

GRAPHIC ARTS, PRINTING and PUBLISHING AWARD 2010

RATES OF PAY FROM 1 JULY 2013

Classification level of employee	Minimum weekly rate as of 1 July 2013
LEVEL 1	\$622.20
LEVEL 2	\$640.20
LEVEL 3	\$664.80
LEVEL 4	\$687.60
LEVEL 5 trade level	\$724.50
LEVEL 6	\$747.20
LEVEL 7	\$769.90
LEVEL 8	\$790.50

JUNIOR APPRENTICES	AWARD RATE PER WEEK
First Year	\$344.14
Second Year	\$434.70
Third Year	\$525.26
Fourth Year	\$633.93

PROFICIENCY PAYMENTS FOR JUNIOR APPRENTICES

- (i) For the first Annual examination passed \$6.23 per week
- (ii) For the second Annual examination passed \$12.46 per week
- (iii) For the third Annual examination passed \$18.69 per week

The apprentice will be paid the additional amount on and from the beginning of the first pay period commencing in January following the examination.

ADULT APPRENTICES	AWARD RATE PER WEEK
First Year	\$594.10
Second Year	\$630.30
Third Year	\$666.50
Fourth Year	\$724.50

JUNIORS NOT BEING AN APPRENTICE

AGE	AWARD RATE
Under 16 years of age	\$192.06
Between 16 & 17 years of age	\$256.08
Between 17 & 18 years of age	\$320.10
Between 18 & 19 years of age	\$384.12
Between 19 & 20 years of age	\$480.15
Between 20 & 21 years of age	\$576.18

JUNIOR ARTIST AND DESIGNER

AGE	AWARD RATE
Under 17 years of age	\$257.90
Between 17 & 18 years of age	\$326.60
Between 18 & 19 years of age	\$412.60
Between 19 & 20 years of age	\$498.50
Between 20 & 21 years of age	\$601.70

First aid allowance \$14.71 per week

Meal allowance \$13.42 per meal

CLASSIFICATION DEFINITIONS FOR THE GRAPHIC ARTS, PRINTING AND PUBLISHING AWARD 2010

The definitions for the classification levels are as follows:

Employee Level 1

An employee at this level is undertaking up to 38 hours of induction training. This does not restrict or limit the employment of new employees at a higher level should they be accepted as possessing experience or skills appropriate to a higher level.

An employee at this level:

- Performs elementary routine duties of a repetitive nature;
- Works under direct supervision;
- Is aware of the tasks required at Level 2;
- Observes safe work practices;
- Undertakes literacy and numeracy training (if required) to perform tasks functionally;
- Is undertaking training so as to enable them to work at level 2.

On the completion of the required training, the employee shall be reclassified to Level 2.

Employee Level 2

An employee at this level performs work above the skills of an employee at Level 1 to the level of his/her competence, skill and training.

An employee at this Level will be capable of:

- having an orientation to machinery and equipment;
- assisting with make ready of basic machines;
- operating materials handling equipment;
- undertaking housekeeping and routine maintenance cleaning;
- having a basic knowledge of computer - controlled systems as it relates to their work;
- understanding and applying occupational health and safety practices and existing procedures applying in their work at their level of training;
- understanding and applying existing work procedures applying in work area to their level of training;
- following instructions;
- understanding quality standards of enterprise applying in their work area;
- working under direct supervision to the level of training or skills held;
- being a member of and understanding operating guidelines of workgroup/team;
- possibly assisting in on-the-job training of others in their area by way of explanation and demonstration.

Indicative tasks at this level may include:

- assisting with make ready of basic machines;
- repetition work on automatic, semi-automatic or single purpose machines or equipment;
- repetitive work of a basic nature such as maintaining simple records and single purpose functions as in manual folding, perforating, stacking, inserting, paging;
- housekeeping and routine maintenance cleaning.

Employee Level 3

An employee at this level performs work above the skills of an employee at Level 2 to the level of his/her competence, skill and training.

An employee at this level will be capable of:

- following written or verbal instructions;
- having knowledge of computer-controlled system as it relates to their work area;
- understanding and applying existing work procedures applying in their area;

- performing housekeeping functions within immediate area. This may include lubricating equipment under direction;
- assisting in forward planning materials and equipment for next job;
- identifying quality variations;
- recognising when problems arise and referring appropriately in own work area;
- being a member of and understanding the operating guidelines of work group/team;
- undertaking work prescribed on a task basis through written and verbal instructions and continuous presence of a skilled operative;
- working under direct supervision;
- assisting in the on-the-job training of others up to this level by way of explanation and demonstration in conjunction with skilled operators and supervisor.

