



DECISION

Fair Work Act 2009

s.185 - Application for approval of a single-enterprise agreement

Y-Care (South East Queensland) T/A Y Schools Queensland
(AG2024/4911)

Y SCHOOLS QUEENSLAND ENTERPRISE AGREEMENT 2024

Educational services

COMMISSIONER DURHAM

BRISBANE, 29 JANUARY 2025

Application for approval of the Y Schools Queensland Enterprise Agreement 2024

[1] An application has been made for approval of an enterprise agreement known as the Y Schools Queensland Enterprise Agreement 2024 (**the Agreement**). The Application was made pursuant to s.185 of the *Fair Work Act 2009* (**the Act**). It has been made by Y-Care (South East Queensland) T/A Y Schools Queensland (**the Applicant**). The Agreement is a single enterprise agreement.

[2] The Applicant has provided written undertakings. I am satisfied that the undertakings will not cause financial detriment to any employee covered by the Agreement and that the undertakings will not result in substantial changes to the Agreement.

[3] Subject to the undertakings referred to above, I am satisfied that each requirement of ss186, 187 and 188 as are relevant to this application for approval have been met. The undertakings are taken to be a term of the Agreement.

[4] The Agreement does not contain a delegates' rights term compliant with the Act. Pursuant to s.205A(2) of the Act, the workplace delegates' rights term prescribed by the *Educational Services (Teachers) Award 2020* and *Educational Services (Schools) General Staff Award 2020* is taken to be a term of the Agreement.

[5] Noting clause 1.5 of the Agreement, I am satisfied that the more beneficial entitlements of the NES in the Act will prevail where there is an inconsistency between the Agreement and the NES.

[6] The Independent Education Union of Australia - Queensland and Northern Territory Branch (**IEU**) lodged a Form F18 statutory declaration giving notice under s.183 of the Act that it wants the Agreement to cover it. In accordance with s.201(2) of the Act, I note the Agreement covers the IEU.

[7] The Agreement is approved and will operate in accordance with s.54 of the Act.



COMMISSIONER

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Y SCHOOLS QUEENSLAND ENTERPRISE AGREEMENT 2024

Note - this agreement is to be read together with an undertaking given by the employer. The undertaking is taken to be a term of the agreement. A copy of it can be found at the end of the agreement.

Note – the model delegates’ rights term is taken to be a term of this agreement and can be found at the end of the agreement.

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PART 1 APPLICATION AND OPERATION

1.1 Title

Welcome to the Y Schools Queensland Agreement. This Agreement will be known as the Y Schools Queensland Enterprise Agreement 2024 (the Agreement).

1.2 Operation

This Agreement commences seven (7) days after approval by the Fair Work Commission (FWC) in accordance with the Act.

This Agreement will have a nominal expiry date three (3) years after the day on which the FWC approves the Agreement.

It is the intention of the parties to commence bargaining for a new agreement at least three (3) months before the nominal expiry date of this Agreement.

Where this Agreement provides for a benefit to be paid from a date earlier than the date on which it commences operation, the Employer will provide that benefit from the earlier date.

1.3 Coverage and Application

This Agreement will apply to:

- a. Y-Care (South East Queensland) Inc. ("Y Schools Queensland" or "Employer")
- b. Employees of Y Schools Queensland whose classifications and rates of pay are contained in this Agreement.

Upon approval by the FWC and in accordance with the provisions of section 201(2) of the Fair Work Act 2009 (Cth) (the Act), this Agreement will apply to both the Independent Education Union of Australia - Queensland and Northern Territory Branch and its members whose classifications are contained in the Agreement.

1.4 Definitions

Act means the Fair Work Act 2009 (Cth)

Continuous Service is the period during which an Employee is employed by the Y Schools Queensland, provided that following periods of absence during employment do not count as service: any period of unauthorised absence and any period of unpaid leave except absence on an Employer enforced stand down in accordance with the Act or community service leave and jury duty.

Compassionate leave is defined as section 104 of the Act with provisions also outlined in clause 8.11 of this Agreement.

Clause is the number reference to wording in this Agreement that is identified by two (2) numbers separated by a "." and may be divided into a number of subclauses.

For example, see clause 1.5 (Application of the National Employment Standards).

Note:

- see Definition of "Subclause" (1.3.11)

Fixed-term is defined as an Employee appointed by Y Schools Queensland to accommodate an identifiable short-term need – see clause 4.4.6, 5.3.4 and 6.3.8 of this Agreement.

General Employee means all other roles covered by this Agreement that are not a Teacher, or a Head of School or Head of Campus.

Immediate family is defined in section 12 of the Act and means, for the purpose of this Agreement:

- a spouse (or former spouse), de facto partner, child, parent, grandparent, grandchild or sibling of the Employee;
- a child, parent, grandparent, grandchild or sibling of a spouse (or former spouse) or de facto partner of the Employee;
- step-relations (for example, step-parent and step-child); or
- adoptive relations.

NES means the National Employment Standards contained in the Act.

Non-Term Time (NTT) means weeks or part thereof, in the school year other than the gazetted Term Time and includes periods designated as school holidays for students.

Party means, for the purposes of this Agreement, the Employer, an Employee or a Union which is covered in this Agreement.

Personal leave/Carers leave is defined in section 97 of the Act with provisions also outline is clause 8.10 (Personal/carer's leave) of this Agreement.

School means Y Schools Queensland.

School Year means the period of up to 12 months from the day school Employees are required to attend the school for the new educational year, or the calendar year, as determined by the school, and includes term weeks and non-term weeks.

Student Free Day (SFD) means a Term Time Day that students do not attend school.

