than his/her ordinary classification must be paid the higher rate for each day.

- (b) An employee engaged for less than two hours on duties carrying a higher rate than their ordinary classification must be paid the higher rate for the time so worked at the higher level.

11.6 Supported wage system

For employees who because of the effects of a disability are eligible for a supported wage, see Schedule D—Supported Wage System.

11.7 National training wage

For employees undertaking a traineeship, see Schedule F—National Training Wage.

11.8 Apprentice rates of pay

The minimum award rates of pay for apprentices are set out in Schedule G—Apprentices.

11.9 School-based apprentices

For school-based apprentices, see Schedule H—School-based Apprentices.

12. Salary movement within a classification level

12.1 At the conclusion of each 12 month period, following the commencement date of this award or entry into a HEW level, full-time and part-time general employees will be eligible for movement to the next highest pay point within the HEW level, following a staff development/performance review.

12.2 Movement to the next pay point within a HEW level will only occur when a employee has, over the preceding 12 months:

- (a) acquired and utilised additional skills, experience and competencies within the ambit of the classification and in accord with the priorities of the organisational unit and or employer. For this purpose the employee will be assessed against relevant criteria used in a staff development/performance review; and
- (b) demonstrated satisfactory performance against the position classification standards within this award.

12.3 If the requirements above are not met at the conclusion of the period referred to in clause 12.2, then the employee will not progress until such time as the requirements are met.

12.4 Movement to the next highest pay point will be effective from the anniversary date of employment. In cases where a staff development/performance review is delayed, the anniversary date must not be changed and any increase in salary will be paid retrospectively to the anniversary date, unless the delay is related to the acquisition of new skills and greater responsibilities and/or competencies, in which case the date of acquisition will be the effective date.

12.5 An employee who has been absent in excess of three months, in aggregate, will have the review delayed by the period of absence. Any resultant increase will also be delayed by the period of absence.

- 12.6** An annual staff development/performance review must be conducted for all full-time and part-time employees, except those on the highest salary point within their classification. The review will be confidential.

The aims of this review will at least include:

- (a) assessment of performance and use of skills against the position classification standards; and
- (b) identification of the development and training needs of the employee in order to:
 - (i) enable the acquisition and use of new skills, experience and knowledge in accordance with the short and long term priorities of the organisational unit and/or the employer;
 - (ii) identify performance objectives; and
 - (iii) ensure continued satisfactory performance within the ambit of the classification.

13. Allowances

- 13.1** Allowances are payable to an employee in addition to their ordinary rate of pay, in accordance with the terms set out in Schedule C—Allowances.

14. Superannuation

14.1 Superannuation legislation

- (a) Superannuation legislation, including the *Superannuation Guarantee (Administration) Act 1992* (Cth), the *Superannuation Guarantee Charge Act 1992* (Cth), the *Superannuation Industry (Supervision) Act 1993* (Cth) and the *Superannuation (Resolution of Complaints) Act 1993* (Cth), deals with the superannuation rights and obligations of employers and employees. Under superannuation legislation individual employees generally have the opportunity to choose their own superannuation fund. If an employee does not choose a superannuation fund, any superannuation fund nominated in the award covering the employee applies.
- (b) The rights and obligations in these clauses supplement those in superannuation legislation.

14.2 Employer contributions

- (a) An employer must make such superannuation contributions to a superannuation fund for the benefit of an employee as will avoid the employer being required to pay the superannuation guarantee charge under superannuation legislation with respect to that employee.
- (b) Employers who, before 12 September 2008 made contributions of **3%** to the Tertiary Education Superannuation Scheme for the benefit of employees for whom they were not required to pay the superannuation guarantee charge, must

continue to make such contributions as if the *Tertiary Education Superannuation Scheme – Superannuation Award 1988* [[AP799601](#)] continued to apply.

14.3 Voluntary employee contributions

- (a) Subject to the governing rules of the relevant superannuation fund, an employee may, in writing, authorise their employer to pay on behalf of the employee a specified amount from the post-taxation wages of the employee into the same superannuation fund as the employer makes the superannuation contributions provided for in clause 14.2.
- (b) An employee may adjust the amount the employee has authorised their employer to pay from the wages of the employee from the first of the month following the giving of three months' written notice to their employer.
- (c) The employer must pay the amount authorised under clauses 14.3(a) or (b) no later than 28 days after the end of the month in which the deduction authorised under clauses 14.3(a) or (b) was made.

14.4 Superannuation fund

Unless, to comply with superannuation legislation, the employer is required to make the superannuation contributions provided for in clause 14.2 to another superannuation fund that is chosen by the employee, the employer must make the superannuation contributions provided for in clause 14.2 and pay the amount authorised under clauses 14.3(a) or (b) to one of the following superannuation funds or its successor:

- (a) Unisuper; or
- (b) any superannuation fund to which the employer was making superannuation contributions for the benefit of its employees before 12 September 2008, provided the superannuation fund is an eligible choice fund and is a fund that offers a MySuper product or is an exempt public sector superannuation scheme.
- (c) a superannuation fund or scheme which the employee is a defined benefit member of.

14.5 Absence from work

Subject to the governing rules of the relevant superannuation fund, the employer must also make the superannuation contributions provided for in clause 14.2 and pay the amount authorised under clauses 14.3(a) or (b):

- (a) **Paid leave**—while the employee is on any paid leave;
- (b) **Work-related injury or illness**—for the period of absence from work (subject to a maximum of 52 weeks) of the employee due to work-related injury or work-related illness provided that:
 - (i) the employee is receiving workers compensation payments or is receiving regular payments directly from the employer in accordance with the statutory requirements; and

- (ii) the employee remains employed by the employer.

Part 5—Penalties and Overtime

15. Penalty rates

15.1 Definitions

- (a) **Day shift** commences at or after 6.00 am and finishes at or before 6.00 pm.
- (b) **Afternoon shift** finishes after 6.00 pm and at or before midnight.
- (c) **Night shift** finishes after midnight and at or before 8.00 am.

- 15.2 An employee will be paid the following penalty rates for all ordinary hours worked by the employee during the following periods:

Shift	Penalty rate % of minimum hourly rate
Afternoon and rotating night	115
Non-rotating night	130
Saturday	150
Sunday	200

See Schedule B for a summary of hourly rates of pay including overtime and penalties.

15.3 Rates not cumulative

The penalty rates within this clause and in the overtime clause [and clause 9.2\(b\)\(ii\)](#) are not cumulative. Where an employee is entitled to more than one penalty rate, the employee will be entitled to the highest single penalty rate.

16. Overtime

- 16.1 An employee will be paid overtime for all authorised work performed outside of, or in excess of, the ordinary or rostered hours as follows:

For overtime worked on	Overtime rate % of minimum hourly rate
Monday to Saturday—first 2 hours (first 3 hours for PACCT staff)	150
Monday to Saturday—after 2 hours (after 3 hours for PACCT staff)	200
Sunday	200

For overtime worked on	Overtime rate % of minimum hourly rate
Public holidays	250

See Schedule B for a summary of hourly rates of pay including overtime and penalties.

16.2 Employee recalled to duty

An employee recalled to work overtime which is not continuous with their ordinary hours of duty must be paid a minimum of two hours at the appropriate overtime rate specified in clause 16.1.

16.3 Minimum break following overtime

- (a) An employee who has worked overtime will be given a minimum break of ten hours between the end of one period of duty and the beginning of the next.
- (b) An employee required by an employer to resume or continue to work without having a ten hour break off duty is entitled to:
 - (i) be absent from duty without loss of pay until a ten hour break has been taken; or
 - (ii) be paid at **200%** of the minimum hourly rate until released from duty.

16.4 Time off instead of paid overtime

This provision may be affected by [AM2014/300](#) – see [draft determination](#)

An employee will be paid overtime or provided with time off instead of paid **overtime** for all authorised work performed outside of, or in excess of, the ordinary or rostered hours as follows:

- (a) An HEW 6 or below will be eligible to receive paid overtime or, where requested by the employee and approved by the employer, may take time off instead of paid overtime calculated in accordance with the relevant overtime rate.
- (b) An HEW 7 or HEW 8 will not be eligible for paid overtime but may take time off instead of paid overtime, at a mutually agreed time, calculated in accordance with the relevant overtime rate.
- (c) An HEW 9 or above will not, except as provided in this subclause, be entitled to paid overtime or time off instead of paid overtime. By agreement with the employer, the employee will be provided with time off instead of paid overtime at the rate of one hour for each hour of overtime worked when the employee is specifically required to work additional hours and it would be unreasonable for time off instead of paid overtime not to be provided.

16.5 Rates not cumulative

The penalty rates within this clause and in the penalty rates clause are not cumulative. The penalty rates within this clause and in the penalty rates clause and in clause 9.2(b)(ii) are not cumulative where an employee is entitled to more than one penalty rate, the employee will be entitled to the highest single penalty rate.

Parties are asked to confirm whether the red wording in clause 16.5 is correct – see PN225-PN255 of Transcript.

Part 6—Leave, Public Holidays and Other NES Entitlements

17. Annual leave

This provision may be affected by [AM2014/47](#) – see [draft determination](#)

17.1 Annual leave is provided for in the NES, subject to the provisions of this clause.

17.2 For the purposes of the NES an employee entitled to five weeks' annual leave means a seven day shiftworker.

17.3 Excess annual leave

(a) An employee whose accrued annual leave entitlement equals or exceeds 30 days may be directed in writing to take up to 20 days of their accrued annual leave entitlement.

(b) The time of taking leave will be determined by the employer, having regard to operational requirements and any matters raised by the individual employee.

(c) Written direction to take annual leave:

(i) must be given at least two months prior to the date on which the employee is to take the leave; and

(ii) can be given whether the employee's accrued annual leave equals or exceeds 30 days when the direction is given or when it takes effect.

(d) Where an employee is directed to take annual leave, the employer will be entitled to deduct the amount of annual leave directed to be taken at the conclusion of the period of leave.

17.4 Payment of annual leave on termination

Payment of the base salary instead of annual leave will be made for any entitlement to annual leave accrued but not taken on termination. Where termination of employment is due to the employee's death, payment will be made to the employee's estate.

17.5 Annual leave loading

(a) Annual leave loading will be paid at a rate of **17.5%** of the ordinary rate of pay paid during the leave period, up to the limit of payment equal to the Australian

Statistician’s average weekly earnings for all males (Australia) for the preceding August ~~August~~ **May** quarter.

Parties are asked whether the “Australian Statistician’s average” should be changed to “Australian Bureau of Statistics’ average full-time”. Also the ABS no longer publishes figures for the August quarter and only publishes figures **biannually** in November and May. Parties are asked whether they wish to update the award to reflect this.

- (b) Shiftworkers on annual leave will be paid the greater of:
- (i) shift penalties an employee would have received had they not been on annual leave; or
 - (ii) the **17.5%** annual leave loading as prescribed.

NOTE: Where an employee is receiving overaward payments such that the employee’s base rate of pay is higher than the rate specified under this award, the employee is entitled to receive the higher rate while on a period of paid annual leave (see ss.16 and 90 of the Act).

17.6 Close down

(a) Christmas/New Year close down

- (i) Employees may be required to take annual leave during a period of Christmas/New Year close down, for days other than public holidays (including any substituted days) falling during that period.
- (ii) Employees with insufficient accrued annual leave will take leave without pay.

(b) Seasonal stand down of residential colleges staff

Employees engaged in domestic work in, or in connection with, residential colleges may be stood down without pay during official term breaks, semester breaks and the Christmas/Summer vacation, provided that:

- (i) an employee will be given as much notice as practicable of the start and finish of any stand down period; notice must be at least one week and be in writing. Once notice is given, the stand down period must not be varied unless by mutual consent between the employer and the employee;
- (ii) an employee may take accrued annual leave or long service leave during term breaks, semester breaks and the Christmas/Summer vacation;
- (iii) all periods of stand down must count for the purpose of accrual of sick leave, annual leave and long service leave;
- (iv) if appropriate work is available for an employee during any period of stand down, the existing employee will be offered such employment (whether on a full-time or casual basis) before any additional employee is employed; the employee who has been stood down may refuse an offer of employment without prejudice to their normal employment relationship;

- (v) for the purpose of this clause **appropriate work** will mean work as is available that the employee is capable of performing. Remuneration for the work will be at the rate of pay applicable to the work being performed; and
 - (vi) no employee will have their employment terminated on the grounds of work not being available due to a term break, semester break or Christmas/Summer vacation.
- (c) Clause ~~17.4~~ **17.6(b)** does not confer any right to stand down any employee employed with the same employer before 1 January 2010 who was not subject to a stand down provision in an award before 1 January 2010.

18. Personal/carer's leave and compassionate leave

Personal/carer's leave and compassionate leave are provided for in the NES, save that the entitlement will be three days of compassionate leave for each permissible occasion.

19. Parental leave

19.1 Parental leave and related entitlements are provided for in the NES.

19.2 The NES is supplemented by maintaining an entitlement to payment, in relation to maternity leave, adoption leave or paternity leave for employees in the classifications under this award of employers who were entitled to payment for maternity leave, paternity leave or adoption leave in accordance with the terms of an award made under the *Workplace Relations Act 1996* (Cth):

- (a) that would have applied to the employee immediately prior to 1 January 2010, if the employee had at that time been in their current circumstances of employment and no agreement-based transitional instrument or enterprise agreement had applied to the employee; and
- (b) that would have entitled the employee to paid maternity leave, paternity leave or adoption leave.

20. Public holidays

20.1 The entitlement to public holidays is set out in the NES, subject to the provisions of this clause.

20.2 Substitution of public holidays where employer holidays provided

- (a) An employer may substitute a public holiday or part holiday for another working day or part-day to be taken during a period of institutional close down.
- (b) Where substitution occurs the substituted day or part-day will be the public holiday for the purposes of this award.

