



## Wage-Setting Decision 1/2009

On 5 May 2009 we, Ian Harper (Chairman), Hugh Armstrong, Patrick McClure, Mike O'Hagan and Judith Sloan (Commissioners), together constituting the Australian Fair Pay Commission, acting pursuant to the powers conferred on the Australian Fair Pay Commission by section 216 of the *Workplace Relations Act 1996* make the following decision to be known as Australian Fair Pay Commission Wage-Setting Decision 1/2009.

### Interpretation

In this decision:

*"Pay Scale"* means an Australian Pay and Classification Scale.

*"Special Business Services Pay Scale"* means the Special Business Services (Employees with a disability) Australian Pay and Classification Scale, [2007] APCS 2, as set out on pages 9 to 27 of Schedule A to the Australian Fair Pay Commission Wage-Setting Decision 8/2007.

*"Parquad Wage Assessment Tool"* means the Paraplegic–Quadriplegic Association of WA (Inc.) Wage Assessment Tool as described in the Final Report dated 18 October 2007 of Jenny Pearson & Associates Pty. Ltd. entitled *Analysis of Wage Assessment Tools Used by Business Services*.

### Commencement of Decision

Part A1 of this wage-setting decision comes into operation on 5 May 2009.

Part A2 of this wage-setting decision comes into operation on 1 June 2009.

#### A Adjustment to Special Pay Scale

##### A1 Adjustment to the Special Business Services Pay Scale to extend validity of tool until 31 May 2009

- (1) The Special Business Services Pay Scale is adjusted to delete paragraph 6.2(5).
- (2) The Special Business Services Pay Scale is adjusted to insert the following paragraphs immediately after paragraph 6.2(4):
  - (5) An employer cannot use wage assessment tool 29 of Schedule 3 after 31 May 2009.

- (6) Section 6.1 and Section 6.4 of this Special Business Services Pay Scale do not apply to wage assessment tool 29 of Schedule 3.

## **A2 Adjustment to the Special Business Services Pay Scale to remove wage assessment tool on 1 June 2009**

- (1) On 1 June 2009 the Special Business Services Pay Scale is adjusted to delete the following paragraphs: 6.2(4), 6.2(5) and 6.2(6).
- (2) On 1 June 2009 the Special Business Services Pay Scale is adjusted to delete the following wage assessment tool from Schedule 3:

29. The Paraquod 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.

- (3) On 1 June 2009 the Special Business Services Pay Scale is adjusted to re-number the following wage assessment tools immediately following wage assessment tool 28 of Schedule 3:

29. 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.

30. 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.

## **B Reasons for Decision**

### **B1 Background**

In Wage-Setting Decision 1/2006 the Australian Fair Pay Commission (Commission) determined a new Special Australian Pay and Classification Scale (Pay Scale) to fill gaps in minimum wage coverage for employees with disability in Australian Disability Enterprises (Disability Enterprises).

This Pay Scale was consolidated in Wage-Setting Decision 8/2007, which determined the Special Business Services (Employees with a Disability) Australian Pay and Classification Scale (Special Business Services Pay Scale).<sup>1</sup> The Special Business Services Pay Scale provides pro rata minimum wages to employees with disability employed in the Disability Enterprises sector who are not otherwise covered by a preserved Pay Scale.

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<sup>1</sup> Special Business Services (Employees with a disability) Australian Pay and Classification Scale, [2007] APCS 2, as determined by Australian Fair Pay Commission Wage-Setting Decision 8/2007.

The Special Business Services Pay Scale sets out a mechanism for calculating pro rata minimum wages based on an employee's productive capacity as follows:

- (i) upon appointment, the employee's employer grades the employee at one of seven different grades, having regard to the employee's skills, experience and qualifications. The grading descriptions are set out in Schedule 4 to the Special Business Services Pay Scale;
- (ii) the employee's capacity is assessed using a recognised Wage Assessment Tool (WAT) to determine the employee's capacity percentage; and
- (iii) the capacity percentage figure is applied to the rate of pay for the relevant grading (from step 1) in clause 6.4 of the Special Business Services Pay Scale.<sup>2</sup>

This mechanism mirrors the minimum wage framework set out in the preserved Pay Scale derived from the Liquor, Hospitality and Miscellaneous Union Supported Employment Services Award 2005<sup>3</sup>. Together, these instruments form a minimum wage framework for the majority of employees with disability in Disability Enterprises.

In Wage-Setting Decision 1/2006 the Commission's new special Pay Scale for employees in Disability Enterprises attached 22 Wage Assessment Tools (WAT). This Pay Scale was consolidated in Wage-Setting Decision 8/2007 through the Special Business Services Pay Scale.

In Wage-Setting Decision 2/2007 the Commission outlined a process for approving new WATs:

1. Business services wishing to have a new WAT added to the special Pay Scale should make a submission to the Commission.
2. The submission is referred to FaHCSIA, which engages an independent third party consultant. The consultant conducts an independent assessment of the WAT, measuring the tool against the requirements of the *Guide to Good Practice Wage Determination*.
3. The Commission will consult with the Disability Round Table on the proposed WAT.
4. The Commission will make a decision whether to approve the wage assessment tool.
5. If approved, the WAT will be added to the new special Pay Scale which covers employees with a disability working in the business services sector.<sup>4</sup>

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<sup>2</sup> See Clauses 6.1-6.2 of the Special Business Services (Employees with a disability) Australian Pay and Classification Scale, [2007] APCS 2.

<sup>3</sup> AP841959 [AW841959].

<sup>4</sup> Australian Fair Pay Commission, *Wage-Setting Decision and Reasons for Decision*, Commonwealth of Australia, July 2007, p. 93.

On 8 May 2008 the Australian Fair Pay Commission made Wage-Setting Decision 1/2008 which adjusted the Special Business Services Pay Scale to include 9 additional WATs, bringing the total number of approved tools to 31.

In Wage-Setting Decision 1/2008, the Paraplegic–Quadriplegic Association of WA (Inc) (Paraquad) Wage Assessment Tool (WAT) was given conditional approval, limiting its use to Paraquad and granting approval for a 12 month period (to expire on 11 May 2009)<sup>5</sup>:

After consultations with members of the disability roundtable, the Commission considers that it would be beneficial to undertake further discussions with Paraplegic – Quadriplegic Association of WA (Inc) regarding their wage assessment tool over the next twelve months. Some disability stakeholders have expressed the view that the wage assessment tool ... may be overly complex and difficult for employees to use.<sup>6</sup>

The Disability Roundtable is a group of expert stakeholders in disability services established to provide advice to the Commission on issues relating to the employment of people with disability. Its members, along with the Commission, include representatives of:

- Department of Education, Employment and Workplace Relations (DEEWR);
- Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA);
- Australian Chamber of Commerce & Industry (ACCI);
- Australian Council of Trade Unions (ACTU);
- Liquor, Hospitality and Miscellaneous Union (LHMU);
- Australian Federation of Disability Organisations (AFDO);
- National Disability Services (NDS); and
- Australian Human Rights Commission (AHRC).

Additional ad hoc members from the National Council on Intellectual Disability and the Blind Citizens Association also attended meetings regarding the consideration of Wage Assessment Tools in the Disability Enterprise sector.

The concerns of the Disability Roundtable considered by the Commission regarding the Paraquad WAT included the:

- complexity of the tool;
- the multiplier effect; and
- the use of mixed competencies.

To provide procedural fairness and equitable treatment in the consideration of approval of the Paraquad WAT, the Commission

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<sup>5</sup> Australian Fair Pay Commission, *Wage-Setting Decision and Reasons for Decision*, Commonwealth of Australia, May 2008, p. 2, para. A1(2).

<sup>6</sup> Australian Fair Pay Commission, *Wage-Setting Decision and Reasons for Decision*, Commonwealth of Australia, May 2008, p. 6

required an accurate understanding of the operation of the wage assessment methods applied by the tool.

The level of complexity of the Paraquad WAT required that it be subject to a longer period of consideration to ensure that any final decision of the Commission is based on an accurate understanding of the WAT's operation.

As a result, a 12 month approval period was granted to give sufficient time for the Commission to consult with Paraquad and relevant disability stakeholders to further review the tool.

## **B2 Review of the Paraquad Wage Assessment Tool**

Following Wage-Setting Decision 1/2008, the Commission provided Paraquad with details of the outstanding issues as identified by members of the Disability Roundtable.

Paraquad's responses were considered by the Disability Roundtable and further information sought from Paraquad.

The Commission also sought an assessment of Paraquad's submissions and responses from an independent expert, Jenny Pearson and Associates, and invited Paraquad's response to the assessment.

The Disability Roundtable then considered all material received by the Commission. The majority of members advised that, in their view, a number of issues had not been resolved. In particular, issues remained regarding the 'Minute' allocation system, the level of tasks included in the job description provided by Paraquad and the mathematical method of wage calculation (the multiplier effect).

Materials considered by the Commission and the Disability Roundtable include:<sup>7</sup>

- submissions from Paraquad and the Chamber of Commerce and Industry Western Australia (on behalf of Paraquad);
- Paraquad's responses to the outstanding issues and concerns expressed by members of the Disability Roundtable; and
- assessments of the Paraquad WAT by independent consultants, Jenny Pearson and Associates, and Paraquad's response to these assessments.

