

Trainees subject to a federal award usually have their wages and some conditions determined by the NTW Award. The remaining conditions of employment are established through a reference back to the underpinning award. For the employment of trainees under federal agreements, see Section 6.3 of this Guide.

Apprentices subject to a federal award have their wages and employment conditions determined by that award. For the employment of apprentices under federal agreements, see Section 6.3 of this Guide.

New South Wales

State employment arrangements are regulated under the *NSW Industrial Relations Act 1996* (NSW IR Act) which allows the NSW Industrial Relations Commission to make awards and approve enterprise agreements prescribing the conditions of employment for employees performing particular types of work. The Act also sets out the obligations of employers including the requirements to keep time and wage records, issue pay slips and display awards and enterprise agreements.

The other key pieces of legislation that regulate employment conditions in NSW are:

- *Annual Holidays Act 1944*
- *Long Service Leave Act 1955*

The provisions of these Acts apply regardless of whether or not an employee is covered by an award or enterprise agreement unless the relevant award or enterprise agreement provides a greater benefit to the employee.

Some employees who work in NSW are covered by federal awards. In some NSW workplaces, federal and NSW awards may apply to different categories of employees.

Employment arrangements for federal awards and agreements are established under the federal *Workplace Relations Act 1996* (WR Act). The WR Act allows three options for the establishment of employment arrangements:

- Federal awards;
- Certified Agreements (CAs); and
- Australian Workplace Agreements (AWA's).

If an employer is not covered by a federal award (employers are named as respondents to a federal award either individually or through membership of an employer association), the employer will be bound by a state award. NSW awards are 'common rule', which means they bind all employers in an industry or occupation whether or not they were involved in the making of the award. However, if the work performed by the employees is not within the scope of any award the workers are award free.

- a Certificate of Proficiency; and,
- unit credit toward their Higher School Certificate.

All of the NSW school based traineeships are listed on the Internet at:
<http://apprenticeship.det.nsw.edu.au/schools/schavatrains.htm>

In NSW, a school based trainee must complete the hours of work and training that are required of a full-time trainee in the same traineeship.

A full-time traineeship with a nominal duration of 12 months (and the equivalent school-based part-time traineeship) requires 1500–1600 hours of work and training. Generally, these hours are made up of a formal training component of up to 400 hours with the remainder logged as work time, including on-the-job training.

The number of hours per week for a part-time traineeship is identified in the relevant award or agreement. The hours vary according to the industry but range from an average minimum of 15 hours per week to an average maximum of 30 hours per week for on-the-job and off-the-job training.

School based trainees are not required to do more than 7.6 hours per week on-the-job or off-the-job training during examinations and exam preparation periods. They may work full-time during school vacations.

School based traineeships at Certificate II level must be completed within a maximum of 36 months. To assist employers, trainees and training providers in developing training plans, several patterns of work, school and vocational training have been identified that will allow the trainee to meet the requirements of the traineeship and the HSC within this timeframe.

For more details, see the publication *How to Complete a Traineeship as Part of the HSC*, which is available on the Internet at:
<http://apprenticeship.det.nsw.edu.au/html/school.htm>

Victoria

The federal workplace relations system establishes the employment arrangements for Victorian employers and New Apprentices.

State employment arrangements are established under the federal *Workplace Relations Act 1996* (the Act). In addition, Schedule 3 of the Victorian *Vocational Education and Training Act 1990* (VET Act) provides employers who are not covered by federal awards or workplace agreements with access to the federal NTW Award wage rates, including part time and school-based rates. Training arrangements are established under the VET Act.

The Act allows four options for the establishment of employment arrangements:

- Federal awards;
- Certified Agreements (CAs);

Tasmania

Tasmanian employers and New Apprentices can be covered by state employment arrangements. However, some employers are covered by federal awards or choose to use AWA's or CA's:

State employment arrangements are established under the *Tasmanian Industrial Relations Act 1984* (Tas IR Act). Training arrangements are established under the *Vocational Education and Training Act 1994*.

Under the *Industrial Relations Act 1984* the definition of employee at s.3 (Interpretation) includes 'a trainee as defined in the *Vocational Education and Training Act 1994*' and 'an apprentice'.

At s.61A (Enterprise Agreements) 'trainee' is defined as 'an employee who is a party to a training contract within the meaning of the *Vocational Education and Training Act 1994*. The Tasmanian IR Act allows three options for the establishment of employment arrangements:

- State awards;
- Industrial Agreements (employer and union parties), and
- Enterprise Agreements (employer and union; employer and each of at least 60% of the individuals employed in one or more classes of employment at the enterprise; employer and an elected employee committee; employer and any other person).