Subclause for the purpose of this Agreement means the subclause of a clause and has three (3) numbers each separated by a "." with the first two (2) numbers being the same as the clause and the last digit referencing the subclause.

Term Time (TT) means the weeks, or part thereof, in the school year that fall within the School's gazetted term dates. This period includes days that students are required to attend school and Student Free Days (SFD).

Term-Time Employee is an Employee, other than a Teacher or casual, who is engaged to work:

- a. Thirty-eight (38) ordinary hours per week but less than fifty-two (52) weeks per annum; or
- b. Less than thirty-eight (38) ordinary hours per week and less than fifty-two (52) weeks per annum.

Union means the Independent Education Union of Australia (IEUA) (which includes, where appropriate to the context, the Independent Education Union – Queensland and Northern Territory Branch (IEU-QNT)).

Role Definitions

Principal means a person appointed in a senior leadership position that oversees all schools within the entire Y Schools Queensland network.

Deputy Principal (DP) means a person appointed in a leadership position that oversees the operations of schools in the Y Schools Queensland network.

Head of School (HOS) means a person appointed as the leader of a School/s (Junior and Senior Campuses) within the Y Schools Queensland network.

Head of Campus (HOC) means a person appointed as the leader of a specific Campus/s (Junior and/or Senior) within the Y Schools Queensland network.

Teacher Aide (TA) means a person appointed to support student learning under the direct or indirect supervision of a registered Teacher and who holds the required education qualifications.

Permission To Teach (PTT) Teacher means a person appointed to the role of Teacher who does not hold a teacher education qualification and is not a registered Teacher, but who has been granted temporary PTT approval by the Queensland College of Teachers (QCT) to undertake teaching work. This is a fixed-term position only.

Beginning Teacher means a person appointed to the role of Teacher who is in their first twelve (12) months of teaching as a registered Teacher. This includes Three- and Four-Year Trained Teachers.

Teacher means a person appointed to the role of Teacher who holds the required education qualifications and teacher registration with the Queensland College of Teachers (QCT).

Three Year Trained Teacher means a person appointed to the role of Teacher who holds an approved three-year full-time degree from a recognised tertiary education institution.

This includes qualifications such as:

- a. a three-year Bachelor of Teaching from an Australian university; or
- b. a three-year Bachelor of Education from a New Zealand, or other overseas university; or
- c. a three-year Diploma of Teaching from an Australian university.

Four Year Trained Teacher means a person appointed to the role of Teacher who holds:

- a. an approved four-year full-time degree from a recognised tertiary education institution that includes at least one year of teacher education; or
- b. an approved three year full-time tertiary qualification plus at least one year of teacher education.

Possible combinations include, but are not limited to:

- a. a four-year Bachelor of Education from a recognised Australian tertiary institution; or
- b. a four-year Bachelor degree in another subject area and a completed qualification which contains at least one year of teacher education. For example, a four-year Bachelor of Engineering and a Graduate Diploma of Education; or
- c. a three-year Bachelor degree in another subject area and the minimum requirement of teacher education. For example, a three-year Bachelor of Arts and a Master of Teaching.

Additionally Qualified Teacher means a person appointed to the role of Teacher who holds the qualifications required of a Four-Year Trained Teacher plus one or more eligible additional qualifications gained before or during their employment with Y Schools Queensland.

Eligible additional qualifications include but are not limited to:

- a. an approved Bachelor degree with first or second degree Honours from a recognised university plus one year of teachers' education; or
- b. two (2) approved degrees from a recognised university plus one year of teachers' education.

Possible combinations include, but are not limited to:

- a. a Bachelor of Education plus a Bachelor of Education (Honours);

- b. a three-year Bachelor degree in another subject area plus an Honours degree in that subject area plus a completed qualification which contains at least one year of teacher education;
- c. two (2) three-year Bachelor degrees in different subject areas plus a completed qualification which contains at least one year of teacher education;
- d. a three-year Bachelor degree in another subject area plus a Master's degree plus a completed qualification which contains at least one year of teacher education;
- e. a five-year combined degree which includes at least one year of teacher education.

Please note: Most combined degrees (e.g. Bachelor of Arts / Bachelor of Education) are recognised as one degree only and do not satisfy the requirement for Additionally Qualified Teacher.

Approved Additionally Qualified Teachers will be eligible to commence on the salary prescribed for the next level up on the Teacher proficiency salary scale (1-10).

Senior Teacher means a person appointed to the role of Teacher who is a Four-Year Trained Teacher, has completed a minimum of ten (10) years full-time recognised teaching service, and via EOI and selection criteria, successfully demonstrates a high standard of Teacher proficiency and ongoing contribution to additional responsibilities, such as:

- a. supporting and mentoring Teachers;
- b. participating in Professional Learning Communities (PLCs);
- c. developing high-quality curriculum and professional development programs.

Recognition of Senior Teacher level at a previous Employer will be considered on a case-by-case basis with supporting evidence.

Experienced Senior Teacher means a person appointed to the role of Teacher who is a Four-Year Trained Teacher, has completed a minimum of ten (10) years full-time recognised teaching service, and via EOI and selection criteria, successfully demonstrates a high standard of Teacher proficiency and significant ongoing contribution to additional responsibilities, such as:

- a. coaching and mentoring Teachers;
- b. leading Professional Learning Communities (PLCs);
- c. leading high-quality curriculum and professional development programs.

Recognition of Experienced Senior Teacher level at a previous Employer will be considered on a case-by-case basis with supporting evidence.

Teaching and Learning Coach means a person appointed to role of Teacher who is part of the centralised, school-wide Teaching and Learning Team. Responsibilities include developing school-wide curriculum programs consistent with relevant syllabi, compliance regulations and developing and maintaining school-based frameworks. They provide remote and onsite advice, support, coaching and guidance to TICs and Teachers.

