



## Consolidated Interpretation of the Special Business Services (Employees with a Disability) Australian Pay and Classification Scale

This document has been published for illustrative purposes only. **It is not a legal instrument, nor does it purport to contain legal interpretations of the relevant instruments.**

The text of the full wage-setting decision giving effect to the content of Special Business Services (Employees with a disability) Pay Scale can be accessed at

[http://www.fairpay.gov.au/NR/rdonlyres/E916F773-AD14-45C3-8325-4B48918ADF3C/0/AFPC\\_WageSetting\\_Decision\\_82007.pdf](http://www.fairpay.gov.au/NR/rdonlyres/E916F773-AD14-45C3-8325-4B48918ADF3C/0/AFPC_WageSetting_Decision_82007.pdf)

### [2007] APCS 2

## Special Business Services (Employees with a disability) Australian Pay and Classification Scale

### 1. Title and Pay Scale number

*Special Business Services (Employees with a disability) Australian Pay and Classification Scale, [2007] APCS 2.*

### 2. Pay Scale determined for the purposes of section 220

This special Pay Scale is determined for the purposes of section 220 of the *Workplace Relations Act 1996* (WR Act).

### 3. Commencement

This wage-setting decision comes into operation in relation to an employee at the commencement of the first pay period applicable to the employee on or after 1 October 2007.

Note: The reference to 'pay period' in the commencement provision is a reference to the pay period according to which the employee was being paid immediately before 1 October 2007.

### 4. Definitions

In this special Pay Scale:

***employed in business services*** means employed in supported employment services

***employee with a disability*** has the same meaning as in section 178 of the WR Act

**LHMU Award** means the Liquor, Hospitality and Miscellaneous Union Supported Employment Services Award 2005 [AW841959]

**supported employment services** has the same meaning as in the *Disability Services Act 1986*

**wage assessment** means a wage assessment made using a wage assessment tool

**wage assessment tool** means a wage assessment tool mentioned in Schedule 3 to this special Pay Scale.

## 5. Coverage

Subject to paragraphs (1) and (2), this special Pay Scale applies to an employee with a disability:

- (a) who is employed in business services (other than in a managerial or supervisory capacity); and
- (b) who is not covered by a preserved Pay Scale derived from the LHMU Award.

(1) This special Pay Scale does not apply to an existing employee who has a claim against the employer which is subject to the provisions of workers' compensation legislation.

(2) Until 11 May 2008, this special Pay Scale does not apply to an employee with a disability employed in a business service whose employer:

- (i) is phasing-in increases in rates of pay in accordance with an agreement entered into with the Commonwealth; or
- (ii) is listed in Schedule 2.

## 6. Wage rates

The rate of pay is to be calculated in accordance with the following method.

### 6.1 Grading

Upon appointment the employee's employer will grade the employee in one of the grades set out in Schedule 4, having regard to the employee's skills, experience and qualifications.

### 6.2 Assessment of capacity

(1) Subject to paragraph 3, the employee will be paid the percentage of the applicable hourly rate for the employee's grade based on the assessment of the employee's capacity using a wage assessment tool chosen by the employer.

(2) The percentage is to be specified in a written assessment instrument and a copy of the assessment instrument is to be given to the employee and, if they so request, to the employee's representative.

(3) An employer cannot use wage assessment tool 4, 6, 11, 12 and/or 13 of Schedule 3 unless the employer was using that tool on or before 27 June 2005.

(4) An employer cannot use wage assessment tool 29 of Schedule 3 unless the employer was using or had used that tool on or before 10 May 2008.

(5) An employer cannot use wage assessment tool 29 of Schedule 3 after 10 May 2009.

[Clause 6.2 (4) and 6.2(5) inserted by Section A1(2), Wage-Setting Decision No. 1/2008, effective 11 May 2008]

### **6.3 Regression of disability**

A wage assessment that determines a lower percentage than an earlier wage assessment of the employee against the same duties is of no effect unless the reduction in percentage is solely due to the regression of the employee's disability.

