



**Please note – This is a previous WA award summary and does not contain the current rates of pay**

WA Award Summary

# Vehicle Builders Award

**1 July 2018**

About this Award Summary

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This WA Award Summary is a summary of the state Vehicle Builders Award and does not include all obligations required by the award. It is important that you also refer to the full Vehicle Builders Award that is available on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au)

Provisions of other employment legislation also apply to employees and have been included in this WA Award Summary where appropriate. You may need to refer to the *Minimum Conditions of Employment Act 1993*, the *Long Service Leave Act 1958*, and the *Industrial Relations Act 1979* for full details.

This document is formatted for viewing on the Wageline website and contains web links to other relevant information. If you are using a printed copy in which links are not visible, all additional information can be found at [www.dmirs.wa.gov.au/wageline](http://www.dmirs.wa.gov.au/wageline) or by contacting Wageline on 1300 655 266.

## How can we help?

- Pay rates
- Leave entitlements
- Long service leave
- Employment arrangements
- Record keeping obligations



## Three Step Check: to make sure this WA Award Summary is relevant to you

<p><b>Step 1</b> Is the business in the state system?</p>	<p>This WA Award Summary applies to businesses in the <b>state industrial relations system</b>. It covers businesses which operate as:</p> <ul style="list-style-type: none"> <li>✓ <b>sole traders</b> (eg Jane Smith trading as Jane’s Panel Beaters)</li> <li>✓ <b>unincorporated partnerships</b> (eg Jane and Bob Smith trading as Jane’s Panel Beaters)</li> <li>✓ <b>unincorporated trust arrangements</b> (eg Jane and Bob Smith as trustees for Jane’s Panel Beaters)</li> </ul> <p>This summary does <b>not</b> apply to businesses in the national industrial relations system which operate as:</p> <ul style="list-style-type: none"> <li>✗ <b>Pty Ltd businesses</b> (eg Smith Pty Ltd trading as Jane’s Panel Beaters)</li> <li>✗ <b>incorporated partnerships or incorporated trusts</b></li> <li>✗ <b>incorporated associations and other non-profit bodies</b> (that are trading or financial corporations)</li> </ul> <p>Wageline’s <a href="#">Guide to who is in the WA state system</a> has more information. If the business or organisation is in the national system visit the Fair Work Ombudsman website <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a></p>
<p><b>Step 2</b> Is the business covered by the Vehicle Builders Award?</p>	<p>The Vehicle Builders Award applies to businesses in the state industrial relations system in the vehicle and caravan building and repair trade including:</p> <ul style="list-style-type: none"> <li>✓ vehicle body builders and repairers</li> <li>✓ motor trimmers</li> <li>✓ panel beaters and/or spraypainters</li> <li>✓ caravan builders and repairers</li> </ul>
<p><b>Step 3</b> Is the employee’s job covered by the Vehicle Builders Award?</p>	<p>The Vehicle Builders Award sets pay rates, working hours and other employment arrangements for full time, part time and casual employees working as:</p> <ul style="list-style-type: none"> <li>✓ tradespeople</li> <li>✓ vehicle builders</li> </ul>



Employers covered by this WA Award are legally required to keep employment records. Employers can be fined up to \$5,000 for not keeping employment records, for keeping inadequate or fraudulent records, or for not providing records to Industrial Inspectors when required to do so. Page 5 details record keeping requirements.

The Vehicle Builders Award is a legal document that outlines the minimum wages and conditions of employment that must be provided to employees who are covered by the award. Employers and employees cannot agree to lesser conditions.

Industrial Inspectors at the Department of Mines, Industry Regulation and Safety have statutory powers to investigate employee complaints about underpayment of wages or leave entitlements under this WA Award and state employment laws. The Department can prosecute employers in the Industrial Magistrates Court for not paying the rates of pay, including overtime, penalty rates and allowances required by this WA Award.



## Rates of pay

All rates of pay are gross rates (before tax). Current rates applied from the first pay period on or after **1 July 2018**.



