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Enquiries: Agency LR Adviser

CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 11 OF 2010

### **RATES OF PAY FOR PUBLIC SECTOR TRAINEES**

This Circular replaces Circular to Departments and Authorities No 5 of 2009.

Decisions by the Western Australian Industrial Relations Commission and the Fair Work Australia Minimum Wage Panel have increased rates of pay for public sector trainees. These rates are provided at Schedule A. Traineeship skill level classifications are provided at Schedule B.

The increased wage rates take effect from the commencement of the first pay period on or after 1 July 2010. This will require agencies to adjust trainee pay rates retrospectively.

Agencies should note that the additional 25% loading provided to part time trainees in lieu of being paid for time spent in off the job training is no longer applicable.

The *Vocational Education and Training Act 1996 (WA)* now requires that time spent in training and assessment is to be taken for all purposes to be time spent working for the employer.

Subsequently, all time spent in training and assessment should be paid for at the trainee's normal rate of pay, and be included in calculations for award and/or agreement entitlements.

The wage rates provided at Schedule A have been adjusted to reflect this amendment.

Please contact your agency's Labour Relations Adviser if you require further information.

**BOB HORSTMAN**  
**EXECUTIVE DIRECTOR**  
**LABOUR RELATIONS**

11 November 2010

## SCHEDULE A

## JUNIOR TRAINEE WEEKLY RATES OF PAY

## FULL TIME TRAINEES (37.5 HOURS PER WEEK):

Wage Level A	Highest year of schooling completed		
	Year 10	Year 11	Year 12
School Leaver	\$256.00	\$282.00	\$336.00
Plus 1 year out of school	\$282.00	\$336.00	\$391.00
Plus 2 years	\$336.00	\$391.00	\$455.00
Plus 3 years	\$391.00	\$455.00	\$521.00
Plus 4 years	\$455.00	\$521.00	
Plus 5 years or more years	\$521.00		

Wage Level B	Year 10	Year 11	Year 12
School Leaver	\$256.00	\$282.00	\$327.00
Plus 1 year out of school	\$282.00	\$327.00	\$376.00
Plus 2 years	\$327.00	\$376.00	\$441.00
Plus 3 years	\$376.00	\$441.00	\$503.00
Plus 4 years	\$441.00	\$503.00	
Plus 5 years or more years	\$503.00		

Wage Level C	Year 10	Year 11	Year 12
School Leaver	\$256.00	\$282.00	\$327.00
Plus 1 year out of school	\$282.00	\$327.00	\$368.00
Plus 2 years	\$327.00	\$368.00	\$411.00
Plus 3 years	\$368.00	\$411.00	\$458.00
Plus 4 years	\$411.00	\$458.00	
Plus 5 years or more years	\$458.00		

## AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF) CERTIFICATE IV TRAINEES

Junior trainees undertaking an AQF Certificate IV traineeship shall be paid the relevant weekly wage for AQF Certificate III trainees at wage levels A, B or C, with an additional 3.8% loading on the applicable wage level.

**PART TIME TRAINEES (PER HOUR):**

Wage Level A	Highest year of schooling completed		
	Year 10	Year 11	Year 12
School Leaver	\$6.83	\$7.52	\$8.96
Plus 1 year out of school	\$7.52	\$8.96	\$10.43
Plus 2 years	\$8.96	\$10.43	\$12.13
Plus 3 years	\$10.43	\$12.13	\$13.89
Plus 4 years	\$12.13	\$13.89	
Plus 5 years or more years	\$13.89		

Wage Level B	Year 10	Year 11	Year 12
School Leaver	\$6.83	\$7.52	\$8.72
Plus 1 year out of school	\$7.52	\$8.72	\$10.03
Plus 2 years	\$8.72	\$10.03	\$11.76
Plus 3 years	\$10.03	\$11.76	\$13.41
Plus 4 years	\$11.76	\$13.41	
Plus 5 years or more years	\$13.41		

Wage Level C	Year 10	Year 11	Year 12
School Leaver	\$6.83	\$7.52	\$8.72
Plus 1 year out of school	\$7.52	\$8.72	\$9.81
Plus 2 years	\$8.72	\$9.81	\$10.96
Plus 3 years	\$9.81	\$10.96	\$12.21
Plus 4 years	\$10.96	\$12.21	
Plus 5 years or more years	\$12.21		

**SCHOOL BASED TRAINEES (PER HOUR):**

	Year of Schooling	
	Year 11	Year 12
Hourly rate of pay	\$8.42	\$9.28

**FULL TIME ADULT TRAINEES (WEEKLY):**

A full time adult trainee aged 21 or more years of age is entitled to **\$587.20** per week, as per the *Minimum Conditions of Employment Act 1993 (WA)*.



