



WA minimum conditions of employment

# Award free employees

31 January 2025

## About this summary

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This document is a summary of the minimum rates of pay and minimum conditions for award free employees. A range of employment legislation applies to award free employees and information about relevant provisions has been included in this summary where appropriate.

This document is a summary only and does not include all obligations. It is important to also refer to the full *Minimum Conditions of Employment Act 1993*, the *Long Service Leave Act 1958*, and the *Industrial Relations Act 1979* for full details.

**Complying with the minimum rates of pay for award free employees and provisions of state employment laws is compulsory.** Employers of award free employees must provide employees with at least the pay rates and employment entitlements outlined in this summary. Potential penalties for employers who do not meet employment requirements are detailed on page 2.

This document is formatted for viewing on the Wageline website and contains web links to other relevant information. If using a printed copy, all additional information can be found at [www.demirs.wa.gov.au/wageline](http://www.demirs.wa.gov.au/wageline) or by contacting Wageline on 1300 655 266.

This award free employees summary includes information on new employment entitlements introduced by the *Industrial Relations Legislation Amendment Act 2024* effective from 31 January 2025.

## Disclaimer

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The Department of Energy, Mines, Industry Regulation and Safety has prepared this summary to provide information on pay rates and major entitlements. It is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The department does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.

## Two Step Check: to make sure this summary is relevant to you

<p><b>Step 1</b> Is the business in the state system?</p>	<p>This summary applies to businesses in the <b>state industrial relations system</b>. The state system covers businesses (and their employees) that operate as:</p> <ul style="list-style-type: none"><li>✓ <b>sole traders</b></li><li>✓ <b>unincorporated partnerships</b></li><li>✓ <b>unincorporated trust arrangements</b></li><li>✓ <b>incorporated associations and other non-profit bodies</b> that are not trading or financial corporations</li></ul> <p>The state system also covers <b>household employers</b> (people who are not operating a business but who directly employ someone to provide domestic services in a private home).</p> <p>This summary does <b>not</b> apply to businesses and organisations in the national system which operate as:</p> <ul style="list-style-type: none"><li>✗ <b>Pty Ltd businesses</b> that are trading or financial corporations</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>For more information visit <a href="#">Which system of employment law applies</a>.</p> <p>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> Check whether the employee is award free</p>	<p>WA awards set minimum pay rates and employment conditions for specific industries or occupations. If an award applies, it is unlawful to pay rates less than those in the applicable WA award. Check whether an award may apply by visiting <a href="#">WA awards for common jobs</a> or by contacting <b>Wageline on 1300 655 266</b>.</p> <p>If no WA award applies, the minimum rates for award free employees within this summary will apply.</p>

Industrial inspectors at the Department of Energy, Mines, Industry Regulation and Safety have powers under the *Industrial Relations Act 1979* to investigate employee complaints about underpayments of pay rates and leave entitlements under state employment laws. Industrial inspectors also undertake regular proactive compliance audits in particular industries to determine if employers are paying correct wages and keeping correct employment records.

The penalty for not complying with an entitlement provision under state employment laws or not complying with a requirement relating to employment records or pay slips is up to \$18,000 for individuals and \$93,000 for bodies corporate. Higher penalties apply for serious contraventions of up to \$180,000 for individuals and \$930,000 for bodies corporate. An industrial inspector is also able to give a person a civil infringement notice, similar to an 'on-the-spot fine', for not complying with employment record or pay slip requirements. Record keeping requirements are outlined in the Employment records section of this summary.

Employees who believe that they have been underpaid wages or leave entitlements under state employment laws, can follow the [Steps to making an underpayment complaint](#).

Stay informed when WA award pay rates change, subscribe to [Wageline News](#) or follow [Wageline on social media](#).

## Pay rates for award free employees

All rates of pay are gross rates (before tax). The table below provides the rates that apply from **31 January 2025** (casual rates increased on this date).