Where regression of wages is provided for in the wage assessment tool against which the employee was assessed, regression may only occur in accordance with the method provided for in that tool.

Note: This special Pay Scale does not authorise an employer to reduce the wages to which an existing employee is entitled under their contract of employment.

#### 6.4 Hourly rates of pay

The following minimum hourly rates of pay apply for the purpose of calculating an employee's wage rate:

The following minimum hourly rates of pay apply for the purpose of calculating an employee's wage rate.

Grade	Hourly rate effective first pay period on or after 1 October 2007	Hourly rate effective first pay period on or after 1 October 2008
Grade 1	\$13.74	\$14.31
Grade 2	\$14.18	\$14.75
Grade 3	\$14.77	\$15.34
Grade 4	\$15.32	\$15.89
Grade 5	\$16.21	\$16.78
Grade 6	\$17.80	\$18.37
Grade 7	\$18.57	\$19.14

[Subsection 6.4 deleted and replaced by Clause E1, Wage-Setting Decision 2/2008 with effect from the commencement of an employee's first pay period on or after 1 October 2008. All hourly rates shown here for illustrative purposes. ]

Note: The rates of pay set out in subsection 6.4 are minimum rates of pay only. This special Pay Scale does not limit the ability of employers to pay employees above minimum rates of pay.

[Note inserted by Section A1(3) Wage-Setting Decision 1/2008, effective 11 May 2008]

#### 6.5 Review of Assessment

Unless otherwise provided for in the wage assessment tool, a wage assessment of an employee will be reviewed within a period not exceeding 3 years service with the employer.

Unless otherwise provided for in the wage assessment tool, a wage assessment may be reviewed at the initiative of either the employee or the employer, once every six months and not more than 4 times every 3 years.

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# Schedule 1

## Wage Assessment Tools

1. The Blue Mountains Employment Services Wage Assessment Tool as described in the Final Report dated 27 February 2006 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.\* \*
2. The Koomarri Competency Based Wages System as described in the Final Report dated 15 September 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
3. The New Horizons Wage Assessment Tool as described in the Final Report dated 23 November 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
4. The RVIB Enterprises Wage Assessment Tool as described in the Final Report dated 12 September 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
5. The Sunnyfield Association Wage Assessment Tool as described in the Final Report dated 29 September 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
6. The Valmar Support Services Wage System as described in the Final Report dated 23 September 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
7. The Wangarang Industries Wage Assessment Tool as described in the Final Report dated 16 January 2006 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
8. The Woorinyan Wage Assessment Tool as described in the Final Report dated 6 September 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
9. The Bedford Employee Wage Assessment Tool as described in the Final Report dated 9 February 2006 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
10. The Cumberland Industries Wage Assessment Tool as described in the Final Report dated 28 November 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.

11. The Endeavour Wage Assessment Tool as defined in the Final Report dated 10 January 2006 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.\* \*

\* \* Wage Assessment Tools restricted to those specific organisations.

## Schedule 2

1. Caloola Vocational Services Inc.
2. Glenray Industries Ltd.
3. Hastings Foundation Ltd.
4. Hunter Area Health Service - Hunter Joblink
5. Kurri Kurri Community Centre Inc.
6. Mudgee Foundation
7. OCTEC Inc.
8. Psychiatric Rehabilitation Association
9. Spinal Cord Injuries Australia Ltd.
10. Werrigal Inc.
11. Wheelchair and Disabled Association of Australia
12. Witmore Enterprises Inc.
13. HPA Inc.
14. Kingston Supported Employment Service Inc.
15. Blue Line Laundry Inc.
16. GDP Industries
17. Waverley Helpmates Inc.
18. Westgate Community Initiatives Group Inc (WCIG)
19. Woodbine Inc.
20. Intework Inc.
21. Westcare Inc.
22. Paraplegic Quadriplegic Association of WA Inc.