Teacher In Charge (TIC) means a person who is responsible for overseeing and coordinating the onsite educational programming, and leading and supporting Teachers to provide high-quality, differentiated learning experiences to support best outcomes for localised student needs. Ideally at least a Senior Teacher or Experienced Senior Teacher. The TIC assumes responsibility for overseeing the campus when the Head of Campus or School is offsite.

Youth Worker (Classroom) means a person appointed to support student wellbeing for learning under the direct or indirect supervision of a registered Teacher and who holds the required education qualifications. They support student engagement and participation by providing guidance, behavioural management, and wellbeing support. This is provided to students both individually and in groups. They

may lead, supervise or provide a support role in facilitating group work and Y Schools Queensland developed programs. A Youth Worker does not deliver or assess accredited QCAA and Australian Curriculum subjects.

Senior Youth Worker means a person appointed to lead and support student wellbeing on campus and who holds the required education qualifications. They play a pivotal role in enhancing student engagement and participation by providing guidance, behavioural support, and wellbeing support to both individuals and groups. A Senior Youth Worker leads, supervises, and supports Youth Workers on site to facilitate group activities and Y Schools Queensland developed programs but does not deliver or assess accredited QCAA and Australian Curriculum subjects.

Lead Senior Youth Worker means a person appointed to lead and support student wellbeing on campus and who holds the required education qualifications. They play a pivotal role in enhancing student engagement and participation by providing guidance, behavioural support, and wellbeing support to both individuals and groups. A Lead Senior Youth Worker supervises and supports Youth Workers on site to facilitate group activities and Y Schools Queensland developed programs but does not deliver or assess accredited QCAA and Australian Curriculum subjects. They are responsible for overseeing all aspects of this role on campus and managing the Senior Youth Worker at the partnered campus.

Pathways Lead (Junior Campus) means a person appointed to facilitate vocational and educational opportunities on campus and who holds the required education qualifications. Focusing on providing diverse pathways for young people to engage in VET tasters and experiences, and prepare for senior school. They collaborate with Employers, industry bodies, and community networks to develop strategies that cater to student interests. Responsibilities include organising VET pathway activities, nurturing partnerships with local entities for experiential learning and future educational opportunities, fostering supportive relationships with students, and ensuring compliance with relevant policies.

Pathways Lead (Senior Campus) means a person appointed to drive vocational and educational opportunities on campus and who holds the required education qualifications. Aiming to create job opportunities and enhance job-seeking skills. They collaborate with Employers, industry bodies, and community networks to develop strategies that meet student needs. Responsibilities include planning job pathway activities, fostering relationships with local partners for work experience and employment opportunities, building supportive relationships with students, and ensuring compliance with relevant policies. They oversee the Pathways Coordinator at their campus.

Pathways Coordinator means a person appointed to support vocational and educational training opportunities alongside the Pathways Lead (Senior Campus) and who holds the required education qualifications. They handle administrative tasks for VET programs, oversee external program delivery, and facilitate Pathways classes. Working closely with students, they encourage participation and progress in VET courses, build intentional relationships, and ensure student support aligns with relevant policies and practices.

School Administrator means a person appointed to a specific Y Schools Queensland campus who is responsible for providing high level reception, administrative, financial and generalist support. They are accountable for ensuring accuracy and compliance of student related data and documentation and take part in regular internal audits. The school administrator is required to frequently communicate with internal and external stakeholders (e.g. school and departmental staff, parents, students, and community members) and provide information and advice in line with school policies and directives.

Business Services Regional Team Lead means a person appointed to oversee multiple schools within a region of the Y Schools Queensland network by providing support in the areas of School Administrator

staff line management, professional development, coaching, training and site cover. This role undertakes the completion of compliance audits and assists with government submissions, WHS, school finance, document control, records management and systems support. The role also supports whole-school projects, including implementing changes to systems, processes and procedures. This position works closely with school staff to optimise the delivery of services and process improvements to work areas.

Senior Administrator and Projects Officer means a person appointed to assist the Y Schools Queensland leadership team and staff across all campuses through providing high-level administration, IT and project support in the areas of compliance audits, government submissions, finance, document management and control, student record management, policy/procedure drafting, review and updates, and new IT system implementation as the Subject Matter Expert (SME) for multiple school software systems. The role works closely to support school staff to implement major changes to operational systems, processes, service delivery and improvements to work areas.

Case Worker means a person appointed to provide specialised support for students to overcome barriers to education and learning. They collaborate with students, parents, staff, external community organisations, and other stakeholders, to identify and facilitate access to supports and services. Responsibilities also encompass assessing student support needs, creating support plans, providing individual support to young people, and supporting school staff to implement personalised support strategies. Candidates possess a Bachelor's degree or higher in Social Work, Human Services, or related fields, along with experience in student support, and a dedication to advocating for students and supporting holistic development and trauma-aware practices.

Counsellor means a person appointed to provide specialised support for students in mental health, wellbeing, and engagement, through brief targeted therapeutic interventions that address barriers to learning, such as mental health problems, emotional regulation and learning differences. They complete assessments in mental health problems, and other barriers and contribute to the creation of support plans and other school wellbeing documentation. Candidates possess a Bachelor's degree or higher in Counselling, Psychology, or related fields, with experience in adolescent counselling and a strong commitment to advocating for students and trauma-aware practices.

1.5 Relationship to the National Employment Standards

This Agreement will be read and interpreted in conjunction with the NES. Where this Agreement provides a superior entitlement to the NES, the Agreement entitlement will apply in satisfaction of, and not in addition to, the corresponding NES entitlement. If the NES provides a greater benefit than this Agreement, the NES provision will apply to the extent that it provides a greater benefit.