Classification	Weekly	Hourly (full time and part time)	Casual (includes casual loading)
Adult	\$918.60	\$24.17	\$30.22
20 years	\$826.80	\$21.76	\$27.20
19 years	\$734.90	\$19.34	\$24.17
18 years	\$643.10	\$16.92	\$21.15
17 years	\$551.20	\$14.51	\$18.13
16 years	\$459.30	\$12.09	\$15.11
Under 16 years	\$367.50	\$9.67	\$12.09

The minimum weekly rate of pay is for a 38 hour week and the minimum hourly rate applies to all hours worked above 38 each week.

### Commission only and piece rate employees

Award free employees who are paid by piece rates or commission must be paid at least the relevant minimum rate of pay for every hour worked.

Visit [Calculating paid leave for commission or piece rate employees](#) for details on calculating paid leave entitlements, and pay rates for public holidays, for employees paid by commission or piece rates.

## Pay rates for award free apprentices

An award free apprentice who has reached 21 years of age is entitled to the adult apprentice rate or the appropriate pay rate for the year of the apprenticeship, whichever is higher.

4 year term	3.5 year term	3 year term	2 year term	Age	Weekly	Hourly
1st year	0-6 months			Under 21	\$427.10	\$11.24
				21 or over	\$762.80	\$20.07
2nd year	7-18 months	1st year	1st year	Under 21	\$559.40	\$14.72
				21 or over	\$762.80	\$20.07
3rd year	19-30 months	2nd year	2nd year	All ages	\$762.80	\$20.07
4th year	31-42 months	3rd year		All ages	\$895.00	\$23.55

- The rates of pay are applicable to award free apprentices registered with the Department of Training and Workforce Development Apprenticeship Office.
- An employer is required to pay an apprentice for the time spent at TAFE (or other off the job training) as normal working hours. An employer is not required to pay TAFE fees on behalf of the apprentice.
- The minimum weekly rate of pay is for a 38 hour week and the minimum hourly rate applies to all hours worked above 38 each week.

## Pay rates for full time award free trainees

- The training contract must be registered with the Department of Training and Workforce Development Apprenticeship Office.
- The appropriate Industry/Skill Level for a traineeship can be found by matching the first three letters of the National Qualification Code and the AQF Certificate Level of the employee's traineeship (found in the Traineeship Details section on the trainee's Training Contract) with the Level A, B or C section of the Industry/ Skill level list outlined on pages 12-13 of this document.
- Employees undertaking an AQF4 traineeship must be paid the relevant minimum weekly rate of pay for AQF3 trainees at Industry / Skill Levels A, B, and C plus an additional **3.8%** of that wage rate.
- An employer is required to pay a trainee for time spent at TAFE (or other off the job training) as normal working hours. An employer is not required to pay TAFE fees.

## Adult full time trainees

An award free trainee who has reached 21 years of age is entitled to the following weekly rates of pay:

Industry/Skill Level	Weekly pay rate
A	\$704.00
B	\$682.00
C	\$628.00

## Junior full time trainees

### Industry/Skill Level A

	Year 10	Year 11	Year 12
school leaver	\$311.00	\$370.00	\$454.00
plus 1 year out of school	\$370.00	\$454.00	\$525.00
plus 2 years	\$454.00	\$525.00	\$617.00
plus 3 years	\$525.00	\$617.00	\$704.00
plus 4 years	\$617.00	\$704.00	
plus 5 years or more	\$704.00		

### Industry/Skill Level B

	Year 10	Year 11	Year 12
school leaver	\$311.00	\$370.00	\$445.00
plus 1 year out of school	\$370.00	\$445.00	\$508.00
plus 2 years	\$445.00	\$508.00	\$598.00
plus 3 years	\$508.00	\$598.00	\$682.00
plus 4 years	\$598.00	\$682.00	
plus 5 years or more	\$682.00		

### Industry/Skill Level C

	Year 10	Year 11	Year 12
school leaver	\$311.00	\$370.00	\$443.00
plus 1 year out of school	\$370.00	\$443.00	\$498.00
plus 2 years	\$443.00	\$498.00	\$560.00
plus 3 years	\$498.00	\$560.00	\$628.00
plus 4 years	\$560.00	\$628.00	
plus 5 years or more	\$628.00		

