

TAFE NSW Administrative, Support & Related Employees Enterprise Agreement 2015 Meeting 1: 18 & 19 June 2015



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TAFE NSW

TRANSFORMATION

1. Purpose
2. Process and research
3. Contemporary Classification Structure
4. Implementation
5. Focus areas for bargaining and a shared understanding

Supporting information

1. Our purpose is to build a better future for TAFE NSW

We all have a role to play in working together to build a successful TAFE NSW for the future.



TAFE NSW will make a fair and reasonable offer for Administration, Support and Related employees



TAFE NSW needs a modern workplace with a flexible workforce that is responsive to our students, industry, employers and the community



TAFE NSW is committed to a constructive, transparent and fair bargaining process for all our employees groups

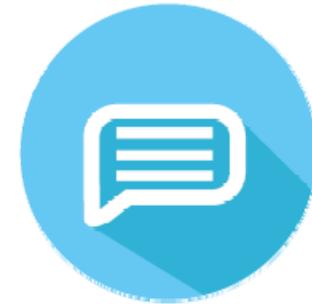
The VET Environment is changing



Our students have choice over who they select as their training provider



Smart and Skilled is in place and Institutes are paid by the number of students who enrol and complete



What students and employers demand and how they want training delivered is changing

TAFE NSW's key issues for the new structure

OUR FOCUS

- Meeting future business requirements
- Consistency in the application of the Contemporary Classification Structure.

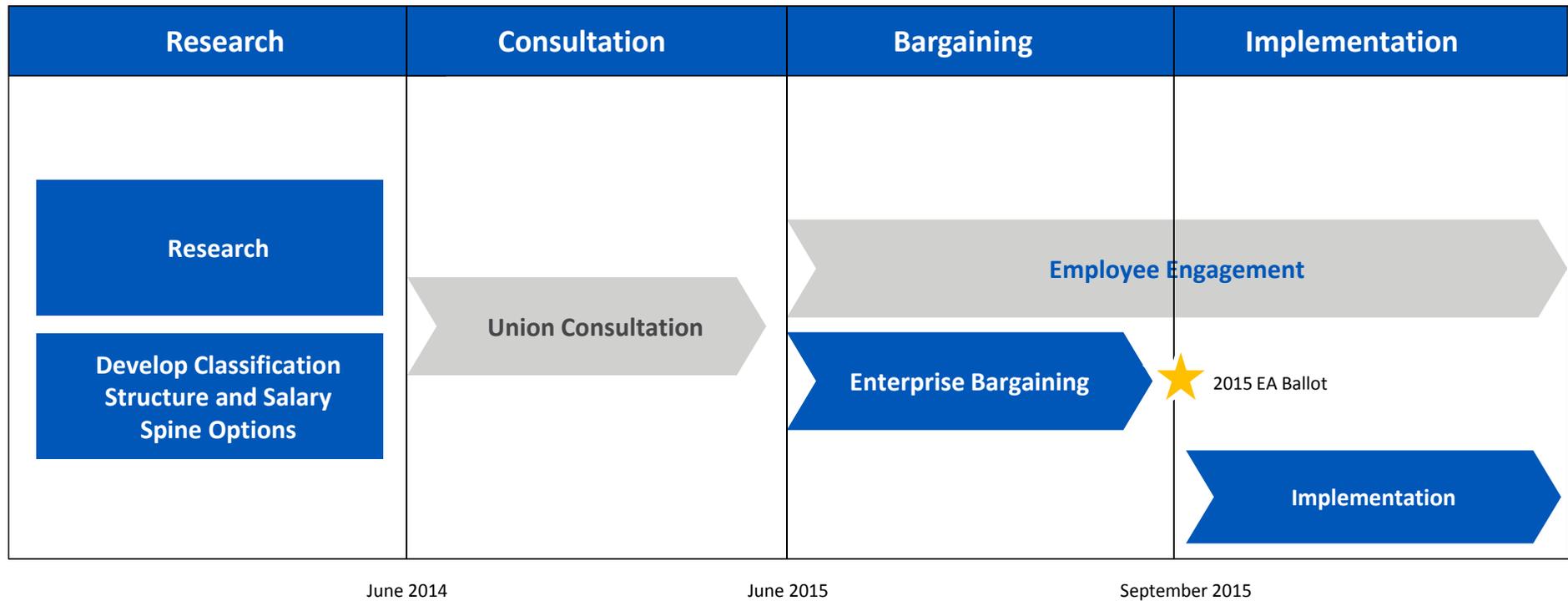
OUR CONSIDERATIONS

- Current employment conditions, the NSW Government Wages Policy and the Statement of Principles arising from 2013 Enterprise Bargaining negotiations.
- That our recommendations satisfy the Better Off Overall Test and comply with the Fair Work Act.