1.6 No Further Claims

This Agreement is in full and final settlement of all parties' claims for its duration. It is a term of this Agreement that no party will pursue any extra claims relating to wages or conditions of employment whether dealt with in this Agreement or not.

1.7 Pre-existing Conditions

- 1.7.1 No Employee will suffer a reduction in wages for ordinary hours of work in the course of the Employees normal duties as a result of this Agreement coming into operation.
- 1.7.2 Classroom Youth Workers who are currently engaged to work thirty-five (35) hours per week as a full-time equivalent, as per the *Y Schools Queensland Enterprise Agreement 2021*, may be grandfathered under this Agreement.

1.7.3 These employees may continue to work thirty-five (35) hours per week under their existing terms and conditions.

1.7.4 Any Classroom Youth Workers newly engaged after the commencement of this Agreement will be employed to work thirty-eight (38) hours per week, in accordance with the standard full-time hours outlined in this Agreement.

1.8 Individual Flexibility Arrangements

1.8.1 Y Schools Queensland and an Employee covered by this Agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the Agreement if:

- a. the individual flexibility arrangement deals with one (1) or more of the following matters:
 - i. arrangements about when work is performed;
 - ii. overtime rates;
 - iii. penalty rates;
 - iv. allowances;
 - v. leave loading; and
- b. the individual flexibility arrangement meets the genuine needs of the Employer and Employee in relation to one (1) or more of the matters mentioned in paragraph (a); and
- c. the arrangement is genuinely agreed to by the Employer and Employee.

1.8.2 The Employer must ensure that the terms of the individual flexibility arrangement:

- a. are about permitted matters under section 172 of the Act; and
- b. are not unlawful terms under section 194 of the Act; and
- c. result in the Employee being better off overall than the Employee would be if no arrangement was made.

1.8.3 The Employer must ensure that the individual flexibility arrangement:

- a. is in writing; and
- b. includes the name of the Employer and Employee; and
- c. is signed by the Employer and Employee and if the Employee is under 18 years of age, signed by a parent or guardian of the Employee; and
- d. includes details of:
 - i. the terms of the enterprise agreement that will be varied by the arrangement; and
 - ii. how the arrangement will vary the effect of the terms; and
 - iii. how the Employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
 - iv. states the day on which the arrangement commences.

1.8.4 The Employer must give the Employee a copy of the individual flexibility arrangement within fourteen (14) days after it is agreed to.

1.8.5 The Employer or Employee may terminate the individual flexibility arrangement:

- a. by giving no more than twenty-eight (28) days written notice to the other party to the arrangement; or
- b. if the Employer and Employee agree in writing — at any time.

PART 2 CONSULTATION, DISPUTE RESOLUTION, REDUNDANCY AND TERMINATION

2.1 Consultation

2.1.1 Notification of Change

- a. Where Y Schools Queensland has made a definite decision to introduce major changes in programme, organisation, structure and/or technology that are likely to have significant effects on Employees, Y Schools Queensland shall as soon as practicable notify and consult with the Employees who may be affected by the proposed changes.
- b. The relevant Employee or Employees may choose to appoint a representative for the purposes of the procedures and advise the Employer of the identity of the representative.
- c. 'Significant Effects' include termination of the employment of Employees; major changes to the composition, operation or size of Y Schools Queensland workforce or in the skills required; the elimination or diminution of job opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of Employees to another workplace or location; the restructuring of jobs; and the introduction of new equipment or significant changes to work procedures that will have an adverse impact on Employees. Provided that where this Agreement makes provision for alteration of any of the matters referred to herein an alteration shall be deemed not to have significant effect.

2.1.2 Consultation Regarding Major Workplace Change

- a. Y Schools Queensland shall consult with the Employees affected and if requested by relevant Employee or Employees, their representative, among other things, the introduction of the changes referred to in subclause 2.1.1 (a) hereof, the effects the changes are likely to have on Employees, measures to avert or mitigate the adverse effects of such changes on Employees and shall give prompt consideration to matters raised by the Employees and/or their representative in relation to the changes.
- b. The discussions shall commence as early as practicable after a definite decision has been made by Y Schools Queensland to make the changes referred to in subclause 2.1.1 (a) hereof.
- c. For the purposes of such discussion, Y Schools Queensland shall provide to the Employees concerned and if requested by Employees, their representative, all relevant information about the changes including the nature of the changes proposed; the expected effects of the changes on Employees and any other matters likely to affect Employees. The Employer is not required to disclose confidential or commercially sensitive information.
- d. Y Schools Queensland will give genuine consideration to matters raised about major changes by the relevant Employee and representative.
- e. Employees may appoint a union representative for the purpose of this clause.

2.1.3 Changes to Regular Roster or Ordinary Hours of Work

- a. Where Y Schools Queensland proposes to change an Employee's regular roster or ordinary hours of work, Y Schools Queensland must consult with the Employee or Employees affected and if requested by Employee/s, their representatives, if any, about the proposed change.
- b. Y Schools Queensland shall:
 - i. Provide to the Employee or Employees affected and their representatives, if any, information about the proposed change (for example, information about the nature of the change to the Employee's regular roster or ordinary hours of work and when that change is proposed to commence);

- ii. Invite the Employee or Employees affected and their representatives, if any, to give their views about the impact of the proposed change (including any impact in relation to their family or caring responsibilities); and
- iii. Give consideration to any views about the impact of the proposed changes that are given by the Employee or Employees concerned and/or their representatives.
- c. The requirement to consult under this clause does not apply where an Employee has irregular, sporadic or unpredictable working hours.
- d. These provisions are to be read in conjunction with other Agreement provisions concerning the scheduling of work and notice requirements.