**Adults – 20 years and older – applicable from the first pay period on or after 1 July 2018 until end of last pay period commenced in June 2019 (new rates applied first pay period on or after 1 July 2019)**

Classification (see page 9 for descriptions)	Weekly	Hourly	Casual (includes 20% loading)	Tool allowance
Vehicle Builder - Level 1	\$726.90	\$19.13	\$22.95	N/A
Vehicle Builder - Level 2	\$744.50	\$19.59	\$23.51	N/A
Vehicle Builder - Level 3	\$768.30	\$20.22	\$24.26	N/A
Vehicle Builder - Level 4	\$790.40	\$20.80	\$24.96	N/A
Tradesperson - Level 1	\$828.10	\$21.79	\$26.15	\$11.75
Tradesperson - Level 2	\$850.70	\$22.39	\$26.86	\$11.75
Tradesperson - Level 3	\$873.10	\$22.98	\$27.57	\$11.75
Tradesperson - Level 4	\$893.60	\$23.52	\$28.22	\$11.75
Advanced Tradesperson	\$961.10	\$25.29	\$30.35	\$11.75



**Apprentices – applicable from the first pay period on or after 1 July 2018 until end of last pay period commenced in June 2019 (new rates applied first pay period on or after 1 July 2019)**

Apprentices aged 21 and above must be paid the minimum adult apprentice rate of **\$621.10** per week or the appropriate apprenticeship rate for their year, whichever is the higher, for ordinary hours of work.

4 Year Term	3.5 Year Term	3 Year Term	% of Tradesperson	Weekly	Hourly	Tool allowance
1st Year	0-6 months		42%	\$347.80	\$9.15	\$4.94
2nd Year	7-18 months	1st Year	55%	\$455.50	\$11.99	\$6.46
3rd Year	19-30 months	2nd Year	75%	\$621.10	\$16.34	\$8.81
4th Year	31-42 months	3rd Year	88%	\$728.70	\$19.18	\$10.34



**Juniors – under 20 years of age – applicable from the first pay period on or after 1 July 2018 until end of last pay period commenced in June 2019 (new rates applied first pay period on or after 1 July 2019)**

Juniors can be employed in occupations for which an apprenticeship is not provided.

Juniors	Weekly	Hourly	Casual (includes 20% loading)
15 years of age	\$290.80	\$7.65	\$9.18
16 years of age	\$363.50	\$9.57	\$11.48
17 years of age	\$436.20	\$11.48	\$13.77
18 years of age	\$508.90	\$13.39	\$16.07
19 years of age	\$581.60	\$15.31	\$18.37
20 years of age	\$676.00	\$17.79	\$21.35

- Some of the pay rates in the Vehicle Builders Award fall below the minimum wages set by the 2018 State Wage Order. In such instances the rates listed here are the legal minimum rate.
- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in this industry, except if the child is working as part of a school program or in a family business.



## Trainees

For pay rates for registered trainees working under the Vehicle Builders Award, please contact Wageline on 1300 655 266.



To receive email updates when WA award pay rates change, subscribe to the [Wageline Newsletter](#).



## Deductions from pay

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An employer may deduct from an employee's pay an amount:

- the employer is authorised, in writing, by the employee to deduct and pay on behalf of the employee
- the employer is authorised to deduct and pay on behalf of the employee under the relevant WA award
- the employer is authorised or required to deduct by law or a court order.



## Hours and overtime

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- The ordinary hours for full time employees is as follows:
  - an average of 38 per week to be worked on one of the bases prescribed in the award (see clause 7 of the award for details)
  - Monday to Friday
  - between 6:00am and 6:00pm
  - not exceeding 10 hours on any day.
- Where the ordinary working hours are to exceed eight on any day, the arrangement of hours must be subject to agreement between the employer and the majority of employees in the plant, section or sections concerned.