## SKILL LEVEL/CLASSIFICATIONS

## Industry / skill level A

Traineeship Title	Certificate
<b>Aeroskills Industry</b>	
Aeroskills (Aircraft Mechanical)	II
Aeroskills Engineer - Avionics	Diploma
Aeroskills Engineer - Mechanical	Diploma
<b>Aviation</b>	
Aviation Flight Operations	II & III
Aviation Ground Operations & Service	II & III
<b>Beauty</b>	
Beauty Services	III
Beauty Therapy	IV
<b>Business Services</b>	
Business	II, III & IV
Business Administration	III & IV
Customer Contact	III & IV
Human Resources	IV
Legal Administration	III & IV
Medical Administration	III
Marketing	IV
Recordkeeping	III & IV
Union Recruitment and Organising	IV
<b>Civil Construction</b>	
Bituminous Surfacing	II & III
Bridge Construction and Maintenance	III
Civil and Structural Engineering Draftsperson	Diploma
Civil Construction	II & III
Civil Construction Designer	IV & Diploma
Civil Construction Manager	Diploma
Civil Construction Senior Designer	Advanced Diploma
Civil Construction Senior Manager	Advanced Diploma
Civil Construction Supervisor	IV
Civil Foundations	III
Pipelaying	III
Plant Operations	III
Road Construction and Maintenance	III
Road marking	III
Trenchless Technology	III
Tunnel Construction	III

<b>Community Services</b>	
Aboriginal Child Care Work	III
Aboriginal and Islander Education Worker	III & IV
Before and After School Care Supervisor	Diploma
Bi-Lingual/Bi-Cultural Community Services Work	II & III
Career Development Officer	III & IV
Child Care Worker	Diploma
Christian Ministry Work	III & IV & Diploma
Community Care Work	III
Community Services (Aged Care Work)	III & IV
Community Services (Children's Services)	III
Community Services (Youth Work)	III
Community Services Contact Work	II
Community Services Support Work	II
Community Services Work	II, III & IV
Disability Work	III & IV
Out of School Hours Care Work	IV
Protective Care Worker	IV
Social Housing Work	III & IV
Youth Work	IV
<b>Construction Plumbing and Services</b>	
Building Maintenance	II
Concreting	III
Dogging	III
Drainage	II
Estimating (Housing)	IV
General Construction	II
General Construction (Demolition)	III
Residential Drafting	IV
Rigging	III
Scaffolding	III
Site Management	IV
Steel fixing	III
<b>Correctional Services</b>	
Correctional Practice	III & IV
Correctional Practice (Custodial)	III & IV
<b>Financial Services</b>	
Financial Services	III & IV

Financial Services (Accounting)	IV
Financial Services (Accounts Clerical)	III
Financial Services (Financial Practice Support)	IV
Financial Services (Superannuation)	IV
Financial Services Bookkeeping	IV
Insurance Services	III & IV
<b>Drilling</b>	
Driller	III
Drillers Operations	II & IV
Drilling (Mining Exploration)	II, III & IV
<b>Electricity Supply - Generation</b>	
Electrical/Electronic Service Technician	Diploma
ESI Generation (Electrical/Electronic)	IV
ESI Generation (Mechanical)	III & IV
ESI Generation (Operations)	III & IV
ESI Generation (Systems Operations)	IV
ESI Generation Operations Manager	Diploma
<b>Electricity Supply - Transmission, Distribution, Rail</b>	
ESI Cable Jointing	III
ESI Distribution (Powerline)	III
ESI Power Systems Manager	Diploma & Advanced Diploma
Lineworker (Transmission)	III
<b>Electrotechnology</b>	
Antennae Equipment	II
Appliance Servicing - Refrigerants	II
Business Equipment Servicing	II
Computer Assembly and Repair	II
Computer Systems	IV
Computer Systems Engineer	Diploma & Advanced Diploma
Data and Voice Communications	II & III
Electrical/Electronic Service Technician	Diploma
Electrical Engineer	Diploma & Advanced Diploma
Electronic Assembly	II
Electronics	II
Electronics and Communications	IV