OUR GOAL

- Simplicity, flexibility, fit for purpose, sustainability and cost neutrality.

2. The process of work involves four phases



We are currently in Phase 3 – Bargaining

PHASE 1 RESEARCH

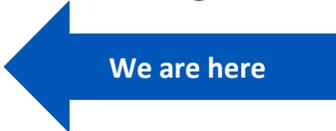
Identify industry standards, develop options and consult internal subject matter experts regarding options for a contemporary Classification Structure (August 2013 to June 2015).

PHASE 2 UNION CONSULTATION

Complete consultation on the development of a new classification structure and reach consensus on the structure (June 2014 to June 2015)

PHASE 3 BARGAINING

Complete formal negotiations for inclusion of the new structure and employment conditions the new agreement – bargaining commencing 18 June 2015.

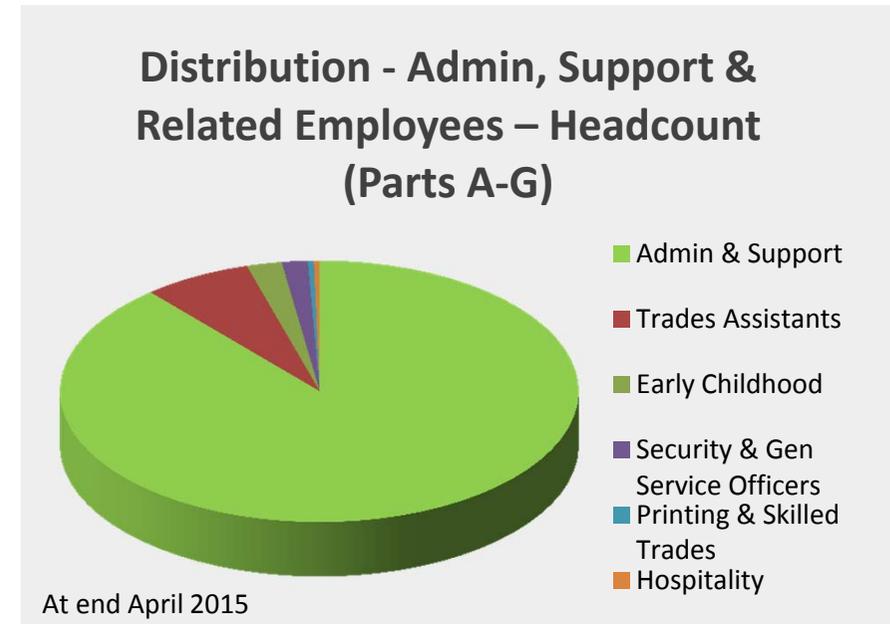


We are here

The research shows that the current Agreement is complex and inconsistent

The current Administrative, Support and Related Enterprise Agreement has:

- 249 pages
- 7 parts
- 73 classification schedules
- Over 160 distinct classifications, levels or grades
- Hundreds of salary points



Employment Conditions

All employees have access to a comprehensive set of core employment conditions including annual leave, parental leave, personal carer's leave etc. However, there are a wide variety of inconsistent employment conditions in Section 5 Parts A–G which need to be harmonised/simplified to support the new structure.

We analysed how we compare to the public sector and competitors in our industry

The research showed:

- Simplified, broad-banded classification structures with uniform employment conditions are now the norm in all major Public Services, many government owned corporations, the higher education sector, and TAFE institutes around Australia.
- TAFE NSW administrative, support and related employees individual salaries are, on average, 30% higher than than private providers paying under the Modern Award.
- TAFE NSW administrative employees' individual salaries are, on average, up to 30% higher than most other Australian TAFEs.

Our negotiation resulted in agreed requirements for the Contemporary Classification Structure

In December 2013, TAFE NSW and the unions agreed that a Contemporary Classification Structure was required and a Statement of Principles that the new structure should:

1. Replace the current numerous classifications with a single structure
2. Promote career progression opportunities
3. Be equitable for roles of the same value
4. Support employee mobility
5. Be underpinned by capability based classifications
6. Align employment conditions where practical and affordable
7. Recognise qualifications, skills and levels of expertise requirements.