## Pay rates for part time award free trainees

- The training contract must be registered with the Department of Training and Workforce Development Apprenticeship Office.
- The appropriate Industry/Skill Level for a traineeship can be found by matching the first three letters of the National Qualification Code and the AQF Certificate Level of the employee's traineeship (found in the Traineeship Details section on the trainee's Training Contract) with the Level A, B or C section of the Industry/ Skill level list outlined on pages 12-13 of this document.
- Employees undertaking an AQF4 traineeship must be paid the relevant minimum hourly pay rate for AQF3 trainees at Industry / Skill Levels A, B, and C plus an additional **3.8%** of that wage rate.
- An employer is required to pay a trainee for time spent at TAFE (or other off the job training) as normal working hours. An employer is not required to pay TAFE fees.

## Adult part time trainees

Industry/Skill Level	Hourly pay rate
A	\$18.53
B	\$17.95
C	\$16.53

## Junior part time trainees

### Industry / Skill level A

	Year 10	Year 11	Year 12
school leaver	\$8.18	\$9.74	\$11.95
plus 1 year out of school	\$9.74	\$11.95	\$13.82
plus 2 years	\$11.95	\$13.82	\$16.24
plus 3 years	\$13.82	\$16.24	\$18.53
plus 4 years	\$16.24	\$18.53	
plus 5 years or more	\$18.53		

### Industry / Skill level B

	Year 10	Year 11	Year 12
school leaver	\$8.18	\$9.74	\$11.71
plus 1 year out of school	\$9.74	\$11.71	\$13.37
plus 2 years	\$11.71	\$13.37	\$15.74
plus 3 years	\$13.37	\$15.74	\$17.95
plus 4 years	\$15.74	\$17.95	
plus 5 years or more	\$17.95		

### Industry / Skill level C

	Year 10	Year 11	Year 12
school Leaver	\$8.18	\$9.74	\$11.66
plus 1 year out of school	\$9.74	\$11.66	\$13.11
plus 2 years	\$11.66	\$13.11	\$14.74
plus 3 years	\$13.11	\$14.74	\$16.53
plus 4 years	\$14.74	\$16.53	
plus 5 years or more	\$16.53		

## Pay rates for school based trainees

- The training contract must be registered with the Department of Training and Workforce Development Apprenticeship Office.
- The appropriate Industry/Skill Level for a traineeship can be found by matching the first three letters of the National Qualification Code and the AQF Certificate Level of the employee's traineeship (found in the Traineeship Details section on the trainee's Training Contract) with the Level A, B or C section of the Industry/ Skill level list outlined on pages 12-13 of this document.

Industry/Skill Level	Current year of schooling	
	Year 11 or lower	Year 12
A	\$9.74	\$11.95
B	\$9.74	\$11.71
C	\$9.74	\$11.66

## Employment of children

Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in many industries and restrictions apply on when and where children under 15 may be legally employed.

Visit [When children can work in Western Australia](#) for details.

## Public holidays

Visit [Public Holidays in Western Australia](#) to view the public holiday dates.

### Minimum entitlement to be absent on a public holiday

- All employees have a minimum entitlement to be absent from work on a day that is a public holiday.
- An employer is able to request an employee to work on a public holiday if the request is reasonable, but an employee is entitled to refuse a request to work on a public holiday if the request is not reasonable or refusal is reasonable.
- There are a range of specific factors that need to be taken into account when determining whether a request or a refusal of a request is reasonable. These are outlined on [Public holiday pay and arrangements](#).

### Payment for public holidays

- If a full time or part time employee is absent from work on a public holiday (and their absence is consistent with the minimum entitlements described above) they are entitled to be paid:
  - as if they were required to work their ordinary hours on the public holiday; and
  - at the rate they would have received as payment for those hours under this WA award.
- If a casual employee does not work on a public holiday they are not entitled to payment.
- Employees who would not ordinarily work on the public holiday (such as part time employees who do not work on that day of the week) and employees on unpaid leave on the public holiday are not entitled to payment.
- If an employee is award free there are no minimum entitlements to additional rates of pay for working a public holiday. Award free employees may have contracts of employment which specify other arrangements for payment and paid time off for public holidays.