There are approximately 70 industry and 18 occupational private sector awards applying respectively to industries or occupations and operating as common rule awards together with 5 enterprise awards applicable to a specified employer and union/s.

Within the public sector there are some 15 Agency specific awards and 11 occupational awards.

State awards usually provide directly for the employment of an apprentice, whereas trainee employment arrangements are usually provided through a link to a training wage award.

The National Training Wage (Tasmanian Private Sector) Award facilitates the employment of trainees, including school-based New Apprentices, across a range of industries and occupations falling within the enabling scope clause of that award (some 83 private sector industry and occupational awards are so cited). The award specifies wage rates and certain conditions of employment. Other employment conditions are derived from the industry or occupational award relevant to the particular trainee.

For example, the NTW (Tasmanian Private Sector) Award links to the Clerical and Administrative Employees' Industry (Private Sector) Award for New Apprenticeships in the clerical industry.

State awards cover most major industries. They apply either to:

- An industry or classification of work as a common rule; or
- Named employer/s and union/s.

Trainees are usually covered by industry awards or agreements containing training wage rates and conditions of employment. Most State awards adopt the provisions contained in the federal NTW Award, but are usually not updated as regularly. As a result, the rates of pay and other initiatives approved for the NTW Award are not always reflected in State awards.

Apprentice wages are usually provided in the applicable industry award.

Employment arrangements for federal awards and agreements are established under the federal *Workplace Relations Act 1996* (WR Act). The WR Act allows three options for the establishment of employment arrangements:

- Federal awards;
- Certified Agreements (CAs); and
- Australian Workplace Agreements (AWA's).

Trainees subject to a federal award usually have their wages and some conditions determined by the NTW Award. The remaining conditions of employment are established through a reference back to the underpinning award. It is therefore important for employers and trainees to be aware of their underpinning award or agreement. For the employment of trainees under federal agreements, see Section 6.3 of this Guide.

Apprentices subject to a federal award have their wages and employment conditions determined by that award. For the employment of apprentices under federal agreements, see Section 6.3 of this Guide.

Western Australia

Most Western Australian employers and New Apprentices are covered by State employment arrangements. A smaller number of employers are covered by federal employment arrangements. The National Training Wage Award itself does not have significant coverage in WA, although some State awards adopt those rates.

State employment arrangements are established under the *The Industrial Relations Act 1979* and *The Minimum Conditions of Employment Act 1993*

In 2002 a comprehensive system of minimum wages for trainees and apprentices was established.

All trainees and apprentices either receive the rates of pay contained in their relevant State award, or if an award does not cover them, rates set down by a special order of

- The award is a common rule.

The Act enables awards to be common rule in the ACT. This type of award can apply to an employer whether or not the employer is specifically cited in the award.

Trainees, including school-based, have minimum wages and some conditions determined by the NTW Award, which applies as a common rule in all industries in the private sector and for staff employed under the *Public Sector Management Act 1994*. The remaining conditions of employment for Trainees are established through a reference back to the relevant parent award. For the employment of Trainees under federal agreements, see Section 6.3 of this Guide.

Apprentice wages and conditions are established through industry awards, some of which operate as common rule. An apprenticeship is available for school-based apprentices only if the relevant award or agreement has been varied. For the employment of Apprentices under federal agreements, see Section 6.3 of this Guide.

Northern Territory (NT)

The federal workplace relations system establishes the employment arrangements for NT employers and New Apprentices.

NT employment arrangements are established under the federal *Workplace Relations Act 1996* (the Act). Training arrangements are established under the *Northern Territory Employment and Training Authority Act*.

The Act allows three options for the establishment of employment arrangements:

- Federal awards;
- Certified Agreements (CAs), and
- Australian Workplace Agreements (AWAs).

The coverage of employers by federal awards in the NT is not automatic. The application of a federal award to NT employers, unless it is a common rule award, is limited to:

- Employers that are a named respondent to a federal award; or
- Members of a respondent employer association.

The Act enables the creation of common rule federal awards which apply in the NT.

Where federal awards make no suitable training wage provisions, the *Northern Territory Employment and Training Authority Act* provides for the establishment of minimum wages through a determination of the training authority.

Trainees are generally covered by the federal NTW Award operating as a common rule covering most of the private sector.

Apprentices are usually employed under industry awards, some of which are common rule.