20.3 Effect on payment for holidays

Where an employee is absent from their employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, they will not be entitled to payment for the holiday.

Is this provision inconsistent with the NES ([\[2014\] FWCFB 9412](#) at [107])? Parties should also make submissions about whether the words “subject to the provisions of this clause” in clause 20.1 should be deleted.

21. Community service leave

Community service leave is provided for in the NES.

22. Termination of employment

22.1 Notice of termination is provided for in the NES.

22.2 Notice of termination by an employee

The notice of termination required to be given by an employee is the same as that required of an employer except that there is no requirement on the employee to give additional notice based on the age of the employee concerned. If an employee fails to give the required notice the employer may withhold from any monies due to the employee on termination under this award or the NES, an amount not exceeding the amount the employee would have been paid under this award in respect of the period of notice required by the clause less any period of notice actually given by the employee.

22.3 Job search entitlement

Where an employer has given notice of termination to an employee, an employee must be allowed up to one day’s time off without loss of pay for the purpose of seeking other employment. The time off will be taken at times that are convenient to the employee after consultation with the employer.

23. Redundancy

Redundancy pay is provided for in the NES.

Part 7—Consultation and Dispute Resolution

24. Consultation

24.1 Consultation regarding major workplace change

(a) Employers to notify

- (i)** Where an employer has made a definite decision to introduce major changes in production, program, organisation, structure or technology

that are likely to have significant effects on employees, the employer must notify the employees who may be affected by the proposed changes and their representatives, if any.

- (ii) **Significant effects** include termination of employment; major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations; and the restructuring of jobs. Provided that where this award makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

(b) Employers to discuss change

- (i) The employer must discuss with the employees affected and their representatives, if any, the introduction of the changes referred to in clause 24.1(a), the effects the changes are likely to have on employees and measures to avert or mitigate the adverse effects of such changes on employees and must give prompt consideration to matters raised by the employees and/or their representatives in relation to the changes.
- (ii) The discussions must commence as early as practicable after a definite decision has been made by the employer to make the changes referred to in clause 24.1(a).
- (iii) For the purposes of such discussion, the employer must provide in writing to the employees concerned and their representatives, if any, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees and any other matters likely to affect employees provided that no employer is required to disclose confidential information the disclosure of which would be contrary to the employer's interests.

24.2 Consultation about changes to rosters or hours of work

- (a) Where an employer proposes to change an employee's regular roster or ordinary hours of work, the employer must consult with the employee or employees affected and their representatives, if any, about the proposed change.
- (b) The employer must:
 - (i) provide to the employee or employees affected and their representatives, if any, information about the proposed change (for example, information about the nature of the change to the employee's regular roster or ordinary hours of work and when that change is proposed to commence);
 - (ii) invite the employee or employees affected and their representatives, if any, to give their views about the impact of the proposed change (including any impact in relation to their family or caring responsibilities); and

- (iii) give consideration to any views about the impact of the proposed change that are given by the employee or employees concerned and/or their representatives.
- (c) The requirement to consult under this clause does not apply where an employee has irregular, sporadic or unpredictable working hours.
- (d) These provisions are to be read in conjunction with other award provisions concerning the scheduling of work and notice requirements.

25. Dispute resolution

- 25.1** In the event of a dispute about a matter under this award, or a dispute in relation to the NES, in the first instance the parties must attempt to resolve the matter at the workplace by discussions between the employee or employees concerned and the relevant supervisor. If such discussions do not resolve the dispute, the parties will endeavour to resolve the dispute in a timely manner by discussions between the employee or employees concerned and more senior levels of management as appropriate.
- 25.2** If a dispute about a matter arising under this award or a dispute in relation to the NES is unable to be resolved at the workplace, and all appropriate steps under clause 25.1 have been taken, a party to the dispute may refer the dispute to the Fair Work Commission.
- 25.3** The parties may agree on the process to be utilised by the Fair Work Commission including mediation, conciliation and consent arbitration.
- 25.4** Where the matter in dispute remains unresolved, the Fair Work Commission may exercise any method of dispute resolution permitted by the Act that it considers appropriate to ensure the settlement of the dispute.
- 25.5** An employer or employee may appoint another person, organisation or association to accompany and/or represent them for the purposes of this clause.
- 25.6** While the dispute resolution procedure is being conducted, work must continue in accordance with this award and the Act. Subject to applicable occupational health and safety legislation, an employee must not unreasonably fail to comply with a direction by the employer to perform work, whether at the same or another workplace, that is safe and appropriate for the employee to perform.

Schedule A—Classification Definitions

A.1 Definitions

A.1.1 Definition 1: Supervision

Close supervision: clear and detailed instructions are provided. Tasks are covered by standard procedures. Deviation from procedures or unfamiliar situations are referred to higher levels. Work is regularly checked.

Routine supervision: direction is provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor.

Checking is selective rather than constant.

General direction: direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences.

There is some scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available.

Performance is checked by assignment completion.

Broad direction: direction is provided in terms of objectives which may require the planning of staff, time and material resources for their completion. Limited detailed guidance will be available and the development or modification of procedures by the employee may be required. Performance will be measured against objectives.

A.1.2 Definition 2: Qualifications

Within the Australian Qualifications Framework:

(a) **Year 12**

Completion of a senior secondary certificate of education, usually in Year 12 of secondary school.

(b) **Trade certificate**

Completion of an apprenticeship, normally of four years' duration, or equivalent recognition, e.g. Certificate III.

(c) **Post-trade certificate**

A course of study over and above a trade certificate and less than a Certificate IV.

(d) **Certificates I and II**

Courses that recognise basic vocational skills and knowledge, without a Year 12 prerequisite.

(e) Certificate III

A course that provides a range of well-developed skills and is comparable to a trade certificate.

(f) Certificate IV

A course that provides greater breadth and depth of skill and knowledge and is comparable to a two year part-time post-Year 12 or post-trade certificate course.

(g) Diploma

A course at a higher education or vocational educational and training institution, typically equivalent to two years full-time post-Year 12 study.

(h) Advanced diploma

A course at a higher education or vocational educational and training institution, typically equivalent to three years full-time post-Year 12 study.

(i) Degree

A recognised degree from a higher education institution, often completed in three or four years, and sometimes combined with a one year diploma.

(j) Postgraduate degree

A recognised postgraduate degree, over and above a degree as defined above.

Note: Previously recognised qualifications obtained prior to the implementation of the Australian Qualifications Framework continue to be recognised. The above definitions also include equivalent recognised overseas qualifications.

A.1.3 Definition 3: Classification dimensions

(a) Training level

The type and duration of training which the duties of the classification level typically require for effective performance. Training is the process of acquiring skills and knowledge through formal education, on the job instruction or exposure to procedures.

(b) Occupational equivalent

Examples of occupations typically falling within each classification level.

(c) Level of supervision

This dimension covers both the way in which employees are supervised or managed and the role of employees in supervising or managing others.

(d) Task level

The type, complexity and responsibility of tasks typically performed by employees within each classification level.

(e) Organisational knowledge

The level of knowledge and awareness of the organisation, its structure and functions that would be expected of employees at each proposed classification level, and the purposes to which that organisational knowledge may be put.

(f) Judgment, independence and problem solving

Judgment is the ability to make sound decisions, recognising the consequences of decisions taken or actions performed. Independence is the extent to which an employee is able (or allowed) to work effectively without supervision or direction. Problem solving is the process of defining or selecting the appropriate course of action where alternative courses of actions are available.

This dimension looks at how much of each of these three qualities applies at each classification level.

(g) Typical activities

Examples of activities typically undertaken by employees in different occupations at each of the classification levels.

A.2 Classifications

A.2.1 Higher Education Worker Level 1 (HEW 1)

(a) Training level or qualifications

Employees at the base of this level would not be required to have formal qualifications or work experience upon engagement.

Employees engaged at the base of this level will be provided with structured on the job training in addition to up to 38 hours of induction which must provide information on the higher education institution, conditions of employment, training to be made available and consequent career path opportunities, physical layout of the institution/work areas, introduction to fellow workers and supervisors, work and documentation procedures, occupational health and safety, equal opportunity practices and extended basic literacy and numeracy skills training where required/necessary to enable career path progression.

(b) Occupational equivalent

Cleaner, labourer, trainee for Level 2 duties.

(c) Level of supervision

Close supervision or, in the case of more experienced employees working alone, routine supervision.

(d) Task level

Straightforward manual duties, or elements of Level 2 duties under close supervision and structured on the job training. Some knowledge of materials, e.g. cleaning chemicals and hand tools, may be required. Established procedures exist.

(e) Organisational knowledge

Will provide straightforward information to others on building or service locations.

(f) Judgment, independence and problem solving

Resolve problems where alternatives for the employee are limited and the required action is clear or can be readily referred to higher levels.

(g) Typical activities

Perform a range of industrial cleaning tasks, move furniture, assist trades personnel with manual duties.

A.2.2 Higher Education Worker Level 2 (HEW 2)

(a) Training level or qualifications

Level 2 duties typically require a skill level which assumes and requires knowledge, training or experience relevant to the duties to be performed; or Completion of Year 12 without work experience; or Completion of Certificates I or II with work related experience; or an equivalent combination of experience and training.

(b) Occupational equivalent

Administrative assistant, security patrol officer.

(c) Level of supervision

Routine supervision of straightforward tasks; close supervision of more complex tasks (see task level below).

(d) Task level

Perform a range of straightforward tasks where procedures are clearly established. May on occasion perform more complex tasks.

(e) Organisational knowledge

Following training, may provide general information/advice and assistance to members of the public, students and other employees which is based on a broad knowledge of the employee's work area/responsibility, including knowledge of the functions carried out and the location and availability of particular personnel and services.

(f) Judgment, independence and problem solving

Solve relatively simple problems with reference to established techniques and practices. Will sometimes choose between a range of straightforward alternatives.

An employee at this level will be expected to perform a combination of various routine tasks where the daily work routine will allow the latitude to rearrange some work sequences, provided the prearranged work priorities are achieved.

(g) Typical activities

Administrative positions at this level may include duties involving the inward and outward movement of mail, keeping, copying, maintaining and retrieving records, straightforward data entry and retrieval.

Security officers may be involved in a range of patrol duties, including responding to alarms, following emergency procedures and preparing incident reports.

A.2.3 Higher Education Worker Level 3 (HEW 3)

(a) Training level or qualifications

(i) Level 3 duties typically require a skill level which assumes and requires knowledge or training in clerical/administrative, trades or technical functions equivalent to:

- completion of a trades certificate or Certificate III;
- completion of Year 12 or a Certificate II, with relevant work experience; or
- an equivalent combination of relevant experience and/or education/training.

(ii) Persons advancing through this level may typically perform duties which require further on the job training or knowledge and training equivalent to progress toward completion of a Certificate IV or Diploma.

(b) Occupational equivalent

Tradesperson, technical assistant/technical trainee, administrative assistant.

(c) Level of supervision

In technical positions, routine supervision, moving to general direction with experience. In other positions, general direction. This is the first level where supervision of other employees may be required.

(d) Task level

Some complexity. Apply body of knowledge equivalent to trade certificate or Certificate III, including diagnostic skills and assessment of the best approach to a given task.

(e) Organisational knowledge

Perform tasks/assignments which require knowledge of the work area processes and an understanding of how they interact with other related areas and processes.

(f) Judgment, independence and problem solving

Exercise judgment on work methods and task sequence within specified timelines and standard practices and procedures.

(g) Typical activities

- (i)** In trades positions, apply the skills taught in a trades certificate or Certificate III, including performance of a range of construction, maintenance and repair tasks, using precision hand and power tools and equipment. In some cases this will involve familiarity with the work of other trades or require further training.
- (ii)** In technical assistant positions:
 - assist a technical officer in operating a laboratory, including ordering supplies;
 - assist in setting up routine experiments;
 - monitor experiments for report to a technical officer;
 - assist with the preparation of specimens; and
 - assist with the feeding and care of animals.
- (iii)** In administrative positions perform a range of administrative support tasks including:
 - standard use of a range of desktop based programs, e.g. word processing, established spreadsheet or database applications, and management information systems (e.g. financial, student or human resource systems). This may include store and retrieve documents, key and lay out correspondence and reports, merge, move and copy, use of columns, tables and basic graphics;
 - provide general administrative support to other employees including setting up meetings, answering straightforward inquiries and directing others to the appropriate personnel; and
 - process accounts for payment.
- (iv)** Employees would be expected to perform a greater range and complexity of tasks as they progressed through the level and obtained further training.

A.2.4 Higher Education Worker Level 4 (HEW 4)

(a) Training level or qualifications

Level 4 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- (i)** completion of a diploma level qualification with relevant work related experience; or
- (ii)** completion of a Certificate IV with relevant work experience; or
- (iii)** completion of a post-trades certificate and extensive relevant experience and;

- (iv) on the job training; or
- (v) completion of a Certificate III with extensive relevant work experience; or
- (vi) an equivalent combination of relevant experience and/or education/training.

(b) Occupational equivalent

Technical officer or technician, administrative above Level 3, advanced tradespersons.

(c) Level of supervision

In technical positions, routine supervision to general direction depending upon experience and the complexity of the tasks. In other positions, general direction. May supervise or co-ordinate others to achieve objectives, including liaison with employees at higher levels. May undertake stand-alone work.

(d) Task level

May undertake limited creative, planning or design functions; apply skills to a varied range of different tasks.

(e) Organisational knowledge

Perform tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.