### Overtime

- All overtime worked Monday to Friday is paid for at the rate of time and one half for the first two hours and double time after that.
- Work done on Saturdays prior to 12:00pm must be paid for at the rate of time and one half for the first two hours and double time after that, except in certain circumstances in which ordinary hours can be worked on Saturday (see Clause 7. – Hours for details).
- Work done on Saturdays after 12:00pm or on Sundays must be paid for at the rate of double time.
- A part time employee must be paid overtime rates for all hours in excess of the hours fixed under their contract of employment.

### Shift work

- Specific hours, rostering arrangements and allowances apply for employees working on a continuous shift basis. See clause 7 of the Vehicle Builders Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.



## Public holidays

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- A full time employee is entitled to public holidays (or days substituted for public holidays) without deduction of pay. A part time employee is entitled to a public holiday (or day substituted for a public holiday) without deduction of pay if they would ordinarily be required to work on that day if it was not a public holiday.
- When Christmas Day or New Year's Day falls on a Saturday or Sunday, such holiday is observed on the next succeeding Monday - where Boxing Day falls on a Sunday or a Monday, such holiday is observed on the

next succeeding Tuesday. When a public holiday is substituted with another day, the public holiday itself is no longer considered a public holiday for the purposes of the award.

- Work performed on public holidays must be paid for at the rate of double time and one half.
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.



## Employment of children

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- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in this industry, except if the child is working as part of a school program or in a family business.
- School aged children must not be employed during school hours, unless participating in a school program.
- Visit Wageline's [When children can work in Western Australia](#) page for more information.



## Employment records

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- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Vehicle Builders Award and relevant legislation.
  - Employers must keep all employment records for at least seven years after they are made for both current and past employees. Records relating to long service leave must be kept for seven years from the date employment ends.
  - Employers can be fined up to \$5,000 by the Industrial Magistrates Court for not keeping employment records or for keeping inadequate or fraudulent records. A common requirement that employers fail to observe is a lack of detail in keeping employment records.
  - Employers must keep records that detail:
    - Employee's name
    - Date of birth if under 21 years of age
    - Date employee commenced with the employer
    - Total number of hours worked each week
    - The gross and net amounts paid to the employee
    - All information required to calculate long service leave entitlements and payment
    - All pay deductions and reasons for them
    - Name of WA award that applies
    - Daily start and finish time and meal breaks taken
    - Employment status (full time, part time, casual)
    - Employee's classification under the award
    - All leave taken, whether paid, partly paid or unpaid
    - Any other information necessary to prove that the wages received by an employee comply with the requirements of the Vehicle Builders Award, such as overtime hours worked and allowances paid.
- Contact [Wageline](#) or view the full Vehicle Builders Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.
- Employment records can be written or electronic as long as they are in a form that can be printed. Time and wage books can be used to keep employment records, however, it is the employer's responsibility to ensure the time and wage book includes all of the required information.
  - The records must be in English.
  - Wageline's [record keeping templates](#) help small business employers meet their legal obligations for time and wages record keeping and keep accurate employee leave records.



## Payslips

- An employee may request an employer to provide payslips for each pay period.

- The payslip should include the amount of wages paid, the amount of deductions made, the net amount being paid and the number of hours worked.
- Visit the [Record keeping requirements page](#) for Wageline’s payslip and record keeping templates.



## Meal breaks – all employees

- An employee is entitled to a meal break which must not exceed one hour, after not more than five hours of work. If the meal break is postponed for more than half an hour, the employee must be paid at overtime rates until released for a meal break.
- A rest period of seven minutes from the time of ceasing to the time of resumption of work is to be allowed each morning.



## Allowances

Allowance	When allowance is paid	Rate
Tool Allowance	Where an employer does not provide a tradesperson or an apprentice with the tools ordinarily required.	As listed in the rates of pay tables above.
Meal Money	When required to work overtime for more than two hours without being notified the previous day or earlier, and not provided with a meal.	Meal money of <b>\$8.75</b> or <b>\$5.95</b> for a second or subsequent meal.
Leading hand allowance	When placed in charge of: <ul style="list-style-type: none"> <li>• not less than 3, nor more than 10 employees</li> <li>• more than 10 and not more than 20 employees</li> <li>• more than 20 employees</li> </ul>	<b>\$21.00</b> per week <b>\$32.20</b> per week <b>\$41.60</b> per week

### Other allowances

The Vehicle Builders Award requires payment of a range of additional extra rates and allowance which apply in certain circumstances and/or when carting certain goods. Please view the Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.