## Schedule 3

1. The Business Services Wage Assessment Tool, as defined by reference to the material contained in Exhibit B2 in Australian Industrial Relations Commission proceedings number C2004/4617.
2. The Civic Industries Supported Employees Wage Assessment Tool, as defined by reference to the material contained in Exhibit B2 in Australian Industrial Relations Commission proceedings number C2004/4617.
3. The Elouera Association Wage Assessment Tool, as defined by reference to the material contained in Exhibit B2 in Australian Industrial Relations Commission proceedings number C2004/4617;
4. The FWS Wage Assessment Tool, as defined by reference to the material contained in Exhibit B2 in Australian Industrial Relations Commission proceedings number C2004/4617;
5. The Greenacres Association Competency Based Wages System, as defined by reference to the material contained in Exhibit B2 in Australian Industrial Relations Commission proceedings number C2004/4617;
6. The Hunter Contracts Wage Assessment Tool, as defined by reference to the material contained in Exhibit B2 in Australian Industrial Relations Commission proceedings number C2004/4617;
7. The PHT Wage Assessment Tool, as defined by reference to the material contained in Exhibit B2 in Australian Industrial Relations Commission proceedings number C2004/4617;
8. The Skillsmaster Wage Assessment Tool, as defined by reference to the material contained in Exhibit B2 in Australian Industrial Relations Commission proceedings number C2004/4617;
9. The Supported Wages System, as described in the decision of a Full Bench of the Australian Industrial Relations Commission, 10 October 1994, Print L5723; and
10. The Yumaro Wage Assessment Tool, as defined by reference to the material contained in Exhibit B2 in Australian Industrial Relations Commission proceedings number C2004/4617.
11. The Phoenix Wage Assessment Tool, as defined by reference to the material contained in Exhibits B2 and B3 in the Australian Industrial Relations Commission proceedings number C2004/4617.
12. The Endeavour Wage Assessment Tool as defined in the Final Report dated 10 January 2006 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
13. The Blue Mountains Employment Services Wage Assessment Tool as described in the Final Report dated 27 February 2006 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.

14. The Koomarri Competency Based Wages System as described in the Final Report dated 15 September 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
15. The New Horizons Wage Assessment Tool as described in the Final Report dated 23 November 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
16. The RVIB Enterprises Wage Assessment Tool as described in the Final Report dated 12 September 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
17. The Sunnyfield Association Wage Assessment Tool as described in the Final Report dated 29 September 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
18. The Valmar Support Services Wage System as described in the Final Report dated 23 September 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
19. The Wangarang Industries Wage Assessment Tool as described in the Final Report dated 16 January 2006 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
20. The Woorinyan Wage Assessment Tool as described in the Final Report dated 6 September 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
21. The Bedford Employee Wage Assessment Tool as described in the Final Report dated 9 February 2006 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
22. The Cumberland Industries Wage Assessment Tool as described in the Final Report dated 28 November 2005 of Jenny Pearson Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
23. The Ability Options Wage Assessment Tool as described in the Final Report dated 18 October 2007 of Jenny Pearson & Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
24. The Blueline Laundry Inc Wage Assessment Tool as described in the Final Report dated 18 October 2007 of Jenny Pearson & Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
25. The Caloola Vocational Services Inc Wage Assessment Tool as described in the Final Report dated 18 October 2007 of Jenny Pearson & Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
26. The GDP Industries Wage Assessment Tool as described in the Final Report dated 18 October 2007 of Jenny Pearson & Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
27. The Kurri Contracting Service Wage Assessment Tool as described in the Final Report dated 18 October 2007 of Jenny

Pearson & Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.