(f) Judgment, independence and problem solving

- (i) In trades positions, extensive diagnostic skills.
- (ii) In technical positions, apply theoretical knowledge and techniques to a range of procedures and tasks.
- (iii) In administrative positions, provide factual advice which requires proficiency in the work area's rules and regulations, procedures requiring expertise in a specialist area or broad knowledge of a range of personnel and functions.

(g) Typical activities

- (i) In trades positions:
 - work on complex engineering or interconnected electrical circuits; and/or
 - exercise high precision trades skills using various materials and/or specialised techniques.
- (ii) In technical positions:
 - develop new equipment to criteria developed and specified by others;

- under routine direction, assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations; and/or
- demonstrate the use of equipment and prepare reports of a technical nature as directed.

(iii) In library technician positions:

- undertake copy cataloguing;
- use a range of bibliographic databases;
- undertake acquisitions; and/or
- respond to reference inquiries.

(iv) In administrative positions:

- may use a full range of desktop based programs, including word processing packages, mathematical formulae and symbols, manipulation of text and layout in desktop publishing and/or web software, and management information systems;
- plan and set up spreadsheets or database applications;
- be responsible for providing a full range of secretarial services, e.g. in a faculty;
- provide advice to students on enrolment procedures and requirements; and/or
- administer enrolment and course progression records.

A.2.5 Higher Education Worker Level 5 (HEW 5)

(a) Training level or qualifications

Level 5 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- completion of a degree without subsequent relevant work experience; or
- completion of an advanced diploma qualification and at least one year's subsequent relevant work experience; or
- completion of a diploma qualification and at least two years' subsequent relevant work experience; or
- completion of a Certificate IV and extensive relevant work experience; or
- completion of a post-trades certificate and extensive (typically more than two years') relevant experience as a technician; or

- an equivalent combination of relevant experience and/or education/training.

(b) Occupational equivalent

Graduate (i.e. degree) or professional, without subsequent work experience on entry (including inexperienced computer systems officer), administrator with responsibility for advice and determinations, experienced technical officer.

(c) Level of supervision

In professional positions, routine supervision to general direction, depending on tasks involved and experience. In other positions, general direction and may supervise other staff.

(d) Task level

Apply body of broad technical knowledge and experience at a more advanced level than Level 4, including the development of areas of specialist expertise. In professional positions, apply theoretical knowledge, at degree level, in a straightforward way. In administrative positions, provide interpretation, advice and decisions on rules and entitlements.

(e) Organisational knowledge

Perform tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques, and how they interact with other related functions, in order to assist in their adaptation to achieve objectives, and advise, assist and influence others.

(f) Judgment, independence and problem solving

In professional positions, solve problems through the standard application of theoretical principles and techniques at degree level. In technical positions, apply standard technical training and experience to solve problems. In administrative positions, may apply expertise in a particular set of rules or regulations to make decisions, or be responsible for co-ordinating a team to provide an administrative service.

(g) Typical activities

(i) In technical positions:

- develop new equipment to general specifications;
- under general direction, assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations;
- under broad direction, set up, monitor and demonstrate standard experiments and equipment use; and/or
- prepare reports of a technical nature.

(ii) In library technician positions:

- perform at a higher level than Level 4, including:
- assist with reader education programs and more complex bibliographic and acquisition services; and/or
- operate a discrete unit within a library which may involve significant supervision or be the senior employee in an out-posted service.

(iii) In administrative positions:

- responsible for the explanation and administration of an administrative function, e.g. HECS advice, records, determinations and payments, a centralised enrolment function, the organisation and administration of exams at a small campus.

(iv) In professional positions and under professional supervision:

- work as part of a research team in a support role;
- provide a range of library services including bibliographic assistance, original cataloguing and reader education in library and reference services; and/or
- provide counselling services.

A.2.6 Higher Education Worker Level 6 (HEW6)

(a) Training level or qualifications

Level 6 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- (i)** a degree with subsequent relevant experience; or
- (ii)** extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
- (iii)** an equivalent combination of relevant experience and/or education/training.

(b) Occupational equivalent

Graduate or professional with subsequent relevant work experience (including a computer systems officer with some experience), line manager, experienced technical specialist and/or technical supervisor.

(c) Level of supervision

In professional positions, general direction; in other positions, broad direction. May have extensive supervisory and line management responsibility for technical, administrative and other non-professional employees.

(d) Task level

Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Employees would have the latitude to develop or redefine procedure and interpret policy so long as other work areas

are not affected. In technical and administrative areas, have a depth or breadth of expertise developed through extensive relevant experience and application.

(e) Organisational knowledge

Perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

(f) Judgment, independence and problem solving

Discretion to innovate within own function and take responsibility for outcomes; design, develop and test complex equipment, systems and procedures; undertake planning involving resources use and develop proposals for resource allocation; exercise high level diagnostic skills on sophisticated equipment or systems; analyse and report on data and experiments.

(g) Typical activities

(i) In technical positions:

- manage a teaching or research laboratory or a field station;
- provide highly specialised technical services;
- set up complex experiments;
- design and construct complex or unusual equipment to general specifications;
- assist honours and postgraduate students with their laboratory requirements; and/or
- install, repair, provide and demonstrate computer services in laboratories.

(ii) In administrative positions:

- provide financial, policy and planning advice;
- service a range of administrative and academic committees, including preparation of agendas, papers, minutes and correspondence; and/or
- monitor expenditure against budget in a school or small faculty.

(iii) In professional positions:

- work as part of a research team;
- provide a range of library services, including bibliographic assistance, original cataloguing and reader education in library and reference services;
- provide counselling services;

- undertake a range of computer programming tasks;
- provide documentation and assistance to computer users; and/or
- analyse less complex user and system requirements.

A.2.7 Higher Education Worker Level 7 (HEW 7)

(a) Training level or qualifications

Level 7 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- (i) a degree with at least four years' subsequent relevant experience; or
- (ii) extensive experience and management expertise in technical or administrative fields; or
- (iii) an equivalent combination of relevant experience and/or education/training.

(b) Occupational equivalent

Senior librarian, technical manager, senior research assistant, professional or scientific officer, senior administrator in a small less complex faculty.

(c) Level of supervision

Broad direction. May manage other employees including administrative, technical and/or professional employees.

(d) Task level

Independently relate existing policy to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems. In professional or technical positions, may be a recognised authority in a specialised area.

(e) Organisational knowledge

Detailed knowledge of academic and administrative policies and the inter-relationships between a range of policies and activities.

(f) Judgment, independence and problem solving

Independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may involve stand-alone work or the supervision of employees in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.

(g) Typical activities

- (i) In a library, combine specialist expertise and responsibilities for managing a library function.

- (ii) In student services, the training and supervision of other professional employees combined with policy development responsibilities which may include research and publication.
- (iii) In technical manager positions, the management of teaching and research facilities for a department or school.
- (iv) In research positions, acknowledged expertise in a specialised area or a combination of technical management and specialised research.
- (v) In administrative positions, provide less senior administrative support to relatively small and less complex faculties or equivalent.

A.2.8 Higher Education Worker Level 8 (HEW 8)

(a) Training level or qualifications

Level 8 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- (i) postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- (ii) extensive experience and management expertise; or
- (iii) an equivalent combination of relevant experience and/or education/training.

(b) Occupational equivalent

Manager (including administrative, research, professional or scientific), senior school or faculty administrator, researcher.

(c) Level of supervision

Broad direction, working with a degree of autonomy. May have management responsibility for a functional area and/or manage other employees including administrative, technical and/or professional employees.

(d) Task level

Work at this level is likely to require the development of new ways of using a specific body of knowledge which applies to work assignments, or may involve the integration of other specific bodies of knowledge.

(e) Organisational knowledge

The employees will be expected to make policy recommendations to others and to implement programs involving major change which may impact on other areas of the institution's operations.

(f) Judgment, independence and problem solving

Responsible for program development and implementation. Provide strategic support and advice (e.g. to schools or faculties) requiring integration of a range

of university policies and external requirements, and an ability to achieve objectives operating within complex organisational structures.

(g) Typical activities

- (i)** Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources.
- (ii)** Manage a function or development and implementation of a policy requiring a high degree of knowledge and sensitivity.
- (iii)** Manage a small or specialised unit where significant innovation, initiative and/or judgment are required.
- (iv)** Provide senior administrative support to schools and faculties of medium complexity, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit.

A.2.9 Higher Education Worker Level 9 (HEW 9)

(a) Training level or qualifications

Level 9 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- (i)** postgraduate qualifications and extensive relevant experience; or
- (ii)** extensive management experience and proven management expertise; or
- (iii)** an equivalent combination of relevant experience and/or education/training.

(b) Occupational equivalent

Manager (including administrative, research, professional or scientific), senior school or faculty administrator, senior researcher.

(c) Level of supervision

Broad direction, working with a considerable degree of autonomy. Will have management responsibility for a major functional area and/or manage other employees including administrative, technical and/or professional employees.

(d) Task level

Demonstrated capacity to conceptualise, develop and review major professional, management or administrative policies at the corporate level. Significant high level creative, planning and management functions. Responsibility for significant resources.

(e) Organisational knowledge

Conceptualise, develop and review major policies, objectives and strategies involving high level liaison with internal and external client areas. Responsible

for programs involving major change which may impact on other areas of the institution's operations.

(f) Judgment, independence and problem solving

Responsible for significant program development and implementation. Provide strategic support and advice (e.g. to schools or faculties or at the corporate level) requiring integration of a range of internal and external policies and demands, and an ability to achieve broad objectives while operating within complex organisational structures.

(g) Typical activities

- (i)** Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources.
- (ii)** Manage a function or development and implementation of a policy requiring a high degree of knowledge and sensitivity and the integration of internal and external requirements.
- (iii)** Manage a small and specialised unit where significant innovation, initiative and/or judgment are required.
- (iv)** Provide senior administrative support to the more complex schools and faculties, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit.

A.2.10 Higher Education Worker Level 10 (HEW 10)

(a) Training level or qualifications

Duties at or above this level typically require a skill level which assumes and requires knowledge or training equivalent to:

- (i)** proven expertise in the management of significant human and material resources; and
- (ii)** in some areas postgraduate qualifications and extensive relevant experience.

(b) Occupational equivalent

Senior program, research or administrative manager.

(c) Level of supervision

Broad direction, operating with a high overall degree of autonomy. Will have substantial management responsibility for diverse activities and/or employees (including administrative, technical and/or professional employees).

(d) Task level

Complex, significant and high level creative planning, program and managerial functions with clear accountability for program performance. Comprehensive knowledge of related programs. Generate and use a high level of theoretical and applied knowledge.

(e) Organisational knowledge

Bring a multi-perspective understanding to the development, carriage, marketing and implementation of new policies; devise new ways of adapting the organisation's strategies to new, including externally generated, demands.

(f) Judgment, independence and problem solving

Be fully responsible for the achievement of significant organisational objectives and programs.

(g) Typical activities

- (i)** Manage a large functional unit with a diverse or complex set of functions and significant resources.
- (ii)** Manage a more complex function or unit where significant innovation, initiative and/or judgment are required.
- (iii)** Provide senior administrative support to the most complex schools and faculties in large institutions, involving complex course structures, significant staff and financial resources, outside activities and extensive devolution of administrative, policy and financial management responsibilities to this position.

Schedule B—Summary of Hourly Rates of Pay

NOTE: Employers who meet their obligations under this schedule are meeting their obligations under the award.

B.1 Adult full-time and part-time employees

B.1.1 Adult full-time and part-time employees other than PACCT staff—ordinary, shiftwork and penalty rates

	Ordinary hours	Saturday	Sunday	Afternoon & night	Non-rotating night
	% of minimum hourly rate				
	100%	150%	200%	115%	130%
	\$	\$	\$	\$	\$
HEW 1					
HEW Level 1.1	18.57	27.86	37.14	21.36	24.14
HEW Level 1.2	18.87	28.31	37.74	21.70	24.53
HEW Level 1.3	19.16	28.74	38.32	22.03	24.91
HEW 2					
HEW Level 2.1	19.51	29.27	39.02	22.44	25.36
HEW Level 2.2	19.80	29.70	39.60	22.77	25.74
HEW 3					
HEW Level 3.1	20.21	30.32	40.42	23.24	26.27
HEW Level 3.2	20.56	30.84	41.12	23.64	26.73
HEW Level 3.3	20.91	31.37	41.82	24.05	27.18
HEW Level 3.4	21.26	31.89	42.52	24.45	27.64
HEW Level 3.5	21.55	32.33	43.10	24.78	28.02
HEW 4					
HEW Level 4.1	22.02	33.03	44.04	25.32	28.63
HEW Level 4.2	22.42	33.63	44.84	25.78	29.15
HEW Level 4.3	22.83	34.25	45.66	26.25	29.68
HEW 5					
HEW Level 5.1	23.15	34.73	46.30	26.62	30.10
HEW Level 5.2	23.63	35.45	47.26	27.17	30.72
HEW Level 5.3	23.94	35.91	47.88	27.53	31.12
HEW Level 5.4	24.42	36.63	48.84	28.08	31.75
HEW Level 5.5	24.90	37.35	49.80	28.64	32.37