## Flexible working arrangement requests

- Written requests for a flexible work arrangement can be made by employees with at least 12 months' service. Requests can only be made in relation to specific circumstances, which include pregnancy, caring responsibilities, disability, and family and domestic violence. The employer must consider the request and provide a written response within 21 days.
- An employer can refuse the request for specified reasons, including reasonable business grounds.
- Any flexible work arrangement agreed between the employer and employee must be consistent with the working hours and employment arrangements in this WA award.
- Visit [Flexible work requests](#) for more information.

## Deductions from pay

- An employer may **only** make a deduction from an employee's pay if:
  - the employer is required by a court or a state or federal law to make the deduction (e.g. tax that must be withheld from the employee's pay); or
  - the employee has authorised the deduction in writing (as part of a written employment contract or otherwise) and the deduction is paid on behalf of the employee.
- Deductions or requirements to pay an amount of money to the employer or another person in relation to an employee under the age of 18 are not permitted unless the deduction or payment is agreed to in writing by the employee's parent or guardian.
- A term of an employment contract providing for a deduction from an employee's pay will be of no effect if it is for the benefit of the employer or a party related to the employer and is unreasonable in the circumstances.
- An employer cannot directly or indirectly compel an employee to accept goods, accommodation or other services instead of money as part of the employee's pay. Visit [Deductions and pay protections](#) for more information.

## Leave entitlements

### Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✗
Paid personal leave	✓	✓	✗
Unpaid personal leave for caring purposes	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓
Family and domestic violence leave	✓	✓	✓

This summary covers the basic leave entitlements for award free employees but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*.

### Annual leave

- Full time employees are entitled to a minimum of 4 weeks of paid annual leave for each year of completed service, up to 152 hours. Part time employees are entitled to a minimum of annual leave of 4 weeks per year paid on a pro rata basis according to the number of hours they are required ordinarily to work in a 4 week period. Casual employees are not entitled to annual leave.
- Annual leave accrues on a weekly basis:
  - A full time employee accrues 2.923 hours of annual leave for each completed week of work, based on a 38 hour week.
  - A part time employee accrues the relevant proportion of 2.923 hours annual leave for each completed week of work.
  - Wageline's [Annual leave calculation guide](#) can assist with calculating annual leave entitlements.
- For annual leave entitlements on termination, see the *Resignation, termination and redundancy* section.
- Visit [Annual leave](#) for more information.

### Bereavement leave

- All employees, including casual employees, are entitled to 2 days' paid bereavement leave per occasion 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 2 days need not be consecutive.
- Bereavement leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.

### 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*. Visit [Parental leave](#) for more details.

### Personal leave

- Personal leave entitles a full time or part time employee to paid time off work due to either illness or injury to themselves, or because they have to care for a member of their family or household who requires care or support because they are sick, injured or affected by an unexpected emergency.
- Each year, full time and part time employees accrue paid personal leave equal to the number of hours they would ordinarily work in a 2 week period, up to 76 hours per year. Personal leave is a cumulative entitlement, and any leave not taken in one year is carried over and able to be taken in future years.
- Paid personal leave accrues on a weekly basis for full and part time employees. Wageline's [Personal leave calculation guide](#) can assist with calculating paid personal leave entitlements.
- An employee, including a casual employee, is entitled to up to 2 days of unpaid personal leave per occasion when a member of the employee's family or household requires care or support because of a personal illness or injury or unexpected emergency affecting the member. A full time or part time employee cannot take unpaid personal leave for caring purposes if they have paid personal leave available.
- Casual employees are not entitled to paid personal leave.
- Personal leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Unused personal leave entitlements are not paid out on termination.
- Visit [Personal leave](#) for definitions of 'member of the family or household' or for more information.