28. The Mai-Wel Group Wage Assessment Tool as described in the Final Report dated 18 October 2007 of Jenny Pearson & Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
29. The Paraquad Wage Assessment Tool as described in the Final Report dated 18 October 2007 of Jenny Pearson & Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
30. The Merriwa Industries Limited Wage Assessment Tool as described in the Final Report dated 18 October 2007 of Jenny Pearson & Associates Pty Ltd titled Analysis of Wage Assessment Tools used by Business Services.
31. The Waverley Helpmates Wage Assessment Tool as described in the Report dated 23 April 2008 of Jenny Pearson & Associates Pty Ltd titled Analysis of Revised Waverley Helpmates Wage Assessment Tool.

[Wage Assessment Tools 23 – 31 inserted by Section A1(1) of Wage-Setting Decision 1/2008, effective 11 May 2008. ]

# Schedule 4

## 1. Classifications

### 1.1 Grade 1

1.1.1 A person engaged in this grade will undertake up to 38 hours induction training which may include information on the employers business, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, work site layout, work and documentation procedures, occupational health and safety, equal employment opportunity and quality control/assurance.

1.1.2 An employee at this level performs basic routine duties essentially of a manual nature and to their level of training. Persons at this level exercise minimal judgement and work under direct supervision whilst undergoing structure training to Grade 2.

1.1.3 Examples of duties at this Grade include basic cleaning within a kitchen or food preparation area including cleaning of dishes and utensils, labouring, sorting, packing, labeling, clipping, assembly document preparation and routine basic assembly tasks.

### 1.2 Grade 2

1.2.1 An employee who has completed at least three months structured training so as to enable them to perform work within the scope of this level.

1.2.2 An employee at this level performs work above and beyond the skills of an employee at Grade 1 and to the level of their training.

1.2.2(a) Works under direct supervision either individually or in a team environment.

1.2.2 (b) Understands and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviation/faults.

1.2.3 Indicative of the tasks which an employee at this level may perform are the following:

#### 1.2.4 Engineering

- Repetition work on automatic, semi-automatic or single purpose machines or equipment;
- Assembles components using basic written, spoken and/or diagrammatic instructions in an assembly environment;
- Uses selected hand tools;
- Rewind machine operator;
- Boiler cleaning;

Uses hand trolleys and pallet trucks.

### **1.2.5 Micro film**

- Document copying;
  - Microfilm Operator basic;
- Packaging, labeling and collating.

### **1.2.6 Catering**

- Assistance to employees who are cooking and performing delivery tasks;
- Removing food plates;
- Setting and/or wiping down tables;
- Cleaning and tidying of associated areas;
- General clearing duties within a kitchen or food preparation area and scullery;

Assembly and preparation of ingredients for cooking.

### **1.2.7 Leather and canvas goods and sewing**

- Repetition sewing work on automatic, semiautomatic or single purpose machines (including basic operation of sewing machines) requiring some discretion with respect to kind, quantity, pressure, temperature or running speed;
- Rudimentary marking and hand cutting;
- Gluing (basic eye letting) of small items;
- Manufactures components and/or assembles to finish product;
- Die cutting using clicking press on canvas material within the scope of this grade;

Sorting, checking and packing.

### **1.2.8 Clerical support**

- Clerical or routine office duties including basic typing, checking figures, matching documents, simple calculating, collating, sorting or filing, photocopying and handling of mail.
- Cashier and banking functions under direct supervision.

### **1.2.9 Timberwork**

- Labouring;
- Sorting;
- Packing;
- Undercoat painting;
- Assembly.

### **1.2.10 Gardening**

- Basic labouring.

#### **1.2.11 Laundries**

- Labouring (manual handling).

#### **1.2.12 Specialist packaging**

- Sorting (manual);
- Labeling;
- Folding;
- Stacking;

Use of hand trolleys, pallet trucks.

#### **1.2.13 Printing/Bookbinding**

- Labouring;
- Sorting;
- Labeling;
- Packaging;
- Gluing (manual);
- Assembly.