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	Ordinary hours	Saturday	Sunday	Afternoon & night	Non-rotating night
	% of minimum hourly rate				
	100%	150%	200%	115%	130%
	\$	\$	\$	\$	\$
HEW 6					
HEW Level 6.1	25.49	38.24	50.98	29.31	33.14
HEW Level 6.2	25.97	38.96	51.94	29.87	33.76
HEW Level 6.3	26.39	39.59	52.78	30.35	34.31
HEW Level 6.4	26.86	40.29	53.72	30.89	34.92
HEW 7					
HEW Level 7.1	27.41	41.12	54.82	31.52	35.63
HEW Level 7.2	27.99	41.99	55.98	32.19	36.39
HEW Level 7.3	28.58	42.87	57.16	32.87	37.15
HEW Level 7.4	29.16	43.74	58.32	33.53	37.91
HEW 8					
HEW Level 8.1	29.86	44.79	59.72	34.34	38.82
HEW Level 8.2	30.79	46.19	61.58	35.41	40.03
HEW Level 8.3	31.73	47.60	63.46	36.49	41.25
HEW Level 8.4	32.66	48.99	65.32	37.56	42.46
HEW 9					
HEW Level 9.1	33.65	50.48	67.30	38.70	43.75
HEW Level 9.2	34.58	51.87	69.16	39.77	44.95
HEW Level 9.3	35.52	53.28	71.04	40.85	46.18
HEW 10					
HEW Level 10.1	35.58	53.37	71.16	40.92	46.25

B.1.2 Adult full-time and part-time employees other than PACCT staff—overtime rates

	Monday to Saturday		Sunday	Public holiday
	First 2 hours	After 2 hours		
	% of minimum hourly rate			
	150%	200%	200%	250%
	\$	\$	\$	\$
HEW 1				
HEW Level 1.1	27.86	37.14	37.14	46.43
HEW Level 1.2	28.31	37.74	37.74	47.18
HEW Level 1.3	28.74	38.32	38.32	47.90
HEW 2				
HEW Level 2.1	29.27	39.02	39.02	48.78
HEW Level 2.2	29.70	39.60	39.60	49.50
HEW 3				
HEW Level 3.1	30.32	40.42	40.42	50.53
HEW Level 3.2	30.84	41.12	41.12	51.40
HEW Level 3.3	31.37	41.82	41.82	52.28
HEW Level 3.4	31.89	42.52	42.52	53.15
HEW Level 3.5	32.33	43.10	43.10	53.88
HEW 4				
HEW Level 4.1	33.03	44.04	44.04	55.05
HEW Level 4.2	33.63	44.84	44.84	56.05
HEW Level 4.3	34.25	45.66	45.66	57.08
HEW 5				
HEW Level 5.1	34.73	46.30	46.30	57.88
HEW Level 5.2	35.45	47.26	47.26	59.08
HEW Level 5.3	35.91	47.88	47.88	59.85
HEW Level 5.4	36.63	48.84	48.84	61.05
HEW Level 5.5	37.35	49.80	49.80	62.25
HEW 6				
HEW Level 6.1	38.24	50.98	50.98	63.73
HEW Level 6.2	38.96	51.94	51.94	64.93
HEW Level 6.3	39.59	52.78	52.78	65.98
HEW Level 6.4	40.29	53.72	53.72	67.15

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	Monday to Saturday		Sunday	Public holiday
	First 2 hours	After 2 hours		
	% of minimum hourly rate			
	150%	200%	200%	250%
	\$	\$	\$	\$
HEW 7¹				
HEW Level 7.1	–	–	–	–
HEW Level 7.2	–	–	–	–
HEW Level 7.3	–	–	–	–
HEW Level 7.4	–	–	–	–
HEW 8¹				
HEW Level 8.1	–	–	–	–
HEW Level 8.2	–	–	–	–
HEW Level 8.3	–	–	–	–
HEW Level 8.4	–	–	–	–
HEW 9¹				
HEW Level 9.1	–	–	–	–
HEW Level 9.2	–	–	–	–
HEW Level 9.3	–	–	–	–
HEW 10¹				
HEW Level 10.1	–	–	–	–
¹ Overtime rates not payable to HEW 7, 8 or 9 and above in accordance with clauses 16.4(b) and (c).				

B.1.3 Adult full-time and part-time PACCT staff—ordinary, shiftwork and penalty rates

	Ordinary hours	Saturday	Sunday	Afternoon & night	Non-rotating night
	% of minimum hourly rate				
	100%	150%	200%	115%	130%
	\$	\$	\$	\$	\$
HEW 1					
HEW Level 1.1	19.21	28.82	38.42	22.09	24.97
HEW Level 1.2	19.51	29.27	39.02	22.44	25.36
HEW Level 1.3	19.81	29.72	39.62	22.78	25.75
HEW 2					
HEW Level 2.1	20.17	30.26	40.34	23.20	26.22
HEW Level 2.2	20.47	30.71	40.94	23.54	26.61
HEW 3					
HEW Level 3.1	20.90	31.35	41.80	24.04	27.17
HEW Level 3.2	21.26	31.89	42.52	24.45	27.64
HEW Level 3.3	21.62	32.43	43.24	24.86	28.11
HEW Level 3.4	21.98	32.97	43.96	25.28	28.57
HEW Level 3.5	22.28	33.42	44.56	25.62	28.96
HEW 4					
HEW Level 4.1	22.77	34.16	45.54	26.19	29.60
HEW Level 4.2	23.19	34.79	46.38	26.67	30.15
HEW Level 4.3	23.61	35.42	47.22	27.15	30.69
HEW 5					
HEW Level 5.1	23.93	35.90	47.86	27.52	31.11
HEW Level 5.2	24.43	36.65	48.86	28.09	31.76
HEW Level 5.3	24.75	37.13	49.50	28.46	32.18
HEW Level 5.4	25.25	37.88	50.50	29.04	32.83
HEW Level 5.5	25.74	38.61	51.48	29.60	33.46
HEW 6					
HEW Level 6.1	26.36	39.54	52.72	30.31	34.27
HEW Level 6.2	26.85	40.28	53.70	30.88	34.91
HEW Level 6.3	27.28	40.92	54.56	31.37	35.46
HEW Level 6.4	27.78	41.67	55.56	31.95	36.11
HEW 7					

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	Ordinary hours	Saturday	Sunday	Afternoon & night	Non-rotating night
	% of minimum hourly rate				
	100%	150%	200%	115%	130%
	\$	\$	\$	\$	\$
HEW Level 7.1	28.34	42.51	56.68	32.59	36.84
HEW Level 7.2	28.95	43.43	57.90	33.29	37.64
HEW Level 7.3	29.55	44.33	59.10	33.98	38.42
HEW Level 7.4	30.15	45.23	60.30	34.67	39.20
HEW 8					
HEW Level 8.1	30.88	46.32	61.76	35.51	40.14
HEW Level 8.2	31.84	47.76	63.68	36.62	41.39
HEW Level 8.3	32.81	49.22	65.62	37.73	42.65
HEW Level 8.4	33.77	50.66	67.54	38.84	43.90
HEW 9					
HEW Level 9.1	34.80	52.20	69.60	40.02	45.24
HEW Level 9.2	35.76	53.64	71.52	41.12	46.49
HEW Level 9.3	36.73	55.10	73.46	42.24	47.75
HEW 10					
HEW Level 10.1	36.79	55.19	73.58	42.31	47.83

B.1.4 Adult full-time and part-time PACCT staff—overtime rates

	Monday to Saturday		Sunday	Public holiday
	First 3 hours	After 3 hours		
	% of minimum hourly rate			
	150%	200%	200%	250%
	\$	\$	\$	\$
HEW 1				
HEW Level 1.1	28.82	38.42	38.42	48.03
HEW Level 1.2	29.27	39.02	39.02	48.78
HEW Level 1.3	29.72	39.62	39.62	49.53
HEW 2				
HEW Level 2.1	30.26	40.34	40.34	50.43
HEW Level 2.2	30.71	40.94	40.94	51.18
HEW 3				

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	Monday to Saturday		Sunday	Public holiday
	First 3 hours	After 3 hours		
	% of minimum hourly rate			
	150%	200%	200%	250%
	\$	\$	\$	\$
HEW Level 3.1	31.35	41.80	41.80	52.25
HEW Level 3.2	31.89	42.52	42.52	53.15
HEW Level 3.3	32.43	43.24	43.24	54.05
HEW Level 3.4	32.97	43.96	43.96	54.95
HEW Level 3.5	33.42	44.56	44.56	55.70
HEW 4				
HEW Level 4.1	34.16	45.54	45.54	56.93
HEW Level 4.2	34.79	46.38	46.38	57.98
HEW Level 4.3	35.42	47.22	47.22	59.03
HEW 5				
HEW Level 5.1	35.90	47.86	47.86	59.83
HEW Level 5.2	36.65	48.86	48.86	61.08
HEW Level 5.3	37.13	49.50	49.50	61.88
HEW Level 5.4	37.88	50.50	50.50	63.13
HEW Level 5.5	38.61	51.48	51.48	64.35
HEW 6				
HEW Level 6.1	39.54	52.72	52.72	65.90
HEW Level 6.2	40.28	53.70	53.70	67.13
HEW Level 6.3	40.92	54.56	54.56	68.20
HEW Level 6.4	41.67	55.56	55.56	69.45
HEW 7¹				
HEW Level 7.1	–	–	–	–
HEW Level 7.2	–	–	–	–
HEW Level 7.3	–	–	–	–
HEW Level 7.4	–	–	–	–
HEW 8¹				
HEW Level 8.1	–	–	–	–
HEW Level 8.2	–	–	–	–
HEW Level 8.3	–	–	–	–
HEW Level 8.4	–	–	–	–

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	Monday to Saturday		Sunday	Public holiday
	First 3 hours	After 3 hours		
% of minimum hourly rate				
	150%	200%	200%	250%
	\$	\$	\$	\$
HEW 9¹				
HEW Level 9.1	–	–	–	–
HEW Level 9.2	–	–	–	–
HEW Level 9.3	–	–	–	–
HEW 10¹				
HEW Level 10.1	–	–	–	–

¹Overtime rates not payable to HEW 7, 8 or 9 and above in accordance with clauses 16.4(b) and (c).

B.2 Adult casual employees

B.2.1 Adult casual employees other than PACCT staff—ordinary, shiftwork and penalty rates

	Ordinary hours	Saturday	Sunday	Afternoon & night	Non-rotating night
% of minimum hourly rate					
	125%	175%	225%	140%	155%
	\$	\$	\$	\$	\$
HEW 1					
HEW Level 1.1	23.21	32.50	41.78	26.00	28.78
HEW Level 1.2	23.59	33.02	42.46	26.42	29.25
HEW Level 1.3	23.95	33.53	43.11	26.82	29.70
HEW 2					
HEW Level 2.1	24.39	34.14	43.90	27.31	30.24
HEW Level 2.2	24.75	34.65	44.55	27.72	30.69
HEW 3					
HEW Level 3.1	25.26	35.37	45.47	28.29	31.33
HEW Level 3.2	25.70	35.98	46.26	28.78	31.87
HEW Level 3.3	26.14	36.59	47.05	29.27	32.41

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	Ordinary hours	Saturday	Sunday	Afternoon & night	Non-rotating night
	% of minimum hourly rate				
	125%	175%	225%	140%	155%
	\$	\$	\$	\$	\$
HEW Level 3.4	26.58	37.21	47.84	29.76	32.95
HEW Level 3.5	26.94	37.71	48.49	30.17	33.40
HEW 4					
HEW Level 4.1	27.53	38.54	49.55	30.83	34.13
HEW Level 4.2	28.03	39.24	50.45	31.39	34.75
HEW Level 4.3	28.54	39.95	51.37	31.96	35.39
HEW 5					
HEW Level 5.1	28.94	40.51	52.09	32.41	35.88
HEW Level 5.2	29.54	41.35	53.17	33.08	36.63
HEW Level 5.3	29.93	41.90	53.87	33.52	37.11
HEW Level 5.4	30.53	42.74	54.95	34.19	37.85
HEW Level 5.5	31.13	43.58	56.03	34.86	38.60
HEW 6					
HEW Level 6.1	31.86	44.61	57.35	35.69	39.51
HEW Level 6.2	32.46	45.45	58.43	36.36	40.25
HEW Level 6.3	32.99	46.18	59.38	36.95	40.90
HEW Level 6.4	33.58	47.01	60.44	37.60	41.63
HEW 7					
HEW Level 7.1	34.26	47.97	61.67	38.37	42.49
HEW Level 7.2	34.99	48.98	62.98	39.19	43.38
HEW Level 7.3	35.73	50.02	64.31	40.01	44.30
HEW Level 7.4	36.45	51.03	65.61	40.82	45.20
HEW 8					
HEW Level 8.1	37.33	52.26	67.19	41.80	46.28
HEW Level 8.2	38.49	53.88	69.28	43.11	47.72

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	Ordinary hours	Saturday	Sunday	Afternoon & night	Non-rotating night
% of minimum hourly rate					
	125%	175%	225%	140%	155%
	\$	\$	\$	\$	\$
HEW Level 8.3	39.66	55.53	71.39	44.42	49.18
HEW Level 8.4	40.83	57.16	73.49	45.72	50.62
HEW 9					
HEW Level 9.1	42.06	58.89	75.71	47.11	52.16
HEW Level 9.2	43.23	60.52	77.81	48.41	53.60
HEW Level 9.3	44.40	62.16	79.92	49.73	55.06
HEW 10					
HEW Level 10.1	44.48	62.27	80.06	49.81	55.15

B.2.2 Adult casual PACCT staff—ordinary, shiftwork and penalty rates

	Ordinary hours	Saturday	Sunday	Afternoon & night	Non-rotating night
% of minimum hourly rate					
	125%	175%	225%	140%	155%
	\$	\$	\$	\$	\$
HEW 1					
HEW Level 1.1	24.01	33.62	43.22	26.89	29.78
HEW Level 1.2	24.39	34.14	43.90	27.31	30.24
HEW Level 1.3	24.76	34.67	44.57	27.73	30.71
HEW 2					
HEW Level 2.1	25.21	35.30	45.38	28.24	31.26
HEW Level 2.2	25.59	35.82	46.06	28.66	31.73
HEW 3					
HEW Level 3.1	26.13	36.58	47.03	29.26	32.40
HEW Level 3.2	26.58	37.21	47.84	29.76	32.95
HEW Level 3.3	27.03	37.84	48.65	30.27	33.51
HEW Level 3.4	27.48	38.47	49.46	30.77	34.07
HEW Level 3.5	27.85	38.99	50.13	31.19	34.53