Indicative tasks at this level may include

- routine setting, adjustment and operation of basic similar pieces of equipment such as plastic laminating machine;
- assisting with basic duties on a printing machine under direct supervision by cleaning, washing up of ink ducts, blankets and impression cylinders, stacking and removing delivery, stack on sheet fed press;
- applying of OH&S practices and environmental protection procedures;
- operating computer controlled systems using basic keyboard skills as it relates to their work area;
- operating of non-licensed materials handling equipment;
- matching of product against quality standards within own work area;
- operating an envelope cutter and/or dye cutter, marking and laying out;
- storing and packing of goods and materials in accordance with appropriate procedures and/or regulations, preparation and receipt of appropriate documentation, allocating and retrieving goods from specific warehouse areas, basic VDU operation, periodic housekeeping and stock checks;
- assisting in the on-the-job training of others up to this level in conjunction with skilled operators and supervisor.

Employee Level 4

An employee at this level performs work above the skills of an employee at Level 3 to the level of his/her competence, skill and training. An employee at this level may have completed an AQF Certificate Level II or equivalent training qualification.

An employee at this Level will be capable of:

- working to written instructions and issuing verbal instructions;
- forward planning materials and equipment required for next job;
- identifying quality variation by matching product against quality standard within own work area;
- understanding of routine and preventive maintenance procedures and applies them in their work;
- participating in and contributing to work group/team decision making, problem solving and team operating;

- understanding the enterprise's production processes and products and the administrative and organisational procedures as they relate to the immediate work area.

Indicative tasks at this level may include

- machine setting, adjustment and operation on a variety of equipment;
- applying OH&S practices, environmental protection procedures;
- assisting in on-the-job training of others up to this level in conjunction with skilled adults and supervisors;
- lubricating of production machinery equipment;
- inventory and store/warehouse control including licensed operation of all appropriate materials handling equipment; use of tools and equipment within the warehouse, basic non-trades maintenance; VDU operation;
- operating computer controlled system using intermediate keyboard skills as it relates to their work area;
- maintaining established paper based filing/records system in accordance with set procedures including creating and indexing new files, distributing files within the organisation as requested, monitoring file locations.

Employee Level 5

An employee at this level performs work above the skills of an employee at Level 4 to the level of his/her competence, skill and training. An employee at this level may have completed a trade certificate, AQF Certificate Level III or equivalent training qualification.

An employee at this Level will be capable of:

- understanding the enterprise's production process & products & administrative & organisational procedures as they relate to the work area;
- providing informal on-the-job training to the level of their training and skill;
- identifying quality variations of products and/or materials in the production process for conformity with established production standards; making adjustments to maintain quality standards;
- having a working knowledge of the routine and preventative maintenance procedures;
- solving straight forward problems based on set procedures or factual information;
- operating a computer-controlled system as an integral aspect of work to their level of training and accredited skill;
- working under minimal supervision;
- exercising discretion. Work is guided by general work processes and procedures;
- being responsible for the work of others under their supervision;
- being a member of and understanding operating guidelines of a work group/team;
- working to written instructions and working to and issuing of verbal instructions;
- understanding and applying occupational health and safety and safe working practices and environmental protection in their own work area.

Indicative tasks at this level may include

- setting, adjusting and operating a range of equipment in one of either pre-press, press or post-press areas;
- having a sound knowledge of the employer's operations as they relate to the production process;
- understanding and applying computer techniques as they relate to production process operations;
- making adjustments to maintain quality standards;
- forwarding plans material and equipment for next job;
- undertaking maintenance to the level of their training and accredited skill including lubrication, elementary diagnosis of faults, routine adjustments and reporting on worn or damaged parts;
- high level stores and inventory responsibility beyond the requirements of an employee at level 4;
- formatting complex documents including technical data, technical language, tables, graphics, design variable type face, produce documents requiring specific form or to comply with regulations or standards;
- undertaking basic art and design to their level of training and accredited skill.

Employee Level 6

An employee at this level performs work above the skills of an employee at Level 5 to the level of his/her competence, skill and training. An employee at this level may have completed a trade certificate, AQF Certificate Level III or equivalent training

An employee at this level will be capable of:

- having a general knowledge of enterprise processes/procedures then impacting on their own area;
- providing on-the-job training to the level of their training and accredited skill;
- having knowledge of problem-solving techniques and procedures in their own area;
- identifying quality variations of products and/or materials in the production process for conformity with established production standards;
- making adjustments to maintain quality standards;
- exercising limited discretion, work is guided by general work processes and procedures;
- having a working knowledge of routine and preventive maintenance procedures;
- undertaking maintenance procedures;
- participating in, developing and implementing appropriate occupational health, safety and environmental protection practices in their area of work;
- participating in and contributing to work/group team decision making, problem solving and team operation;
- being responsible for the work of others under their supervision;
- working under minimal supervision.