#### **1.2.14 Foam and Plastic**

- Reception work on automatic, semiautomatic or single purpose machine or equipment;
- Maintaining records;
- Performing basic test functions, with an ability to measure accurately using gauges and meters;
- Operate hand operated transport and lifting devices;
- Operate granulating, reclaiming, crumbling and shedding machines;
- Trimming, cutting, gluing, sealing, assembling or wrapping finished goods;
- Operate slitting and/or setting machine;
- Operate automatic and manual press machine;
- Repair airbags, belts, and cables, fit terminals and cables;
- Operate machinery that requires basic set up skills.

### **1.3 Grade 3**

1.3.1 An employee who has completed relevant training so as to enable the employee to perform work within the scope of this level.

1.3.2 An employee at this level performs work above and beyond the skills of an employee at Grade 2 and to the level of their training.

(a) Is responsible for the quality of their own work subject to routine supervision;

(b) Works under routine supervision either individually or in a team environment;

(c) Exercises discretion within their level of skills and training.

1.3.3 Indicative of the tasks which an employee at this level may perform are the following:

#### **1.3.3(a) Engineering**

- Operates machinery and equipment requiring the exercise of skills and knowledge beyond that of an employee at Grade 2;
- Non-trade engineering skills;
- Sorting, checking, packing (other than repetitive packing in a standard container or containers in which such goods are ordinarily sold);
- Basic soldering techniques;
- Operation of forklifts, roving pendant type overhead cranes and winch operation;
- Assists one or more trades persons;
- Third class machinist and/or welding operation, drilling/tapping machine operators;
- Rewind machine operators.

#### **1.3.3(b) Catering**

- Specialised non cooking duties in a kitchen or food preparation area;
- Elementary cooking including finger and take-away food.

#### **1.3.3(c) Leather and canvas goods and sewing**

- Operates machinery and equipment requiring the exercise of skill and knowledge and judgement in the layout of product beyond that of an employee at Grade 2.
- Operates heavy duty and special duty application sewing machines including bias binders.
- Ability to perform basic machine setting skills and control adjustments.
- Assists one or more trades persons.
- Die cutting using click press on canvas material with discretion, within the scope of this grade.

#### **1.3.3(d) Micro film**

- Micro film Camera operator
- Micro film jacketing

- Dark room operators

#### **1.3.3(e) Clerical support**

- General clerical or office duties within a regular work routine such as typing, operates a switchboard and basic data entry.
- Receiving, despatching, documenting and recording of goods.

#### **1.3.3(f) Timberwork**

- Nail gun work;
- Sewing (manual);
- Cutting (manual);
- Painting;
- More complex assembly.

#### **1.3.3(g) Gardening**

- Propagation and gardening;
- Uses manual gardening tools (including hand held lawn mowers).

#### **1.3.3(h) Laundries**

- Laundering (other than labouring);
- Sealing;
- Stamping;
- Loading;
- Basic machine operation.

#### **1.3.3(i) Specialist packaging**

- More complex packaging (including weighing and measuring);
- Use of machinery;
- Operation of forklifts.

#### **1.3.3(j) Printing/Bookbinding**

- Strapping;
- Stores assistant;
- Basic machine operation;
- Manual guillotine work;
- Use of gluing machines;
- More complex assembly;
- Skin packaging.

#### **1.3.3(k) Foam and Plastic**

- Operates with flexibility between assembly/process stations;
- Basic inventory control in the context of the production process;
- Basic keyboard skills;
- Operates mixing and milling machines that duties require set up and operating skills;
- Ability to measure accurately using gauges and meters;
- Operation of mobile equipment including forklifts, hand trolleys and pallet trucks.

### **1.3.3(l) Cleaning**

- Vacuuming and spot cleaning of carpets and soft furnishings;
- Sweeping and mopping;
- Toilet cleaning;
- Rubbish collection;
- Cleaning of glass both internal and external.

## **1.4 Grade 4**

1.4.1 An employee who has completed relevant training so as to enable the employee to perform work within the scope of this level.

1.4.2 An employee at this level performs work above and beyond the skills of an employee at Grade 3 and to the level of their training.