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	Ordinary hours	Saturday	Sunday	Afternoon & night	Non-rotating night
	% of minimum hourly rate				
	125%	175%	225%	140%	155%
	\$	\$	\$	\$	\$
HEW 4					
HEW Level 4.1	28.46	39.85	51.23	31.88	35.29
HEW Level 4.2	28.99	40.58	52.18	32.47	35.94
HEW Level 4.3	29.51	41.32	53.12	33.05	36.60
HEW 5					
HEW Level 5.1	29.91	41.88	53.84	33.50	37.09
HEW Level 5.2	30.54	42.75	54.97	34.20	37.87
HEW Level 5.3	30.94	43.31	55.69	34.65	38.36
HEW Level 5.4	31.56	44.19	56.81	35.35	39.14
HEW Level 5.5	32.18	45.05	57.92	36.04	39.90
HEW 6					
HEW Level 6.1	32.95	46.13	59.31	36.90	40.86
HEW Level 6.2	33.56	46.99	60.41	37.59	41.62
HEW Level 6.3	34.10	47.74	61.38	38.19	42.28
HEW Level 6.4	34.73	48.62	62.51	38.89	43.06
HEW 7					
HEW Level 7.1	35.43	49.60	63.77	39.68	43.93
HEW Level 7.2	36.19	50.66	65.14	40.53	44.87
HEW Level 7.3	36.94	51.71	66.49	41.37	45.80
HEW Level 7.4	37.69	52.76	67.84	42.21	46.73
HEW 8					
HEW Level 8.1	38.60	54.04	69.48	43.23	47.86
HEW Level 8.2	39.80	55.72	71.64	44.58	49.35
HEW Level 8.3	41.01	57.42	73.82	45.93	50.86
HEW Level 8.4	42.21	59.10	75.98	47.28	52.34
HEW 9					
HEW Level 9.1	43.50	60.90	78.30	48.72	53.94
HEW Level 9.2	44.70	62.58	80.46	50.06	55.43
HEW Level 9.3	45.91	64.28	82.64	51.42	56.93

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	Ordinary hours	Saturday	Sunday	Afternoon & night	Non-rotating night
	% of minimum hourly rate				
	125%	175%	225%	140%	155%
	\$	\$	\$	\$	\$
HEW 10					
HEW Level 10.1	45.99	64.38	82.78	51.51	57.02

DRAFT

Schedule C—Allowances

Employers must pay to an employee the allowances the employee is entitled to under this clause.

C.1 Wage related allowances

The wage related allowances in this award are based on the standard rate as defined in Schedule J as the weekly rate derived from the annual rate for a HEW 3.1 in clause 11.1 = **\$39,936.41** divided by 52 = **\$768.01**

C.1.1 The following wage related allowances will be payable to employees, subject to the terms in the table:

Allowance	Application	% of standard rate \$768.01	\$ per occurrence
Sleepover allowance	<ul style="list-style-type: none"> • (permanently residing on campus) is required to sleep-over at the employer's premises for a period outside the employee's ordinary hours of duty • Sleep-over period will not commence prior to 10.00 pm <p>In addition to this allowance, an employee will be paid as follows:</p> <ul style="list-style-type: none"> • for work less than one hour—nil • for work more than one hour—in accordance with overtime provisions 	5.31	40.78

C.1.2 Additional wage related allowances—payable to specified trades and service staff only

The following additional wage related allowances apply to certain trades and services staff only as specified in the following table, subject to the terms in the table:

Allowance	Staff category	Application	% of standard rate \$768.01	\$ per hour unless stated otherwise
Broken shift	Catering and retail staff; and security staff	When an employee is required to work a shift in two periods of duty	0.28 (per day)	2.15 per day
			1.38 (maximum per week)	10.60 per week

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Allowance	Staff category	Application	% of standard rate \$768.01	\$ per hour unless stated otherwise
First aid	Building services staff; security staff; storage services; and trades staff	Where an employee is the current holder of appropriate first aid qualifications (St John Ambulance) and the employer has formally appointed the employee to act as the first aid attendant	1.45	11.14 per week
Cold work	Building services staff; maintenance staff (inclusive only of carpenters, joiners and painters); and trades staff	<ul style="list-style-type: none"> Where employees are required to work one or more hours in places where the temperature is reduced by artificial means below 0°C Where the work continues for two or more hours employees will be entitled to a rest period of 20 minutes every two hours (without loss of pay) 	0.06	0.46
Hot work	Building services staff; maintenance staff (inclusive only of carpenters, joiners and painters); and trades staff (excluding plumbers)	<ul style="list-style-type: none"> Where employees are required to work for one or more hours in places where the temperature is raised by artificial means to between 46°C and 54°C In places where the temperature exceeds 54°C Where the work continues for two or more hours in temperatures exceeding 54°C employees will be entitled to a rest period of 20 minutes every two hours (without loss of pay) 	0.05 (46°C to 54°C)	0.38
			0.06 (54°C and over)	0.46
Wet work	Maintenance staff (inclusive only of carpenters or joiners); and trades staff (excluding plumbers)	Where employees are working in any place where their clothing becomes saturated by water, oil or another substance they must be paid the allowance for every hour so engaged unless supplied with	0.06	0.46

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Allowance	Staff category	Application	% of standard rate \$768.01	\$ per hour unless stated otherwise
		protective clothing and/or footwear		
Height	Maintenance staff (inclusive only of carpenters, joiners and painters); and trades staff (excluding linespersons, riggers and splicers)	<ul style="list-style-type: none"> • Where an employee is working in any structure at a height exceeding 9 m where an adequate fixed support (not less than 0.75 m wide) is not provided • Allowance does not apply if the employee is working in a bosun's swing stage 	0.06	0.46
Confined spaces	Trades staff (excluding plumbers)	<ul style="list-style-type: none"> • Where working in a confined space (dimensions necessitate working in stooped/cramped position, without proper ventilation) • Confined spaces include boilers steam drums, mud drums, fire boxes of vertical or road vehicle boilers, furnaces, flues combustion chambers, receivers, buoys, tanks, superheaters or economizers 	0.07	0.54
Boiler repairs	Trades staff (excluding plumbers and electricians)	<ul style="list-style-type: none"> • Where working on repairs to smoke-boxes, fire-boxes, furnaces or flues of boilers • Where engaged on repairs to oil fired boilers (including castings, uptakes and funnels or flues and smoke stacks) 	0.04 (base)	0.31
			0.15 (if inside)	1.15
Insulation materials	Maintenance staff (inclusive only of carpenters or joiners); and trades staff	Where employees are handling charcoal, pumice, granulated cork, silicate of cotton, insulwool, slag wool, or other recognized insulating material of a like nature, associated with similar disabilities in its use	0.08	0.61 per hour or part thereof

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Allowance	Staff category	Application	% of standard rate \$768.01	\$ per hour unless stated otherwise
Toxic substances	Maintenance staff (inclusive only of carpenters, joiners and painters)	<ul style="list-style-type: none"> • Employees engaged in preparation and/or application of epoxy based materials, materials of a like nature or toxic materials • Employees in close proximity to other employees so engaged 	0.06	0.46
Dirty work	Maintenance staff (inclusive only of carpenters, joiners and painters); and trades staff (excluding plumbers)	Where an employee and supervisor agree that work is of an unusually dirty or offensive nature	0.06	0.46
Asbestos	Maintenance staff (inclusive only of carpenters or joiners)	Where required to wear protective equipment as required by the appropriate occupational health authority for the handling of materials containing asbestos or working in close proximity to employees handling such materials	0.08	0.61
Bitumen work	Maintenance staff (inclusive only of carpenters or joiners)	Where handling hot bitumen or asphalt or dipping materials in creosote	0.08	0.61
Coloured mortar	Maintenance staff (inclusive only of carpenters or joiners)	Where engaged in the use of coloured additives in mortar	0.07	0.54
Second-hand timber	Maintenance staff (inclusive only of carpenters or joiners)	<ul style="list-style-type: none"> • Where working with second-hand timber and the employee's tools are damaged by nail, dumps or other foreign matter on the timber • Damage must be 	0.24	1.84 per day

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Allowance	Staff category	Application	% of standard rate \$768.01	\$ per hour unless stated otherwise
		immediately reported to their supervisor		
Lifting	Maintenance staff (inclusive only of builders labourers)	<ul style="list-style-type: none"> Where required to lift blocks (other than cindrete blocks for plugging purposes) Employees will not be required to lift blocks in excess of 20kg unless they are provided with a mechanical aid or with an assisting employee 	0.06 5.5–9kg blocks	0.46
			0.11 9–18kg blocks	0.84
			0.16 more than 18kg blocks	1.23
Roofing repairs	Maintenance staff (inclusive only of carpenters or joiners)	Where engaged in repairs to roofs	0.08	0.61
Computing quantities	Maintenance staff (inclusive only of carpenters, joiners and painters)	Where regularly required to compute or estimate quantities of materials in respect of the work performed by other employees	0.45	3.46 per day or part thereof
Certificate	Maintenance staff (inclusive only of painters)	Where the employee holds a scaffolding certificate or rigging certificate and is required to act on that certificate whilst engaged in work requiring a certified person	0.06	0.46

Parties are asked to confirm whether the top leading hand allowance should be for 'more than 20 employees (as per *Higher Education Workers Victoria Award 2005* [[AP844616](#)])

Allowance	Staff category	Application	% of standard rate \$768.01	\$ per hour unless stated otherwise
Leading hand	Trades staff	Where the leading hand is in charge of more than three	3.04 3–10	23.35 per week

Allowance	Staff category	Application	% of standard rate \$768.01	\$ per hour unless stated otherwise
		employees	employees	
			4.80 11–20 employees	36.86 per week
			6.10 20 or more employees	46.85 per week
Explosive power tools	Maintenance staff (inclusive only of carpenters or joiners); and trades staff	Where required to operate explosive power tools	0.15	1.15 per day
Grindstone	Maintenance staff (inclusive only of carpenters or joiners)	Where grindstone or wheel is not made available by the employer	0.64	4.92 per week
Relieving officer	Security staff	Where appointed as a relieving officer (relieves at short notice another security officer, a display roster is not required and 24 hours notice of shift will be given where possible)	2.94	22.58 per week

C.1.3 Adjustment of wage related allowances

Wage related allowances are adjusted in accordance with increases to wages and are based on a percentage of the standard rate as specified.

C.2 Expense related allowances

C.2.1 The following expense related allowances will be payable to employees, subject to the terms in the table:

Allowance	Application	\$
Overtime meal allowance	<ul style="list-style-type: none"> • Weekdays: when the employee has worked approved overtime beyond the ordinary hours of work for more than two hours • Saturday and Sunday: when the employee has worked approved overtime for more than five hours • Will not be paid if the employee can 	\$15.26 per occurrence

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Allowance	Application	\$
	reasonably return home for a meal and then resume duty or a meal is provided by the employer	
Accommodation, meals and incidental expenditure when travelling	Where the employee is absent overnight on employer business. Employer business includes attending a course or conference on a residential live-in basis in respect of which the employer has agreed to meet the accommodation living expenses	Reimbursement of reasonable expenses or a reasonable allowance to cover the cost of meals, accommodation, and incidental expenditure
Reimbursement of fares	Where required to travel on employer business unless otherwise authorised, must travel on public transport or employer supplied vehicle	Reimbursed of the reasonable cost of travel upon production of receipts
Overtime	<ul style="list-style-type: none"> • Where required to work overtime at a time when usual means of transport are not available • Not eligible for paid overtime • If directed to work other than his/her reasonable hours of duty and is not eligible to receive payment for overtime 	Reimbursement of difference between the normal cost of travel and the cost actually incurred through the use of a reasonable alternative means of transport. Not eligible for paid overtime reimbursed for all reasonable travel expenses necessarily incurred
Vehicle	Where an employee is authorised to use his/her own motor vehicle in the performance of his/her duties	Allowance in accordance with the Australian Taxation Office guidelines as at 1 July each year

Allowance	Application	\$
Uniform/protective clothing	<ul style="list-style-type: none"> • Where items are required by the employer in the performance of the employee’s duties • Allowance does not apply if the items are provided by the employer 	Allowance equivalent to the purchase price of any uniforms, overalls or protective clothing

C.2.2 Additional wage related allowances—payable to specified trades and service staff only

C.2.3 The following additional expense related allowances apply to certain trades and services staff only as specified in the following table, subject to the terms in the table:

Allowance	Staff category	Application	\$
Travel/reimbursement of fares	Catering and retail staff; children’s services staff; storage services and trades staff	<ul style="list-style-type: none"> • Where required to work away from their usual place of work; or • Where required to work overtime at a time when reasonable means of transport are not available 	Ordinary rate of pay for travel time and any fares reasonably incurred in excess of those normally incurred
Compensation for damage to clothing and personal effects	Storage staff and trades staff	Will be compensated if damage to clothing, spectacles, hearing aids and tools (other than where supplied by the employer) sustained in the course of work (not payable if covered by workers compensation or if damage/loss is due to the employee’s own negligence)	Compensation up to a maximum of \$350
Tools	Storage services; grounds/gardeners/farm staff; maintenance staff; and trades staff.	<ul style="list-style-type: none"> • Will be fully reimbursed for the cost of purchasing or supplying tools required by the employer in the course of work • Allowance does not apply if the tools are provided by the employer 	Reimbursed full cost of purchasing/supplying tools