National Industry Skills Councils

Industry Skills Councils Web Sites:

Agri-Food Industry Skills Council <http://www.agrifoodskills.net.au>
Community Services & Health Industry Skills Council <http://www.cshisc.com.au>
Construction and Property Services Industry Skills Council <http://www.cpsisc.com.au>
ElectroComms and EnergyUtilities Industry Skills Council Ltd <http://www.ee-oz.com.au>
Innovation and Business Industry Skills Council <http://www.ibisc.com.au>
Manufacturing Industry Skills Council <http://www.misc.org.au>
Resources and Infrastructure Industry Skills Council <http://www.riisc.com.au>
Services Industry Skills Council <http://www.serviceskills.com.au>
Transport & Logistics Industry Skills Council (TDT Australia) <http://www.tdtaustralia.com>

National Industry Advisory Bodies Web Sites

Automotive Training Australia <http://www.automotivetraining.org.au>
Light Manufacturing Training Australia <http://www.almitab.org.au>
Manufacturing Learning Australia <http://www.mlaust.com>
Manufacturing, Engineering & Related Services ITAB <http://www.mersitab.com.au>
National Correctional Services Advisory Committee
National Training Advisory Ltd (Local Government) <http://www.algt.com.au>
Public Safety ITAB <http://www.psitab.org.au>
Public Service Education and Training Australia <http://www.pseta.com.au>

Appendix III – A Sample of Occupations Covered by Training Package Qualifications

Occupation	Training Package
Accessory Fitter 'Electrical'	Automotive Retail, Service and Repair
Accessory Fitter 'Mechanical'	Automotive Retail, Service and Repair
Accommodation Services (e.g., Door Person, General Clerk, Office Cashier, Porter, Receptionist, Room Attendant)	Hospitality
Accounts Clerk	Financial Services
Administrative Assistant	Business Services
Administrative Officer (Local Government)	Local Government
Administrative Officer- (Public Services)	Public Services
Aged Care Worker	Community Services
Air-Conditioning Mechanic	Automotive Retail, Service and Repair
Aircraft Maintenance Engineer	Aeroskills
Aircraft Mechanic	Aeroskills
Alcohol and Other Drugs Worker	Community Services
Aluminium Anodising	Metal and Engineering
Ambulance Dispatcher	Health
Aquaculture (e.g., Equipment and Facilities, General Hand, Maintenance Worker, Stock Production and Harvesting)	Seafood
Arboriculture Tradesperson	Amenity Horticulture
Artist	Visual Arts Craft and Design
Arts Administrator	Visual Arts Craft and Design
Assembly and Servicing Worker	Electrotechnology
Audiovisual Technician	Entertainment
Automotive Electrician	Automotive Retail, Service and Repair
Automotive Glazer	Automotive Retail, Service and Repair
Automotive Manufacturing Worker	Automotive Manufacturing
Automotive Service Receptionist	Automotive Retail, Service and Repair
Baggage Handler (airline)	Aviation
Bar Attendant Food and Beverage	Hospitality
Batch Plant Operator	Manufactured Mineral Products
Bicycle Mechanic	Automotive Retail, Service and Repair
Board Production Worker	Forest and Forest Products
Boatbuilder (Fibreglass/Wood/Metal)	Metal and Engineering
Body Builder	Automotive Retail, Service and Repair
Boner or Slicer in a Boning Room	National Meat Industry
Booking Agent	Tourism
Bookkeeper	Financial Services
Bookkeeper / Accounts Clerk	Business Services

Cotton Ginner
 Coxswain
 Coxswain
 Credit Officer
 Crematorium Operator
 Curtain making Worker
 Custodial Officer
 Customer Service Officer
 Data Communications Worker
 Data Entry Clerk / Accounts Clerk
 Database Administrator

Deckhand
 Deckhand
 Demolition Worker
 Dental Assisting
 Dental Radiography Assistant
 Desktop Publishing Assistant
 Detention Centre Officer
 Diecaster
 Diesel Mechanic

Disability Worker
 Draftsperson(Mechanical / CAD)
 Drainage Worker
 Driller's Assistant- Waterwell Sector
 Driver Guide
 Dry Cleaning Operator / Presser / Receiver /
 Dispatcher
 Dyehouse Assistant
 Electrician
 Electricity Generation (Operations)
 Embalmer
 Employment Services Consultant
 Engineering Worker General
 Entertainment and Servicing Worker /
 Technician
 Environmental Health Officer
 Event Co ordinator
 Exhaust Fitter and Repairer

Extractive Operator
 Farmhand
 Fibreglass Moulder
 Film Blower
 Financial Planning Support
 Fire Protection Electrician
 Fisheries Officer
 Flight Attendant
 Floor Covering and Finishing Tradesperson
 Floorman- Onshore Oil and Gas Drilling

Textiles, Clothing and Footwear
 Maritime
 Seafood
 Financial Services
 Funeral Services
 Furnishings
 Correctional Services
 Financial Services
 Electrotechnology
 Business Services
 Information Technology- Client
 Support

Maritime
 Seafood
 Construction- General
 Health
 Health
 Printing and Graphic Arts
 Correctional Services
 Metal and Engineering
 Automotive Retail, Service and
 Repair