Following consideration of all material, the Commission met with Paraquad on 1 May 2009 to provide an opportunity for the organisation to put views directly to the Commission before its final determination.

A threshold issue of concern to the Commission remained – the operation of the Paraquad WAT 'Minute' allocation system.

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<sup>7</sup> A full list of materials is included at [Appendix A](#).

All wage assessment tools, if applied to a person without disability, should deliver the relevant full adult wage. Specifically, full adult wages (the benchmark wage) should only be adjusted to reflect the lack of productive capacity resulting from a disability. WATs establish the method by which this productive capacity is assessed.

To understand the operation of the 'Minute' allocation system in the Paraquad WAT a number of scenarios were developed.<sup>8</sup> These scenarios demonstrate that a fully productive employee without a disability could be assessed as less than fully productive due solely to the operation of the 'Minute' allocation system (see scenarios Appendix B).

In such circumstances the maximum rate of pay for a fully productive employee would be lower than the relevant minimum classification wage.<sup>9</sup> When applied to a person with a disability the 'Minute' allocation system reduces the maximum rate of pay even before further discounting to reflect work quality and supervision assessments.

In the Commission's view the 'Minute' allocation system leads to unacceptable wage outcomes for employees assessed under the Paraquad WAT and cannot be approved.

The Commission is concerned that Paraquad has sufficient opportunity to enter into discussions with the funding authority FaHCSIA to enable a progression to the use of an alternative WAT, approved for general use under the Special Business Services Pay Scale.

The Commission will therefore allow an interim period until 31 May 2009 to provide Paraquad this opportunity. The Paraquad WAT will be removed from the Special Business Services Pay Scale from 1 June 2009.

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<sup>8</sup> Paraquad confirmed in correspondence of 16 April 2009 that they had run the scenarios through their computerised system and that the calculations were correct.

<sup>9</sup> This applies in any case where the full number of tasks is not undertaken.

On 5 May 2009 we, Ian Harper (Chairman), Hugh Armstrong, Patrick McClure, Mike O'Hagan and Judith Sloan (Commissioners), together constituting the Australian Fair Pay Commission, make this decision to be known as Australian Fair Pay Commission Wage-Setting Decision 1/2009.

Handwritten signature of Ian R. Harper in black ink, featuring a long horizontal stroke extending to the right.


Ian R. Harper  
Chairman

Handwritten signature of Hugh Armstrong in black ink, with a large, stylized loop at the end.

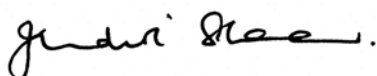
Hugh Armstrong  
Commissioner

Handwritten signature of Patrick McClure in black ink, with a long horizontal stroke extending to the right.

Patrick McClure, AO  
Commissioner

Handwritten signature of Mike O'Hagan in black ink, with a long horizontal stroke extending to the right.

Mike O'Hagan  
Commissioner

Handwritten signature of Judith Sloan in black ink, with a long horizontal stroke extending to the right.

Judith Sloan  
Commissioner

## APPENDIX A

A list of materials considered by the Commission and the Disability Roundtable include:

- Issues Paper, 27 November 2008:
  - drafted by the Secretariat in consultation with Jenny Pearson and Associates, the Australian Government Solicitor and members of the Disability Roundtable;
- A summary of outstanding issues raised at the Disability Roundtable meeting of 30 March 2009, including worked examples of the Paraquad WAT 'Minute' allocation system created by the Secretariat, 8 April 2009:
  - provided to Paraquad seeking confirmation that the examples were worked correctly;
- Extracts from the Department of Education, Employment and Workplace Relations *Jobs Guide*<sup>10</sup>:
- Jenny Pearson and Associates Reports:
  - 18 October 2007;
    - : commissioned by FaHCSIA against the requirements of the *Guide to Good Practice Wage Determination*;
  - 24 April 2008;
    - : commissioned by the Australian Fair Pay Commission Secretariat on behalf of the Commission;
  - 23 March 2009 (and updated 8 April 2009 to consider further material provided by Paraquad);
    - : commissioned by the Australian Fair Pay Commission Secretariat on behalf of the Commission;
- All correspondence and materials provided by Paraquad (or on Paraquad's behalf):
  - 10 August 2007 - the Paraquad WAT and supporting materials;
  - 16 May 2008;
  - 24 July 2008;
  - 11 August 2008;
  - 13 October 2008;
  - 24 October 2008
    - : Letter from Chamber of Commerce and Industry Western Australia on Paraquad's behalf;
  - 26 November 2008;
  - 11 December 2008;
  - 10 February 2009;
  - 23 February 2009, attaching;

<sup>10</sup> The *Jobs Guide* is now published by the Department Education Employment and Workplace Relations but was formerly published by the Department of Education Science and Training (DEST). Following changes to DEST structure in 2008, the *Jobs Guide* moved to the Department of Education Employment and Workplace Relations and can be located at: [www.jobguide.thegoodguides.com.au](http://www.jobguide.thegoodguides.com.au).

- : 'Paraquad Wage Setting & Review Procedures: Business Services Division.' February 2009 document. (This document updated the prior Paraquad 'Wage Setting & Review Procedures' document provided in August 2007);
- : 'Report on the mathematical algorithm supporting Paraquad's wage determinations for employees with special needs' authored by Ms Melanie Roberts and Dr. Grant Kennedy of the University of Western Australia Statistical Consulting Group;
- 27 March 2009;
- 16 April 2009; and
- 1 May 2009.

## APPENDIX B

### 'Minute' Allocation System Examples

#### Example One

- Example One demonstrates two different scenario's for two employees (Bob and John) who do not have disability and work at Para-Quad.
  - Scenario One assumes both employees undertake all tasks.
  - Scenario Two assumes the two employees split the tasks between them.

#### Example Two

- Example Two demonstrates two different scenario's for two employees with disability who work at Para-Quad.
  - Scenario One assumes both employees undertake the same limited selection of tasks.
  - Scenario Two assumes the two employees split the selection of tasks between them.

## Example One (Bob and John)

### Scenario One

Bob and John are two employees who do not have a disability (ie. Q and S ratings of 100%) and can do and are allocated all tasks. Therefore:

- Bob's time in minutes equals 9002 and he therefore earns 100% of the award hourly rate of pay
- John's time in minutes equals 9002 and he therefore earns 100% of the award hourly rate of pay

Therefore if Bob and John work a full week (37.5 hours = 7.5 hours per day for 5 days) then the:

- total wages bill is \$1073.25 (\$536.63 each); and
- AA units of work were produced, where AA =

Bob (range of tasks 44 x number of times tasks undertaken during the week) +  
John (range of tasks 44 x number of times tasks undertaken during the week)

- Note Tasks/competencies 45-48 are replicated for both employees.

### Scenario Two

Bob and John are two employees who do not have a disability (ie. Q and S ratings of 100%) but are allocated approximately half the tasks of a job each (note Tasks/competencies 45-48 are replicated for both employees). Therefore:

- Bob's time in minutes equals 4660 and he therefore earns 51.8% of the award hourly rate of pay
- John's time in minutes equals 4742 and he therefore earns 52.7% of the award hourly rate of pay

Therefore if Bob and John work a full week (37.5 hours = 7.5 hours per day for 5 days) then the:

- total wages bill is \$560.47 (Bob receives \$277.79 per week and John receives \$282.68 per week); and
- AA units of work were produced.

Output remains approximately the same as Scenario One because while Bob and John only undertake approximately half the range of tasks they undertook in Scenario One they had twice the time to do the tasks – therefore taken together the same range and number of tasks were undertaken in the same time period.

## Example Two (Cid and Bert)

### Scenario One

Cid and Bert are two employees with disability who can do and are allocated a limited range of tasks (see spread sheet for range of tasks and note tasks/competencies 45-48 are replicated for both employees). Therefore:

Cid and Bert are two employees with disability who can do and are allocated a limited range of tasks. Therefore:

- Cid's time in minutes equals 1930 (of a possible 9002) and he therefore earns 21.4% of the award hourly rate of pay
- Bert's time in minutes equals 1930 (of a possible 9002) and he therefore earns 21.4% of the award hourly rate of pay

Therefore if Cid and Bert work a full week (37.5 hours = 7.5 hours per day for 5 days) then the:

- total wages bill is \$230.10 (\$115.05 each); and
- AA units of work were produced, where AA =

Cid (range of tasks 26 x number of times tasks undertaken during the week) +  
Bert (range of tasks 26 x number of times tasks undertaken during the week)

### Scenario Two

Cid and Bert are two employees with disability who can do a limited range of the tasks allocated in scenario 1 and are allocated approximately half the tasks allocated in scenario 1 each (note Tasks/competencies 45-48 are replicated for both employees). Therefore:

- Cid's time in minutes equals 1015 and he therefore earns 11.3% of the award hourly rate of pay
- Bert's time in minutes equals 1015 and he therefore earns 11.3% of the award hourly rate of pay

Therefore if Cid and Bert work a full week (37.5 hours = 7.5 hours per day for 5 days) under Scenario Two then the:

- total wages bill is \$121.01 (Cid receives \$60.51 per week and Bert receives \$60.51 per week); and
- AA units of work were produced.

Output remains approximately the same in Scenario One and Scenario Two because while Cid and Bert only undertake approximately half the range of tasks they undertook in Scenario One they had twice the time to do the tasks – therefore taken together the same range and number of tasks were

undertaken in the same time period. However, because the Minute Allocation System is based on range of tasks and there is no actual count of number of tasks performed in WAT formula wages decrease for Scenario Two relative to Scenario One.

