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ATTACHMENT B

THE SCHEDULE

The Scheme shall apply to employment in the classification of Editor I.

The term of employment under the Scheme shall be 12 months.

In that period employees will be provided with training and will gain skills and experience in:

Logging and monitoring parliamentary committee hearings
Transcribing and editing Senate and House of Representatives (including the Main Committee of the House of Representatives) and committee turns in a timely and accurate manner with limited supervision
Contributing to continuous improvement of work practices, systems and processes.

The training will be provided on the job and through off-the-job sessions and workshops and will cover the following subjects:

- transcription and editing to a specified standard, including Hansard style and form, English usage and proofreading
- parliamentary procedures and processes
- use of the Hansard production system, voice recognition and digital audio system
- research skills, including use of relevant databases, the Internet and the Parliamentary Library
- logging and monitoring
- departmental procedures and performance communication guidelines
- occupational health and safety principles.

By the conclusion of 12 months, employees will have received feedback on whether they have gained the required skills and experience. If the employee is assessed as having gained those skills and experience, he or she will be eligible to apply for engagement as an ongoing employee at the classification of Editor II subject to the availability of work at that classification. Engagement would be based on a merit selection process.

If at the conclusion of 12 months an employee has not attained the skills and experience to be eligible to apply for engagement as an ongoing employee at the classification of Editor II but it is assessed that these may be attained within a further period of less than six months, an extension of employment under this scheme may be granted for up to a further six months (18 months in total).

DEPARTMENT OF THE PARLIAMENTARY REPORTING STAFF

WORKFORCE PARTICIPATION SCHEME

(established under clause 4.1 of Parliamentary Service Determination 1999/1)

I, John William Templeton, Secretary to the Department of the Parliamentary Reporting Staff, pursuant to clause 4.1 of Parliamentary Service Determination 1999/1, hereby approve a Workforce Participation Scheme ('the scheme') to provide for persons to be engaged for a specified term to gain skills and experience in the Department of the Parliamentary Reporting Staff.

The features of the scheme are set out in the Schedule.

The scheme will commence on 11 February 2002.

Dated this 8th day of February 2002.



J W Templeton
Secretary