Community Services
 Metal and Engineering
 Plumbing and Services
 Drilling
 Tourism
 Textiles, Clothing and Footwear

Textiles, Clothing and Footwear
 Electrotechnology
 Utilities
 Funeral Services
 Community Services
 Metal and Engineering
 Electrotechnology

Local Government
 Visual Arts Craft and Design
 Automotive Retail, Service and
 Repair
 Extractive
 Rural Production
 Plastics, Rubber and Cabledmaking
 Plastics, Rubber and Cabledmaking
 Finance
 Electrotechnology
 Seafood
 Aviation
 Furnishings
 Drilling

Juvenile Justice Officer
 Kennel hand
 Kitchenhand
 Laboratory Assistant
 Landscape Tradesperson
 Lathe Operator
 Laundry Operator or Despatch Operator
 Laundry Worker
 Leather Goods: Cutter / Machinist / Table Hand
 Legal Receptionist or Secretary
 Library Assistant

 Lift Systems (Electrical)
 Lighting Technician
 Livestock Handler
 Local Guide
 Machining
 Machinist (incl CNC)
 Mailhouse Worker
 Make-up Artist
 Make-up Artist
 Marine Engine Driver
 Marine Mechanic

 Maritime Installation Electrician
 Massage
 Master (Marine)
 Mattress and Base Maker
 Meat Safety Officer or Meat Inspector
 Mechanic - Light Vehicle Motor

 Mechanic - Heavy Vehicle Mobile Equipment

 Mechanical Toolmaking
 Mediation Worker
 Medical Receptionist
 Meet and Greet Guide
 Mental Health Work- Non Clinical
 Milking Machine Service Technician
 Milliner
 Mining Electrician
 Monumental / Installation
 Mortuary Assistant
 Motorcycle Mechanic

 Mouldmaker- Ceramics
 Multimedia
 Multimedia Developer / Specialist

 Musician/Singer

Community Services
 Racing
 Hospitality
 Laboratory Operations
 Amenity Horticulture
 Metal and Engineering
 Textiles, Clothing and Footwear
 Hospitality
 Textiles, Clothing and Footwear

 Business Services
 Museum, Library and Information Services
 Lifts
 Entertainment
 Transport and Distribution
 Tourism
 Construction- Off-site
 Metal and Engineering
 Printing and Graphic Arts
 Beauty
 Entertainment
 Maritime
 Automotive Retail, Service and Repair
 Electrotechnology
 Health
 Maritime
 Furnishings
 National Meat Industry
 Automotive Retail, Service and Repair
 Automotive Retail, Service and Repair
 Metal and Engineering
 Community Services
 Business Services
 Tourism
 Community Services
 Rural Production
 Textiles, Clothing and Footwear
 Electrotechnology
 Construction- Off-site
 Health
 Automotive Retail, Service and Repair
 Manufactured Mineral Products
 Printing and Graphic Arts
 Information Technology- Client Support
 Music

Process Worker
 Process Worker- Seafood Handling
 Production Horticulture Tradesperson
 Production Operator Underground Mining
 Production Worker (General)
 Programmer

 Property Operations Manager

 Props Maker
 Prosthetic/Orthotic Assistant
 Public Trust Officer
 Pulping Operator
 Radiator Repairer

 Rail Maintenance
 Rail Worker (Track Installation)
 Real Estate Office Administrator

 Real Estate Sales Manager

 Receptionist
 Refrigeration and Air-Conditioning Worker /
 Technician
 Reservations Sales Agent
 Ride Operator
 Risk Assessor
 Road Marking
 Roof Plumber
 Roof Tiler
 Roofing Worker
 Room Attendant
 Room Service Attendant Food and Beverage
 Rubber Extruder
 Rubber Injection Moulder
 Rural Merchant Sales Assistant
 Sales Assistant
 Salon Assistant
 Sandwich Hand
 Sawmill Operator
 Scanning Worker
 Scenic Artist
 Screen Printing Stencil Preparer
 Seafood Salesperson
 Security Electrician
 Security Guard
 Set Maker
 Shearer
 Sheetmetal Worker
 Shopfitter
 Short Order Cook

Metal and Engineering
 Seafood
 Amenity Horticulture
 Metalliferous Mining
 Metal and Engineering
 Information Technology- Client
 Support
 Property Development and
 Management
 Entertainment
 Health
 Finance
 Pulp and Paper
 Automotive Retail, Service and
 Repair
 Transport and Distribution
 Transport and Distribution
 Property Development and
 Management
 Property Development and
 Management
 Business Services
 Electrotechnology