TAFE NSW has specific requirements for the Enterprise Agreement for Administrative, Support & Related Employees

This new Classification Structure will provide TAFE NSW with the opportunity to adopt contemporary employment practices that:

- allow for expanded pathways and careers for our employees
- assist TAFE NSW to respond and grow in a new competitive environment
- contribute to quality outcomes for our customers and employees.

TAFE NSW and the unions have reached a high level agreement on the new structure

UNIONS AND TAFE NSW JOINT COMMUNICATION

TAFE NSW and representatives from the Community Public Service Union (CPSU), United Voice and the Australian Worker's Union (AWU) have been consulting on a new classification structure since June last year and have reached a high level agreement about a draft new structure.

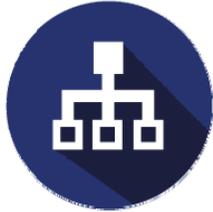
The proposal is to have a new structure that will consolidate the 160 classifications included in the current enterprise agreement into three (3) streams, two of which would be over ten (10) levels. The third stream will be the library profession. This suggested structure is a great step forward for all and will result in a modern system.

The structure will cover positions engaged in supporting the business operations and customer service activities of TAFE NSW, those involved in teaching and learning support, and those that provide library services to our students.

This high level agreement represents a significant amount of work on behalf of TAFE NSW and the unions. There is further work required with a third party organisation to assist with the completion of the draft descriptors for teaching and learning support stream and the business support stream.

The final result will be tested by the parties and negotiated in future enterprise bargaining.

4. There are 4 key elements to be considered as part of the new classification structure



STRUCTURE

- Multiple streams
- 10 levels



SALARY SPINE

- Top and bottom salary points
- Number of Salary Points at each level
- Value of each incremental step



EMPLOYMENT CONDITIONS

- Simplified common set of employment conditions attached to the new structure

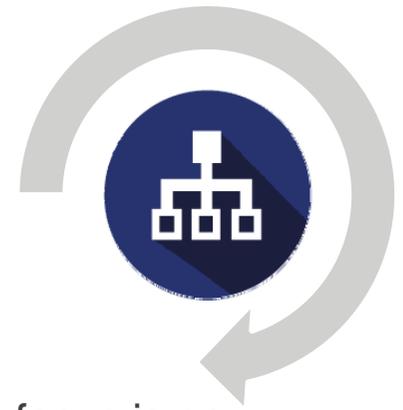


IMPLEMENTATION

- Moving to the new structure

1. Proposed Structure

Following consultation, we are proposing the following proposed two (2) stream, ten (10) level structure with a separate library stream:



TEACHING AND LEARNING SUPPORT STREAM

The Teaching and Learning Support Stream will include positions whose primary focus is on directly supporting teaching and learning in TAFE NSW Institutes.

This would include tasks involved in direct class preparation and delivery such as class support and technical support to teachers and students.

BUSINESS SUPPORT STREAM

The business support stream will include positions whose primary focus is on supporting the efficient operations of the TAFE NSW Institutes but who do not directly support teaching and learning delivery.

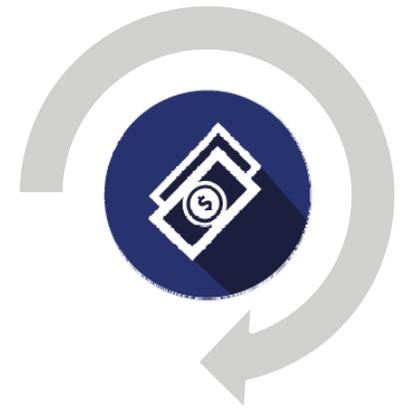
This would include direct and indirect customer service, managerial, clerical and support roles, maintenance, security and child care.

LIBRARY STREAM

The Library Stream will include positions whose primary focus is on the efficient management of TAFE NSW Libraries. This stream would include Librarians and other library support employees.



2. Proposed Salary Spine



Based on the proposed 3 stream structure.

The proposed salary spine for the two streams: Business Support and Teaching and Learning Support:

- Has 50 salary points shared across the 2 streams and 10 levels
- Salary points are evenly spaced by percentage

The Library Stream is to be negotiated.

Notes:

- Salaries are based on rates effective 1 July 2014
- The new structure excludes Clerk 11/12, Librarian Grades 4 & 5 and Senior Officers
- Separate schedules included for casual-only grades

3. Employment Conditions harmonised to support the new classification structure



The current Enterprise Agreement is a consolidation of several former state awards and agreements and as such incorporates a large number of classification specific employment conditions in Parts A–G of the Agreement.