2.1.4 Change of School

Where a permanent change of work location is being considered for an Employee Y Schools Queensland shall consult with Employees regarding the relocation. No Employee will be forced to relocate from their current location to another School.

2.2 Dispute Settlement Procedure

If a dispute relates to:

- a. a matter arising under this Agreement; or
- b. the National Employment Standards.

2.2.1 Resolving a dispute at the workplace level:

- a. Subject to the provisions of the Act, the following procedure shall apply to the avoidance of industrial disputes.
- b. An Employee who is a party to the dispute may appoint a representative for the purposes of this clause, including an official of the Union.
- c. The parties to a dispute must genuinely attempt to resolve the dispute at the workplace level. This may involve the affected Employee first discussing the matter in dispute with their supervisor, then with more senior management.

2.2.2 Where the matter cannot be resolved at the workplace level:

- a. If a matter in dispute cannot be resolved at the workplace level, either party may refer the dispute to Fair Work Commission.
- b. The Fair Work Commission will attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation.
- c. If the Fair Work Commission is unable to resolve the dispute at the first stage, the Fair Work Commission may then:
- d. Arbitrate the dispute; and
- e. Make a determination that is binding on the parties.

2.2.3 Conduct during a dispute

- a. An Employee who is a party to a dispute must, while the dispute is being resolved:
 - i. continue to work in accordance with their contract of employment and must continue to perform their work as they usually would unless the Employee has a reasonable concern about an imminent risk to their health or safety; and
 - ii. comply with any reasonable direction given by the Y Schools Queensland to perform other available work, either at the same workplace or at another workplace.
- b. An Employee who is a party to the dispute may appoint a representative for the purposes of this clause, including an official of their relevant Union.

2.3 Redundancy

If an Employee's position is made redundant, Y School's Queensland will comply with the redundancy provisions in the NES. For clarity, Employees will be entitled to redundancy pay in accordance with the following table:

Length of Service	Redundancy Pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks' pay
2 years and less than 3 years	6 weeks' pay
3 years and less than 4 years	7 weeks' pay
4 years and less than 5 years	8 weeks' pay
5 years and less than 6 years	10 weeks' pay
6 years and less than 7 years	11 weeks' pay
7 years and less than 8 years	13 weeks' pay
8 years and less than 9 years	14 weeks' pay
9 years and less than 10 years	16 weeks' pay
10 years and over	12 weeks' pay

2.3.1 Transfer to lower paid duties

- Where an Employee accepts an offer to lower paid duties by reason of redundancy, the same period of notice must be given as the Employee would have been entitled to under NES if the employment had been terminated.
- The Employer may, at the Employer's option, make payment instead of an amount equal to the difference between the former ordinary time rate of pay and the new ordinary time rate for the number of weeks of notice still owing.

2.3.2 Employee leaving during notice period

An Employee given notice of termination in circumstances of redundancy may terminate their employment during their period of notice. The Employee is entitled to receive the benefits and payments they would have received under this clause had they remained in employment until the expiry of the notice but is not entitled to payment instead of notice.

2.3.3 Job search entitlement

An Employee given notice of termination in circumstances of redundancy may take up to one (1) paid day off during each week of the NES notice period for the purpose of seeking other employment. Should any further paid days off be approved, proof of attendance at an interview may be required or they will not be entitled to the payment. For this purpose, a statutory declaration is sufficient.

2.3.4 Interaction of this clause with clause 2.4

Where a Teacher's employment is terminated on the grounds of redundancy, the Teacher will be entitled only to the greater of:

- Notice of termination under clause 2.4; or
- Notice of termination and severance payments under the NES.

2.4 Termination

2.4.1 Statement of Service

Upon termination, an Employee may request the Employer provide a written statement of service specifying the period of employment and the classification or type of work performed by the Employee.

2.4.2 Termination by Employer – Teachers, Heads of School, Heads of Campus

- a. The Employer shall give four (4) weeks' notice in writing of the termination of their services.
- b. In addition to the notice in subclause 2.4.2 (a) the Employees over forty-five (45) years of age at the time of the giving of notice and with not less than two (2) years continuous service, shall be entitled to an additional weeks' notice.
- c. Payment in lieu of notice shall be made if the appropriate notice is not given; provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.
- d. In calculating any payment in lieu of notice the ordinary time rate of pay for the Employee concerned shall be used.
- e. The notice period, outlined in subclause 2.4.2 (a) will not apply in the case of casuals.
- f. The notice period, outlined in subclause 2.4.2 (a) will not apply in the case of dismissal for serious misconduct or other grounds that justify instant dismissal.
- g. Notwithstanding the notice required by subclause 2.4.2 (a) Employees will be entitled to no less than the period of notice of termination of employment as specified in the NES.

2.4.3 Termination by Employer – Part-Time Teachers

The Employer shall give to part-time teachers the following notice in writing of the termination of their services:

- i. Less than three (3) years' service – two (2) weeks' notice
- ii. more than three (3) years but less than five (5) years - three (3) weeks
- iii. more than five (5) years - four (4) weeks

2.4.4 Termination by Employer – General Employees

- a. The Employer shall be provided with notice in writing of termination of employment as follows:
If the Employees continuous service is:
 - i. Less than six (6) months – two (2) weeks' notice
 - ii. More than six (6) months – four (4) weeks' notice
- b. In addition to the notice in subclause 2.4.4 (a) the Employees over forty-five (45) years of age at the time of the giving of notice and with not less than two (2) years continuous service, shall be entitled to an additional weeks' notice.
- c. Payment in lieu of notice shall be made if the appropriate notice is not given; provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.
- d. In calculating any payment in lieu of notice the ordinary time rate of pay for the Employee concerned shall be used.
- e. The notice period, outlined in subclause 2.4.4 (a) will not apply in the case of casuals.
- f. The notice period, outlined in subclause 2.4.4 (a) will not apply in the case of dismissal for serious misconduct or other grounds that justify instant dismissal.
- g. Notwithstanding the notice required by subclause 2.4.4 (a) Employees will be entitled to no less than the period of notice of termination of employment as specified in the NES.