 Tourism
 Tourism
 Asset Security
 Construction - Civil
 Plumbing and Services
 Construction- General
 Plumbing and Services
 Hospitality
 Hospitality
 Plastics, Rubber and Cablemaking
 Plastics, Rubber and Cablemaking
 Rural Production
 Retail
 Hairdressing
 Hospitality
 Forest and Forest Products
 Electrotechnology
 Entertainment
 Printing and Graphic Arts
 Seafood
 Electrotechnology
 Asset Security
 Entertainment
 Rural Production
 Metal and Engineering
 Construction- Off-site
 Hospitality

Underground Miner	Black Coal
Upholsterer	Furnishings
Urban Irrigation Worker	Plumbing and Services
Usher	Entertainment
Vehicle Salesperson	Automotive Retail, Service and Repair
Vehicle Spray Painter	Automotive Retail, Service and Repair
Vehicle Trimmer	Automotive Retail, Service and Repair
Vertebrate Pest management Technician	Conservation and Land Management
Veterinary Animal Attendant	Animal Care and Management
Veterinary Nurse (Qualified)	Animal Care and Management
Waiter - General	Hospitality
Wall and Ceiling Lining	Construction- General
Wall and Floor Tiling	Construction- General
Waremaker- Ceramics	Manufactured Mineral Products
Web Designer	Information Technology
Weed Management Operator	Conservation and Land Management
Welding (General / Fabrication)	Metal and Engineering
Wholesale Sales	Wholesale
Wholesale Telemarketing Sales Person	Wholesale
Wig Maker	Entertainment
Wood Machinist	Furnishings
Youth Worker	Community Services

- managing the National Training Framework, in particular the development and maintenance of industry Training Packages and the quality arrangements defined by the Australian Recognition Framework.

The ANTA website is www.anta.gov.au

The Federal Government has announced that ANTA will cease operations on 30 June 2005. From 1 July 2005, the former ANTA functions will be managed by DEST.

State/Territories Training Authorities

Each State/Territory has a department responsible for vocational education and training. This includes implementation of the national VET system through agreements that have been made at the Ministerial Council consisting of Federal and State/Territory Ministers. In broad terms each State Training Authority provides both the funding to TAFE and other Registered Training Organisations to implement the national VET system and oversees the quality of delivery and assessment by training providers under the Australian Quality Training Framework (AQTF). State Governments administer the regulatory provisions under which apprentices and trainees are employed.

These authorities also fund other training initiatives that they see as priorities in their State or Territory (e.g. Skill shortage areas, access of youth to training). Each of these authorities have their own website that are listed below. On these websites they provide information such as approved training qualifications, training wages and conditions, and State Government financial incentives.

A list of the State/Territory training authority websites is:

NSW – <http://apprenticeship.det.nsw.edu.au/>

QLD- www.det.qld.gov.au

VIC – www.otte.vic.gov.au

SA- www.training.sa.gov.au

WA- www.apprenticeships.training.wa.gov.au

TAS- www.ovet.tas.gov.au

ACT- www.decs.act.gov.au/training

NT- <http://www.deet.nt.gov.au/training/index.shtml>

Registered Training Organisations (RTOs)

These are the organisations that deliver the training to apprentices and trainees. They are registered by State or Territory Training Authorities to deliver training and to issue nationally recognised qualifications under the terms of the Australian Quality Training Framework. Registered Training Organisations may be TAFE Colleges and Institutes, adult and community education providers, private providers, community organisations, schools, higher education institutions, commercial and enterprise training providers, industry bodies and other organisations meeting the registration requirements. Their role is:

- The host employer, who has all the advantages of carefully selected new apprentice or trainee without the worries of long-term employment contracts (staffing is flexible to help small businesses meet peak workloads and seasonal variations); and
- The apprentice or trainees, who are assured of continuous work and training, culminating in a national qualification.

The core activity of group training companies is managing the employment and training of apprentices and trainees, including:

- Arranging and monitoring the on- and off-the-job training;
- assisting host employers and apprentices and trainees throughout the entire period of employment and training;
- Arranging rotations to broaden training opportunities;
- Arranging alternate work placements when required; and
- Counselling and caring for apprentices and trainees.

State/Territories Industry Training Advisory Bodies

State/Territory Industry Training Advisory Bodies are established by State / Territory governments and reflect the role of the national ITAB by providing advice on industry demand and priorities in States/Territories. They can also be a useful source of advice on state training issues that may affect the approach to the implementation of variations to awards and agreements in that state (e.g.. licensing requirements).