**EXAMPLE ONE - SCENARIO ONE - BOB**

| TASK No.   | Task                                 | No. time / month | Approx time per task | Approx. Time per month / minutes | Performed by individual | Max time at entry level | % productivity | Quality factor (1-4) | Quality factor % | Supervision / training factor (1-10) | Supervision / training factor % | Max time * combined % | Time in minutes |
|--|--------------------------------------|------------------|----------------------|----------------------------------|-------------------------|-------------------------|----------------|----------------------|------------------|--------------------------------------|---------------------------------|-----------------------|-----------------|
| <b>Prepare new gardens and plots</b>             |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 1  | Use hand tools                       | 20               | 35                   | 700                              | Y                       | 700                     | 100            | 4                    | 100              | 10                                   | 100                             | 700                   | 700             |
| 2  | Use shovel                           | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 4                    | 100              | 10                                   | 100                             | 400                   | 400             |
| 3  | Measure and mark new beds            | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 4                    | 100              | 10                                   | 100                             | 240                   | 240             |
| 4  | Landscape planning                   | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 4                    | 100              | 10                                   | 100                             | 240                   | 240             |
| <b>Load, unload and move gardening equipment</b> |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 5  | Load, unload mower edger             | 20               | 10                   | 200                              | Y                       | 200                     | 100            | 4                    | 100              | 10                                   | 100                             | 200                   | 200             |
| 6  | Load unload Cylinder mower           | 20               | 5                    | 100                              | Y                       | 100                     | 100            | 4                    | 100              | 10                                   | 100                             | 100                   | 100             |
| 7  | Drive Ute                            | 20               | 40                   | 800                              | Y                       | 800                     | 100            | 4                    | 100              | 10                                   | 100                             | 800                   | 800             |
| 8  | Load and move wheel barrow           | 20               | 15                   | 300                              | Y                       | 300                     | 100            | 4                    | 100              | 10                                   | 100                             | 300                   | 300             |
| 9  | Lift plants and gardening equipment  | 8                | 15                   | 120                              | Y                       | 120                     | 100            | 4                    | 100              | 10                                   | 100                             | 120                   | 120             |
| <b>Planting and Transplanting</b>                |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 10   | Assist in planting and transplanting | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| 11   | Planting and transplanting           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| 12   | Correct handling of plants           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| 13   | Dig holes                            | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| <b>Clean and tidy gardens</b>                    |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 14   | Rake                                 | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 4                    | 100              | 10                                   | 100                             | 600                   | 600             |
| 15   | Mulch                                | 4                | 30                   | 120                              | Y                       | 120                     | 100            | 4                    | 100              | 10                                   | 100                             | 120                   | 120             |
| 16   | Sweep                                | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 4                    | 100              | 10                                   | 100                             | 600                   | 600             |
| <b>Maintaining Gardens</b>                       |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 17   | Water                                | 8                | 25                   | 200                              | Y                       | 200                     | 100            | 4                    | 100              | 10                                   | 100                             | 200                   | 200             |
| 18   | Identify and remove weeds            | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 4                    | 100              | 10                                   | 100                             | 400                   | 400             |
| 19   | Prune                                | 8                | 40                   | 320                              | Y                       | 320                     | 100            | 4                    | 100              | 10                                   | 100                             | 320                   | 320             |
| 20   | Plant identification                 | 4                | 10                   | 40                               | Y                       | 40                      | 100            | 4                    | 100              | 10                                   | 100                             | 40                    | 40              |
| 21   | Rotary mower                         | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 4                    | 100              | 10                                   | 100                             | 400                   | 400             |
| 22   | Cylinder mower                       | 8                | 20                   | 160                              | Y                       | 160                     | 100            | 4                    | 100              | 10                                   | 100                             | 160                   | 160             |
| 23   | Edger                                | 10               | 10                   | 100                              | Y                       | 100                     | 100            | 4                    | 100              | 10                                   | 100                             | 100                   | 100             |
| 24   | Whipper snipper                      | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 4                    | 100              | 10                                   | 100                             | 400                   | 400             |

|                                    |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
|------------------------------------|-----------------------------------|------|-----|-----|---|-----|-----|---|-----|----|-----|-----|-----|
| 25                                 | Leaf blower                       | 8    | 20  | 160 | Y | 160 | 100 | 4 | 100 | 10 | 100 | 160 | 160 |
| 26                                 | Leaf vacuum                       | 8    | 20  | 160 | Y | 160 | 100 | 4 | 100 | 10 | 100 | 160 | 160 |
| 27                                 | Chain saw                         | 1    | 30  | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 28                                 | Hedge trimmer                     | 4    | 35  | 140 | Y | 140 | 100 | 4 | 100 | 10 | 100 | 140 | 140 |
| 29                                 | Spraying                          | 1    | 20  | 20  | Y | 20  | 100 | 4 | 100 | 10 | 100 | 20  | 20  |
| 30                                 | Reticulation                      | 2    | 25  | 50  | Y | 50  | 100 | 4 | 100 | 10 | 100 | 50  | 50  |
| 31                                 | Fertilise                         | 4    | 10  | 40  | Y | 40  | 100 | 4 | 100 | 10 | 100 | 40  | 40  |
| <b>Construction / Installation</b> |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 32                                 | Erect barrier / fences            | 1    | 25  | 25  | Y | 25  | 100 | 4 | 100 | 10 | 100 | 25  | 25  |
| 33                                 | Construct paths                   | 0.25 | 120 | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 34                                 | Create rockeries                  | 0.25 | 120 | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 35                                 | Create ponds, water features      | 0.25 | 120 | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 36                                 | Irrigation systems                | 1    | 60  | 60  | Y | 60  | 100 | 4 | 100 | 10 | 100 | 60  | 60  |
| <b>Soil analysis</b>               |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 37                                 | Conduct soil analysis             | 0.25 | 28  | 7   | Y | 7   | 100 | 4 | 100 | 10 | 100 | 7   | 7   |
| <b>Garden equipment</b>            |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 38                                 | Maintaining Gardens               | 4    | 20  | 80  | Y | 80  | 100 | 4 | 100 | 10 | 100 | 80  | 80  |
| 39                                 | Repair                            | 1    | 40  | 40  | Y | 40  | 100 | 4 | 100 | 10 | 100 | 40  | 40  |
| <b>Other Tasks</b>                 |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 40                                 | Customer relations                | 20   | 10  | 200 | Y | 200 | 100 | 4 | 100 | 10 | 100 | 200 | 200 |
| 41                                 | Fill out forms                    | 20   | 10  | 200 | Y | 200 | 100 | 4 | 100 | 10 | 100 | 200 | 200 |
| 42                                 | Stack take                        | 1    | 40  | 40  | Y | 40  | 100 | 4 | 100 | 10 | 100 | 40  | 40  |
| 43                                 | Time management                   | 20   | 10  | 200 | Y | 200 | 100 | 4 | 100 | 10 | 100 | 200 | 200 |
| 44                                 | Order stock                       | 4    | 15  | 60  | Y | 60  | 100 | 4 | 100 | 10 | 100 | 60  | 60  |
| <b>Competencies</b>                |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 45                                 | Follows health and safety factors | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |
| 46                                 | Communicates in the workplace     | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |
| 47                                 | Works well with others            | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |
| 48                                 | Applies quality standards         | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |

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**EXAMPLE ONE - SCENARIO ONE - JOHN**