A new structure and a simplified set of employment conditions applying to employees moving to the new structure is required.

It is proposed that the new structure and a single set of employment conditions be included in a new Section of the Agreement – Section 6.

Employment conditions



TERMS OF EMPLOYMENT	HOURS OF WORK	EMPLOYMENT CONDITIONS	OVERTIME	ALLOWANCES
<ul style="list-style-type: none"> • Structure • Definitions • Employment Types • Probation • Rates of pay 	<ul style="list-style-type: none"> • Ordinary weekly hours • Daily Span of hours • Core Hours • Flexible Working Arrangements • Broken Shifts • Minimum & Maximum Shifts • Breaks 	<ul style="list-style-type: none"> • Definitions • Rates • Rules 	<ul style="list-style-type: none"> • Definitions • Rates • Rules 	<ul style="list-style-type: none"> • Single set of allowances

4. Implementation plan



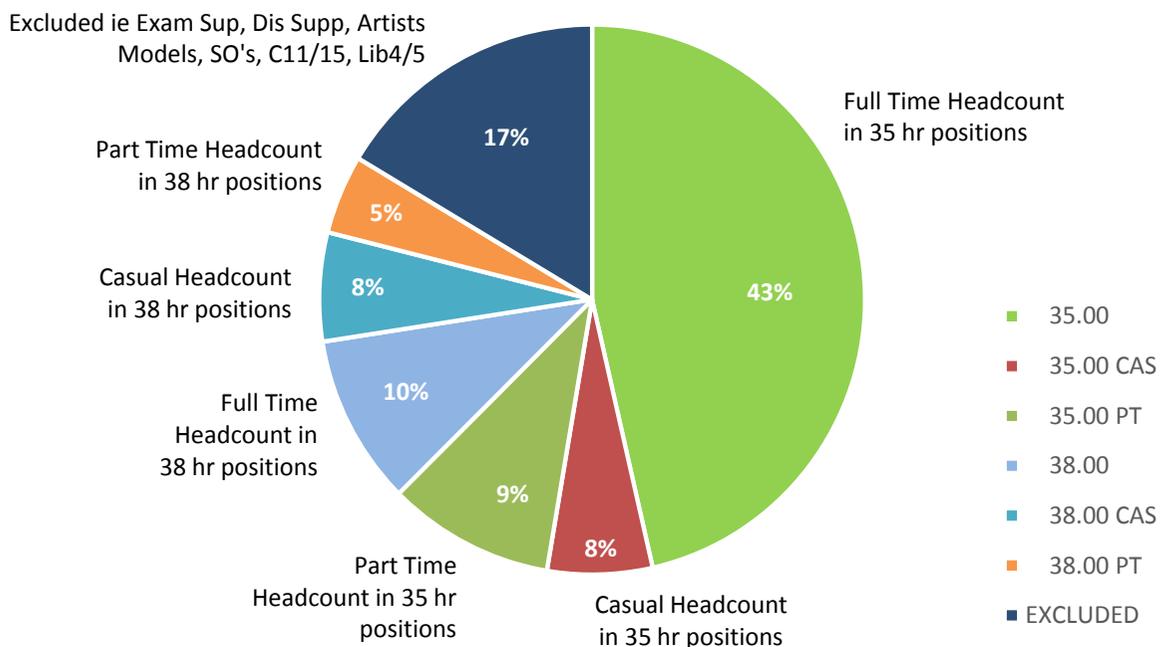
Once the agreement commences, TAFE NSW proposes to implement the new structure and employment conditions, which includes:

- No immediate change for existing employees
- Through recruitment into new positions
- Through positions created to support new business opportunities
- Through business reviews, using current agreed engagement and consultation processes.

Proposed changes will affect groups based on classification and terms of employment



AS&R Employees – Headcount by Standard Hours of Work



At end April 2015

Focus areas for bargaining and a shared understanding

SHARED UNDERSTANDING

The New Section 6 in the agreement will include:

- New Classification Structure and Salary Spine
- Separate schedule for casual-only grades
- One set of conditions and allowances applying to classifications in Section 6.