2.4.5 Notice of Termination by Employees

- a. The notice of termination required to be given by any Employee shall be the same as that required of the Employer. There will be no additional notice based on the age of the Employee.

- b. If an Employee fails to give the required notice, the Employer shall have the right to withhold wages with a maximum amount equal to the ordinary time rate for one (1) week in the case of General Employees and two (2) weeks in the case of Teachers, Heads of School and Heads of Campus.

2.4.6 Termination Payments

An Employee's final pay shall be paid through an Employee's existing banking arrangements by no later than the date of the next full pay period after termination.

2.4.7 Job Search Entitlement

Where the Employer has given notice of termination to an Employee, an Employee may take up to one (1) paid day off to attend job interviews. The Employee must seek prior approval from their manager about a convenient time to take this time off, which does not impact on operational requirements.

PART 3 WAGE INCREASES AND PAYMENTS

3.1 Wage Increases

- 3.1.1 Unless otherwise specified below, this Agreement provides for the following wage increases to all staff:
- 3% from the first full pay period commencing on or after 1 September 2024;
 - 3% from the first full pay period commencing on or after 1 September 2025;
 - 3% from the first full pay period commencing on or after 1 September 2026.
- 3.1.2 In addition to the pay increases set out at 3.1.1 above, the following increases will apply to:
- Youth Workers, Pathways Employees and Wellbeing Employees will receive a two percent (2%) pay increase from the first full pay period commencing on or after 16 December 2024;
 - Wellbeing Case Workers and Counsellors will receive a one percent (1%) pay increase from the first full pay period commencing on or after 16 December 2024; and
 - Teachers will be paid an additional 0.5% pay increase from the first full pay period on or after 1 September 2025, representing a total pay increase of 3.5% in September 2025.
- 3.1.3 Payment of wages shall be fortnightly by Electronic Funds Transfer to an Employee's nominated bank or building society.

3.2 Overpayments

Current Employees

- If an Employee is overpaid, the Employer will have the right to recover such an overpayment in accordance with this clause.
- Where the Employer seeks to recover such an overpayment, the Employer will contact the Employee in writing to request that a reasonable repayment schedule be agreed to deduct monies from the Employer payments to the Employee in relation to the performance of work to recover the overpayment.
- The Employee and Employer cannot unreasonably withhold agreement to a reasonable repayment schedule proposed by either party.

3.3 Reimbursement of Expenses

Where an Employee incurs expenses whilst undertaking their professional duties which have been authorised in advance by the Employer, such expenses will be reimbursed to the Employee upon presentation of a reimbursement claim accompanied by appropriate evidence, such as a receipt, invoice or telephone log.

3.4 Superannuation

- 3.4.1 Superannuation legislation, including the *Superannuation Guarantee (Administration) Act 1992*, the *Superannuation Guarantee Charge Act 1992*, the *Superannuation Industry (Supervision) Act 1993* and the *Superannuation (Resolution of Complaints) Act 1993*, deals with the superannuation rights and obligations of Employers and Employees.
- 3.4.2 Under superannuation legislation individual Employees generally have the opportunity to choose their own superannuation fund. Where an Employee has not exercised a choice in relation to the funds identified in this clause within twenty-eight (28) days of commencing employment, the Employer will comply with its obligations under the *Superannuation Guarantee (Administration) Act 1992*, including:
- identifying any stapled fund for the Employee; and

- b. if the Commissioner of Taxation is satisfied that there is no stapled fund for the Employee, the Employer shall make superannuation payments to its default fund, HostPlus.
- c. Employees may change their nominated fund once only in any twelve (12) month period. Payments will be remitted to a complying superannuation fund on a monthly basis.

3.4.3 The rights and obligations in these clauses supplement those in superannuation legislation.

3.4.4 The Employer will make such superannuation contributions to a complying superannuation fund for the benefit of an Employee so as to avoid the Employer being required to pay the superannuation guarantee charge under superannuation legislation with respect to that Employee. The superannuation guarantee contribution will increase over the life of the Agreement in line with updates to the legislation.

3.4.5 Employees may elect to enter into salary sacrifice arrangements for additional superannuation contributions using the Payroll Deduction Authorisation Form.

3.5 Allowances

3.5.1 Vehicle Allowance

An Employee authorised by the relevant manager to use their motor vehicle in the performance of their duties will be paid at the ATO rate with a maximum payment up to four hundred (400) kilometres per week. The Employee must submit a claim on the appropriate Y Schools Queensland claim form within one (1) month of the use of the motor vehicle.

3.5.2 Professional Supervision Allowance

All School Employees, with the exceptions listed in the next sentence, will be reimbursed up to \$645.75 per annum for Professional Supervision. All Youth Counsellors and Case Workers will be reimbursed up to \$1890.00 per annum for professional supervision. These amounts shall increase annually by 2.5% for the life of the Agreement. The purpose of the allowance is to provide Employees additional professional support to create and reinforce personal wellbeing practices. Access to the allowance will be in accordance with Y Schools Queensland guidelines.

PART 4 CONDITIONS APPLYING TO TEACHERS

4.1 Applications

The provisions of this Part apply to Teachers.