(a) Works from complex instructions and procedures.

(b) Assists in the provision of on the job training and a limited degree.

(c) Coordinates work in a team environment or works individually under general supervision.

(d) Is responsible for assuring the quality of their own work.

1.4.3 Indicative of the tasks which an employee at this level may perform are the following:

### **1.4.3(a) Engineering**

- Uses precision measuring instruments;
- Some machine setting, loading and operation;
- Use of tools and equipment within the scope (basic non-trades) maintenance;
- General welding to AS 1554 standard at basic level;
- Second class machinist operators;
- Paint line operator;
- Basic engineering and fault finding skills;
- Performs basic quality checks on the work of others;

- Licensed and certified for forklift, engine driving and crane driving operations to a level higher than Grade 3;
- Has a knowledge of the employers operation as it relates to production process;
- Lubrication of production machinery equipment;
- Assists in the provision of on the job training in conjunction with trades persons and supervisors/trainees.

#### **1.4.3(b) Catering**

- Undertaking general waiting duties of food including cleaning of tables with minimum supervision;
- Assist in cookery class demonstrations;
- Basic cooking under general supervision.

#### **1.4.3(c) Leather and canvas and sewing**

- Cutter who has a knowledge of all types of weights of materials made and used in the trades and who is capable of laying out and cutting all types of material of work and who can mark out and prepare for the machinery and the finish for the work concerned.
- Lays out, cuts, assembles and repairs canvas and related products such as awnings, tents, tarpaulins, horse rugs and caravan annexes.
  - Lays out full scale drawings according to blueprints or sketches.
  - Cuts materials with power cutters.
- Die cutting using clicking press (on leather where the employee is required to exercise discretion as to the kind and quality of material cut).
- Minor machine maintenance including lubrication of (automatic and semiautomatic) production equipment.

#### **1.4.3(d) Clerical and support**

- Clerical duties of audio typing, stenography, complex word processing, spread sheet and basic data processing, desk top publishing, tabulating machine operation, computer operator.
- Clerical duties under limited supervision.

#### **1.4.3(e) Timberwork**

- Complex painting (ie: use of machines);
- Complex cutting (ie: use of machines);
- Complex sewing (ie: use of machines).

#### **1.4.3(f) Gardening**

- Operates gardening machinery;
- Landscape gardening under supervision.

#### **1.4.3(g) Laundries**

- Laundering (includes wide knowledge of machine operations, garment sorting and appropriate use of chemicals);
- Repair of linen, clothing - general alterations;
- Basic tailoring.

#### **1.4.3(h) Specialist packaging**

- Ordering;
- Despatching;
- Inventory/record keeping.

#### **1.4.3(i) Printing/Bookbinding**

- Low level supervision;
- Complex typing setting;
- More complex binding;
  - Block setting;
- Compactor operation;
- Quality control (basic);
- Machine guillotine work.

#### **1.4.3(j) Foam and Plastic**

- Use precision measuring instruments;
- Complex machine and die setting, loading, testing and operation;
- Intermediate keyboard skills;
- Basic engineering and fault finding skills;
- Supervise and perform operations and calendar, mixing and milling machines;
- Perform and implement quality control functions;
- Basic inventory and stores control;
- Assists in the provision of on the job training in conjunction with trades persons and supervisor/trainees.

#### **1.4.3(k) Cleaning**

- Ordering and distribution of cleaning stores;
- Minor maintenance duties incidental and/or peripheral to cleaning;
- Receiving deliveries;
- Performing specialist cleaning functions for a greater part of each day or shifts.

### **1.5 Grade 5**

1.5.1 A person at this level may hold a Trade Certificate or equivalent qualifications and is able to exercise the skills and knowledge of that trade.

1.5.2 In the absence of formal qualifications and in non-trade areas, relevant experience may be sufficient to enable a person to work at this grade.