## Leave entitlements

### Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✗
Sick and carer’s leave	✓	✓	✗
Unpaid carer’s leave	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓

This WA Award summary covers the basic leave entitlements for employees covered by the Vehicle Builders Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Vehicle Builders Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*.



## Parental leave

- Employees, including eligible casual employees, are entitled to the unpaid parental leave entitlements in the National Employment Standards of the *Fair Work Act 2009*, as well as a number of more beneficial conditions contained in the *Minimum Conditions of Employment Act 1993* (a return to work after parental leave on a modified basis and a reversion to pre-parental leave working conditions). Visit Wageline's [Parental leave](#) page for more details.



## Sick and carer's leave

- Sick and carer's leave entitles a full time or part time employee to paid time off work due to either illness or injury to themselves (sick leave), or because they have to care for an ill or injured family or household member (carer's leave).
- Full time and part time employees are entitled to paid sick and carer's leave equal to the number of hours they would ordinarily work in a two week period, up to 76 hours per year. Sick and carer's leave is a cumulative entitlement, and any leave not taken in one year can be carried over to the next year.
- Sick and carer's leave accrues on a weekly basis for full and part time employees.
- In the first year of employment, a full time or part time employee can use any paid sick and carer's leave that they have accrued to date for caring purposes.
- In the second and subsequent years of employment, a full time employee can only use a maximum of 76 hours of their accrued sick leave entitlement for caring purposes, or a part time employee the relevant proportion of 76 hours based on their ordinary hours of work.
- An employee is entitled to up to two days of unpaid carer's leave per occasion if an employee does not have sufficient paid leave accrued or has exceed the maximum amount of carer's leave that can be taken in any 12 month period.
- Casual employees are not entitled to paid sick leave or paid carer's leave. Casual employees can access up to two day's unpaid carer's leave per occasion.
- Sick and carer's leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Wageline's [Sick Leave Calculation Guide](#) can assist with calculating sick and carer's leave entitlements.
- Wageline's [record keeping templates](#) include a sick and carer's leave record template.



## Long service leave

- Full time, part time and casual employees are entitled to long service leave (LSL).
- Long service leave is an entitlement from the *Long Service Leave Act 1958*.
- The length of continuous employment for an employee's long service leave entitlement is based on the total time with the business, rather than any one employer. An employer who buys a business or part of a business will take on the long service leave obligations for existing employees if there has been a transmission of business. This applies regardless of anything written in the sale contract.

Amount of continuous employment with same business	Amount of leave
After <b>10 years</b> of continuous employment	8 <sup>2/3</sup> weeks
For every <b>5 years</b> of continuous employment after this initial 10 years	4 <sup>1/3</sup> weeks
When an employee is terminated (except for serious misconduct) or resigns after they have completed <b>between 7 and 10 years</b> continuous employment	The employee is entitled to be paid out for LSL on a proportionate basis. LSL payment is worked out on a pro-rata basis for the entire period of employment, including years, months and days
When an employee is terminated or resigns after they have worked continuously for <b>10 or more years</b>	The employee is entitled to be paid out for LSL. LSL payment is worked out on completed years of service only

- An employee who has completed a full qualifying period of service (e.g. 10 years) is entitled to be paid out their full long service leave entitlement (e.g. 8 <sup>2/3</sup> weeks) on termination, regardless of the circumstances of the termination.
- Where an employee has a period of service that is less than the full qualifying period and they were terminated by their employer for serious misconduct, they are not entitled to **pro rata** LSL.
- Visit Wageline's [Long Service Leave](#) page for more details and a calculation guide.
- Wageline's [record keeping templates](#) include a long service leave record template.