Electronics and Communications Engineering	Diploma & Advanced Diploma
Electrotechnology Systems Electrician	IV
Fire Alarm Servicing	II
Hazardous Areas	IV
Industrial Electronics and Control	IV
Renewable Energy	II
Refrigeration and Air Conditioning Systems	IV
Remote Area Essential Service	II
Security Assembly and Setup	II
Video and Audio Systems	IV
Winding and Assembly	II
<b>Floristry</b>	
Floristry	III & IV
<b>Food Processing</b>	
Food Processing	III
Food Processing (Sales)	II & III
Food Processing (Wine)	III
Pharmaceutical Manufacturing	III
<b>Furnishing</b>	
Soft Furnishing	III
<b>Gas Industry</b>	
Gas Industry Advanced Technician	Advanced Diploma
Gas Industry Operations	II, III & IV
Gas Industry Technician	Diploma
Gas Operations	III & IV
<b>Information and Communication Technology</b>	
Information Technology	II & III
Information Technology (Multimedia)	IV
Information Technology (Networking)	IV
Information Technology (Support)	IV
Information Technology (Systems Analysis and Design)	IV
Industrial Technology (Websites)	IV
<b>Laboratory Operations</b>	
Laboratory Skills	III
Laboratory Technician	Diploma
Laboratory Techniques	IV
Sampling and Measurement	II
Senior Laboratory Technology	Advanced Diploma
<b>Local Government</b>	
Local Government	II & III
Local Government Administration	IV



Local Government Planning	IV
<b>Manufacturing</b>	
Aluminium Windows and Frames	II
Aluminium Windows and Frames Manufacturing	II
Glass Processor	II
Manufacturing Equipment Operation	III
Manufacturing Team Leader	IV
<b>Metal and Engineering</b>	
Draftsperson	V
Engineering (Advanced Trade)	Diploma
Engineering Assistant	Advanced Diploma
Engineering - Higher Engineering Trade	IV
Engineering Production	II
Engineering Technician	III
Metallurgical Technician	Diploma & Advanced Diploma
Production Systems (Foundry)	III
Production Systems (General Engineering)	III
Production Systems (Surface Finishing)	III
<b>Metalliferous Mining</b>	
Underground Metalliferous Mining	II & III & IV
Underground Metalliferous Mining Manager	Diploma
<b>Museum and Library/Information Services</b>	
Library and Information Services	II, III & IV
Museum Practice	II & III
<b>Plastics, Rubber and Cablemaking/Process Manufacturing</b>	
Manufacturing Equipment Operation	III
Manufacturing Team Leader	IV
Plastics	III
Plastics - Blow Moulding	III
Plastics - Extrusion	III
Plastics - Fabrication	III
Plastics - Film	III
Plastics - Injection Moulding	III
Plastics - Polystyrene	III
Plastics - Rotational Moulding	III
Plastics - Thermoforming	III
Polymer Technology	IV
Process Manufactured Mineral Products	III & IV
Process Manufacturing	III

Process Manufacturing (Rubber - Injection Moulding)	III
Process Plant Advanced Technician	Diploma
Process Plant Operations	III
Process Plant Technology	IV
Process Support	III
Rubber	III
Rubber - Belt Splicing	III
Rubber - Rubber Lining	III
<b>Public Safety</b>	
Firefighting Operations	III
Policing	Diploma
<b>Public Sector</b>	
Government	II & III & IV
Government - Fraud Controller	IV
Government - Investigator	IV
<b>Property Services</b>	
Property Management	IV
Spatial Services Technician	Diploma
Surveyor	Diploma
<b>Retail</b>	
Community Pharmacy	III
Retail	III
Retail Management	IV
Wholesale	III
<b>Telecommunications</b>	
Customer Contact	III & IV
Data and Voice Communications	II & III
Telecommunications	II & III
Telecommunications (Access Network)	II
Telecommunications (Cabling)	II
Telecommunications (Cabling and Customer Premises Equipment)	III
Telecommunications Engineering	IV
<b>Textile Clothing and Footwear</b>	
Clothing Production	III & IV
Dry Cleaning Operations	III
Early Stage Wool Processing	III
Footwear Repair	III
Laundry Operations	III
Leather Production	III
Textile Fabrication	III
Textile Production	III
<b>Tourism, Hospitality and Events</b>	
Costume for Performance	IV
Entertainment (Front of House)	II
Events Technical	III
Hospitality (Accommodation Services)	III