## Family and domestic violence leave

- All employees are entitled to 10 days' **paid** family and domestic violence leave under the national *Fair Work Act 2009*.
- In addition, all state system employees are entitled to 5 days' **unpaid** family and domestic violence leave under the *Minimum Conditions of Employment Act 1993*.
- Family and domestic violence leave is available in full at the start of each 12 month period of an employee's employment and does not accumulate from year to year. The leave is available in full to part time and casual employees (i.e. it is not pro rata).
- Visit [Family and domestic violence leave](#) for more information.

## Long service leave

- Long service leave is a paid leave entitlement for full time, part time and casual employees. Under the *Long Service Leave Act 1958* (LSL Act) an employee may be eligible for long service leave:
  - after 10 years of continuous employment with the same employer, and for every 5 years of continuous employment after the initial 10 years; and
  - on a pro rata basis when their employment ends after 7 years of continuous employment but before 10 years.
- The [Long service leave](#) pages of the Wageline website contain information on who is covered by the LSL Act, the entitlement to long service leave, how long service leave can be taken and frequently asked questions.
- To be entitled to long service leave an employee's employment with their employer must be continuous.
- There are some paid and unpaid absences to an employee's employment that:
  - do not break an employee's continuous employment; and
  - count towards the employee's period of employment for the purposes of accruing long service leave.Some other types of absences do not break an employee's continuous employment, but do not count towards an employee's period of employment for long service leave. Visit [What is continuous employment](#) for details.
- An employee's employment may in some circumstances also be continuous despite a change in the ownership of a business and associated change of employer. This applies regardless of anything written in a sale of business contract. Visit [When a business changes ownership](#) for details.
- The [WA long service leave calculator](#) can provide an estimate of an employee's long service leave entitlement when employment ends as a result of resignation, dismissal, death or redundancy.

## Resignation, termination and redundancy

An employee is entitled to be paid out annual leave when employment ends.

Unused annual leave for any completed year of employment gets paid out when employment ends due to resignation, dismissal or redundancy.

Pro rata annual leave for part of a year of employment is paid out when employment ends due to redundancy or dismissal (except for dismissal for serious misconduct) and is also paid out when the employee resigns and gives the notice required by the employee's contract of employment or reasonable notice.

### Resignation by the employee

Employees are entitled to resign from their job at any time and for any reason.

When an employee resigns, they must give the employer notice of resignation. The required notice period may be stipulated in an employment contract the employee signed when they commenced work.

### Termination

An employer is required to give a casual employee reasonable notice of termination.

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 2 or more years of continuous service must receive an additional week's notice.



## 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.

## 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.

When an employee has been made redundant they are entitled to receive:

- the appropriate notice period or pay in lieu of notice, as outlined in the *Termination* section above;
- paid leave for job interviews;
- any unpaid wages;
- any unused accrued and pro rata annual leave;
- any unused accrued long service leave;
- pro rata long service leave (if applicable); and
- severance pay (if applicable).

Visit [Redundancy](#) for information on redundancy obligations.

### Severance pay – Employers who employ 15 or more employees

Employers who employ 15 or more employees must pay severance pay when an employee is made redundant, as outlined in the table below.

Period of continuous service*	Number of weeks severance pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks
2 years and less than 3 years	6 weeks
3 years and less than 4 years	7 weeks
4 years and less than 5 years	8 weeks
5 years and less than 6 years	10 weeks
6 years and less than 7 years	11 weeks
7 years and less than 8 years	13 weeks
8 years and less than 9 years	14 weeks
9 years and less than 10 years	16 weeks
10 years and over	12 weeks

\*An employee's period of continuous service includes any service with that business under a previous employer where there has been a transfer of business.

Employers who employ less than 15 employees are not required to make severance payments to redundant employees.

These severance pay requirements do not apply to probationary employees, apprentices and trainees, casual and contract employees or employees terminated due to serious misconduct or for other reasons not related to redundancy.

Redundancy pay is calculated based on the applicable number of weeks' severance multiplied by ordinary time earnings. Ordinary time earnings excludes overtime, penalty rates, and allowances.

If the employee resigns during the notice period, they are entitled to the same severance pay they would receive if they had worked until the end of the notice period. However, in this circumstance the employee is not entitled to payment in lieu of notice.