### Annual leave

- Full time employees are entitled to a minimum of four weeks of paid annual leave for each year of completed service, up to 152 hours. Part time employees are entitled to a minimum of four weeks of paid annual leave per year paid on a pro rata basis according to the number of hours they are required ordinarily to work in a four week period. Casual employees are not entitled to annual leave.
- Annual leave is a minimum entitlement in the *Minimum Conditions of Employment Act* and the Vehicle Builders Award sets out additional requirements regarding annual leave and annual leave loading.
- During a period of annual leave an employee must be paid annual leave loading of 17.5%.
- On termination, annual leave loading of 17.5% is paid out on fully accrued annual leave entitlements for completed years of employment. Annual leave loading is not paid on proportionate leave (leave accrued in an incomplete year of employment) on termination.
- Annual leave accrues on a weekly basis:
  - A full time employee accrues 2.923 hours of annual leave for each completed week of work.
  - A part time employee accrues the relevant proportion of 2.923 hours annual leave for each completed week of work.
  - Visit Wageline's [Annual Leave Calculation Guide](#) to work out annual leave entitlements.
  - Wageline's [record keeping templates](#) include an annual leave record template.
- Specific provisions for annual leave for shift workers apply in the Vehicle Builders Award. Please see the award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au)



### Bereavement leave

- All employees, including casual employees, are entitled to two days paid bereavement leave on the death of a spouse, de facto partner, parent, step-parent, grandparent, child, step-child, grandchild, sibling or any other member of the employee's household. The two days need not be consecutive.
- Bereavement leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.



## Resignation, termination and redundancy

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### Dismissal

- An employer is required to give a casual employee one hour's notice of termination.
- Prior to terminating an apprentice, an employer must contact the Department of Training and Workforce Development Apprenticeship Office on 13 19 54 to discuss any proposed termination of an apprentice.
- Except in cases of serious misconduct, an employer is required to give full time and part time employees the following period of notice of termination (or payment in lieu):

Period of continuous service	Notice period
Not more than 1 year	1 week
More than 1 year but not more than 3 years*	2 weeks
More than 3 years but not more than 5 years*	3 weeks
More than 5 years*	4 weeks

- \*Employees over 45 years of age with two or more years of continuous service must receive an additional week's notice.



- These obligations are in the *Fair Work Act 2009* which applies rather than the notice provisions in the Vehicle Builders Award.
- Visit Wageline's [Termination and Dismissal](#) page for more information about the requirements that must be met when an employee is dismissed or resigns.

### Resignation by the employee

- Full time and part time employees are required to provide one week's notice, except during the first month of employment, when one days' notice must be given.
- A casual employee can resign by providing one hour's notice.

### Redundancy

- An employee is redundant when their employer has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone.
- An employer has a number of obligations in redundancy situations and may be required to pay severance pay. Visit Wageline's [Redundancy](#) page for redundancy obligations.

### Dismissal requirements

- Under State laws, employees cannot be dismissed if to do so would be harsh, unfair or oppressive. There must be a valid and fair reason for dismissal, such as:
  - consistent unsatisfactory work performance (which has been raised with the employee and the employee given further training and an opportunity to improve their work performance)
  - inappropriate behaviour or actions or
  - serious misconduct.
- The [Dismissal information](#) page outlines obligations and requirements when an employee is terminated.



## Classifications / Job duties

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### Vehicle builder level I

An employee who undertakes up to 38 hours induction training which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow employees, training and career path opportunities, plant layout, work and documentation procedures, occupational health and safety, equal employment opportunity and quality control/assurance. An employee at this level performs routine duties essentially of a manual nature and to the level of their training –

- Performs general labouring and cleaning duties
- Exercises minimal judgement
- Works under direct supervision
- May undertake structured training so as to enable them to work at Vehicle - Level II.