Allowance	Staff category	Application	\$
Compensation for tools	Maintenance staff (inclusive only of carpenters, joiners and painters)	<ul style="list-style-type: none"> • Where tools are lost through fire or stolen whilst securely stored by employer • Carpenters and joiners are entitled to reimbursement where tools are lost during transport (if directed by employer), accidentally lost over water or are stolen whilst the employee is absent due to illness or injury 	Reimbursed to a maximum of \$1017.00

C.2.4 Adjustment of expense related allowances

- (a) At the time of any adjustment to the [standard rate](#), each expense related allowance will be increased by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the applicable index figure most recently published by the Australian Bureau of Statistics since the allowance was last adjusted.
- (b) The applicable index figure is the index figure published by the Australian Bureau of Statistics for the Eight Capitals Consumer Price Index (Cat No. 6401.0), as follows:

Allowance	Applicable Consumer Price Index figure
Meal allowance	Take away and fast foods sub-group
Compensation for damage to clothing and personal effects	Clothing and footwear group
Compensation for tools	Tools and equipment for house and garden component of the household appliances, utensils and tools sub-group

Schedule D—List of employers bound by the Higher Education Contract of Employment Award 1998 [AP784204]

<u>Institution at time of HECE Award</u>	<u>Current name or names</u>	<u>New consolidated list (alphabetical)</u>
<u>Australian Catholic University</u>	<u>Australian Catholic University</u>	<u>Australian Catholic University</u>
<u>Australian Maritime College</u>	<u>University of Tasmania</u>	<u>Australian National University</u>
<u>Australian National University</u>	<u>Australian National University</u>	<u>Charles Darwin University</u>
<u>Central Queensland University</u>	<u>Central University Queensland</u>	<u>Charles Sturt University</u>
<u>Charles Sturt University</u>	<u>Charles Sturt University</u>	<u>Central Queensland University</u>
<u>Curtin University of Technology</u>	<u>Curtin University of Technology</u>	<u>Curtin University of Technology</u>
<u>Deakin University</u>	<u>Deakin University</u>	<u>Deakin University</u>
<u>Edith Cowan University</u>	<u>Edith Cowan University</u>	<u>Edith Cowan University</u>
<u>Flinders University of South Australia</u>	<u>Flinders University of South Australia</u>	<u>Federation University of Australia</u>
<u>Griffith University</u>	<u>Griffith University</u>	<u>Flinders University of South Australia</u>
<u>James Cook University</u>	<u>James Cook University</u>	<u>Griffith University</u>
<u>La Trobe University</u>	<u>La Trobe University</u>	<u>James Cook University</u>
<u>Macquarie University</u>	<u>Macquarie University</u>	<u>La Trobe University</u>
<u>Monash University</u>	<u>Monash University</u>	<u>Macquarie University</u>
<u>Murdoch University</u>	<u>Murdoch University</u>	<u>Monash University</u>
<u>Northern Territory University</u>	<u>Charles Darwin University</u>	<u>Murdoch University</u>
<u>Queensland University of Technology</u>	<u>Queensland University of Technology</u>	<u>Queensland University of Technology</u>
<u>RMIT University</u>	<u>RMIT University</u>	<u>RMIT University</u>
<u>Southern Cross University</u>	<u>Southern Cross University</u>	<u>Southern Cross University</u>
<u>Swinburne University of Technology</u>	<u>Swinburne University of Technology</u>	<u>Swinburne University of Technology</u>
<u>University of Adelaide</u>	<u>University of Adelaide</u>	<u>University of Adelaide</u>
<u>University of Ballarat</u>	<u>Federation University of Australia</u>	<u>University of Canberra</u>

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<u>Institution at time of HECE Award</u>	<u>Current name or names</u>	<u>New consolidated list (alphabetical)</u>
<u>University of Canberra</u>	<u>University of Canberra</u>	<u>University of Melbourne</u>
<u>University of Melbourne</u>	<u>University of Melbourne</u>	<u>University of New England</u>
<u>University of New South Wales</u>	<u>University of New South Wales</u>	<u>University of Newcastle</u>
<u>University of Newcastle</u>	<u>University of Newcastle</u>	<u>University of Newcastle</u>
<u>University of Newcastle</u>	<u>University of Newcastle</u>	<u>University of Queensland</u>
<u>University of Queensland</u>	<u>University of Queensland</u>	<u>University of South Australia</u>
<u>University of South Australia</u>	<u>University of South Australia</u>	<u>University of Southern Queensland</u>
<u>University of Southern Queensland</u>	<u>University of Southern Queensland</u>	<u>University of the Sunshine Coast</u>
<u>University of the Sunshine Coast</u>	<u>University of the Sunshine Coast</u>	<u>University of Sydney</u>
<u>University of Sydney</u>	<u>University of Sydney</u>	<u>University of Tasmania</u>
<u>University of Tasmania</u>	<u>University of Tasmania</u>	<u>University of Technology Sydney</u>
<u>University of Technology Sydney</u>	<u>University of Technology Sydney</u>	<u>University of Western Australia</u>
<u>University of Western Australia</u>	<u>University of Western Australia</u>	<u>Western Sydney University</u>
<u>University of Western Sydney</u>	<u>Western Sydney University</u>	<u>University of Wollongong</u>
<u>University of Wollongong</u>	<u>University of Wollongong</u>	<u>Victoria University</u>
<u>Victoria University</u>	<u>Victoria University</u>	
<u>Victorian College of Arts</u>	<u>University of Melbourne</u>	

Schedule E—Supported Wage System

E.1 This schedule defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the terms of this award.

E.2 In this schedule:

approved assessor means a person accredited by the management unit established by the Commonwealth under the supported wage system to perform assessments of an individual's productive capacity within the supported wage system

assessment instrument means the tool provided for under the supported wage system that records the assessment of the productive capacity of the person to be employed under the supported wage system

disability support pension means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the *Social Security Act 1991* (Cth), as amended from time to time, or any successor to that scheme

relevant minimum wage means the minimum wage prescribed in this award for the class of work for which an employee is engaged

supported wage system (SWS) means the Commonwealth Government system to promote employment for people who cannot work at full award wages because of a disability, as documented in the Supported Wage System Handbook. The Handbook is available from the following website: www.jobaccess.gov.au

SWS wage assessment agreement means the document in the form required by the Department of Social Services that records the employee's productive capacity and agreed wage rate

E.3 Eligibility criteria

E.3.1 Employees covered by this schedule will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this award, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a disability support pension.

E.3.2 This schedule does not apply to any existing employee who has a claim against the employer which is subject to the provisions of workers compensation legislation or any provision of this award relating to the rehabilitation of employees who are injured in the course of their employment.

E.4 Supported wage rates

E.4.1 Employees to whom this schedule applies will be paid the applicable percentage of the relevant minimum wage according to the following schedule:

Assessed capacity (clause D.5)	Relevant minimum wage
%	%
10	10
20	20
30	30
40	40
50	50
60	60
70	70
80	80
90	90

E.4.2 Provided that the minimum amount payable must be not less than **\$81** per week.

E.4.3 Where an employee’s assessed capacity is 10%, they must receive a high degree of assistance and support.

E.5 Assessment of capacity

E.5.1 For the purpose of establishing the percentage of the relevant minimum wage, the productive capacity of the employee will be assessed in accordance with the Supported Wage System by an approved assessor, having consulted the employer and employee and, if the employee so desires, a union which the employee is eligible to join.

E.5.2 All assessments made under this schedule must be documented in an SWS wage assessment agreement, and retained by the employer as a time and wages record in accordance with the Act.

E.6 Lodgement of SWS wage assessment agreement

E.6.1 All SWS wage assessment agreements under the conditions of this schedule, including the appropriate percentage of the relevant minimum wage to be paid to the employee, must be lodged by the employer with the Fair Work Commission.

E.6.2 All SWS wage assessment agreements must be agreed and signed by the employee and employer parties to the assessment. Where a union which has an interest in the award is not a party to the assessment, the assessment will be referred by the Fair Work Commission to the union by certified mail and the agreement will take effect unless an objection is notified to the Fair Work Commission within 10 working days.

E.7 Review of assessment

The assessment of the applicable percentage should be subject to annual or more frequent review on the basis of a reasonable request for such a review. The process of review must be in accordance with the procedures for assessing capacity under the supported wage system.

E.8 Other terms and conditions of employment

Where an assessment has been made, the applicable percentage will apply to the relevant minimum wage only. Employees covered by the provisions of this schedule will be entitled to the same terms and conditions of employment as other workers covered by this award on a pro rata basis.

E.9 Workplace adjustment

An employer wishing to employ a person under the provisions of this schedule must take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.

E.10 Trial period

- E.10.1** In order for an adequate assessment of the employee's capacity to be made, an employer may employ a person under the provisions of this schedule for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- E.10.2** During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.
- E.10.3** The minimum amount payable to the employee during the trial period must be no less than \$81 per week.
- E.10.4** Work trials should include induction or training as appropriate to the job being trialled.
- E.10.5** Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment under E.5—Assessment of capacity.

Schedule F—National Training Wage

F.1 Title

This is the *National Training Wage Schedule*.

F.2 Definitions

In this schedule:

adult trainee is a trainee who would qualify for the highest minimum wage in Wage Level A, B or C if covered by that wage level

approved training means the training specified in the training contract

Australian Qualifications Framework (AQF) is a national framework for qualifications in post-compulsory education and training

out of school refers only to periods out of school beyond Year 10 as at the first of January in each year and is deemed to:

- (a) include any period of schooling beyond Year 10 which was not part of or did not contribute to a completed year of schooling;
- (b) include any period during which a trainee repeats in whole or part a year of schooling beyond Year 10; and
- (c) not include any period during a calendar year in which a year of schooling is completed

relevant State or Territory training authority means the bodies in the relevant State or Territory which exercise approval powers in relation to traineeships and register training contracts under the relevant State or Territory vocational education and training legislation

relevant State or Territory vocational education and training legislation means the following or any successor legislation:

Australian Capital Territory: *Training and Tertiary Education Act 2003*;

New South Wales: *Apprenticeship and Traineeship Act 2001*;

Northern Territory: *Northern Territory Employment and Training Act 1991*;

Queensland: *Vocational Education, Training and Employment Act 2000*;

South Australia: *Training and Skills Development Act 2008*;

Tasmania: *Vocational Education and Training Act 1994*;

Victoria: *Education and Training Reform Act 2006*; or

Western Australia: *Vocational Education and Training Act 1996*

trainee is an employee undertaking a traineeship under a training contract

traineeship means a system of training which has been approved by the relevant State or Territory training authority, which meets the requirements of a training package developed by the relevant Industry Skills Council and endorsed by the National Quality Council, and which leads to an AQF certificate level qualification

training contract means an agreement for a traineeship made between an employer and an employee which is registered with the relevant State or Territory training authority

training package means the competency standards and associated assessment guidelines for an AQF certificate level qualification which have been endorsed for an industry or enterprise by the National Quality Council and placed on the National Training Information Service with the approval of the Commonwealth, State and Territory Ministers responsible for vocational education and training, and includes any relevant replacement training package

Year 10 includes any year before Year 10

F.3 Coverage

F.3.1 Subject to clauses F.3.2 to F.3.6 of this schedule, this schedule applies in respect of an employee covered by this award who is undertaking a traineeship whose training package and AQF certificate level is allocated to a wage level by clause F.7 to this schedule or by clause F.5.4 of this schedule.

F.3.2 This schedule only applies to AQF Certificate Level IV traineeships for which a relevant AQF Certificate Level III traineeship is listed in clause F.7 to this schedule.

F.3.3 This schedule does not apply to:

- (a) the apprenticeship system;
- (b) qualifications not identified in training packages; or
- (c) qualifications in training packages which are not identified as appropriate for a traineeship.

Parties are asked to identify “*any training program which applies to the same occupation and achieves essentially the same training outcome as an existing apprenticeship in an award as at 25 June 1997*” that they consider should not be covered by this Schedule.

F.3.4 This schedule does not apply to qualifications not identified in training packages or to qualifications in training packages which are not identified as appropriate for a traineeship.

F.3.5 Where the terms and conditions of this schedule conflict with other terms and conditions of this award dealing with traineeships, the other terms and conditions of this award prevail.

F.3.6 At the conclusion of the traineeship, this schedule ceases to apply to the employee.

F.4 Types of Traineeship

The following types of traineeship are available under this schedule:

- F.4.1** a full-time traineeship based on 38 ordinary hours per week, with 20% of ordinary hours being approved training; and
- F.4.2** a part-time traineeship based on less than 38 ordinary hours per week, with 20% of ordinary hours being approved training solely on-the-job or partly on-the-job and partly off-the-job, or where training is fully off-the-job.

F.5 Minimum Wages

F.5.1 Minimum wages for full-time traineeships

(a) Wage Level A

Subject to clause F.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level A by clause F.7.1 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
	\$	\$	\$
School leaver	295.10	325.00	387.20
Plus 1 year out of school	325.00	387.20	450.60
Plus 2 years out of school	387.20	450.60	524.40
Plus 3 years out of school	450.60	524.40	600.40
Plus 4 years out of school	524.40	600.40	
Plus 5 or more years out of school	600.40		

(b) Wage Level B

Subject to clause F.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level B by clause F.7.2 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	Per week	per week
	\$	\$	\$
School leaver	295.10	325.00	376.80
Plus 1 year out of school	325.00	376.80	433.40
Plus 2 years out of school	376.80	433.40	508.20
Plus 3 years out of school	433.40	508.20	579.70

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	Per week	per week
	\$	\$	\$
Plus 4 years out of school	508.20	579.70	
Plus 5 or more years out of school	579.70		

(c) Wage Level C

Subject to clause F.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level C by clause F.7.3 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
	\$	\$	\$
School leaver	295.10	325.00	376.80
Plus 1 year out of school	325.00	376.80	424.10
Plus 2 years out of school	376.80	424.10	473.80
Plus 3 years out of school	424.10	473.80	527.90
Plus 4 years out of school	473.80	527.90	
Plus 5 or more years out of school	527.90		

(d) AQF Certificate Level IV traineeships

(i) Subject to clause F.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level IV traineeship are the minimum wages for the relevant full-time AQF Certificate Level III traineeship with the addition of 3.8% to those minimum wages.

