

Public Sector Industrial and Employee Relations

Level 4 75 William Street Brisbane QLD 4000 **Title** Appointment of Employees with Qualifications
Telephone 32251422 **Facsimile** 32295943 **Date** 14 December 2001 **Circular No.** 8/01

On 10 April 2001 the *Public Service Award-State* was amended to provide a new clause 3.3.9(a) that states:

“(a) An employee appointed to the Administrative Stream who has satisfied assessment requirement for an AQF 3 qualification acceptable to the Chief Executive shall be paid no less than Classification Level 2, paypoint (1).”

This new clause complemented the existing clause in the award that provided for appointment at AO2-7 for employees with a degree. This provision 3.3.9(b) currently states:

“(b) An employee appointed to the Administrative Stream who has satisfied examination requirements for a degree or other post-secondary qualification acceptable to the Chief Executive shall be paid not less than Classification Level 2, paypoint (7).”

Whilst the variation was mentioned in PSIER News 12/2001 and 18/2001, not all agencies may have implemented systems to cater for the full implications of clause 3.3.9(a).

Traineeship Exit Rate AQF3 (Administrative Stream Public Service Award-State):

Clause 3.3.9(a) now provides the commencing pay rate for trainees under 21 years of age who have completed a traineeship with an AQF3 qualification and are being appointed to a position in the administrative stream of the *Public Service Award-State*.

New Under-21 Years Old Employees - AQF3 Qualification:

Agencies should have changed their recruitment and selection processes from April 2001 so that new employees under 21 years of age appointed under the administrative stream of the *Public Service Award-State* that have satisfied the assessment requirements for an AQF3 qualification are commenced at the specified rate of AO2-1. This is a recruitment process similar to that currently undertaken for employees that are bachelor degree holders.

Existing Under-21 Years Old Employees - AQF3 Qualification:

Agencies should have checked their existing AO1 employees covered by the *Public Service Award-State* to see if any have satisfied the assessment requirement for an AQF3 qualification, and if necessary adjusted their pay accordingly from 10 April 2001.

New or Existing Under-21 Years Old Employees - AQF4, AQF5 or AQF6 Qualification:

Clause 3.3.9(a) of the *Public Service Award-State* mentions only qualifications at the AQF3 level and does not mention qualifications between AQF 3 and bachelor degree such as qualifications at the AQF4, AQF5 and AQF6 levels. Agencies are advised that new or existing employees paid under the AO1 scale under the *Public Service Award-State* should have been advanced to AO2-1 from 10 April 2001 if they have satisfied the assessment requirement for an AQF4, AQF5 or AQF6 qualification.

Acceptable to Chief Executive:

It should be noted that clauses 3.3.9(a) and 3.3.9(b) both include the phrase “qualification acceptable to the Chief Executive”.

Understanding the AQF:

Useful information about the Australian Qualifications Framework is found in Appendix 4 to the current “core” certified agreement. The Australian Qualifications Framework Advisory Board website (at www.aqf.edu.au) provides extensive details on the AQF, including the AQF Implementation Handbook. Useful information on the comparison of qualifications is provided in Appendix 4 “Comparison of Qualifications” in *Implementation Guide - Accredited Training and Assessment of Competencies under the State Government Departments Certified Agreement 2000* (found at www.psier.qld.gov.au/training/eb3/igappendix4.htm).

Further Enquiries:

Please ensure when distributing this information within your agency that you nominate your own contact officer to respond to enquiries from staff within your agency.

SIMON BLACKWOOD
A/General Manager

The Division of Public Sector Industrial and Employee Relations provides policy advice and consultancy and training services to Queensland Government departments and agencies. It is part of the Department of Industrial Relations. Enquiries about this circular should be directed to Rod Andersen on telephone 07 322 51422.

- General enquiries about public sector industrial and employee relations matters should be directed to telephone 07 32252342.
- Written enquiries should be addressed to:

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Copies of all current circulars issued by Public Sector Industrial and Employee Relations are available from the department's web site at www.psier.qld.gov.au

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