| TASK No.   | Task                                 | No. time / month | Approx time per task | Approx. Time per month / minutes | Performed by individual | Max time at entry level | % productivity | Quality factor (1-4) | Quality factor % | Supervision / training factor (1-10) | Supervision / training factor % | Max time * combined % | Time in minutes |
|--|--------------------------------------|------------------|----------------------|----------------------------------|-------------------------|-------------------------|----------------|----------------------|------------------|--------------------------------------|---------------------------------|-----------------------|-----------------|
| <b>Prepare new gardens and plots</b>             |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 1  | Use hand tools                       | 20               | 35                   | 700                              | Y                       | 700                     | 100            | 4                    | 100              | 10                                   | 100                             | 700                   | 700             |
| 2  | Use shovel                           | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 4                    | 100              | 10                                   | 100                             | 400                   | 400             |
| 3  | Measure and mark new beds            | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 4                    | 100              | 10                                   | 100                             | 240                   | 240             |
| 4  | Landscape planning                   | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 4                    | 100              | 10                                   | 100                             | 240                   | 240             |
| <b>Load, unload and move gardening equipment</b> |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 5  | Load, unload mower edger             | 20               | 10                   | 200                              | Y                       | 200                     | 100            | 4                    | 100              | 10                                   | 100                             | 200                   | 200             |
| 6  | Load unload Cylinder mower           | 20               | 5                    | 100                              | Y                       | 100                     | 100            | 4                    | 100              | 10                                   | 100                             | 100                   | 100             |
| 7  | Drive Ute                            | 20               | 40                   | 800                              | Y                       | 800                     | 100            | 4                    | 100              | 10                                   | 100                             | 800                   | 800             |
| 8  | Load and move wheel barrow           | 20               | 15                   | 300                              | Y                       | 300                     | 100            | 4                    | 100              | 10                                   | 100                             | 300                   | 300             |
| 9  | Lift plants and gardening equipment  | 8                | 15                   | 120                              | Y                       | 120                     | 100            | 4                    | 100              | 10                                   | 100                             | 120                   | 120             |
| <b>Planting and Transplanting</b>                |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 10   | Assist in planting and transplanting | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| 11   | Planting and transplanting           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| 12   | Correct handling of plants           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| 13   | Dig holes                            | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| <b>Clean and tidy gardens</b>                    |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 14   | Rake                                 | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 4                    | 100              | 10                                   | 100                             | 600                   | 600             |
| 15   | Mulch                                | 4                | 30                   | 120                              | Y                       | 120                     | 100            | 4                    | 100              | 10                                   | 100                             | 120                   | 120             |
| 16   | Sweep                                | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 4                    | 100              | 10                                   | 100                             | 600                   | 600             |
| <b>Maintaining Gardens</b>                       |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 17   | Water                                | 8                | 25                   | 200                              | Y                       | 200                     | 100            | 4                    | 100              | 10                                   | 100                             | 200                   | 200             |
| 18   | Identify and remove weeds            | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 4                    | 100              | 10                                   | 100                             | 400                   | 400             |
| 19   | Prune                                | 8                | 40                   | 320                              | Y                       | 320                     | 100            | 4                    | 100              | 10                                   | 100                             | 320                   | 320             |
| 20   | Plant identification                 | 4                | 10                   | 40                               | Y                       | 40                      | 100            | 4                    | 100              | 10                                   | 100                             | 40                    | 40              |
| 21   | Rotary mower                         | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 4                    | 100              | 10                                   | 100                             | 400                   | 400             |
| 22   | Cylinder mower                       | 8                | 20                   | 160                              | Y                       | 160                     | 100            | 4                    | 100              | 10                                   | 100                             | 160                   | 160             |
| 23   | Edger                                | 10               | 10                   | 100                              | Y                       | 100                     | 100            | 4                    | 100              | 10                                   | 100                             | 100                   | 100             |

|                                    |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
|------------------------------------|-----------------------------------|------|-----|-----|---|-----|-----|---|-----|----|-----|-----|-----|
| 24                                 | Whipper snipper                   | 20   | 20  | 400 | Y | 400 | 100 | 4 | 100 | 10 | 100 | 400 | 400 |
| 25                                 | Leaf blower                       | 8    | 20  | 160 | Y | 160 | 100 | 4 | 100 | 10 | 100 | 160 | 160 |
| 26                                 | Leaf vacuum                       | 8    | 20  | 160 | Y | 160 | 100 | 4 | 100 | 10 | 100 | 160 | 160 |
| 27                                 | Chain saw                         | 1    | 30  | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 28                                 | Hedge trimmer                     | 4    | 35  | 140 | Y | 140 | 100 | 4 | 100 | 10 | 100 | 140 | 140 |
| 29                                 | Spraying                          | 1    | 20  | 20  | Y | 20  | 100 | 4 | 100 | 10 | 100 | 20  | 20  |
| 30                                 | Reticulation                      | 2    | 25  | 50  | Y | 50  | 100 | 4 | 100 | 10 | 100 | 50  | 50  |
| 31                                 | Fertilise                         | 4    | 10  | 40  | Y | 40  | 100 | 4 | 100 | 10 | 100 | 40  | 40  |
| <b>Construction / Installation</b> |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 32                                 | Erect barrier / fences            | 1    | 25  | 25  | Y | 25  | 100 | 4 | 100 | 10 | 100 | 25  | 25  |
| 33                                 | Construct paths                   | 0.25 | 120 | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 34                                 | Create rockeries                  | 0.25 | 120 | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 35                                 | Create ponds, water features      | 0.25 | 120 | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 36                                 | Irrigation systems                | 1    | 60  | 60  | Y | 60  | 100 | 4 | 100 | 10 | 100 | 60  | 60  |
| <b>Soil analysis</b>               |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 37                                 | Conduct soil analysis             | 0.25 | 28  | 7   | Y | 7   | 100 | 4 | 100 | 10 | 100 | 7   | 7   |
| <b>Garden equipment</b>            |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 38                                 | Maintaining Gardens               | 4    | 20  | 80  | Y | 80  | 100 | 4 | 100 | 10 | 100 | 80  | 80  |
| 39                                 | Repair                            | 1    | 40  | 40  | Y | 40  | 100 | 4 | 100 | 10 | 100 | 40  | 40  |
| <b>Other Tasks</b>                 |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 40                                 | Customer relations                | 20   | 10  | 200 | Y | 200 | 100 | 4 | 100 | 10 | 100 | 200 | 200 |
| 41                                 | Fill out forms                    | 20   | 10  | 200 | Y | 200 | 100 | 4 | 100 | 10 | 100 | 200 | 200 |
| 42                                 | Stack take                        | 1    | 40  | 40  | Y | 40  | 100 | 4 | 100 | 10 | 100 | 40  | 40  |
| 43                                 | Time management                   | 20   | 10  | 200 | Y | 200 | 100 | 4 | 100 | 10 | 100 | 200 | 200 |
| 44                                 | Order stock                       | 4    | 15  | 60  | Y | 60  | 100 | 4 | 100 | 10 | 100 | 60  | 60  |
| <b>Competencies</b>                |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 45                                 | Follows health and safety factors | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |
| 46                                 | Communicates in the workplace     | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |
| 47                                 | Works well with others            | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |
| 48                                 | Applies quality standards         | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |

9002

9002

**EXAMPLE ONE - SCENARIO TWO - BOB**

| TASK No.   | Task                                 | No. time / month | Approx time per task | Approx. Time per month / minutes | Performed by individual | Max time at entry level | % productivity | Quality factor (1-4) | Quality factor % | Supervision / training factor (1-10) | Supervision / training factor % | Max time * combined % | Time in minutes |
|--|--------------------------------------|------------------|----------------------|----------------------------------|-------------------------|-------------------------|----------------|----------------------|------------------|--------------------------------------|---------------------------------|-----------------------|-----------------|
| <b>Prepare new gardens and plots</b>             |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 1  | Use hand tools                       | 20               | 35                   | 700                              | Y                       | 700                     | 100            | 4                    | 100              | 10                                   | 100                             | 700                   | 700             |
| 2  | Use shovel                           | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 4                    | 100              | 10                                   | 100                             | 400                   | 400             |
| 3  | Measure and mark new beds            | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 4                    | 100              | 10                                   | 100                             | 240                   | 240             |
| 4  | Landscape planning                   | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 4                    | 100              | 10                                   | 100                             | 240                   | 240             |
| <b>Load, unload and move gardening equipment</b> |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 5  | Load, unload mower edger             | 20               | 10                   | 200                              | Y                       | 200                     | 100            | 4                    | 100              | 10                                   | 100                             | 200                   | 200             |
| 6  | Load unload Cylinder mower           | 20               | 5                    | 100                              | Y                       | 100                     | 100            | 4                    | 100              | 10                                   | 100                             | 100                   | 100             |
| 7  | Drive Ute                            | 20               | 40                   | 800                              | Y                       | 800                     | 100            | 4                    | 100              | 10                                   | 100                             | 800                   | 800             |
| 8  | Load and move wheel barrow           | 20               | 15                   | 300                              | Y                       | 300                     | 100            | 4                    | 100              | 10                                   | 100                             | 300                   | 300             |
| 9  | Lift plants and gardening equipment  | 8                | 15                   | 120                              | Y                       | 120                     | 100            | 4                    | 100              | 10                                   | 100                             | 120                   | 120             |
| <b>Planting and Transplanting</b>                |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 10   | Assist in planting and transplanting | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| 11   | Planting and transplanting           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| 12   | Correct handling of plants           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| 13   | Dig holes                            | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 4                    | 100              | 10                                   | 100                             | 140                   | 140             |
| <b>Clean and tidy gardens</b>                    |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 14   | Rake                                 | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 4                    | 100              | 10                                   | 100                             | 600                   | 600             |
| 15   | Mulch                                | 4                | 30                   | 120                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 16   | Sweep                                | 20               | 30                   | 600                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| <b>Maintaining Gardens</b>                       |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 17   | Water                                | 8                | 25                   | 200                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 18   | Identify and remove weeds            | 20               | 20                   | 400                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 19   | Prune                                | 8                | 40                   | 320                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 20   | Plant identification                 | 4                | 10                   | 40                               |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 21   | Rotary mower                         | 20               | 20                   | 400                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 22   | Cylinder mower                       | 8                | 20                   | 160                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 23   | Edger                                | 10               | 10                   | 100                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |

|                                    |                                   |      |     |     |   |     |     |   |     |    |             |             |             |
|------------------------------------|-----------------------------------|------|-----|-----|---|-----|-----|---|-----|----|-------------|-------------|-------------|
| 24                                 | Whipper snipper                   | 20   | 20  | 400 |   |     |     |   |     |    |             |             |             |
| 25                                 | Leaf blower                       | 8    | 20  | 160 |   |     |     |   |     |    |             |             |             |
| 26                                 | Leaf vacuum                       | 8    | 20  | 160 |   |     |     |   |     |    |             |             |             |
| 27                                 | Chain saw                         | 1    | 30  | 30  |   |     |     |   |     |    |             |             |             |
| 28                                 | Hedge trimmer                     | 4    | 35  | 140 |   |     |     |   |     |    |             |             |             |
| 29                                 | Spraying                          | 1    | 20  | 20  |   |     |     |   |     |    |             |             |             |
| 30                                 | Reticulation                      | 2    | 25  | 50  |   |     |     |   |     |    |             |             |             |
| 31                                 | Fertilise                         | 4    | 10  | 40  |   |     |     |   |     |    |             |             |             |
| <b>Construction / Installation</b> |                                   |      |     |     |   |     |     |   |     |    |             |             |             |
| 32                                 | Erect barrier / fences            | 1    | 25  | 25  |   |     |     |   |     |    |             |             |             |
| 33                                 | Construct paths                   | 0.25 | 120 | 30  |   |     |     |   |     |    |             |             |             |
| 34                                 | Create rockeries                  | 0.25 | 120 | 30  |   |     |     |   |     |    |             |             |             |
| 35                                 | Create ponds, water features      | 0.25 | 120 | 30  |   |     |     |   |     |    |             |             |             |
| 36                                 | Irrigation systems                | 1    | 60  | 60  |   |     |     |   |     |    |             |             |             |
| <b>Soil analysis</b>               |                                   |      |     |     |   |     |     |   |     |    |             |             |             |
| 37                                 | Conduct soil analysis             | 0.25 | 28  | 7   |   |     |     |   |     |    |             |             |             |
| <b>Garden equipment</b>            |                                   |      |     |     |   |     |     |   |     |    |             |             |             |
| 38                                 | Maintaining Gardens               | 4    | 20  | 80  |   |     |     |   |     |    |             |             |             |
| 39                                 | Repair                            | 1    | 40  | 40  |   |     |     |   |     |    |             |             |             |
| <b>Other Tasks</b>                 |                                   |      |     |     |   |     |     |   |     |    |             |             |             |
| 40                                 | Customer relations                | 20   | 10  | 200 |   |     |     |   |     |    |             |             |             |
| 41                                 | Fill out forms                    | 20   | 10  | 200 |   |     |     |   |     |    |             |             |             |
| 42                                 | Stack take                        | 1    | 40  | 40  |   |     |     |   |     |    |             |             |             |
| 43                                 | Time management                   | 20   | 10  | 200 |   |     |     |   |     |    |             |             |             |
| 44                                 | Order stock                       | 4    | 15  | 60  |   |     |     |   |     |    |             |             |             |
| <b>Competencies</b>                |                                   |      |     |     |   |     |     |   |     |    |             |             |             |
| 45                                 | Follows health and safety factors | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100         | 100         | 100         |
| 46                                 | Communicates in the workplace     | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100         | 100         | 100         |
| 47                                 | Works well with others            | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100         | 100         | 100         |
| 48                                 | Applies quality standards         | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100         | 100         | 100         |
|                                    |                                   |      |     |     |   |     |     |   |     |    | <b>9002</b> | <b>51.8</b> | <b>4660</b> |

**EXAMPLE ONE - SCENARIO TWO - JOHN**

| TASK No.   | Task                                 | No. time / month | Approx time per task | Approx. Time per month / minutes | Performed by individual | Max time at entry level | % productivity | Quality factor (1-4) | Quality factor % | Supervision / training factor (1-10) | Supervision / training factor % | Max time * combined % | Time in minutes |
|--|--------------------------------------|------------------|----------------------|----------------------------------|-------------------------|-------------------------|----------------|----------------------|------------------|--------------------------------------|---------------------------------|-----------------------|-----------------|
| <b>Prepare new gardens and plots</b>             |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 1  | Use hand tools                       | 20               | 35                   | 700                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 2  | Use shovel                           | 20               | 20                   | 400                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 3  | Measure and mark new beds            | 4                | 60                   | 240                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 4  | Landscape planning                   | 4                | 60                   | 240                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| <b>Load, unload and move gardening equipment</b> |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 5  | Load, unload mower edger             | 20               | 10                   | 200                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 6  | Load unload Cylinder mower           | 20               | 5                    | 100                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 7  | Drive Ute                            | 20               | 40                   | 800                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 8  | Load and move wheel barrow           | 20               | 15                   | 300                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 9  | Lift plants and gardening equipment  | 8                | 15                   | 120                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| <b>Planting and Transplanting</b>                |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 10   | Assist in planting and transplanting | 4                | 35                   | 140                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 11   | Planting and transplanting           | 4                | 35                   | 140                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 12   | Correct handling of plants           | 4                | 35                   | 140                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 13   | Dig holes                            | 4                | 35                   | 140                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| <b>Clean and tidy gardens</b>                    |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 14   | Rake                                 | 20               | 30                   | 600                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 15   | Mulch                                | 4                | 30                   | 120                              | Y                       | 120                     | 100            | 4                    | 100              | 10                                   | 100                             | 120                   | 120             |
| 16   | Sweep                                | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 4                    | 100              | 10                                   | 100                             | 600                   | 600             |
| <b>Maintaining Gardens</b>                       |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 17   | Water                                | 8                | 25                   | 200                              | Y                       | 200                     | 100            | 4                    | 100              | 10                                   | 100                             | 200                   | 200             |
| 18   | Identify and remove weeds            | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 4                    | 100              | 10                                   | 100                             | 400                   | 400             |
| 19   | Prune                                | 8                | 40                   | 320                              | Y                       | 320                     | 100            | 4                    | 100              | 10                                   | 100                             | 320                   | 320             |
| 20   | Plant identification                 | 4                | 10                   | 40                               | Y                       | 40                      | 100            | 4                    | 100              | 10                                   | 100                             | 40                    | 40              |
| 21   | Rotary mower                         | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 4                    | 100              | 10                                   | 100                             | 400                   | 400             |
| 22   | Cylinder mower                       | 8                | 20                   | 160                              | Y                       | 160                     | 100            | 4                    | 100              | 10                                   | 100                             | 160                   | 160             |
| 23   | Edger                                | 10               | 10                   | 100                              | Y                       | 100                     | 100            | 4                    | 100              | 10                                   | 100                             | 100                   | 100             |

|                                    |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
|------------------------------------|-----------------------------------|------|-----|-----|---|-----|-----|---|-----|----|-----|-----|-----|
| 24                                 | Whipper snipper                   | 20   | 20  | 400 | Y | 400 | 100 | 4 | 100 | 10 | 100 | 400 | 400 |
| 25                                 | Leaf blower                       | 8    | 20  | 160 | Y | 160 | 100 | 4 | 100 | 10 | 100 | 160 | 160 |
| 26                                 | Leaf vacuum                       | 8    | 20  | 160 | Y | 160 | 100 | 4 | 100 | 10 | 100 | 160 | 160 |
| 27                                 | Chain saw                         | 1    | 30  | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 28                                 | Hedge trimmer                     | 4    | 35  | 140 | Y | 140 | 100 | 4 | 100 | 10 | 100 | 140 | 140 |
| 29                                 | Spraying                          | 1    | 20  | 20  | Y | 20  | 100 | 4 | 100 | 10 | 100 | 20  | 20  |
| 30                                 | Reticulation                      | 2    | 25  | 50  | Y | 50  | 100 | 4 | 100 | 10 | 100 | 50  | 50  |
| 31                                 | Fertilise                         | 4    | 10  | 40  | Y | 40  | 100 | 4 | 100 | 10 | 100 | 40  | 40  |
| <b>Construction / Installation</b> |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 32                                 | Erect barrier / fences            | 1    | 25  | 25  | Y | 25  | 100 | 4 | 100 | 10 | 100 | 25  | 25  |
| 33                                 | Construct paths                   | 0.25 | 120 | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 34                                 | Create rockeries                  | 0.25 | 120 | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 35                                 | Create ponds, water features      | 0.25 | 120 | 30  | Y | 30  | 100 | 4 | 100 | 10 | 100 | 30  | 30  |
| 36                                 | Irrigation systems                | 1    | 60  | 60  | Y | 60  | 100 | 4 | 100 | 10 | 100 | 60  | 60  |
| <b>Soil analysis</b>               |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 37                                 | Conduct soil analysis             | 0.25 | 28  | 7   | Y | 7   | 100 | 4 | 100 | 10 | 100 | 7   | 7   |
| <b>Garden equipment</b>            |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 38                                 | Maintaining Gardens               | 4    | 20  | 80  | Y | 80  | 100 | 4 | 100 | 10 | 100 | 80  | 80  |
| 39                                 | Repair                            | 1    | 40  | 40  | Y | 40  | 100 | 4 | 100 | 10 | 100 | 40  | 40  |
| <b>Other Tasks</b>                 |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 40                                 | Customer relations                | 20   | 10  | 200 | Y | 200 | 100 | 4 | 100 | 10 | 100 | 200 | 200 |
| 41                                 | Fill out forms                    | 20   | 10  | 200 | Y | 200 | 100 | 4 | 100 | 10 | 100 | 200 | 200 |
| 42                                 | Stack take                        | 1    | 40  | 40  | Y | 40  | 100 | 4 | 100 | 10 | 100 | 40  | 40  |
| 43                                 | Time management                   | 20   | 10  | 200 | Y | 200 | 100 | 4 | 100 | 10 | 100 | 200 | 200 |
| 44                                 | Order stock                       | 4    | 15  | 60  | Y | 60  | 100 | 4 | 100 | 10 | 100 | 60  | 60  |
| <b>Competencies</b>                |                                   |      |     |     |   |     |     |   |     |    |     |     |     |
| 45                                 | Follows health and safety factors | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |
| 46                                 | Communicates in the workplace     | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |
| 47                                 | Works well with others            | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |
| 48                                 | Applies quality standards         | 20   | 5   | 100 | Y | 100 | 100 | 4 | 100 | 10 | 100 | 100 | 100 |