### Vehicle builder – level II

An employee who has completed up to three months' structured training so as to enable the employee to perform work within the scope of this level. At this level an employee performs work above and beyond the skills of an employee at Vehicle Builder – Level I and to the level of their training –

- Works under direct supervision either individually or in a team environment
- Understands and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations and faults
- Understands and utilises basic statistical process control procedures.

Indicative of the tasks which an employee at this level may perform are the following –

- Repetitive work on automatic, semi-automatic or single purpose machines or equipment
- Assembles components using basic written, spoken and/or diagrammatic instructions in an assembly environment
- Basic soldering or butt and spot welding skills or cutting scrap with oxy-acetylene blow pipe Basic maintenance of equipment and cleanliness of work area
- Maintains simple records

- Uses hand trolleys and pallet trucks, or uses selected hand tools
- Assists in the provision of on-the-job training in conjunction with tradespersons and supervisors / trainers
- Performs basic store functions
- Operation of mobile equipment including forklifts, hand trolleys, pallet trucks, overhead cranes and winch operation.

### **Vehicle builder - level III**

An employee who has completed a Vehicle Building Certificate I or equivalent training to enable the employee to perform work within the scope of this level. At this level an employee performs work above and beyond the skills of an employee at Vehicle Builder Level II and to the level of their training –

- Is responsible for the quality of their own work subject to routine supervision
- Works under routine supervision either individually or in a team environment
- Exercises discretion within their level of skills and training.

Indicative of the tasks which an employee at this level may perform are the following –

- Operates flexibly between assembly stations
- Operates machinery and equipment which requires exercising skills and knowledge beyond that of an employee at Vehicle Builder Level II
- Non-trade engineering skills
- Basic tracing and sketching skills
- Receiving, despatching, distributing, sorting, checking, packing (other than repetitive packing in a standard container or containers in which such goods are ordinarily sold), documenting and recording of goods, materials and components.
- Basic inventory control in the context of a production process
- Basic keyboard skills
- Ability to measure accurately
- Assists one or more tradespersons
- Welding which requires use of an electric spot or butt welding machine or cutting scrap or tack welding.

### **Vehicle builder level – IV**

An employee who has completed a Vehicle Building Certificate II or equivalent training so as to enable the employee to perform work within the scope of this level. An employee at this level performs work above and beyond the skills of an employee at Vehicle Builder Level III and to the level of their training –

- Works from complex instructions and procedures
- Assists in the provision of on-the-job training to a limited degree
- Co-ordinates work in a team environment or works individually under general supervision
- Is responsible for assuring the quality of their own work.

Indicative of the tasks which an employee at this level may perform are the following –

- Use of precision measuring instruments
- Machine setting, loading and operation
- Responsibility for the operation and co-ordination of a store
- Intermediate keyboard skills
- Basic engineering and fault finding skills
- Basic quality checks on the work of other
- Knowledge of the employer's operations as it relates to production processes.

### **Vehicle building tradesperson - level I**

An employee who holds a Trade Certificate or Tradesperson's Rights Certificate as a –

Spring maker, fitter, electrician, body builder, panel beater, first class welder, painter, spray painter, trimmer, sign writer, fitter and turner or auto electrician and is able to exercise the skills and knowledge of that trade.

A Vehicle Building Tradesperson - Level I works above and beyond an employee at Vehicle Builder Level IV and to the level of their training –

- Understands and applies quality control techniques
- Performs basic draughting and planning skills

- Exercises good interpersonal and communications skills
- Provides trade guidance and assistance
- Exercises keyboard skills at a level higher than Vehicle Builder Level II
- Exercises discretion within the scope of this grade
- Performs work under limited supervision either individually or in a team environment
- Operates all lifting equipment incidental to their work
- Performs non-trade tasks incidental to their work
- Performs work which while primarily involving the skills of the employee's trade is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training
- Performs painting, trimming, signwriting, panel beating, fibre glassing or electrical work.