Hospitality (Asian Cookery)	II
Hospitality (Catering Operations)	II
Hospitality (Commercial Cookery)	II
Hospitality (Food and Beverage)	III
Hospitality (Gaming)	III
Hospitality (Operations)	III
Hospitality (Patisserie)	II
Hospitality (Supervision)	IV
International Retail Travel Sales	III
Live Production Theatre and Events	II
Live Production Theatre and Events (Technical Operations) Audio	III & IV
Live Production Theatre and Events (Technical Operations) Lighting	III & IV
Live Production Theatre and Events (Technical Operations) Vision Systems	III & IV
Tourism (Attractions and Theme Parks)	II
Tourism (Guiding)	II, III & IV
Tourism (Sales/Office Operations)	II
Tourism (Visitor Information Services)	III
Venues and Events (Customer Service)	III
<b>Transport and Distribution</b>	
Cash in Transit	III
Integrated Rating	III
Logistics Operations	III
Rail Infrastructure	III
Road Transport	III & IV
Stevedoring	III
Transport and Distribution (Marine Engine Driving)	III
Transport and Distribution (Maritime Operations)	III
Mobile Cranes	III
Rail Operations	III & IV
Warehousing and Storage	III & IV
<b>Water Industry</b>	
Water Operations	III & IV

## Industry / skill level B

Traineeship Title	Certificate
<b>Animal Care and Management</b>	
Animal Control and Regulation	IV
Animal Studies	II
Animal Technology	III
Captive Animals	III
Companion Animal Services	III & IV
Veterinary Nursing	IV
<b>Asset Maintenance</b>	
Asset Maintenance (Cleaning Operations)	II & III
Asset Maintenance (Fire Protection Equipment)	II & III
Asset Maintenance (Waste Management)	II & III
Pest Management Technician	III
<b>Australian Meat Industry</b>	
Meat Processing (Abattoirs)	II
Meat Processing (Boning)	III
Meat Processing (Food Services)	II & III
Meat Processing (General)	III
Meat Processing (Leadership)	IV
Meat Processing (Quality Assurance)	IV
Meat Processing (Rendering)	III
Meat Processing (Slaughtering)	III
Meat Processing (Smallgoods) General	II & III
Meat Processing (Smallgoods) Manufacture	II & III
<b>Automotive Industry Manufacturing</b>	
Recreational Vehicle Production Assistant	II
Recreational Vehicle Production Team Leader	III
<b>Automotive Industry/Retail Service and Repair</b>	
Automotive (Administration)	II & III
Automotive (Administration - Rental Vehicles)	III
Automotive (Mechanical)	II
Automotive (Sales)	II & III
Automotive (Vehicle Body)	II
Automotive Aftermarket Warehousing Distribution Operations	II & III
Automotive Electrical Technology	II
Automotive Management	IV & V
Automotive Retail Service and	III



Repair (Tyre Fitting)	
Bicycles	II
Marine	II
Mechanical Driveline	II
Mechanical Engine Overhaul	II
Mechanical Hydraulics	II
Mechanical Machine Assembly	II
Mechanical Transmissions	II
Outdoor Power Equipment	II
Vehicle Servicing	II
<b>Beauty</b>	
Make-Up Services	II
Nail Technology	II
Retail Cosmetic Services	II
<b>Caravan Industry</b>	
Caravan Park Operations	II & III
<b>Civil Construction</b>	
Civil Construction for Entry Level Indigenous Workers	I
<b>Community Recreation Industry</b>	
Community Recreation	II & III
<b>Extractive Industries</b>	
Extractive Industries Senior Manager	Advanced Diploma
Field/Exploration Operations	II
Minerals Processing	Diploma
Surface Extraction Operations	II & II & IV
Surface Extraction Manager	Diploma
<b>Fitness Industry</b>	
Fitness	III & IV
<b>Floristry</b>	
Floristry	II
<b>Food Processing Industry</b>	
Food Processing	II
Food Processing (Sales)	II
Food Processing (Wine)	II
<b>Forest and Forest Products Industry</b>	
Forester (Operations)	IV
Forest Growing and Management	II & III
Harvesting and Haulage	II & III
Production Technician (Timber)	IV
Sawmilling and Processing	II & III
Timber Manufactured Products	II & III
Timber Merchandising	II & III
Wool Panel Products	II & III
<b>Furnishing</b>	
Furnishing (Flooring)	II
Furnishing (Polishing)	II
Furnishing (Upholstery)	II
Furniture Making	II
Glass and Glazing	II
Interior Design – Retail Services	III
Picture Framing	III