State/Territory ITAB's contact details and/or web sites are accessible from the following web sites and contact numbers:

NSW Contact the NSW Board of VET, Industry Network unit - 02 9244 5420

VIC <http://www.otte.vic.gov.au/employers/itblist.htm>

QLD <http://www.trainandemploy.qld.gov.au/partners/home/index.htm>

SA http://www.tafe.sa.edu.au/vet_div/trb/ITABlist.pdf

WA Contact Department of Training on 08 9235 6222

TAS <http://www.ovet.tased.edu.au/iaa/>

NT <http://www.deet.nt.gov.au/training/index.shtml>

ACT <http://www.decs.act.gov.au/services/Training.htm> and click on "Industry Training Advisory Arrangements"

Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations provides a range of workplace relations information at its website www.workplace.gov.au covering:

- Legislation;
- Policy;
- Products and Services;
- Work and family;
- Employee Entitlements;

Appendix V – Wage Enquiry Websites and Contact Numbers

Further information on wage rates under federal and state awards is available by calling the telephone numbers or visiting the websites listed below.

Telephone Contact Numbers

State/Territory	Federal Awards	State Awards
New South Wales	1300 363 264 (in NSW) 02 9246 0600 (outside NSW)	131628 (in NSW & ACT) 02 9020 4849 (outside NSW)
Queensland	1300 369 945 (in Qld) 07 3872 0550 (outside Qld)	1300 369 945 (in Qld) 07 3872 0550 (outside Qld)
Victoria	1300 363 264 (in Vic) 03 9954 2510 (outside Vic)	1300 363 264 (in Vic) 03 9954 2510 (outside Vic)
South Australia	1300 365 255 (in SA) 08 8303 0400 (outside SA)	1300 365 255 (in SA) 08 8303 0400 (outside SA)
Western Australia	1300 655 266 (in WA) 08 9222 7700 (outside WA)	1300 655 266 (in WA) 08 9222 7700 (outside WA)
Tasmania	1300 363 264 (in Tas) 03 6233 6776 (outside Tas)	1300 366 322 (in Tas) 03 6233 7657 (outside Tas)
ACT	1300 363 264 (in ACT) 02 6121 6000 (Outside ACT)	Only Federal Awards apply in the ACT
NT	1300 363 264 (in NT) 08 8936 5000 (outside NT)	Only Federal Awards apply in the NT

Internet addresses

State/Territory	Federal Awards	State Awards
New South Wales	www.wagenet.gov.au	http://www.industrialrelations.nsw.gov.au
Queensland	www.wagenet.gov.au	www.wageline.qld.gov.au
Victoria	www.wagenet.gov.au	www.wagenet.gov.au
South Australia	www.wagenet.gov.au	www.eric.sa.gov.au
Western Australia	www.wagenet.gov.au	www.docep.wa.gov.au
Tasmania	www.wagenet.gov.au	www.wst.tas.gov.au
ACT	www.wagenet.gov.au	Only Federal Awards apply
NT	www.wagenet.gov.au	Only Federal Awards apply



AUSTRALIAN CHAMBER OF
COMMERCE AND INDUSTRY

MEDIA RELEASE

Tuesday 20th September 2005

PROPOSED WORKPLACE RELATIONS MEASURES WILL BOOST NEW APPRENTICESHIPS

Statement by Mr Peter Hendy, Chief Executive

The Australian Chamber of Commerce and Industry (ACCI), Australia's largest and most representative business organisation, warmly welcomes today's announcement by the Prime Minister of measures to remove workplace relations barriers that restrict young people from entering into apprenticeships and traineeships.

ACCI believes that the opportunity to undertake apprenticeships and traineeships should be available to all Australians, regardless of the jurisdiction they live in.

The workplace relations reforms will see the establishment of national wage arrangements that will provide all Australians with an opportunity to undertake an apprenticeship or traineeship through a School Based New Apprenticeship, or under a part-time arrangement.

These reforms are in line with recommendations contained in an ACCI report provided to the Government in July 2005 entitled *Addressing Workplace Relations Barriers to Training*.

It is essential that the Australian workplace relations system keeps pace with education and training reforms and initiatives so as to ensure the provision of opportunities to Australians and the transfer of skilled workers into the labour market. Strong employment outcomes benefit both employers and employees alike.

ACCI is looking forward to an opportunity to contribute to the development of proper rates of pay for trainees and apprentices through the Australian Fair Pay Commission and industrial agreements.

ACCI welcomes these proposals and looks forward to the introduction of these reforms into parliament later this year.

For further information:

Peter Hendy	Chief Executive	(02) 6273 2311 / 0419 422 650
Steve Balzary	Director, Employment & Training	(02) 6270 8028 / 0418 215 732
Brett Hogan	Director of Communications	(03) 9668 9950 / 0407 273 884

MR 109/05

www.acci.asn.au

LEADING AUSTRALIAN BUSINESS

Completed surveys should be returned to ACCI by close of business 31 May 2006 via email to susannah.smith@acci.asn.au or via fax (02) 6273 3196. Please contact Susannah Smith on (02) 6270 8035 if you would like to discuss your involvement in the survey.