Visit [Redundancy](#) for information on redundancy payments.

## Pay slip and record keeping requirements

Employers must provide all employees with a pay slip, and must keep employment records as required by state employment law. There are penalties for not keeping records and not providing a pay slip.

### Pay slips

Employers need to provide a pay slip to each employee within one working day of paying the employee for work performed. The employer can decide whether to give a hard copy or electronic form of the pay slip.

A pay slip needs to include the following information:

- the employer's name and Australian Business Number (if any);
- the employee's name;
- the period to which the pay slip relates;
- the date on which the payment referred to in the pay slip was made;
- the gross and net amounts of the payment, and any amount withheld as tax;
- any incentive based payment, or payment of a bonus, loading, penalty rates or another monetary allowance or separately identifiable entitlement;
- if an amount is deducted from the gross amount of the payment:
  - the name of the person in relation to whom or which the deduction was made;
  - if the deduction was paid into a fund or account - the name, or the name and number, of the fund or account; and
  - the purpose of the deduction;
- if the employee is paid at an hourly rate of pay:
  - the rate of pay for the employee's ordinary hours;
  - the number of hours worked during the period to which the pay slip relates; and
  - the amount of the payment made at that rate;
- if the employee is paid a weekly or an annual rate of pay – the rate as at the latest date to which the payment relates; and
- if the employer is required to make superannuation contributions for the benefit of the employee:
  - the amount of each contribution that the employer made during the period to which the pay slip relates and the name, or the name and number, of any fund to which the contribution was made; or
  - the amounts of the contributions that the employer is liable to make in relation to the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contributions will be made.

Visit [Pay slip requirements](#) for more information and a pay slip template to assist employers.

### Employment records

#### Record keeping requirements

It is compulsory for all employers to keep employment records which include the following information:

- the employee's name and, if under 21 years of age, their date of birth;
- the employer's name and Australian Business Number (if any);
- date the employee commenced employment with the employer;
- for each day of work:
  - the time at which the employee started and finished work;
  - period/s for which the employee was paid; and
  - details of work breaks including meal breaks;
- for each pay period:
  - the employee's designation (such as full time, part time, casual) and employee classification;
  - the gross and net amounts paid to the employee;
  - any amount withheld as tax; and
  - all deductions from pay and the reasons for them;
- any incentive based payment, bonus, loading, penalty rates or other monetary allowance or entitlement;
- all leave taken, whether paid, partly paid or unpaid;

- the following matters relating to superannuation:
  - the date on which each superannuation contribution was made, the amount of the contributions, the period over which the contributions were made, the name of any fund to which a contribution was made; and
  - how the employer worked out the amount of superannuation owed; and
  - any choice made by the employee as to which fund their contributions are to be made and the date on which the choice was made;
- the information necessary for the calculation of and payment of long service leave under the *Long Service Leave Act 1958*.
- employers are also required to comply with the record keeping requirements in the *Long Service Leave Act 1958*. Visit [Long service leave](#) for details; and
- any other information necessary to show that the pay and benefits received by the employee comply with other legal obligations such as employee entitlements under the *Minimum Conditions of Employment Act 1993 Act* or *Long Service Leave Act 1958*.

It is also compulsory to keep employment records that detail specific information regarding:

- termination related matters; and
- any supported wage system or a supported wage industrial instrument provision that applies to an employee with a disability.

If an employer makes a payment to an employee in cash, the employer must provide a record of the payment to the employee and ensure that a copy of the record of payment is kept as an employment record.

Wageline's [Record keeping obligations](#) provides more information and record keeping templates to assist employers.

#### **Time periods for keeping records**

It is compulsory that each entry in relation to annual leave and long service leave must be retained during the employee's period of employment and for not less than 7 years after the employment ends and each other employment record must be retained for not less than 7 years after it is made.