(ii) Subject to clause F.5.3 of this schedule, the minimum wages for an adult trainee undertaking a full-time AQF Certificate Level IV traineeship are as follows, provided that the relevant wage level is that for the relevant AQF Certificate Level III traineeship:

Wage level	First year of traineeship	Second and subsequent years of traineeship
	per week	per week
	\$	\$
Wage Level A	623.50	647.70
Wage Level B	601.60	624.70
Wage Level C	547.50	568.20

F.5.2 Minimum wages for part-time traineeships**(a) Wage Level A**

Subject to clauses F.5.2(f) and F.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level A by clause F.7.1 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
School leaver	9.71	10.70	12.74
Plus 1 year out of school	10.70	12.74	14.83
Plus 2 years out of school	12.74	14.83	17.25
Plus 3 years out of school	14.83	17.25	19.74
Plus 4 years out of school	17.25	19.74	
Plus 5 or more years out of school	19.74		

(b) Wage Level B

Subject to clauses F.5.2(f) and F.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level B by clause F.7.2 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
School leaver	9.71	10.70	12.40
Plus 1 year out of school	10.70	12.40	14.26
Plus 2 years out of school	12.40	14.26	16.73
Plus 3 years out of school	14.26	16.73	19.08
Plus 4 years out of school	16.73	19.08	
Plus 5 or more years out of school	19.08		

(c) Wage Level C

Subject to clauses F.5.2(f) and F.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level C by clause F.7.3 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
School leaver	9.71	10.70	12.40
Plus 1 year out of school	10.70	12.40	13.95
Plus 2 years out of school	12.40	13.95	15.58
Plus 3 years out of school	13.95	15.58	17.36
Plus 4 years out of school	15.58	17.36	
Plus 5 or more years out of school	17.36		

(d) School-based traineeships

Subject to clauses F.5.2(f) and F.5.3 of this schedule, the minimum wages for a trainee undertaking a school-based AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Levels A, B or C by clause F.7 are as follows when the trainee works ordinary hours:

Year of schooling	
Year 11 or lower	Year 12
per hour	per hour
\$	\$
9.71	10.70

(e) AQF Certificate Level IV traineeships

(i) Subject to clauses F.5.2(f) and F.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level IV traineeship are the minimum wages for the relevant part-time AQF Certificate Level III traineeship with the addition of 3.8% to those minimum wages.

(ii) Subject to clauses F.5.2(f) and F.5.3 of this schedule, the minimum wages for an adult trainee undertaking a part-time AQF Certificate Level IV traineeship are as follows, provided that the relevant wage level is that for the relevant AQF Certificate Level III traineeship:

Wage level	First year of traineeship	Second and subsequent years of traineeship
	per hour	per hour
	\$	\$
Wage Level A	20.51	21.31
Wage Level B	19.77	20.54
Wage Level C	18.01	18.70

(f) Calculating the actual minimum wage

- (i) Where the full-time ordinary hours of work are not 38 or an average of 38 per week, the appropriate hourly minimum wage is obtained by multiplying the relevant minimum wage in clauses F.5.2(a)–(e) of this schedule by 38 and then dividing the figure obtained by the full-time ordinary hours of work per week.
- (ii) Where the approved training for a part-time traineeship is provided fully off-the-job by a registered training organisation, for example at school or at TAFE, the relevant minimum wage in clauses F.5.2(a)–(e) of this schedule applies to each ordinary hour worked by the trainee.
- (iii) Where the approved training for a part-time traineeship is undertaken solely on-the-job or partly on-the-job and partly off-the-job, the relevant minimum wage in clauses F.5.2(a)–(e) of this schedule minus 20% applies to each ordinary hour worked by the trainee.

F.5.3 Other minimum wage provisions

- (a) An employee who was employed by an employer immediately prior to becoming a trainee with that employer must not suffer a reduction in their minimum wage per week or per hour by virtue of becoming a trainee. Casual loadings will be disregarded when determining whether the employee has suffered a reduction in their minimum wage.
- (b) If a qualification is converted from an AQF Certificate Level II to an AQF Certificate Level III traineeship, or from an AQF Certificate Level III to an AQF Certificate Level IV traineeship, then the trainee must be paid the next highest minimum wage provided in this schedule, where a higher minimum wage is provided for the new AQF certificate level.

F.5.4 Default wage rate

The minimum wage for a trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate level are not allocated to a wage level by clause F.7 is the relevant minimum wage under this schedule for a trainee undertaking an AQF Certificate to Level I–III traineeship whose training package and AQF certificate level are allocated to Wage Level B.

F.6 Employment conditions

- F.6.1** A trainee undertaking a school-based traineeship may, with the agreement of the trainee, be paid an additional loading of 25% on all ordinary hours worked instead of paid annual leave, paid personal/carer's leave and paid absence on public holidays, provided that where the trainee works on a public holiday then the public holiday provisions of this award apply.
- F.6.2** A trainee is entitled to be released from work without loss of continuity of employment and to payment of the appropriate wages to attend any training and assessment specified in, or associated with, the training contract.
- F.6.3** Time spent by a trainee, other than a trainee undertaking a school-based traineeship, in attending any training and assessment specified in, or associated with, the training

contract is to be regarded as time worked for the employer for the purposes of calculating the trainee’s wages and determining the trainee’s employment conditions.

Note: The time to be included for the purpose of calculating the wages for part-time trainees whose approved training is fully off-the-job is determined by clause F.5.2(f)(ii) and not by this clause.

F.6.4 Subject to clause F.3.5 of this schedule, all other terms and conditions of this award apply to a trainee unless specifically varied by this schedule.

F.7 Allocation of Traineeships to Wage Levels

Parties are asked to review the packages listed to ensure the lists are complete and up-to-date.

The wage levels applying to training packages and their AQF certificate levels are:

F.7.1 Wage Level A

Training package	AQF certificate level
Aeroskills	II
Aviation	I, II, III
Beauty	III
Business Services	I, II, III
Chemical, Hydrocarbons and Refining	I, II, III
Civil Construction	III
Coal Training Package	II, III
Community Services	II, III
Construction, Plumbing and Services Integrated Framework	I, II, III
Correctional Services	II, III
Drilling	II, III
Electricity Supply Industry—Generation Sector	II, III (III in Western Australia only)
Electricity Supply Industry—Transmission, Distribution and Rail Sector	II
Electrotechnology	I, II, III (III in Western Australia only)
Financial Services	I, II, III
Floristry	III
Food Processing Industry	III
Gas Industry	III
Information and Communications Technology	I, II, III
Laboratory Operations	II, III

Training package	AQF certificate level
Local Government (other than Operational Works Cert I and II)	I, II, III
Manufactured Mineral Products	III
Manufacturing	I, II, III
Maritime	I, II, III
Metal and Engineering (Technical)	II, III
Metalliferous Mining	II, III
Museum, Library and Library/Information Services	II, III
Plastics, Rubber and Cablemaking	III
Public Safety	III
Public Sector	II, III
Pulp and Paper Manufacturing Industries	III
Retail Services (including wholesale and Community pharmacy)	III
Telecommunications	II, III
Textiles, Clothing and Footwear	III
Tourism, Hospitality and Events	I, II, III
Training and Assessment	III
Transport and Logistics	III
Water Industry (Utilities)	III

F.7.2 Wage Level B

Training package	AQF certificate level
Animal Care and Management	I, II, III
Asset Maintenance	I, II, III
Australian Meat Industry	I, II, III
Automotive Industry Manufacturing	II, III
Automotive Industry Retail, Service and Repair	I, II, III
Beauty	II
Caravan Industry	II, III
Civil Construction	I
Community Recreation Industry	III
Entertainment	I, II, III
Extractive Industries	II, III

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Training package	AQF certificate level
Fitness Industry	III
Floristry	II
Food Processing Industry	I, II
Forest and Forest Products Industry	I, II, III
Furnishing	I, II, III
Gas Industry	I, II
Health	II, III
Local Government (Operational Works)	I, II
Manufactured Mineral Products	I, II
Metal and Engineering (Production)	II, III
Outdoor Recreation Industry	I, II, III
Plastics, Rubber and Cablemaking	II
Printing and Graphic Arts	II, III
Property Services	I, II, III
Public Safety	I, II
Pulp and Paper Manufacturing Industries	I, II
Retail Services	I, II
Screen and Media	I, II, III
Sport Industry	II, III
Sugar Milling	I, II, III
Textiles, Clothing and Footwear	I, II
Transport and Logistics	II
Visual Arts, Craft and Design	I, II, III
Water Industry	I, II

F.7.3 Wage Level C

Training package	AQF certificate level
Agri-Food	I
Amenity Horticulture	I, II, III
Conservation and Land Management	I, II, III
Funeral Services	I, II, III
Music	I, II, III
Racing Industry	I, II, III

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Rural Production	I, II, III
Seafood Industry	I, II, III

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Schedule G—Apprentices

G.1 Definitions

adult apprentice is an employee who is 21 years of age or over at the time of signing the contract of training.

apprentice is an employee who is bound by a contract of training registered with the appropriate State or Territory training authority.

apprenticeship is a system of structured on-the-job training with an employer and off-the-job training with an approved training provider accessed through a contract of training

approved training provider is a Technical and Further Education College or other training provider accredited by the appropriate State or Territory training authority.

contract of training means an approved agreement for training registered with the appropriate State or Territory training authority or under the provisions of the appropriate State or Territory training legislation.

school-based apprentice is an employee who is undertaking an apprenticeship in accordance with Schedule H while also undertaking a course of secondary education.

standard rate (SR) means the weekly rate derived from the annual rate for a HEW 3.1 in clause 11.1—Minimum wages.

For the purposes of this award, a **building trades apprenticeship, electrical trades apprenticeship, metal and engineering trades apprenticeship, plumbing trades apprenticeship** and **hospitality trades apprenticeship** is a contract of training for the acquisition of tradesperson qualifications.

G.2 Building trades apprentices

G.2.1 Minimum wage rates for building trades apprentices that commenced prior 1 January 2014

The minimum ordinary rate of pay to be paid to junior building trades apprentices, who commenced their apprenticeship prior to 1 January 2014, will be in accordance with the percentages set out below applied to the [standard rate](#).

Four year apprenticeship	% of the <u>standard rate</u>
First year	45
Second year	55
Third year	75
Fourth year	90
Three year apprenticeship	% of the <u>standard rate</u>
First year	55
Second year	75
Third year	90

G.2.2 The rate of pay of a building trades adult apprentice, who commenced their apprenticeship prior to 1 January 2014, will be the rate prescribed for Higher Education Worker Level 1.1 or the percentages in G.2.1, whichever is higher.

G.2.3 Minimum wage rates for building trades apprentices that commenced on or after 1 January 2014

The minimum ordinary rate of pay to be paid to junior building trades apprentices, who commenced their apprenticeship on or after 1 January 2014, will be in accordance with the percentages set out below applied to the HEW Level 3.1 rate.

Four year apprenticeship	Has not completed Year 12	Has completed Year 12
	% of HEW Level 3.1 rate	
First year	50	55
Second year	60	65
Third year	75	75
Fourth year	90	90

Three year apprenticeship	% of the HEW Level 3.1 rate
First year	55
Second year	75
Third year	90

G.2.4 The rate of pay of a building trades adult apprentice, who commenced their apprenticeship on or after 1 January 2014, will be the rate prescribed for Higher Education Worker Level 1.1 or the percentages in G.2.3, whichever is higher.

G.3 Electrical trades apprentices

G.3.1 Minimum wage rates for electrical trades apprentices that commenced prior to 1 January 2014

The minimum ordinary rate of pay to be paid to electrical trades apprentices, who commenced their apprenticeship prior to 1 January 2014, will be in accordance with the percentages set out below applied to the [standard rate](#).

Year	Junior apprentice % of standard rate	Adult apprentice % of standard rate
1	42	70
2	55	80
3	75	85
4	85	90

G.3.2 Minimum wage rates for electrical trades apprentices that commenced on or after 1 January 2014

The minimum ordinary rate of pay to be paid to electrical trades apprentices, who commenced their apprenticeship on or after 1 January 2014, will be in accordance with the percentages set out below applied to the HEW Level 3.1 rate.

Stage of apprenticeship	Junior apprentice		Adult apprentice
	Has not completed Year 12	Has completed Year 12	
% of HEW Level 3.1 rate			
Stage 1	50	55	80
Stage 2	60	65	HEW Level 1.1
Stage 3	75	75	HEW Level 1.1
Stage 4	85	85	HEW Level 1.1

G.4 Metal and engineering trades apprentices

G.4.1 Minimum Wage Rates for metal and engineering trades apprentices that commenced prior to 1 January 2014

The minimum ordinary rate of pay to be paid to metal and engineering trades apprentices, who commenced their apprenticeship prior to 1 January 2014, will be in accordance with the percentages set out below applied to the [standard rate](#).