4.2 Duties of a Teacher

The duties of a Teacher may include, in addition to teaching, activities associated with administration, review, development and delivery of educational programs and co-curricular activities.

4.3 Types of Employment

Teachers under this Agreement will be employed in one of the following categories:

- a. full-time employment;
- b. part-time employment;
- c. casual employment; or
- d. fixed term employment.

4.4 Terms of Engagement

4.4.1 Terms of Engagement

- a. On appointment, the Employer will provide the Employee (other than a casual Employee) with a letter of appointment stating the classification and rate of salary applicable on commencement, the Employee's face-to-face teaching load and details of their extracurricular commitment.
- b. In the case of a part-time Employee, the letter of appointment will include the Employee's teaching load expressed as a percentage of a full-time load in the school and that their extracurricular commitment will generally be, on balance, in the same proportion to their teaching load as that of a full-time teacher.
- c. Where the Employer engages the Employee on a fixed term basis, the letter of appointment will inform the Employee of the reason the employment is fixed term, the date of commencement and the period of employment.

4.4.2 Full-time Employment

A full-time Teaching Employee is an Employee engaged to work an average of thirty-eight (38) ordinary hours per week as provided in clause 4.5 of this Agreement.

4.4.3 Part-time Employment

- a. A part-time Teaching Employee is an Employee who is engaged to work less than seventy-six (76) ordinary hours per fortnight and/or less than the full school year.
- b. A part-time Teaching Employee is entitled to the benefits under this Agreement on a pro rata basis. The pro rata basis will be calculated by dividing the number of face-to-face teaching hours prescribed for the part-time Employee by the usual number of face-to-face teaching hours prescribed for a full-time Employee in the school.
- c. The Employer cannot vary a part-time Employee's teaching load or days of attendance unless:
 - i. the Employee consents; or
 - ii. where a variation is required due to changes in funding, enrolment, or curriculum, the Employer will provide seven (7) weeks' written notice to the school Teacher. If the change results in a reduction in salary, the Teacher's current salary will be maintained for a period of seven (7) weeks.
- d. Any such variation will be recorded in writing.

4.4.4 Casual Employment

- a. Casual employment means employment on a day-to-day basis (minimum half a day) for a period of not more than four (4) consecutive weeks, or four (4) consecutive terms weeks.
- b. A casual engagement may be extended by agreement between the Teacher and the Employer provided the total period of the engagement:
 - i. Does not exceed one (1) school term or ten (10) weeks, whichever is greater.
- c. A casual teacher will be paid an hourly rate calculated by the relevant band in the Salary Tables in Annexure F, inclusive of casual loading of twenty-five percent (25%).

The casual loading is paid in compensation for not having an entitlement to a range of conditions, including the following:

- a. Paid leave entitlements under this Agreement that do not apply to casual Employees (including annual leave, paid personal / carers leave and compassionate leave);
- b. Payment for absences on a public holiday;
- c. Payment in lieu of notice of termination; and
- d. Redundancy pay.

4.4.5 Right to Request Casual Conversion

Offers and requests for conversion from casual employment to full-time or part-time employment are provided for in the NES.

4.4.6 Fixed-term Employment

An Employee may be employed for a fixed period of time to:

- a. undertake a specified project for which funding has been made available;
- b. undertake a specified task which has a limited period of operation; or
- c. replace an Employee who is on leave, performing other duties temporarily or whose employment has terminated after the commencement of the School Year.

Y Schools Queensland will commit to the requirements of the Act in relation to Fixed Term contract obligations.

4.5 Hours of Duty

4.5.1 Notwithstanding the NES and due to the operational requirements of the Employer, the ordinary hours of a Teacher under this Agreement may be averaged over a twelve (12) month period.

4.5.2 The ordinary hours of duty for Teachers during term weeks are variable. In return, an Employee is not generally required to attend periods of time when the students are not present, subject to the needs of the Employer with regard to professional development, student free days and other activities requiring the Employee's attendance within the limit specified in subclause 4.5.3.

4.5.3 The maximum number of days that a Teacher will be required to attend during term time and non-term weeks will be 205 in each School Year.

4.5.4 The following circumstances are not included when calculating the 205 Employee attendance days:

- a. Co-curricular activities that are conducted on a weekend;
- b. School related overseas and interstate trips, conferences and similar activities undertaken by mutual consent during non-term time;
- c. When the Employee appointed to a leadership position is performing duties in non-term time that are directly associated with the leadership position;

- d. Exceptional circumstances, such as the requirement to provide pastoral care to students in the event of a tragedy in the school community, in which an Employee may be recalled to perform duties relating to their position.

4.5.5 The Employer will provide written notice of the term weeks and days in non-term times on which the Employees are required to attend, six (6) months in advance of the requirement to attend.

4.5.6 In addition to normal programmed work, it is acknowledged that it is necessary for Teachers to spend considerable amounts of time on their professional duties, including planning and preparing for lessons, setting assessments and in marking essays and assessments and that they will make professional decisions around such a range of other duties which, in their professional judgement, may be necessary to enhance teaching and learning.

4.5.7 The annual salary and any applicable allowances payable under this Agreement are paid in full satisfaction of an Employee's entitlements for the School Year or a proportion of the School Year. The Employee's absence from school during non-term time is deemed to include their entitlement to annual leave.

4.5.8 Vacation Leave

It is not intended to reduce the quantum of vacation periods currently being enjoyed by teaching staff. Any proposed variation to this arrangement which may arise as a result of changing educational needs would be subject to consultation with staff and their representatives, if any.