AUSTRALIAN CHAMBER OF
COMMERCE AND INDUSTRY

MEDIA RELEASE

Thursday 9 February 2006

WORKPLACE RELATIONS REFORM NEEDED TO SUPPORT TRAINING REFORM

Statement by Mr Peter Hendy, Chief Executive

The Australian Chamber of Commerce and Industry (ACCI), Australia's largest and most representative business organisation, is calling for all Australian governments at this Friday's COAG Meeting to address the workplace relations impediments to undertaking nationally recognised training.

It is essential for COAG to recognise that establishing structured dialogue between workplace relations and vocational education and training policymakers should be a priority so that ongoing changes in the vocational education and training area are promptly recognised, understood and responded to, and facilitate the development of a truly national system that produces outcomes that employers have confidence in.

The concept contained in many industrial awards that pay progression for apprentices based on 'time served' is inflexible and old fashioned. Terminology suggesting time-served pay progression should be removed from industrial and training instruments.

Pay progression should be based on the attainment and demonstration of agreed groupings of skills. Once an apprentice has attained and demonstrated the agreed group of skills they should then progress from one pay level to the next.

The task of grouping and allocating skills (or competencies) relevant to specified wage levels should be developed under industry direction and outlined in Training Packages. Groupings and allocations of competencies to wage levels should recognise that some competencies underpin others, while other competencies can be gained in any sequence.

These changes in tandem with effective Recognition of Prior Learning processes would facilitate a faster supply of skilled and qualified workers into the Australian workforce. However, ACCI does not support any proposals which simply shorten the duration of an apprenticeship and are not linked to the individual's ability to undertake the job.

The Australian workplace relations system must keep pace with vocational education and training reforms and initiatives so as to ensure the provision of opportunities to Australians and the transfer of skilled workers into the labour market. Strong employment outcomes benefit employers and employees alike.

ACCI has developed key principles and recommendations on apprentice and trainee wage arrangements for consideration by the Award Review Taskforce and the Australian Fair Pay Commission. They are attached.

For further information:

Peter Hendy	Chief Executive	02 6273 2311 / 0419 422 650
Steve Balzary	Director, Employment & Training	02 6270 8028 / 0418 245 732
Brett Hogan	Director of Communications	03 9668 9950 / 0407 273 884

MR 09/06

www.acci.asn.au

LEADING AUSTRALIAN BUSINESS

Wage Arrangements for Trainees

Recommendations:

1. That trainee wages are set as a proportion or function of a wage classification (yet to be determined by the AFPC) in rationalised awards, with a safety net rate to apply in other cases.
2. Recognising that such a reform may vary trainee rates of pay, ACCI recommends that wage rates for trainees remain approximately equivalent to the current wage rates.
3. That the wages for trainees are expressed as:
 - a weekly rate, discounted to account for the 20% of a trainee's time spent at off-the-job training, and
 - an hourly rate, not discounted to account for the 20% of a trainee's time spent at off-the-job training, to allow for wage calculations based on hours worked.
4. That trainee wage arrangements apply to pre and post apprenticeship arrangements in trade-related areas.
5. That loading arrangements for trainees undertaking Certificate IV qualifications remain in place, as provided for in the National Training Wage Award.
6. As an interim and transitional measure to achieve recommendation 1, the Australian Fair Pay Commission provide trainee wage rates in an instrument similar to the National Training Wage Award that allocates wage levels to training packages. Recommendations 2-5 also apply to this recommendation.

Wage Arrangements for Apprentices

Recommendations:

1. That apprentice wages remain proportional to tradesperson's wage rates.
2. That one wage structure with four pay points is established across industries, with a safety net rate to apply in other cases.
3. That pay progression is based on the demonstration and application of an agreed set of skills.
4. That reference to time is not made in the wage structure.
5. When implementing such a structure, that the readiness of each industry to adopt the structure is considered.

These arrangements are to be underpinned by the need for Industry to urgently allocate/group competencies into 4 levels/groupings that directly relate to the 4 pay progression points, and to undertake this task responsibly under industry direction.

MR 09/06

ATTACHMENT O

**Extract of the ACCI submission to the Award Review Taskforce on the
Rationalisation of Award Wage and Classification Structures**

Please turn over the page.

**TRAINEES AND APPRENTICES - PRINCIPLES FOR WAGE ARRANGEMENTS
FOR NEW APPRENTICES (TRAINEES & APPRENTICES)**

139. Trainee and apprentice wage rates are discounted wage rates to recognise:

- a. time spent in training, on and off the job; and
- b. that apprentices and trainees are not as skilled or productive as other members of the workforce, particularly during the earlier stages of their training.

