

TASMANIAN INDUSTRIAL COMMISSION

Industrial Relations Act 1984

s23 application for award or variation of award

The Minister administering the State Service Act 2000

(T14271 of 2014)

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY AWARD

PRESIDENT TIM ABEY

Award variation – part II - salaries and related matters - clause 7 – graduates, cadets, apprentices and trainees salaries - consent matter – operative date ffpp on or after 4/12/14

ORDER BY CONSENT

No. 4 of 2014

THE **PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY AWARD** IS VARIED BY DELETING CLAUSE 7 – GRADUATES, CADETS, APPRENTICES AND TRAINEES IN PART II – SALARIES AND RELATED MATTERS AND INSERTING IN LIEU THEREOF THE FOLLOWING:

7. GRADUATES, CADETS, APPRENTICES AND TRAINEES

The salaries in this clause are those applicable in the General Stream on translation and the salaries after this date are as specified in Clause 3 of this Part.

'AQF' means Australian Qualification Framework.

'Approved training' means training undertaken (both on and off the job) in a traineeship involving formal instruction, both theoretical and practical and supervised practice in accordance with a traineeship scheme approved by the Tasmanian State Training Authority.

For the purpose of this definition, the training will be accredited by and lead to qualifications being issued under the Australian Qualifications Framework (AQF) Level II, III or IV.

'Certificate' means a qualification or part qualification endorsed under the AQF.

'Trainee' means a person employed under the provisions of the Tasmanian State Service National Training Wage Award and who is bound by a traineeship Agreement made in accordance with that award.

The Traineeship provisions of this Award, the *Port Arthur Historic Site Management Authority Award*, do not apply to Trainees employed after the date of operation of this Award.

'Traineeship Agreement' means an agreement made between the employer and trainee for a traineeship and which is registered with the Tasmanian State Training Authority.

For the purpose of this definition, a Traineeship Agreement is to be made in accordance with the traineeship scheme and is not to operate unless this condition is met.

'Traineeship scheme' means an approved traineeship applicable to a group or class of employees employed under the *State Service Act 2000*.

For the purpose of this definition, a traineeship scheme is not to be given approval unless consultation and negotiation has occurred with the Community and Public Sector Union on the terms of the traineeship scheme and traineeship. An application for approval of a traineeship scheme is to identify the relevant union and demonstrate to the satisfaction of the Tasmanian State Training Authority that the abovementioned consultation and negotiation has occurred. A traineeship scheme is to include a standard format to be used for a Traineeship Agreement.

'Year 10' means for the purposes of this award, any person leaving school before completing year 10 will be deemed to have completed year 10.

(a) Salaries for Certificate II, III & IV – Administrative Trainees

- (i) The salary on commencement for an employee undertaking an administrative traineeship, or equivalent, is B1-R1-1.
- (ii) The administrative trainee employee salary commences in B1-R1-1 and progresses through to B1-R2-5, subject to meeting the performance requirements of the satisfactory completion of each stage of the traineeship and satisfactory work performance.
- (iii) The trainee employee is eligible for advancement through the Advancement Assessment Points in Band 1, subject to satisfying the traineeship requirements.

<u>Year 10</u>	<u>Year 11</u>	<u>Year 12</u>	<u>Band</u>
Entry			B1-R1-1
	Entry		B1-R1-3
		Entry	B1-R2-2
		Year 12 only 2 nd year	B1-R2-4
Completion	Completion	Completion	B1-R2-5

(b) Salaries for Certificate III – Apprenticeship – Tradesperson

- (i) The salary of an apprentice or trainee trade employee commences at B1-R1-1 and progresses through to B3-R1-2 without the requirement for promotion, subject to meeting the performance requirements of the satisfactory completion of each stage of the training qualification and satisfactory work performance. They are then eligible to advance through other progression points in Band 3.