## Industry / Skills Levels

### SKILL LEVEL A

CODE*	TRAINING PACKAGE TITLE	AQF CERTIFICATE LEVEL
MEA	Aeroskills	II, Diploma
AVI	Aviation	II, III
BSB	Business Services	II, III, IV, Diploma
PMA	Chemical, Hydrocarbons and Refining	II, III, IV, Diploma
CHC	Community Services	II, III, IV, Diploma
CPC	Construction, Plumbing and Services	II, III, IV
CSC	Correctional Services	III, IV
UEP	Electricity Supply Industry - Generation Sector	II, III, IV, Diploma
UEE	Electrotechnology	II, IV, Diploma, Advanced Diploma
FNS	Financial Services	II, III, IV, Diploma
SFL	Floristry	III, IV
FBP	Food, Beverage and Pharmaceutical	III, IV
UEG	Gas Industry	IV, Diploma
SHB	Hairdressing and Beauty Services	III, IV, Diploma
ICT	Information and Communications Technology	II, III, IV, Diploma, Advanced Diploma
MSL	Laboratory Operations	II, III, IV, Diploma, Advanced Diploma
LGA	Local Government (other than Operational Works Certificate II)	II, III
MSA07	Manufacturing	Diploma, Advanced Diploma
MSM	Manufacturing	II, III
MAR	Maritime	II, III
MEM	Metal and Engineering / Manufacturing and Engineering (Technical)	II, III, IV, Diploma, Advanced Diploma
NWP	National Water	III, IV
PMB	Plastics, Rubber and Cablemaking	III, IV
PSP	Public Sector	II, III, IV, Diploma
RII	Resources and Infrastructure Industry	II, III, IV, Diploma, Advanced Diploma
SIR	Retail Services	III, IV
MSS	Sustainability	III, IV, Diploma
MST	Textiles, Clothing and Footwear	III, IV
SIT	Tourism, Travel and Hospitality	II, III, IV, Diploma
UET	Transmission, Distribution and Rail Sector	II, Diploma, Advanced Diploma
TLI	Transport and Logistics	III, IV, Diploma

\*The training package code is the first three letters of the traineeship qualification (the National Qualification Code) as recorded in the Apprenticeship/Traineeship Training Contract, for example **SHB30121** Certificate III in Beauty Services.

## SKILL LEVEL B

CODE*	TRAINING PACKAGE	AQF CERTIFICATE LEVEL
ACM	Animal Care and Management	II, III, IV
AMP	Australian Meat Processing	II, III, IV, Diploma
AUR	Automotive Retail, Service and Repair	II, III, IV, Diploma
AUM	Automotive Manufacturing	III
CUA	Creative Arts and Culture	II, III, IV
SFL	Floristry	II
FBP	Food, Beverage and Pharmaceutical	II
FWP	Forest and Wood Products	II, III, IV
MSF	Furnishing	II, III, IV
UEG	Gas Industry	II
SHB	Hairdressing and Beauty Services	II
HLT	Health	II, III, IV, Diploma
LGA	Local Government (Operational Works)	II, III
MEM	Metal and Engineering / Manufacturing and Engineering (Production)	II, III, Diploma, Advanced Diploma
NWP	National Water	II
PMB	Plastics, Rubber and Cablemaking	II
ICP	Printing and Graphic Arts	II, III
CPP	Property Services	II, III, IV, Diploma
RII	Resources and Infrastructure Industry	I
SIR	Retail Services	II
SIS	Sport, Fitness and Recreation	II, III, IV
MST	Textiles, Clothing and Footwear	II
TLI	Transport and Logistics	II

\*The training package code is the first three letters of the traineeship qualification (the National Qualification Code) as recorded in the Apprenticeship/Traineeship Training Contract, for example **SHB30121** Certificate III in Beauty Services.

## SKILL LEVEL C

CODE*	TRAINING PACKAGE	AQF CERTIFICATE LEVEL
AHC	Agriculture, Horticulture and Conservation and Land Management	II, III, IV
SIF	Funeral Services	III, IV
RGR	Racing and Breeding	II, III, IV
SFI	Seafood Industry	II, III, IV

\*The training package code is the first three letters of the traineeship qualification (the National Qualification Code) as recorded in the Apprenticeship/Traineeship Training Contract, for example **SHB30121** Certificate III in Beauty Services.