STRUCTURE



SALARY SPINE



EMPLOYMENT
CONDITIONS



IMPLEMENTATION

TAFE NSW key areas of interest for the negotiations

1. **Retrospectivity** – TAFE NSW has approval from Government for a 3 month window, if a YES vote is achieved within 90 days of the bargaining start date.
2. **Proposed length of the agreement** – A 2 year agreement if we can achieve the proposed reforms.
3. **Salary** – TAFE NSW will offer up to 2.5% increase per year if the proposed reforms are agreed.
4. **The Contemporary Classification Structure:**
 - **Implementation approach** – no immediate change for existing employees. Managed through recruitment into new positions, positions created to support new business opportunities and business reviews, using current agreed engagement and consultation processes.
 - **Work Level Standards** – The parties have agreed to use Mercer to undertake a review of the draft work level standards, consult with the parties and make a recommendation to be considered for the final agreement.
 - **New structure and salary spine** – for discussion.
 - **Employment Conditions** for the new structure – for discussion.
 - Standard weekly hours of work
 - Bandwidth / span of ordinary hours
 - Other employment conditions.

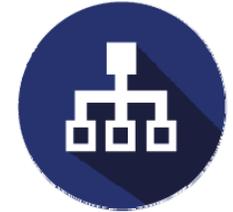
Supporting information



Current Classifications

Examples:

- Single pay point, e.g. some hospitality officers, skilled trades, tool store
- Levels, e.g. security officers
- Levels and increments, e.g., librarians, technical officers
- Broadbanded, e.g. Clerks
- Plus many more.



STRUCTURE



SALARY SPINE



EMPLOYMENT
CONDITIONS



IMPLEMENTATION

Proposed Contemporary Classification Structure

Level
TAFE Level 1
TAFE Level 2
TAFE Level 3
TAFE Level 4
TAFE Level 5
TAFE Level 6
TAFE Level 7
TAFE Level 8
TAFE Level 9
TAFE Level 10

Streams:

- Business support
- Teaching and learning support
- Library stream (still to be negotiated)

Teaching and Learning Support Stream

- positions whose primary focus is on directly supporting teaching and learning in TAFE NSW Institutes.
- This would include tasks involved in direct class preparation and delivery such as class support and technical support to teachers and students.

Business Support Stream

- positions whose primary focus is on supporting the efficient operations of the TAFE NSW Institutes but who do not directly support teaching and learning delivery.
- This would include direct and indirect customer service, managerial, clerical and support roles, maintenance, security and child care.

Library Stream

- positions whose primary focus is on the efficient management of TAFE NSW Libraries.
- This would include Librarians and other library support staff.

Each level will have 5 Salary Points, spaced by equal percentages.

NB The new structure excludes Clerk 11/12, Librarian Grades 4 & 5 and Senior Officers



STRUCTURE



SALARY SPINE



EMPLOYMENT
CONDITIONS



IMPLEMENTATION

Draft Work Level Standards

The draft Work Level Standards as presented by TAFE NSW as part of consultation have five factors that describe the value of work at each level.

These factors are:

- Accountability
- Task complexity
- Skill and knowledge
- Breadth
- Context

The parties have agreed to use Mercer to undertake a review of the draft Work Level Standards, consult with the parties and make a recommendation to be considered for the final agreement. The Work Level Standards will form part of the Enterprise Agreement.

How a new clerk position is currently created and graded

The process is:

1. Business decides there is a need for work to be done
2. Line manager or supervisor defines the roles and responsibilities and capabilities
3. HR creates a position description which is graded using a process known as CED
4. The position is created and recruited to.

Positions created under a business review process:

1. Engagement with staff and unions
2. Consultation with staff and unions in relation to the proposed model, including draft new position descriptions
3. Feedback received from both staff and unions and considered by management.
4. Approvals sought for the proposed change management plan
5. Agreed placement processes followed to implement the business review.

How a new position will be created and graded in the proposed Contemporary Classification Structure

New positions created process:

1. Business decides there is a need for work to be done
2. Line manager or supervisor defines the roles and responsibilities and capabilities
3. HR creates a position description which is graded using the work level standards, and TAFE NSW will validate this using CED
4. The position is created and recruited

Positions created under a business review process:

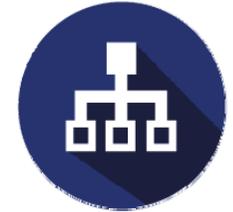
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In the future the proposed classifications are TAFE Level 1–10

Level
TAFE Level 1
TAFE Level 2
TAFE Level 3
TAFE Level 4
TAFE Level 5
TAFE Level 6
TAFE Level 7
TAFE Level 8
TAFE Level 9
TAFE Level 10

Streams:

- Business support
- Teaching and learning support
- Library stream (still to be negotiated)



STRUCTURE



SALARY SPINE



EMPLOYMENT
CONDITIONS



IMPLEMENTATION

Each level will have 5 Salary Points, spaced by equal percentages.