**9002**

**52.7**

**4742**

**EXAMPLE TWO - SCENARIO ONE - CID**

| TASK No.   | Task                                 | No. time / month | Approx time per task | Approx. Time per month / minutes | Performed by individual | Max time at entry level | % productivity | Quality factor (1-4) | Quality factor % | Supervision / training factor (1-10) | Supervision / training factor % | Max time * combined % | Time in minutes |
|--|--------------------------------------|------------------|----------------------|----------------------------------|-------------------------|-------------------------|----------------|----------------------|------------------|--------------------------------------|---------------------------------|-----------------------|-----------------|
| <b>Prepare new gardens and plots</b>             |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 1  | Use hand tools                       | 20               | 35                   | 700                              | Y                       | 700                     | 100            | 2                    | 50               | 5                                    | 50                              | 175                   | 175             |
| 2  | Use shovel                           | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 2                    | 50               | 5                                    | 50                              | 100                   | 100             |
| 3  | Measure and mark new beds            | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 2                    | 50               | 5                                    | 50                              | 60                    | 60              |
| 4  | Landscape planning                   | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 2                    | 50               | 5                                    | 50                              | 60                    | 60              |
| <b>Load, unload and move gardening equipment</b> |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 5  | Load, unload mower edger             | 20               | 10                   | 200                              | Y                       | 200                     | 100            | 2                    | 50               | 5                                    | 50                              | 200                   | 50              |
| 6  | Load unload Cylinder mower           | 20               | 5                    | 100                              | Y                       | 100                     | 100            | 2                    | 50               | 5                                    | 50                              | 25                    | 25              |
| 7  | Drive Ute                            | 20               | 40                   | 800                              | Y                       | 800                     | 100            | 2                    | 50               | 5                                    | 50                              | 200                   | 200             |
| 8  | Load and move wheel barrow           | 20               | 15                   | 300                              | Y                       | 300                     | 100            | 2                    | 50               | 5                                    | 50                              | 75                    | 75              |
| 9  | Lift plants and gardening equipment  | 8                | 15                   | 120                              | Y                       | 120                     | 100            | 2                    | 50               | 5                                    | 50                              | 30                    | 30              |
| <b>Planting and Transplanting</b>                |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 10   | Assist in planting and transplanting | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| 11   | Planting and transplanting           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| 12   | Correct handling of plants           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| 13   | Dig holes                            | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| <b>Clean and tidy gardens</b>                    |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 14   | Rake                                 | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 2                    | 50               | 5                                    | 50                              | 150                   | 150             |
| 15   | Mulch                                | 4                | 30                   | 120                              | Y                       | 120                     | 100            | 2                    | 50               | 5                                    | 50                              | 30                    | 30              |
| 16   | Sweep                                | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 2                    | 50               | 5                                    | 50                              | 150                   | 150             |
| <b>Maintaining Gardens</b>                       |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 17   | Water                                | 8                | 25                   | 200                              | Y                       | 200                     | 100            | 2                    | 50               | 5                                    | 50                              | 40                    | 50              |
| 18   | Identify and remove weeds            | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 2                    | 50               | 5                                    | 50                              | 100                   | 100             |
| 19   | Prune                                | 8                | 40                   | 320                              | Y                       | 320                     | 100            | 2                    | 50               | 5                                    | 50                              | 80                    | 80              |
| 20   | Plant identification                 | 4                | 10                   | 40                               | Y                       | 40                      | 100            | 2                    | 50               | 5                                    | 50                              | 10                    | 10              |
| 21   | Rotary mower                         | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 2                    | 50               | 5                                    | 50                              | 100                   | 100             |
| 22   | Cylinder mower                       | 8                | 20                   | 160                              | Y                       | 160                     | 100            | 2                    | 50               | 5                                    | 50                              | 40                    | 40              |
| 23   | Edger                                | 10               | 10                   | 100                              | Y                       | 100                     | 100            | 2                    | 50               | 5                                    | 50                              | 25                    | 25              |

|                                    |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
|------------------------------------|-----------------------------------|------|-----|-----|---|-----|-----|---|----|---|----|-------------|-------------|
| 24                                 | Whipper snipper                   | 20   | 20  | 400 | Y | 400 | 100 | 2 | 50 | 5 | 50 | 100         | 100         |
| 25                                 | Leaf blower                       | 8    | 20  | 160 | Y | 160 | 100 | 2 | 50 | 5 | 50 | 40          | 40          |
| 26                                 | Leaf vacuum                       | 8    | 20  | 160 | Y | 160 | 100 | 2 | 50 | 5 | 50 | 40          | 40          |
| 27                                 | Chain saw                         | 1    | 30  | 30  |   |     |     |   |    |   |    |             |             |
| 28                                 | Hedge trimmer                     | 4    | 35  | 140 |   |     |     |   |    |   |    |             |             |
| 29                                 | Spraying                          | 1    | 20  | 20  |   |     |     |   |    |   |    |             |             |
| 30                                 | Reticulation                      | 2    | 25  | 50  |   |     |     |   |    |   |    |             |             |
| 31                                 | Fertilise                         | 4    | 10  | 40  |   |     |     |   |    |   |    |             |             |
| <b>Construction / Installation</b> |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 32                                 | Erect barrier / fences            | 1    | 25  | 25  |   |     |     |   |    |   |    |             |             |
| 33                                 | Construct paths                   | 0.25 | 120 | 30  |   |     |     |   |    |   |    |             |             |
| 34                                 | Create rockeries                  | 0.25 | 120 | 30  |   |     |     |   |    |   |    |             |             |
| 35                                 | Create ponds, water features      | 0.25 | 120 | 30  |   |     |     |   |    |   |    |             |             |
| 36                                 | Irrigation systems                | 1    | 60  | 60  |   |     |     |   |    |   |    |             |             |
| <b>Soil analysis</b>               |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 37                                 | Conduct soil analysis             | 0.25 | 28  | 7   |   |     |     |   |    |   |    |             |             |
| <b>Garden equipment</b>            |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 38                                 | Maintaining Gardens               | 4    | 20  | 80  |   |     |     |   |    |   |    |             |             |
| 39                                 | Repair                            | 1    | 40  | 40  |   |     |     |   |    |   |    |             |             |
| <b>Other Tasks</b>                 |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 40                                 | Customer relations                | 20   | 10  | 200 |   |     |     |   |    |   |    |             |             |
| 41                                 | Fill out forms                    | 20   | 10  | 200 |   |     |     |   |    |   |    |             |             |
| 42                                 | Stack take                        | 1    | 40  | 40  |   |     |     |   |    |   |    |             |             |
| 43                                 | Time management                   | 20   | 10  | 200 |   |     |     |   |    |   |    |             |             |
| 44                                 | Order stock                       | 4    | 15  | 60  |   |     |     |   |    |   |    |             |             |
| <b>Competencies</b>                |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 45                                 | Follows health and safety factors | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
| 46                                 | Communicates in the workplace     | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
| 47                                 | Works well with others            | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
| 48                                 | Applies quality standards         | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
|                                    |                                   |      |     |     |   |     |     |   |    |   |    | <b>9002</b> | <b>1930</b> |

