

Calculating the funding amount

Guidance on how the funding amount is to be calculated based on the applicable award rate of pay and circumstance^S of each recruit under the Fresh Start Program

Purpose

This document provides councils under the Fresh Start Program clear guidance on how the funding amount will be calculated for individual recruits.

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Key reference documents

Fresh Start for Local Government Apprentices, Trainees and Cadets Grant Guidelines

Local Government (State) Award 2023

Overview

Wage

The Program will fund 100 per cent of the rate of pay for a new apprentice, trainee or cadet, applicable under clause 32C of the *Local Government (State) Award 2023* (see the Clause 7 Rates of Pay – Table 1 of Part B).

On-costs

The Program will fund on-costs of 15 per cent. In other words, an additional 15 per cent of the applicable award rate of pay, to support council with the funding of on-costs associated with the new employee's employment.

Local Government (State) Award 2023

In determining the applicable rate of pay for a recruit, councils should refer to clause 32C of the *Local Government (State) Award 2023*:

C. TRAINEE EMPLOYMENT AND APPRENTICESHIPS

- (i) The rates of pay as provided for in Band 1/Level 1 are payable to employees undertaking entry level training.
- (ii) An employee shall be appointed to Band 1/Level 1 according to either their age or educational qualification, whichever provides for the higher rate of pay.
- (iii) Progression along the scale is not automatic but is subject to successful completion of appropriate training modules and satisfactory service.
- (iv) If the employment is to be continued beyond the training period upon the successful completion of training, the employee shall proceed to the appropriate band and level in the structure.
- (v) In addition to the vocational training direction, the employer shall provide an apprentice with the conditions of the apprenticeship in writing and these conditions shall include:
 - (a) the term of the apprenticeship;
 - (b) the course of studies to be undertaken by the apprentice;
 - (c) the course of on the job training to be undertaken by the apprentice.

D. SCHOOL BASED TRAINEES AND APPRENTICES

- (i) The object of Part D of this clause is to assist persons who are undertaking a traineeship or apprenticeship under a training contract while also enrolled in the Higher School Certificate. Such school based traineeships/apprenticeships are undertaken at a minimum Certificate II Australian Qualifications Framework (AQF) qualification for traineeship level and a minimum Certificate III Australian Qualifications Framework (AQF) qualification for apprenticeship level as specified in the relevant Vocational Training Order pursuant to the *Apprenticeship and Traineeship Act 2001* (NSW).
- (ii) The hourly rates for school based trainees/apprentices for total hours worked including time deemed to be spent in off-the-job training shall be calculated by dividing the applicable weekly rate for full time apprentices as set out in Band 1/Level 1 by 38 or 35 in accordance with clause 20, Hours of Work.
- (iii) For the purpose of subclause (ii), where a school based trainee/apprentice is a full time school student, the time spent in off-the-job training for which the school based trainee/apprentice is paid is deemed to be 25 per cent of the actual hours worked on-the-job each week. The wages paid for training time may be averaged over the school term or year.
- (iv) School based trainees/apprentices progress through the rates of pay set out in Band 1/Level 1 subject to successful completion of appropriate training modules and satisfactory service.
- (v) Except as provided by this Award, school-based trainees/apprentices are entitled to pro rata entitlements of all other conditions of employment.

Band 1/Level 1 rates of pay referred to in clauses 32C and 32D are listed in Part B,
Monetary Rates – Table 1, Clause 7 – Rates of Pay:

Band/Level	(b) Rate Per Week \$	(c) Rate Per Week \$
	First Pay Period 01/07/24	First Pay Period 01/07/25
Operational Band 1		
Level 1 (Juniors and Trainees)		
T1 at 15 years of age	468.00	482.00
T2 at 16 years of age	584.20	601.70
T3 at 17 years of age	687.10	707.70
T4 at 18 years of age or over or HSC	803.30	827.40
T5	920.10	947.70
T6	993.20	1023.00
T7	1042.10	1073.40
T8	1092.10	1124.90
T9	1142.50	1176.80
T10	1194.60	1230.40

Interpretation

According to clause 32C(ii), an employee shall be appointed to Band 1/Level 1 according to either their age or education qualification, whichever provides for the higher rate of pay.

Age

The age of the recruit at date of employment commencement will determine the corresponding starting rate of pay, where the recruit is between 15 and 20 years of age.

According to Fair Work Australia, an individual that starts at 21 years of age or older is considered an adult apprentice or trainee. They typically receive higher pay rates compared to a junior and so will be funded under the program up to a starting rate of T5.

Educational qualification

A recruit may commence at a higher rate of pay where it can be demonstrated that a relevant educational qualification is held. Skills and experience are not able to be

considered equivalent to educational qualification when determining the applicable award rate.

The starting rate of pay corresponding to educational qualification held that will be accepted under the program funding is per Table 1 below. The council will be required to provide evidence of the relevant educational qualification before any payment is made associated with the recruit.

As per Table 1, where a recruit holds a Certificate I or II in a relevant field, this will not increase the starting rate of pay beyond T4.

A recruit undertaking a cadetship as defined by the grant guidelines can commence at the T8 rate, as in most instances will have qualified through their studies for an equivalent of an AQF level 6 educational qualification. As per Table 2, the recruit will need to provide evidence in the form to council of completing at least 8 units of study

Table 1: Determining starting rate of pay according to education qualification held

AQF level	Qualification held	Award Rate of Pay
3	Certificate III	T5
4	Certificate IV	T6
5	Diploma	T7
6	Advanced Diploma Associate Degree	T8
7	Bachelor's Degree	T9
8	Bachelor Honour Degree Graduate Certificate Vocational Graduate Certificate Graduate Diploma Vocational Graduate Diploma Masters Degree Doctoral Degree	T10

AQF = Australian Qualifications Framework

What is it? <https://www.aqf.edu.au/about/what-aqf>

Table 2: Determining starting rate of pay for a cadetship

For a recruit undertaking a cadetship to start at T8 is required to provide evidence of having completed at least 1 year equivalent of their studies. This is to meet the requirement in the grant guidelines that a recruit cadet they are in their second-to-last to last year of study. This evidence is provided by uploading in the commencement form in SmartyGrants an academic transcript provided by the recruit.

Year of Study	Completed Number of Units of Study
1	8 units (minimum number to start at T8)
2 (second-to-last year)	16 units
3 (last year)	24 units

*in the instance of a double-degree, the recruit only needs to meet the requirements as if they were only completing a single degree (ie completed 8 units)

Paying above award

Councils may decide to pay recruits above award rates of pay and will need to cover any difference between the funding amount and the higher rate. This includes a higher rate negotiated in an Enterprise Agreement.

Application (Examples of how the funding amount is calculated)

1. A recruit is 16 years of age and is commencing a 4-year electrical apprenticeship. Their starting rate of pay will be T2, according to their age. After they have successfully completed the first year of their apprenticeship, this will increase to T3, then T4 the following year, and cap at T5 in their final year.
2. A recruit is 30 years of age and is completing a 3-year horticulture traineeship, and they have previously completed a Bachelor of Science. Their starting rate of pay will be T9, as per Table 1, according to the relevant education qualification held by the recruit. After they have successfully completed the first year of their traineeship, this will increase to T10 and remain at T10 in their final year as the funding is capped to the Band 1/Level 1 award rates.
3. A recruit is 38 years of age and is completing a 4-year parks and gardens apprenticeship. They have 10 years relevant experience in the field but hold no

formal education qualifications. Their starting rate of pay will be T5 as an adult apprentice.