Indicative tasks at this level may include

- set up and operation of machines of a complex nature in one of either the pre-press, press or post-press area;
- forward planning materials and equipment for next job;
- making adjustments to maintain quality standards;
- providing trade guidance and assistance as part of a work team;
- operating a computer controlled system as an integral aspect of work to their level of training and accredited skill;
- undertaking maintenance procedures to the level of their training and skill including lubrication, elementary diagnosis of faults, routine adjustments and assists with the replacement of parts and equipment;
- applying knowledge of desk-top publishing to integrate complex documents;
- maintaining control registers including inventory control and being responsible for the preparation and reconciliation of regular reports and stock movement;
- undertaking immediate art and design to their level of training and accredited skill.

Employee Level 7

An employee at this level performs work above the skills of an employee at Level 6 to the level of his/her competence, skill and training. An employee at this level may have completed a trade certificate, AQF Certificate Level III or equivalent training

An employee at this level will be capable of:

- having the skills and knowledge to set up and operate machines of a complex nature in one of either pre-press, press or post press areas. May have general knowledge of other functional areas impacting on their own;
- having a thorough knowledge of enterprise's processes and procedures impacting on own area;
- working under minimal supervision either individually or in a team;
- operating a computer controlled system as an integral aspect of work to their level of training and accredited skill;
- undertaking routine and preventive maintenance to the level of their training and accredited skill;
- participating in, developing and implementing appropriate occupational health and safety and environmental protection practices in their area of work;
- co-ordinating work in a team environment;
- identifying quality variations of products and/or materials in the production process for conformity with established production standards. Contributing to diagnosis of quality variations and making adjustments to maintain quality standards.

Indicative tasks at this level may include

- set up, adjustment and operating of machines of a complex nature in one of either pre-press, press or post-press areas;
- providing trade guidance and assisting as part of a work team;
- assisting in the provision of training in conjunction with supervisors and trainers;
- removing and replacing specific assemblies in immediate work area;

- allocating tasks to team members in order to meet planned production requirement and being responsible for the work of others under their supervision;
- evaluating usefulness or applicability of software programs (using existing software programs) and recommending solutions to meet new or different application requirements;
- undertaking complex art and design to their level of training and accredited skill.

Employee Level 8

An employee at this level performs work above the skills of an employee at Level 7 to the level of his/her competence, skill and training. An employee at this level may have completed a trade certificate, AQF Certificate Level IV or equivalent training

An employee at this level will be capable of:

- having a thorough knowledge of production processes and procedures in own area and general knowledge of down line processes;
- working under minimal supervision and demonstrating a high level of proficiency;
- undertaking routine production scheduling and materials handling within the scope of their area of work to maintain planned production requirements;
- monitoring, evaluating and reporting quality variations within a broad work area;
- having a knowledge of process problem solving techniques and procedures and exercising initiative and judgement in solving day to day operational problems;
- exercising considerable discretion. Work is guided by a company precedents and policies. Work procedures may be adopted to meet production requirements;
- operating a computer controlled system as an integral aspect of routine work to their level of training and accredited skill;
- undertaking routine and preventative maintenance to the level of their training and accredited skill.
- removing and replacing assemblies/sub assemblies to carry out cleaning and inspection of parts;
- participating in, developing and implementing appropriate occupational health and safety practices in the area of work. Encouraging staff under their supervision to accept and enforce safety requirements;
- providing technical guidance and assistance to work teams;
- providing on-the-job training in conjunction with supervisors and/or trainers;
- being responsible for the work of others under their supervision and has undertaken supervisory training.

Indicative tasks at this level may include

- exercising high precision trade skills;
- exercising intermediate CAD/CAM skills in the performance of routine modifications to programs;

- creating or producing original design roughs or finished artwork from employer or clients' instructions, either manually or by computer;
- liaising and advising internal customers and employees outside the work team;
- operating/coordinating a group of computers such as a small multi-user system or a large group of personal computers which may include operating a help desk;
- participating in problem solving techniques and procedures and exercising initiative and judgement in solving day to day operational problems.

Who Can I Contact for More Information and Assistance?

If you would like to discuss any concerns you may have in relation to issues of employment or any other employment related issues you may have, please contact:

John Tamplin

0417 552 801 | john@johntamplinconsulting.com.au

Maria Loutsopoulos

0416 047 943 | tamplin2@gmail.com

Or go to our website at <http://www.johntamplinconsulting.com.au>

If you have been forwarded this email and wish to subscribe, then click [here](#).

Remember to call us if you need some help, we do not normally charge for phone advice.