<u>Year 10</u>	<u>Year 11</u>	<u>Year 12</u>	<u>Adult</u>	<u>Band</u>
<u>Entry</u>	<u>Entry</u>	<u>Entry</u>	<u>Apprentice</u>	
Stage 1				B1-R1-1
	Stage 1			B1-R1-3
		Stage 1	Stage 1	B1-R2-2
Stage 2	Stage 2			B1-R2-4
		Stage 2	Stage 2	B1-R2-5
Stage 3	Stage 3	Stage 3	Stage 3	B2-R1-2
Stage 4	Stage 4	Stage 4	Stage 4	B2-R1-4
On completion	On completion	On completion	On completion	B3-R1-2

- (ii) The minimum salary on commencement for an employee undertaking trade value work requiring an essential trade qualification and for which a trade qualification of AQF Certificate III (that is Trades Certificate requiring a nominal 960 hours of training or equivalent delivered by a Registered Training Organisation) is required, is B3-R1-2.

(c) Salaries for Certificate IV – Apprenticeship – Special Class Tradesperson

- (i) The salary of an apprentice or trainee special class trade employee commences at B1-R1-3 and progresses through to B3-R1-3 without the requirement for promotion, subject to meeting the performance requirements of the satisfactory completion of each stage of the training qualification and satisfactory work performance. They are then eligible to advance through other progression points in Band 3.
- (ii) The minimum salary on commencement for an employee for which a trade qualification of Certificate IV (Special Class/Higher), or equivalent, is essential is B3-R1-3.

<u>Stage</u>	<u>Band</u>
Stage 1	B1-R1-3
Stage 2	B1-R2-4
Stage 3	B2-R1-2
Stage 4	B3-R1-2
On completion	B3-R1-3

- (iii) The salary on completion of the trade's qualification of Certificate IV (Special Class) at a minimum is that of B3-R1-3, otherwise the salary continues at the rate for the classification of the work undertaken by the employee.

(d) Salaries for Diploma – Apprenticeship – Advanced Tradesperson, Diploma for Technical Trainee:

- (i) The salary of an apprentice/technical trainee commences in B1-R1-3 and progresses through to B3-R1-3 without the requirement for promotion, subject to meeting the performance requirements of the satisfactory completion of each stage of the qualification and satisfactory work performance. They are then eligible to advance through other progression points in Band 3.
- (ii) The technical trainee is eligible for advancement through the Advanced Assessment Points in Band 1 subject to satisfying the performance requirements stated above.

<u>Stage</u>	<u>Band</u>
Stage 1	B1-R1-3
Stage 2	B1-R2-4
Stage 3	B2-R1-2
Stage 4	B3-R1-2
On completion	B3-R1-3

- (iii) The minimum salary on commencement for an employee undertaking technical work and for which a technical qualification of Diploma, or equivalent, is an essential qualification is B3-R1-3.

(e) Salaries for Advanced Diploma – Technical Trainee

- (i) The salary on commencement for an employee undertaking technical work for which a technical qualification of Advanced Diploma, or equivalent, which involves a minimum of 1200 hours training delivered by a Registered Training Organisation, is B3-R1-4.
- (ii) The technical trainee salary commences in B1-R1-3 and progresses through to B3-R1-4 without the requirement for promotion, subject to satisfactory completion of each stage of the qualification and satisfactory work performance. They are then eligible to advance through other progression points in Band 3.

<u>Stage</u>	<u>Band</u>
Stage 1	B1-R1-3
Stage 2	B1-R2-4
Stage 3	B2-R1-4
Stage 4	B3-R1-2
On completion	B3-R1-4

(f) Minimum Adult Wage Rates – Adult Apprenticeships

- (i) When a person, employed in the State Service, enters into a contract of training as an adult apprentice pursuant to the provisions of the *Vocational Education and Training Act 1994*, the employee is not to suffer a reduction in salary as a consequence of entering into a contract of training, unless the salary exceeds B2-R1-2 (Stage 3).
- (ii) The rate of salary the adult apprentice is to receive is that of the classification of work in which the adult apprentice was engaged immediately prior to entering into the contract of training, subject to a maximum of the salary specified for B2-R1-2. A salary in excess of B2-R1-2 may continue to be paid at the discretion of the relevant Head of Agency.