1.5.3 Indicative skills include the following:

- (a) Understands and applies quality control techniques.
- (b) Exercises good interpersonal and communications skills.
- (c) Exercises discretion within the scope of this grade.
- (d) Performs work under limited supervision either individually or in team environment and assists with the supervision of others.
- (e) Operate all lifting equipment incidental to their work.
- (f) Performs non-trade tasks incidental to their work.
- (g) Performs work which while primarily involving the skills of the employees trade is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.
- (h) Able to inspect products and/or materials for conformity with established operation service standards.
- (i) Supervises the work of a section or unit engaged in work of a complex nature.
- (j) Coordinates and broadly oversees the work of one or more assistant supervisors at Grade 4.

1.5.4 Typical duties may include:

**1.5.4(a) Engineering**

- All relevant trade and associated duties.

**1.5.4(b) Catering**

- Gourmet Chef engaged in cooking, baking, pastry cooking or butchering duties.
- Specialised catering and cookery demonstrator.

**1.5.4(c) Leather and canvas and sewing clerical support**

- Advanced clerical duties including administration assistance, the supervision of office personnel and the checking of work.
- Work under limited supervision, receives limited instructions, is regularly required to exercise little guidance, exercises substantial responsibility and independent initiative and judgement and possess a requisite knowledge of office procedures.

**1.5.4(d) Timberwork**

- Trades person e.g carpenter/furnisher.

#### **1.5.4(e) Gardening**

- Trades Certificate;
- Dry cleaning;
- Pressing;
- Tailoring.

#### **1.5.4(f) Specialist packaging**

- Complex machinery and computer operations.

#### **1.5.4(g) Printing/Bookbinding**

- Tradesperson.

#### **1.5.4(h) Foam and Plastic**

- Approves and passes first off samples and maintains quality of product.
- Works from production, drawings, prints or plans.
- Operates, sets up and adjusts all production machinery in a plant.
- Can perform a range of engineering maintenance functions.
- Basic production scheduling and material handling within the scope of the production process.
- Understands and applies computer techniques as they relate to production process operations.
- High level stores and inventory responsibility.
- Has sound knowledge of employers operations as it relates to the production process.

#### **1.5.4(i) Cleaning**

- Dealing with owners, and tenants responsible with respect to the proper cleaning and servicing of building.
- Handling routine personnel, industrial relations and health and safety matters.
- Directly involved in the provision of on the job training.

### **1.6 Grade 6**

1.6.1 An employee who possesses trade qualifications or equivalent experience and skill to be capable of:

(a) Assessing the ability, skill and competence of a person with a disability to carry out specific work tasks or duties together with being able to design, develop and provide individual instructions and training for a person with a disability as required to assist the person in attaining their identified vocational goals.

(b) Performing specialist tasks and is fully competent in his/her work, requires general supervision and little direct guidance in

the performance thereof, exercises substantial responsibility and independent initiative and judgement with a requisite knowledge of their specific field and of the employers business.

(c) Supervising the work of a section or unit engaged in work of a complex nature where trade skills or equivalent are required.

(d) Coordinating and broadly overseeing the work of one or more supervisors who are engaged at a lower level.

(e) Exercising substantial responsibility and independent initiative and judgement with a requisite knowledge of their specific field and of the employers business.

1.6.2 Positions typically considered Grade 6 include:

- Training/Instructor;
- Purchasing Officer;
- Developing Officer;
- Marketing Officer;
- Commis Chef;
- Supervisor/Welfare Support Staff;
- Senior Supervisor.

## **1.7 Grade 7**

1.7.1 An employee who is responsible for the work of other employees. Such an employee will hold a trades certificate or equivalent qualification experienced and skill level and have completed formal training in personnel supervision.

1.7.2 Employees graded at this level may be expected to:

- Organise, motivate and control subordinate staff;
- Understand and apply quality control techniques;
- Exercise good interpersonal and communication skills;
- Capable of operating all equipment used by subordinates;