Soft Furnishing	II & III
<b>Gas Industry</b>	
Gas Industry Advanced Technician	Advanced Diploma
Gas Industry Operations	II & III & IV
Gas Industry Technician	Diploma
<b>Health</b>	
Aboriginal Environmental Health	II & III
Allied Health Assistance	III & IV
Client/Patient Support Services	III
Dental Assisting	III & IV
Health Service Assistant	III
Health Support Services	II & III
Optical Dispensing	IV
Sterilisation Services	III
Local Government (Operational Works)	Diploma
<b>Metal and Engineering</b>	
Engineering – Production	II
Aluminium Windows and Frames Manufacturing	II
Winding and Assembly	II
<b>Outdoor Recreation</b>	
Outdoor Recreation	III & IV
Community Recreation	II & III
Sports and Recreation	II & III & IV
<b>Plastics, Rubber and Cablemaking</b>	
Plastics	II
Plastics – Blow Moulding	II
Plastics – Composites	II
Plastics – Extrusion	II
Plastics – Fabrication	II
Plastics – Film	II
Plastics – Injection Moulding	II
Plastics – Polystyrene	II
Plastics – Rotational Moulding	II
Plastics – Thermoforming	II
Process Manufactured Mineral Products	II
Process Manufacturing	II
Process Manufacturing (Cablemaking)	II
Process Manufacturing (Rubber – Injection Moulding)	II
Process Plant Operations	II
Process Support	II
Rubber	II
Rubber – Belt Splicing	II
Rubber – Rubber Lining	II
<b>Printing and Graphic Arts</b>	
Desktop Publishing	II
Graphic Arts Services	II



Printing and Graphic Arts (Instant Print)	II
Printing and Graphic Arts (Multimedia)	III
Print Production Support	II
Screen Printing	II
<b>Property Services</b>	
Hazardous Areas	IV
Property Services (operations)	III
Security Operations	III
Spatial Services Technician	V
Surveying	IV & V
Technical Security	II & III
<b>Retail</b>	
Community Pharmacy	II
Retail	II
Salon Assistant	II
Warehouse	II
<b>Screen and Media</b>	
Broadcasting (Radio)	II & III & IV
Broadcasting (Remote Area Operations)	III
Broadcasting (Television)	III & IV
Multimedia	II & III & IV
Screen	II & III & IV
<b>Sport Industry</b>	
Sport (Career Orientated Participation)	II & III
<b>Textile, Clothing and Footwear</b>	
Clothing Production	III & IV
Dry Cleaning Operations	II & III
Footwear Repair	II & III
Laundry Operations	II & III
Leather Production	III
Textile Fabrication	III
Textile Production	III
Textile Production (Complex or Multiple Processes)	II
<b>Transport and Logistics</b>	
Aviation Ground Operations and Service	II
Logistics Operations	II
Rail Infrastructure	II
Rail Operations	II
Road Transport	II
Stevedoring	II
Transport and Distribution (Aviation Flight Operations)	II
Transport and Distribution (Marine Engine Driving)	II
Transport and Distribution (Maritime Operations)	II

Transport and Distribution (Maritime Operations - Coxswain)	II
Warehousing and Storage	II
<b>Water Industry</b>	
Water Operations	II

## Industry / skill level C

Traineeship Title	Certificate
<b>Amenity Horticulture</b>	
Horticulture	II, III & IV
Horticulture (Arboriculture)	II, III & IV
Horticulture (Floriculture)	II, III & IV
Horticulture (Landscape)	II & IV
Horticulture (Parks and Gardens)	II & IV
Horticulture (Retail Nursery)	II & IV
Horticulture (Turf)	II & IV
Horticulture (Wholesale Nursery)	II & IV
<b>Conservation and Land Management</b>	
Conservation and Land Management	II & III & IV
<b>Funeral Services</b>	
Funeral Services (Embalmer)	IV
<b>Music</b>	
Music	III & IV
Music Industry (Business)	III
Music Industry (Foundation)	II
Music Industry (Technical Production)	III & IV
<b>Racing Industry</b>	
Racing - Advanced Stablehand	III
Racing - Harness Driver	III
Racing - Jockey	IV
Racing - Stablehand	II
Racing - Trackrider	III
<b>Rural Production</b>	
Advanced Wool Handler	III
Agriculture	II, III & IV
Agriculture (Beef Cattle Production)	III & IV
Agriculture (Dairy)	III
Agriculture (Goat Production)	III
Agriculture (Grain Production)	III
Agriculture (Horse Breeding)	III
Agriculture (Pig Production)	III
Agriculture (Rural Merchandising)	III
Agriculture (Sheep and Wool)	III
Horticulture (Production)	II, III & IV
Irrigation	II, III & IV
Rural Operations	II & III

Shearing	II, III & IV
Wool Classing	IV
Wool Clip Preparation	III
Wool Handling	II
<b>Seafood Industry</b>	
Seafood (Aquaculture)	II, III & IV
Seafood (Fisheries Compliance)	III
Seafood (Fishing Operations)	II & III
Seafood (Sales and Distribution)	II & III
Seafood Processing	II & III