**EXAMPLE TWO - SCENARIO ONE - BERT**

| TASK No.   | Task                                 | No. time / month | Approx time per task | Approx. Time per month / minutes | Performed by individual | Max time at entry level | % productivity | Quality factor (1-4) | Quality factor % | Supervision / training factor (1-10) | Supervision / training factor % | Max time * combined % | Time in minutes |
|--|--------------------------------------|------------------|----------------------|----------------------------------|-------------------------|-------------------------|----------------|----------------------|------------------|--------------------------------------|---------------------------------|-----------------------|-----------------|
| <b>Prepare new gardens and plots</b>             |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 1  | Use hand tools                       | 20               | 35                   | 700                              | Y                       | 700                     | 100            | 2                    | 50               | 5                                    | 50                              | 175                   | 175             |
| 2  | Use shovel                           | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 2                    | 50               | 5                                    | 50                              | 100                   | 100             |
| 3  | Measure and mark new beds            | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 2                    | 50               | 5                                    | 50                              | 60                    | 60              |
| 4  | Landscape planning                   | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 2                    | 50               | 5                                    | 50                              | 60                    | 60              |
| <b>Load, unload and move gardening equipment</b> |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 5  | Load, unload mower edger             | 20               | 10                   | 200                              | Y                       | 200                     | 100            | 2                    | 50               | 5                                    | 50                              | 200                   | 50              |
| 6  | Load unload Cylinder mower           | 20               | 5                    | 100                              | Y                       | 100                     | 100            | 2                    | 50               | 5                                    | 50                              | 25                    | 25              |
| 7  | Drive Ute                            | 20               | 40                   | 800                              | Y                       | 800                     | 100            | 2                    | 50               | 5                                    | 50                              | 200                   | 200             |
| 8  | Load and move wheel barrow           | 20               | 15                   | 300                              | Y                       | 300                     | 100            | 2                    | 50               | 5                                    | 50                              | 75                    | 75              |
| 9  | Lift plants and gardening equipment  | 8                | 15                   | 120                              | Y                       | 120                     | 100            | 2                    | 50               | 5                                    | 50                              | 30                    | 30              |
| <b>Planting and Transplanting</b>                |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 10   | Assist in planting and transplanting | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| 11   | Planting and transplanting           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| 12   | Correct handling of plants           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| 13   | Dig holes                            | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| <b>Clean and tidy gardens</b>                    |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 14   | Rake                                 | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 2                    | 50               | 5                                    | 50                              | 150                   | 150             |
| 15   | Mulch                                | 4                | 30                   | 120                              | Y                       | 120                     | 100            | 2                    | 50               | 5                                    | 50                              | 30                    | 30              |
| 16   | Sweep                                | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 2                    | 50               | 5                                    | 50                              | 150                   | 150             |
| <b>Maintaining Gardens</b>                       |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 17   | Water                                | 8                | 25                   | 200                              | Y                       | 200                     | 100            | 2                    | 50               | 5                                    | 50                              | 40                    | 50              |
| 18   | Identify and remove weeds            | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 2                    | 50               | 5                                    | 50                              | 100                   | 100             |
| 19   | Prune                                | 8                | 40                   | 320                              | Y                       | 320                     | 100            | 2                    | 50               | 5                                    | 50                              | 80                    | 80              |
| 20   | Plant identification                 | 4                | 10                   | 40                               | Y                       | 40                      | 100            | 2                    | 50               | 5                                    | 50                              | 10                    | 10              |
| 21   | Rotary mower                         | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 2                    | 50               | 5                                    | 50                              | 100                   | 100             |
| 22   | Cylinder mower                       | 8                | 20                   | 160                              | Y                       | 160                     | 100            | 2                    | 50               | 5                                    | 50                              | 40                    | 40              |
| 23   | Edger                                | 10               | 10                   | 100                              | Y                       | 100                     | 100            | 2                    | 50               | 5                                    | 50                              | 25                    | 25              |

|                                    |                                   |      |     |     |   |     |     |   |    |   |    |     |     |
|------------------------------------|-----------------------------------|------|-----|-----|---|-----|-----|---|----|---|----|-----|-----|
| 24                                 | Whipper snipper                   | 20   | 20  | 400 | Y | 400 | 100 | 2 | 50 | 5 | 50 | 100 | 100 |
| 25                                 | Leaf blower                       | 8    | 20  | 160 | Y | 160 | 100 | 2 | 50 | 5 | 50 | 40  | 40  |
| 26                                 | Leaf vacuum                       | 8    | 20  | 160 | Y | 160 | 100 | 2 | 50 | 5 | 50 | 40  | 40  |
| 27                                 | Chain saw                         | 1    | 30  | 30  |   |     |     |   |    |   |    |     |     |
| 28                                 | Hedge trimmer                     | 4    | 35  | 140 |   |     |     |   |    |   |    |     |     |
| 29                                 | Spraying                          | 1    | 20  | 20  |   |     |     |   |    |   |    |     |     |
| 30                                 | Reticulation                      | 2    | 25  | 50  |   |     |     |   |    |   |    |     |     |
| 31                                 | Fertilise                         | 4    | 10  | 40  |   |     |     |   |    |   |    |     |     |
| <b>Construction / Installation</b> |                                   |      |     |     |   |     |     |   |    |   |    |     |     |
| 32                                 | Erect barrier / fences            | 1    | 25  | 25  |   |     |     |   |    |   |    |     |     |
| 33                                 | Construct paths                   | 0.25 | 120 | 30  |   |     |     |   |    |   |    |     |     |
| 34                                 | Create rockeries                  | 0.25 | 120 | 30  |   |     |     |   |    |   |    |     |     |
| 35                                 | Create ponds, water features      | 0.25 | 120 | 30  |   |     |     |   |    |   |    |     |     |
| 36                                 | Irrigation systems                | 1    | 60  | 60  |   |     |     |   |    |   |    |     |     |
| <b>Soil analysis</b>               |                                   |      |     |     |   |     |     |   |    |   |    |     |     |
| 37                                 | Conduct soil analysis             | 0.25 | 28  | 7   |   |     |     |   |    |   |    |     |     |
| <b>Garden equipment</b>            |                                   |      |     |     |   |     |     |   |    |   |    |     |     |
| 38                                 | Maintaining Gardens               | 4    | 20  | 80  |   |     |     |   |    |   |    |     |     |
| 39                                 | Repair                            | 1    | 40  | 40  |   |     |     |   |    |   |    |     |     |
| <b>Other Tasks</b>                 |                                   |      |     |     |   |     |     |   |    |   |    |     |     |
| 40                                 | Customer relations                | 20   | 10  | 200 |   |     |     |   |    |   |    |     |     |
| 41                                 | Fill out forms                    | 20   | 10  | 200 |   |     |     |   |    |   |    |     |     |
| 42                                 | Stack take                        | 1    | 40  | 40  |   |     |     |   |    |   |    |     |     |
| 43                                 | Time management                   | 20   | 10  | 200 |   |     |     |   |    |   |    |     |     |
| 44                                 | Order stock                       | 4    | 15  | 60  |   |     |     |   |    |   |    |     |     |
| <b>Competencies</b>                |                                   |      |     |     |   |     |     |   |    |   |    |     |     |
| 45                                 | Follows health and safety factors | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25  | 25  |
| 46                                 | Communicates in the workplace     | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25  | 25  |
| 47                                 | Works well with others            | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25  | 25  |
| 48                                 | Applies quality standards         | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25  | 25  |

**9002**

**1930**

**EXAMPLE TWO - SCENARIO TWO - CID**

| TASK No.   | Task                                 | No. time / month | Approx time per task | Approx. Time per month / minutes | Performed by individual | Max time at entry level | % productivity | Quality factor (1-4) | Quality factor % | Supervision / training factor (1-10) | Supervision / training factor % | Max time * combined % | Time in minutes |
|--|--------------------------------------|------------------|----------------------|----------------------------------|-------------------------|-------------------------|----------------|----------------------|------------------|--------------------------------------|---------------------------------|-----------------------|-----------------|
| <b>Prepare new gardens and plots</b>             |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 1  | Use hand tools                       | 20               | 35                   | 700                              | Y                       | 700                     | 100            | 2                    | 50               | 5                                    | 50                              | 175                   | 175             |
| 2  | Use shovel                           | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 2                    | 50               | 5                                    | 50                              | 100                   | 100             |
| 3  | Measure and mark new beds            | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 2                    | 50               | 5                                    | 50                              | 60                    | 60              |
| 4  | Landscape planning                   | 4                | 60                   | 240                              | Y                       | 240                     | 100            | 2                    | 50               | 5                                    | 50                              | 60                    | 60              |
| <b>Load, unload and move gardening equipment</b> |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 5  | Load, unload mower edger             | 20               | 10                   | 200                              | Y                       | 200                     | 100            | 2                    | 50               | 5                                    | 50                              | 200                   | 50              |
| 6  | Load unload Cylinder mower           | 20               | 5                    | 100                              | Y                       | 100                     | 100            | 2                    | 50               | 5                                    | 50                              | 25                    | 25              |
| 7  | Drive Ute                            | 20               | 40                   | 800                              | Y                       | 800                     | 100            | 2                    | 50               | 5                                    | 50                              | 200                   | 200             |
| 8  | Load and move wheel barrow           | 20               | 15                   | 300                              | Y                       | 300                     | 100            | 2                    | 50               | 5                                    | 50                              | 75                    | 75              |
| 9  | Lift plants and gardening equipment  | 8                | 15                   | 120                              | Y                       | 120                     | 100            | 2                    | 50               | 5                                    | 50                              | 30                    | 30              |
| <b>Planting and Transplanting</b>                |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 10   | Assist in planting and transplanting | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| 11   | Planting and transplanting           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| 12   | Correct handling of plants           | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| 13   | Dig holes                            | 4                | 35                   | 140                              | Y                       | 140                     | 100            | 2                    | 50               | 5                                    | 50                              | 35                    | 35              |
| <b>Clean and tidy gardens</b>                    |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 14   | Rake                                 | 20               | 30                   | 600                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 15   | Mulch                                | 4                | 30                   | 120                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 16   | Sweep                                | 20               | 30                   | 600                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| <b>Maintaining Gardens</b>                       |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 17   | Water                                | 8                | 25                   | 200                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 18   | Identify and remove weeds            | 20               | 20                   | 400                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 19   | Prune                                | 8                | 40                   | 320                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 20   | Plant identification                 | 4                | 10                   | 40                               |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 21   | Rotary mower                         | 20               | 20                   | 400                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 22   | Cylinder mower                       | 8                | 20                   | 160                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 23   | Edger                                | 10               | 10                   | 100                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |

|                                    |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
|------------------------------------|-----------------------------------|------|-----|-----|---|-----|-----|---|----|---|----|-------------|-------------|
| 24                                 | Whipper snipper                   | 20   | 20  | 400 |   |     |     |   |    |   |    |             |             |
| 25                                 | Leaf blower                       | 8    | 20  | 160 |   |     |     |   |    |   |    |             |             |
| 26                                 | Leaf vacuum                       | 8    | 20  | 160 |   |     |     |   |    |   |    |             |             |
| 27                                 | Chain saw                         | 1    | 30  | 30  |   |     |     |   |    |   |    |             |             |
| 28                                 | Hedge trimmer                     | 4    | 35  | 140 |   |     |     |   |    |   |    |             |             |
| 29                                 | Spraying                          | 1    | 20  | 20  |   |     |     |   |    |   |    |             |             |
| 30                                 | Reticulation                      | 2    | 25  | 50  |   |     |     |   |    |   |    |             |             |
| 31                                 | Fertilise                         | 4    | 10  | 40  |   |     |     |   |    |   |    |             |             |
| <b>Construction / Installation</b> |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 32                                 | Erect barrier / fences            | 1    | 25  | 25  |   |     |     |   |    |   |    |             |             |
| 33                                 | Construct paths                   | 0.25 | 120 | 30  |   |     |     |   |    |   |    |             |             |
| 34                                 | Create rockeries                  | 0.25 | 120 | 30  |   |     |     |   |    |   |    |             |             |
| 35                                 | Create ponds, water features      | 0.25 | 120 | 30  |   |     |     |   |    |   |    |             |             |
| 36                                 | Irrigation systems                | 1    | 60  | 60  |   |     |     |   |    |   |    |             |             |
| <b>Soil analysis</b>               |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 37                                 | Conduct soil analysis             | 0.25 | 28  | 7   |   |     |     |   |    |   |    |             |             |
| <b>Garden equipment</b>            |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 38                                 | Maintaining Gardens               | 4    | 20  | 80  |   |     |     |   |    |   |    |             |             |
| 39                                 | Repair                            | 1    | 40  | 40  |   |     |     |   |    |   |    |             |             |
| <b>Other Tasks</b>                 |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 40                                 | Customer relations                | 20   | 10  | 200 |   |     |     |   |    |   |    |             |             |
| 41                                 | Fill out forms                    | 20   | 10  | 200 |   |     |     |   |    |   |    |             |             |
| 42                                 | Stack take                        | 1    | 40  | 40  |   |     |     |   |    |   |    |             |             |
| 43                                 | Time management                   | 20   | 10  | 200 |   |     |     |   |    |   |    |             |             |
| 44                                 | Order stock                       | 4    | 15  | 60  |   |     |     |   |    |   |    |             |             |
| <b>Competencies</b>                |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 45                                 | Follows health and safety factors | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
| 46                                 | Communicates in the workplace     | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
| 47                                 | Works well with others            | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
| 48                                 | Applies quality standards         | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
|                                    |                                   |      |     |     |   |     |     |   |    |   |    | <b>9002</b> | <b>1015</b> |

**EXAMPLE TWO - SCENARIO TWO - BERT**

| TASK No.   | Task                                 | No. time / month | Approx time per task | Approx. Time per month / minutes | Performed by individual | Max time at entry level | % productivity | Quality factor (1-4) | Quality factor % | Supervision / training factor (1-10) | Supervision / training factor % | Max time * combined % | Time in minutes |
|--|--------------------------------------|------------------|----------------------|----------------------------------|-------------------------|-------------------------|----------------|----------------------|------------------|--------------------------------------|---------------------------------|-----------------------|-----------------|
| <b>Prepare new gardens and plots</b>             |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 1  | Use hand tools                       | 20               | 35                   | 700                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 2  | Use shovel                           | 20               | 20                   | 400                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 3  | Measure and mark new beds            | 4                | 60                   | 240                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 4  | Landscape planning                   | 4                | 60                   | 240                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| <b>Load, unload and move gardening equipment</b> |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 5  | Load, unload mower edger             | 20               | 10                   | 200                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 6  | Load unload Cylinder mower           | 20               | 5                    | 100                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 7  | Drive Ute                            | 20               | 40                   | 800                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 8  | Load and move wheel barrow           | 20               | 15                   | 300                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 9  | Lift plants and gardening equipment  | 8                | 15                   | 120                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| <b>Planting and Transplanting</b>                |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 10   | Assist in planting and transplanting | 4                | 35                   | 140                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 11   | Planting and transplanting           | 4                | 35                   | 140                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 12   | Correct handling of plants           | 4                | 35                   | 140                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 13   | Dig holes                            | 4                | 35                   | 140                              |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| <b>Clean and tidy gardens</b>                    |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 14   | Rake                                 | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 2                    | 50               | 5                                    | 50                              | 150                   | 150             |
| 15   | Mulch                                | 4                | 30                   | 120                              | Y                       | 120                     | 100            | 2                    | 50               | 5                                    | 50                              | 30                    | 30              |
| 16   | Sweep                                | 20               | 30                   | 600                              | Y                       | 600                     | 100            | 2                    | 50               | 5                                    | 50                              | 150                   | 150             |
| <b>Maintaining Gardens</b>                       |                                      |                  |                      |                                  |                         |                         |                |                      |                  |                                      |                                 |                       |                 |
| 17   | Water                                | 8                | 25                   | 200                              | Y                       | 200                     | 100            | 2                    | 50               | 5                                    | 50                              | 40                    | 50              |
| 18   | Identify and remove weeds            | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 2                    | 50               | 5                                    | 50                              | 100                   | 100             |
| 19   | Prune                                | 8                | 40                   | 320                              | Y                       | 320                     | 100            | 2                    | 50               | 5                                    | 50                              | 80                    | 80              |
| 20   | Plant identification                 | 4                | 10                   | 40                               | Y                       | 40                      | 100            | 2                    | 50               | 5                                    | 50                              | 10                    | 10              |
| 21   | Rotary mower                         | 20               | 20                   | 400                              | Y                       | 400                     | 100            | 2                    | 50               | 5                                    | 50                              | 100                   | 100             |
| 22   | Cylinder mower                       | 8                | 20                   | 160                              | Y                       | 160                     | 100            | 2                    | 50               | 5                                    | 50                              | 40                    | 40              |
| 23   | Edger                                | 10               | 10                   | 100                              | Y                       | 100                     | 100            | 2                    | 50               | 5                                    | 50                              | 25                    | 25              |

|                                    |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
|------------------------------------|-----------------------------------|------|-----|-----|---|-----|-----|---|----|---|----|-------------|-------------|
| 24                                 | Whipper snipper                   | 20   | 20  | 400 | Y | 400 | 100 | 2 | 50 | 5 | 50 | 100         | 100         |
| 25                                 | Leaf blower                       | 8    | 20  | 160 | Y | 160 | 100 | 2 | 50 | 5 | 50 | 40          | 40          |
| 26                                 | Leaf vacuum                       | 8    | 20  | 160 | Y | 160 | 100 | 2 | 50 | 5 | 50 | 40          | 40          |
| 27                                 | Chain saw                         | 1    | 30  | 30  |   |     |     |   |    |   |    |             |             |
| 28                                 | Hedge trimmer                     | 4    | 35  | 140 |   |     |     |   |    |   |    |             |             |
| 29                                 | Spraying                          | 1    | 20  | 20  |   |     |     |   |    |   |    |             |             |
| 30                                 | Reticulation                      | 2    | 25  | 50  |   |     |     |   |    |   |    |             |             |
| 31                                 | Fertilise                         | 4    | 10  | 40  |   |     |     |   |    |   |    |             |             |
| <b>Construction / Installation</b> |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 32                                 | Erect barrier / fences            | 1    | 25  | 25  |   |     |     |   |    |   |    |             |             |
| 33                                 | Construct paths                   | 0.25 | 120 | 30  |   |     |     |   |    |   |    |             |             |
| 34                                 | Create rockeries                  | 0.25 | 120 | 30  |   |     |     |   |    |   |    |             |             |
| 35                                 | Create ponds, water features      | 0.25 | 120 | 30  |   |     |     |   |    |   |    |             |             |
| 36                                 | Irrigation systems                | 1    | 60  | 60  |   |     |     |   |    |   |    |             |             |
| <b>Soil analysis</b>               |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 37                                 | Conduct soil analysis             | 0.25 | 28  | 7   |   |     |     |   |    |   |    |             |             |
| <b>Garden equipment</b>            |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 38                                 | Maintaining Gardens               | 4    | 20  | 80  |   |     |     |   |    |   |    |             |             |
| 39                                 | Repair                            | 1    | 40  | 40  |   |     |     |   |    |   |    |             |             |
| <b>Other Tasks</b>                 |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 40                                 | Customer relations                | 20   | 10  | 200 |   |     |     |   |    |   |    |             |             |
| 41                                 | Fill out forms                    | 20   | 10  | 200 |   |     |     |   |    |   |    |             |             |
| 42                                 | Stack take                        | 1    | 40  | 40  |   |     |     |   |    |   |    |             |             |
| 43                                 | Time management                   | 20   | 10  | 200 |   |     |     |   |    |   |    |             |             |
| 44                                 | Order stock                       | 4    | 15  | 60  |   |     |     |   |    |   |    |             |             |
| <b>Competencies</b>                |                                   |      |     |     |   |     |     |   |    |   |    |             |             |
| 45                                 | Follows health and safety factors | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
| 46                                 | Communicates in the workplace     | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
| 47                                 | Works well with others            | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
| 48                                 | Applies quality standards         | 20   | 5   | 100 | Y | 100 | 100 | 2 | 50 | 5 | 50 | 25          | 25          |
|                                    |                                   |      |     |     |   |     |     |   |    |   |    | <b>9002</b> | <b>1015</b> |