Stage of apprenticeship	Column 1	Column 2	Column 3	Column 4
	Completed Year 10 or less	Completed Year 11	Completed Year 12	Adult (i.e. 21 years of age or over)

Stage of apprenticeship	Column 1	Column 2	Column 3	Column 4
	Completed Year 10 or less	Completed Year 11	Completed Year 12	Adult (i.e. 21 years of age or over)
Stage 1	42% of the Higher Education Worker Level 3.1 rate	80% of the Higher Education Worker Level 1.2	The relevant rate applicable to a trainee commencing after Year 12 under National Training Wage Skill Level A.	National Training Wage Traineeship Skill Level B exit rate.
Stage 2	55% of the Higher Education Worker Level 3.1 rate	55% of the Higher Education Worker Level 3.1 rate	The relevant rate applicable to a trainee commencing at Year 12 plus one year under National Training Wage Skill Level A.	Higher Education Worker Level 1.1 rate
Stage 3	75% of the Higher Education Worker Level 3.1 rate	75% of the Higher Education Worker Level 3.1 rate	75% of the Higher Education Worker Level 3.1 rate	Higher Education Worker Level 1.2 rate
Stage 4	88% of the Higher Education Worker Level 3.1 rate	88% of the Higher Education Worker Level 3.1 rate	Higher Education Worker Level 1.3 rate	Higher Education Worker Level 1.3 rate

G.4.2 Minimum Wage Rates for metal and engineering trades apprentices that commenced on or after 1 January 2014

The minimum ordinary rates of pay to be paid to metal and engineering trades apprentices, who commenced their apprenticeship on or after 1 January 2014 are set out below applied to the HEW Level 3.1 rate.

Minimum wages from first pay period commencing on or after 1 January 2015

Stage of apprenticeship	Junior apprentice		Adult apprentice
	Has not completed Year 12	Has completed Year 12	
	% of HEW Level 3.1 rate		
Stage 1	50	55	80

Stage of apprenticeship	Junior apprentice		Adult apprentice
	Has not completed Year 12	Has completed Year 12	
	% of HEW Level 3.1 rate		
Stage 2	60	65	HEW 1.1
Stage 3	75	75	HEW 1.2
Stage 4	88	HEW 1.3	HEW 1.3

G.5 Plumbing trades apprentices

G.5.1 Minimum Wage Rates for plumbing trades apprentices that commenced prior to 1 January 2014

The minimum ordinary rate of pay to be paid to plumbing trades apprentices, who commenced their apprenticeship prior to 1 January 2014, shall be in accordance with the percentages set out below applied to the [standard rate](#):

Year	% of standard rate
First	41
Second	60
Third	76
Fourth	98

G.5.2 Minimum Wage Rates for plumbing trades apprentices that commenced on or after 1 January 2014

The minimum ordinary rate of pay to be paid to plumbing trades apprentices, who commenced their apprenticeship on or after 1 January 2014, shall be in accordance with the percentages set out below applied to the HEW Level 3.1 rate.

Stage of apprenticeship	Has not completed Year 12	Has completed Year 12
	% of HEW Level 3.1 rate	
Stage 1	50	55
Stage 2	60	65
Stage 3	76	76
Stage 4	98	98

G.6 Hospitality trades apprentices

G.6.1 Cooking apprenticeship

- (a) A person who has completed a full apprenticeship for cooking must be paid not less than the standard weekly rate.

- (b) An employee apprenticed in the cooking trade will be paid the percentage of the [standard rate](#), as follows:

Year	% of standard rate
First	55
Second	65
Third	80
Fourth	95

G.6.2 Waiting apprenticeship

- (a) A person who has completed a full apprenticeship for waiting must be paid not less than the standard weekly rate.
- (b) An employee apprenticed in the waiting trade will be paid the percentage of the standard weekly rate, or the wage as otherwise prescribed, as follows:

	% of standard rate
First six months	70
Second six months	85
Third six months	Midway between the total rate prescribed for a Higher Education Worker Level 1.1 in clause 15.1 and the standard rate ; and
Fourth six months	Midway between the total rate prescribed for third six months, above, and the standard rate .

G.6.3 Proficiency payments—cooking trade

(a) **Application**

Proficiency pay as set out in clause G.6.3(b) will apply to apprentices who have successfully completed their schooling in a given year.

(b) **Payments**

Apprentices must receive the standard weekly rate during the latter half of the fourth year of the apprenticeship where the standard of proficiency has been attained on one, two or three occasions on the following basis:

- (i) one occasion only:
- for the first nine months of the fourth year of apprenticeship, the normal fourth year rate of pay;
 - thereafter, the [standard rate](#).
- (ii) on two occasions:
- for the first six months of the fourth year of apprenticeship, the normal fourth year rate of pay;
 - thereafter, the [standard rate](#).

(iii) on all three occasions:

- for the entire fourth year, the [standard rate](#).

G.6.4 Proficiency payments—waiting trade

(a) Application

Proficiency pay as set out in clause G.6.4(b) will apply to level 2 apprentices who have successfully completed their schooling in the first year.

(b) Payments

Apprentices who have attained the standard of proficiency in their first year must receive the [standard rate](#) during the latter half of the second year of apprenticeship.

G.7 Apprentice conditions of employment

G.7.1 Except as provided in this clause or where otherwise stated, all conditions of employment specified in this award apply to apprentices.

G.7.2 Block release training

- (a) This clause applies to apprentices required to attend block release training identified in or associated with their training contract.
- (b) Where the training requires an overnight stay, the employer must pay for the excess reasonable travel costs incurred by the apprentice in the course of travelling to and from the training.
- (c) Clause G.7.2(b) does not apply where the apprentice could attend a closer Registered Training Organisation (RTO), and use of the more distant RTO is not agreed between the employer and the apprentice.

G.7.3 For the purposes of clause G.7.2(b), excess reasonable travel costs include:

- (a) the total costs of reasonable transport (including transporting tools where required);
- (b) accommodation costs incurred while travelling (where necessary); and
- (c) reasonable expenses incurred while travelling, including meals, which exceed those incurred in travelling to and from work.

G.7.4 Excess reasonable travel costs do not include payment for travelling time or expenses incurred while not travelling to and from block release training.

G.7.5 Reduction of payment

- (a) Payment under clause G.7.2 may be reduced where an apprentice is eligible to receive travel costs to attend the block release training under a Government apprentice assistance scheme.
- (b) The payment may be reduced by the amount the apprentice is entitled to receive under the scheme.

- (c) A payment reduction will only apply if an apprentice has either received assistance under the scheme or their employer has advised them in writing of the availability of the assistance.

G.7.6 Reimbursements of course fees and materials

An employer must reimburse an apprentice for the following costs paid by the apprentice:

- (a) all training fees charged by an RTO for prescribed courses; and
- (b) all prescribed textbooks (excluding those textbooks which are available in the employer's technical library) for the apprenticeship.

G.7.7 An employer must make the reimbursements in clause G.7.6 at the later of:

- (a) within six months of starting the apprenticeship or the relevant stage of the apprenticeship; or
- (b) within three months of starting training provided by the RTO.

G.7.8 Reimbursement under clause G.7.6 is not payable when there is unsatisfactory progress.

G.7.9 An employer may meet its obligations under clauses G.7.6 and G.7.7 by paying any fees and/or cost of textbooks directly to the RTO.

G.7.10 Attending training

- (a) An apprentice will be released from work to attend any training and assessment specified in, or associated with, the training contract.
- (b) An apprentice's attendance at training must be without loss of continuity of employment and be paid at the appropriate wages.
- (c) Time spent attending training will be counted as time worked for the purposes of calculating the apprentice's wages and determining their employment conditions.

G.7.11 Clause G.7.10(c) operates subject to the provisions of Schedule H—School-based Apprentices.

G.7.12 Except in an emergency, an apprentice must not be required to work overtime or shiftwork at times which would prevent their attendance at training consistent with their training contract.

Schedule H—School-based Apprentices

- H.1** This schedule applies to school-based apprentices. A school-based apprentice is a person who is undertaking an apprenticeship in accordance with this schedule while also undertaking a course of secondary education.
- H.2** A school-based apprenticeship may be undertaken in the trades covered by this award under a training agreement or contract of training for an apprentice declared or recognised by the relevant State or Territory authority.
- H.3** The relevant minimum wages for full-time junior and adult apprentices provided for in this award, calculated hourly, will apply to school-based apprentices for total hours worked including time deemed to be spent in off-the-job training.
- H.4** For the purposes of clause H.3, where an apprentice is a full-time school student, the time spent in off-the-job training for which the apprentice must be paid is 25% of the actual hours worked each week on-the-job. The wages paid for training time may be averaged over the semester or year.
- H.5** A school-based apprentice must be allowed, over the duration of the apprenticeship, the same amount of time to attend off-the-job training as an equivalent full-time apprentice.
- H.6** For the purposes of this schedule, off-the-job training is structured training delivered by a Registered Training Organisation separate from normal work duties or general supervised practice undertaken on the job.
- H.7** The duration of the apprenticeship must be as specified in the training agreement or contract for each apprentice but must not exceed six years.
- H.8** School-based apprentices progress through the relevant wage scale at the rate of 12 months progression for each two years of employment as an apprentice or at the rate of competency-based progression, if provided for in this award.
- H.9** The apprentice wage scales are based on a standard full-time apprenticeship of four years (unless the apprenticeship is of three years duration) or stages of competency based progression, if provided for in this award. The rate of progression reflects the average rate of skill acquisition expected from the typical combination of work and training for a school-based apprentice undertaking the applicable apprenticeship.
- H.10** If an apprentice converts from school-based to full-time, the successful completion of competencies (if provided for in this award) and all time spent as a full-time apprentice will count for the purposes of progression through the relevant wage scale in addition to the progression achieved as a school-based apprentice.
- H.11** School-based apprentices are entitled pro rata to all of the other conditions in this award.

Schedule I—2015 Part-day Public Holidays

The part-day public holidays schedule may be affected by [AM2014/301](#)

This schedule operates where this award otherwise contains provisions dealing with public holidays that supplement the NES.

- I.1** Where a part-day public holiday is declared or prescribed between 7.00 pm and midnight on Christmas Eve (24 December 2015) or New Year's Eve (31 December 2015) the following will apply on Christmas Eve and New Year's Eve and will override any provision in this award relating to public holidays to the extent of the inconsistency:
- (a) All employees will have the right to refuse to work on the part-day public holiday if the request to work is not reasonable or the refusal is reasonable as provided for in the NES.
 - (b) Where a part-time or full-time employee is usually rostered to work ordinary hours between 7.00 pm and midnight but as a result of exercising their right under the NES does not work, they will be paid their ordinary rate of pay for such hours not worked.
 - (c) Where a part-time or full-time employee is usually rostered to work ordinary hours between 7.00 pm and midnight but as a result of being on annual leave does not work, they will be taken not to be on annual leave between those hours of 7.00 pm and midnight that they would have usually been rostered to work and will be paid their ordinary rate of pay for such hours.
 - (d) Where a part-time or full-time employee is usually rostered to work ordinary hours between 7.00 pm and midnight, but as a result of having a rostered day off (RDO) provided under this award, does not work, the employee will be taken to be on a public holiday for such hours and paid their ordinary rate of pay for those hours.
 - (e) Excluding annualised salaried employees to whom clause I.1(f) applies, where an employee works any hours between 7.00 pm and midnight they will be entitled to the appropriate public holiday penalty rate (if any) in this award for those hours worked.
 - (f) Where an employee is paid an annualised salary under the provisions of this award and is entitled under this award to time off in lieu or additional annual leave for work on a public holiday, they will be entitled to time off in lieu or pro-rata annual leave equivalent to the time worked between 7.00 pm and midnight.
 - (g) An employee not rostered to work between 7.00 pm and midnight, other than an employee who has exercised their right in accordance with clause I.1(a), will not be entitled to another day off, another day's pay or another day of annual leave as a result of the part-day public holiday.

This schedule is not intended to detract from or supplement the NES.

This schedule is an interim provision and subject to further review.

Schedule J—Definitions

In this award, unless the contrary intention appears:

Act means the *Fair Work Act 2009* (Cth)

defined benefit member has the meaning given by the *Superannuation Guarantee (Administration) Act 1992* (Cth)

employee means national system employee within the meaning of the Act

employer means national system employer within the meaning of the Act

exempt public sector superannuation scheme has the meaning given by the *Superannuation Industry (Supervision) Act 1993* (Cth)

General staff means all employees throughout Australia in the higher education industry, as defined, and employees of university unions and student unions, other than:

- (a) persons employed as academic staff;
- (b) persons employed principally to teach ELICOS, TESOL or other English language courses;
- (c) persons principally employed in the operation of theatrical venues used predominantly for commercial purposes or production companies engaged in the production of theatrical, musical or other entertainments on a commercial basis; and
- (d) persons primarily employed to teach TAFE subjects that may be offered by an employer bound by this award

HEW means higher education worker

~~**higher education industry** means educational institutions providing undergraduate and postgraduate teaching leading to the conferring of accredited degrees and performing research to support and inform the curriculum~~

MySuper product has the meaning given by the *Superannuation Industry (Supervision) Act 1993* (Cth)

NES means the National Employment Standards as contained in [sections 59 to 131](#) of the *Fair Work Act 2009* (Cth)

on-hire means the on-hire of an employee by their employer to a client, where such employee works under the general guidance and instruction of the client or a representative of the client

PACCT staff means professional, administrative, clerical, computing and technical employees by whatever name called

seven day shiftworker means, for the purpose of the additional week of leave provided by the NES, a seven day shiftworker who is regularly rostered to work on Sundays and public holidays in an institution in which shifts are continuously rostered 24 hours a day seven days a week

standard rate (SR) means the weekly rate derived from the annual rate for a HEW 3.1 in clause 11.1—Minimum wages

University unions and student unions means associations of students, or of students and others, established primarily or exclusively for the purpose of providing representation or services to students

weekly rate means the employee’s minimum annual salary for the class of work performed divided by 52

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