140. Concessional rates provide an incentive for employers to engage trainees and apprentices and provide training opportunities to Australians and for the reasons cited it is critically important that they are retained and extended throughout the workplace relations system.

141. Arrangements should recognise the gaining of skill and experience for completing agreed stages during the training process.

142. Arrangements should be simple and able to be easily understood by both employers and employees.

143. In making recommendations with regard to apprentice and trainee wage arrangements, the ARTF should recognise:

- a. Complexities in the training system, including the inherent differences in traineeships and apprenticeships. It is ACCI's submission that, in the medium term, separate wages for apprentices and trainees should be retained.
- b. Pay progression during training should be based on the attainment and demonstration of groups of skills.
- c. The importance of providing training wage arrangements, including part-time and school-based, in all industries.
- d. The need to recognise prior learning undertaken by persons entering training.

144. One major failing of the workplace relations system has been its failure to recognise and complement ongoing reforms in the vocational education and training policy area. Indeed, workplace relations arrangements have often been used to stifle reforms. In future, it will be essential for a structured dialogue to be in place that enables workplace relations policymakers to recognise, understand and respond promptly to ongoing change in the vocational education and training area. The workplace relations system must take on a facilitative and functional role which supports additional reforms.

145. ACCI anticipates that a range of additional major reforms will be introduced into the vocational educational and training system in the near future. Although this submission does not canvass those (potential) issues, we foreshadow the need for additional changes to accommodate policy reforms in the vocational education and training system as they arise, and for substantial additional policy reform in the area of apprenticeship and training wage arrangements in coming years.

WAGE ARRANGEMENTS FOR TRAINEESHIPS

146. The National Training Wage Award provides wage arrangements for some, but not all, trainees. Coverage of trainees is limited due to the:

- a. The process required to allocate new or revised training packages to wage levels to allow the calculation of a training wage, and the fact that the award now fails to allocate wages for a variety of training packages.
- b. Requirement for awards to call up the National Training Wage Award. Not all awards do.

147. The National Training Wage Award is a complicated instrument. It provides three categories of wage levels: A (highest) B and C (lowest). The wage of a full-time trainee depends on the:

- a. Wage level allocated to the training package.

- b. Highest completed year of schooling.
- c. Years out of school.
- d. Time spent in structured training.

148. The wages are further complicated by formulae for:

- a. School based traineeships.
- b. Part-time traineeships.
- c. Traineeships at the Cert IV level.
- d. Adult traineeships at the Cert IV traineeships.

149. In the immediate term, it is appropriate that the National Training Wage Award is replaced by a simpler wages instrument which is easier to apply.

150. Differentiation in wage levels should remain, supported by a federal minimum trainee wage which would apply to those trainees undertaking a qualification under a training package that has not been allocated a wage level.

151. In the longer term, wages for trainees should be set as a proportion or function of a wage classification (yet to be determined) in a minimum wages order or the AFPC, and supported by a national federal minimum trainee wage.

APPRENTICE WAGE ARRANGEMENTS

152. Apprentices are generally paid a proportion of the appropriate minimum adult wage, with the proportion rising according to the length of time in the apprenticeship.

153. This apprenticeship wage structure is subject to some variation across industry, with the apprentice wage percentages varying from award to award. Even within awards, there may be a number of different apprentice wage rate arrangements, with variance by occupation, state and adult/junior status.

154. Many awards do not contain an apprentice wage structure and some awards contain more than one wage rate for the first year (for example, a first three months and separate rest of year rate). The most common wage structure contains four pay points that the apprentice progresses through on an annual basis.

155. A consistent apprentice wage structure with four pay progression levels should be established in all industries and employed across all APCSs to ensure that the apprentice wage is a function of the tradesperson's wage. For example:

Wage as a percentage of the tradesperson's wage rate	
Level 1	W %
Level 2	X% (greater than W)
Level 3	Y% (greater than X)
Level 4	Z% (greater than Y)

156. The term "year" should be replaced with a term such as "level" to assist employers and those undertaking apprenticeships to realise that there is no set completion time for an apprenticeship. The wording in many current awards gives the impression that wage progression is only linked to time served.

157. The detail regarding the skills an apprentice is required to obtain and demonstrate through an assessment process to progress from one level to the next would be contained within each Training Package (i.e. as a training matter not addressed within the APCS orders).

158. Such an approach would encourage, recognise and reward those able to progress more quickly through apprenticeships, e.g. mature apprentices who may already possess some of the skills to be learned during the apprenticeship, and facilitate to the continuing implementation of apprenticeships on a part-time basis.