### **Vehicle building tradesperson - level II**

A Vehicle Building Tradesperson - Level II works above and beyond a Tradesperson at Vehicle Building Tradesperson - Level I and to the level of his/her training –

- Exercises the skills attained through satisfactory completion of the training for this classification, subject to prescribed standards
- Exercises discretion within the scope of this grade
- Works under general supervision, either individually or in a team environment
- Understands and implements quality control techniques
- Provides trade guidance and assistance as part of a work team
- Exercises trade skills relevant to specific requirements of the enterprise at a level higher than Vehicle Building Tradesperson - Level I.

Tasks which an employee at this level may perform are subject to the employee having the appropriate Trade and Post Trade Training to enable such particular tasks to be performed.

### **Vehicle building tradesperson - level III**

A Special Class Vehicle Builder Tradesperson - Level I works above and beyond a Vehicle Builder Tradesperson - Level II and to the level of their training –

- Exercises the skills attained through satisfactory completion of the training for this classification.
- Provides trade guidance and assistance as part of a work team
- Assists in the provision of training in conjunction with supervisors and trainers
- Understands and implements quality control techniques
- Works under minimal supervision, either individually or in a team environment.

The following tasks are indicative of what an employee at this level may perform, subject to the employee having the appropriate Trade and Post Trade Training to enable the particular tasks to be performed –

- Exercises high precision trade skills using various materials and/or specialised techniques
- Performs operations on a CAD/CAM terminal in the performance of routine modifications to NC/CNC programmes
- Works on complex machinery and equipment which utilises hydraulic and/or pneumatic principles and in the course of such work, is required to read and understand hydraulic and pneumatic circuitry which controls fluid power systems; or
- Works on complex or intricate electrical interconnected low voltage circuits.

### **Vehicle building tradesperson - level IV**

An Advanced Vehicle Builder works above and beyond a Special Class Vehicle Builder and to the level of their training –

- Exercises the skills attained through satisfactory completion of the training prescribed for this classification, subject to the standards prescribed by the Implementation Manual
- Is able to provide trade guidance and assistance as part of a work team
- Provides training in conjunction with supervisors and trainers
- Understands and implements quality control techniques

- Works under minimal supervision, either individually or in a team environment.

The following tasks are indicative of what an employee at this level may perform, subject to the employee having the appropriate Trade and Post Trade Training to enable the particular tasks to be performed -

- Works on machines or equipment which utilise complex mechanical, hydraulic and/or works on machinery or equipment which utilises complex electrical/electronic circuitry and controls
- Works on instruments which make up a complex control system which utilises some combination of electrical, electronic, mechanical or fluid power principles
- Applies advanced computer numerical control techniques in machining or cutting or welding or fabrication.

### **Advanced tradesperson / production technician - vehicle building**

An Advanced Tradesperson/Production Technician works above and beyond a Vehicle Building Tradesperson - Level IV and to the level of his/her training -

- Provides technical guidance or advice within the scope of this level
- Prepares reports of a technical nature on specific tasks or assignments as directed or within the scope of discretion at this level
- Has an overall knowledge and understanding of the operating principle of the systems and equipment on which the tradesperson is required to carry out their task
- Assists in the provision of on the job training in conjunction with supervisors and training.

The following are indicative of tasks which an employee at this level may perform subject to the employee having the appropriate Trade and Post Trade Training to enable the particular tasks to be performed -

- Through a systems approach is able to exercise high level diagnostic skills on complex forms of machinery, equipment and instruments which utilise some combination of electrical, electronic, mechanical or fluid power principles
- Sets up, commissions, maintains and operates sophisticated maintenance, production and test equipment and/or systems involving the application of computer operating skills at a higher level than Vehicle Building Tradesperson Level IV
- Works on various forms of machinery and equipment electronically controlled by complex digital and/or analogue control systems using integrated circuitry
- Works on complex electronics or instruments or communications equipment or control systems which utilise electronic principles and electronic circuitry containing complex analogue and/or digital control systems using integrated circuitry.

### **Disclaimer**

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