(g) Salaries for School Based Apprenticeships

(i) Definition

This subclause applies to school based apprentices. A school based apprentice is a person who is undertaking an apprenticeship in accordance with this clause while also undertaking a course of secondary education.

(ii) Wage Rates

The hourly rates for full-time apprentices as set out in this award apply to school based apprentices for total hours worked including time deemed to be spent in off-the-job training.

For the purposes of the above paragraph, where a school based apprentice is a full time school student, the time spent in off-the-job training for which the apprentice is paid is deemed to be 25 per cent of the actual hours each week worked on-the-job. The wages paid for training time may be averaged over the semester or year.

(iii) Off-The-Job Training

A school based apprentice is allowed, over the duration of the apprenticeship, the same amount of time to attend off-the-job training as an equivalent full-time apprentice.

For the purposes of this subclause, 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.

(iv) Duration of Apprenticeship

The duration of the apprenticeship is to be as specified in the training agreement or contract for each apprentice. The period so specified to which the apprentice wage rates apply is not to exceed six years.

(v) Progression Through Wage Structure

School based apprentices progress through the wage scale at the rate of 12 months' progression for each two years of employment as an apprentice.

The rates of pay are based on a standard apprenticeship of four years. 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.

(vi) Conversion from a School Based to Full Time Apprenticeship

Where an apprentice converts from a school based to a full-time apprenticeship, all time spent as a full-time apprentice counts for the purposes of progression through the wage scale. This progression applies in addition to the progression achieved as a school based apprentice.

(vii) Award Entitlements

School based apprentices are entitled to pro rata entitlements available to employees covered by this award.

(h) Salaries for Cadets – Bachelor Degree

- (i) The salary on commencement for an employee undertaking a cadetship, or equivalent, is B1-R1-3.
- (ii) The salary for an employee undertaking a cadetship commences in B1-R1-3 and progresses through to B4-R2-1 without the requirement for promotion, subject to meeting the performance requirements of the satisfactory completion of each stage of the cadetship and satisfactory work performance.

An employee is then eligible to advance through other progression points in Band 4.

<u>Stage</u>	<u>Band</u>
Year 1 - 1 st year of degree	B1-R1-3
Year 2 - 1 st year of degree	B1-R2-4
Year 3 - 2 nd year of degree	B2-R1-4
Year 4 - 2 nd year of degree	B3-R1-2
Year 5 - 3 rd year of degree	B3-R1-4
Year 6 - 3 rd year of degree	B4-R1-2
Salary of next progression point after Graduation	B4-R2-1

- (iii) The salary of B4-R2-1 is the minimum salary for a cadet graduate with 12 months work experience.

(i) Salaries for Graduate Development Program – Bachelor Degree

- (i) A Graduate Development Program employs graduates for formal career development based on the relevance of qualifications for specific Agency occupations.
- (ii) The salary on commencement of a graduate officer is B3-R1-1 and progresses through to B4-R2-1 without the requirement for promotion, subject to satisfactory work performance. An employee is then eligible to advance through other progression points in Band 4.

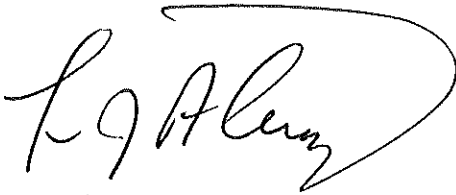
<u>Stage</u>	<u>Band</u>
1 st year (min)	B3-R1-2
2 nd year (min)	B3-R1-4
3 rd year (min)	B4-R1-2
4 th year (min)	B4-R2-1

(iii) Minimum Salary Point:

The salary progression outlined above for this group of employees represents the minimum salary steps required according to these salary arrangements. Agencies may accelerate the progress of employees, subject to performance requirements and competency assessment. The entry level may be advanced in cases where the qualification requirements have already been satisfactorily completed.

OPERATIVE DATE

This variation shall come into operation from the first full pay period on or after 4 December 2014.

A handwritten signature in black ink, appearing to read 'Tim Abey', enclosed within a large, sweeping, handwritten loop that extends to the right.

Tim Abey
PRESIDENT

5 December 2014