4.6 Induction of Graduate Teachers

4.6.1 The parties recognise that induction is a significant phase in the continuum of Teacher development and that effective induction takes place in a process of dialogue and professional collaboration which can be effectively managed by the following strategies and practices:

- a. A suitable colleague mentor who wants to work with Graduate Teachers as identified in the initial induction period. Release time will be granted after consultation with Head of School and/or Head of Campus to enable the Graduate Teacher to undertake activities such as observation, team planning, mentoring groups and professional development.
- b. The induction period will consist of:
 - i. On-boarding induction prior to commencing a teaching role;
 - ii. One (1) month review conducted by the Head of Campus/Head of School;
 - iii. Three (3) month review conducted by the Head of Campus/Head of School;
 - iv. Five (5) month review consisting of a performance development review completed by the Head of Campus/Head of School that provides a statement of the Teacher's progress and development.
- c. Monitored total workload in terms of curricular and extra-curricular work to avoid such commitments adversely affecting the Graduate Teacher's classroom performance and learning opportunities.
- d. Clear guidance and feedback on the requirements of the Queensland College of Teachers for full registration including regular reviews with their mentor and/or Head of Campus.
- e. Assistance with the development of suitable teaching programs consistent with the requirements of the schoolwork program.
- f. Following the review at subclause 4.7.1 (b)(iv) above the Teacher shall be advised whether they have successfully completed their minimum engagement period and probation period and may be appointed to an appropriate position.

4.7 Recognition of Previous Service

- 4.7.1 An Employee will be classified and placed on the appropriate level on the salary scale in Annexure F, according to their qualifications and teaching experience. For the purpose of this Agreement teaching experience does not include employment as a Teacher in a TAFE program or in an English Language School.
- 4.7.2 Service as a part-time Teacher will normally accrue on a pro rata basis according to the percentage of a full-time teaching load undertaken in any year; provided that where the hours are more than 90% of a full-time load, service will count as a full-time year.
- 4.7.3 In the case of a casual Employee, the equivalent of a full-time year of teaching service is 205 full casual days in Australian schools.

4.8 Evidence of Qualifications

- 4.8.1 The Employer may require that the Employee provide evidence of qualifications and teaching experience. If the Employer considers that the Employee has not provided satisfactory evidence, and advises the Employee in writing to this effect, then the Employer may decline to recognise the relevant qualification or experience until such evidence is provided. The Employer will not unreasonably refuse to recognise the qualifications or teaching experience of an Employee. The Employee will be classified and paid from the date satisfactory evidence is provided.
- 4.8.2 Where an Employee has completed further teaching experience with another Employer (for example during unpaid leave) or additional qualifications after commencement of employment they will be entitled to be classified accordingly. As per subclause 4.9.1, payment will be made from the date that evidence of qualifications or experience is provided.

4.9 Progression and Teacher Levels

- a. Subject to satisfactory performance and conduct, a Teacher will receive increments in salary according to the scale of salaries applicable and the provisions of this Agreement until the Teacher receives the maximum salary for which the Teacher is eligible.
 - b. A three-year trained Teacher is classified as number of full-time years as a Teacher is a recognised jurisdiction, less one (1) year.
 - c. An Employee, who is four-year, trained will commence on Level 1 of the salary scale in Annexure F and progress according to normal years of service to Level 11 (Senior Teacher).
 - d. An Employee, who is five-year, trained will commence on Level 2 of the salary scale in Annexure F and progress according to normal years of service to Level 11 (Senior Teacher) of the scale.
 - e. The role of Experienced Senior Teacher is not an automatic step. A Teacher may be appointed by the Employer to the position of Experienced Senior Teacher. Minimum experience required to be considered for appointment to the level of Experienced Senior Teacher is three (3) years as a Senior Teacher. The appointment of an Experienced Senior Teacher will be determined by the Employer's Chief Executive Officer, taking into account the size and needs of each particular campus. When considering such an appointment the Chief Executive Officer will take into consideration the recommendation of the Principal who will have consulted with the relevant Head of Campus / Head of School.
- 4.9.1 Minimum Salary
- a. The minimum salary per annum payable to a full-time teacher will be determined in accordance with the provisions of clauses 4.7 to 4.9, and the table in Annexure F.

- b. The weekly rate of pay for an Employee will be determined by dividing the annual rate by 52.18 and the fortnightly rate by dividing the annual rate by 26.09.

4.10 Permission to Teach

An employee who holds Permission to Teach (PTT) issued by the Queensland College of Teachers (QCT) will:

- a. be paid the rate applicable to a four-year trained teacher at the graduate rate;
- b. be entitled to all other conditions applying to teachers pursuant to this Agreement;
- c. not progress beyond the applicable salary step until registered as a teacher with the QCT; and
- d. not have service while holding PTT recognised as teaching service for the purposes determining their teacher classification upon registration with the QCT.

4.11 Highly Accomplished Teacher and Lead Teacher

4.11.1 Certification and Renewal of Certification

Certification and renewal will be consistent with the Australian Professional Standards for Teachers and Australian Institute of Teaching and School Leadership guidelines and in accordance with the requirements and operational procedures of the certifying authority.

Appeals related to certification and renewal will be in accordance with the requirements and operational procedures of the certifying authority.

The appointment of a Highly Accomplished Teacher and Lead teacher will be determined by the Employer's Chief Executive Officer, as a quota system, taking into account the size and needs of each particular campus. When considering such an appointment the Chief Executive Officer will take into consideration the recommendation of the Principal.

4.11.2 Application and Remuneration Level

Teachers who hold certification as a Highly Accomplished Teacher or Lead Teacher, and who have more than the equivalent of five (5) years' (i.e. 6000 hours) teaching experience, must apply to the Principal, Y Schools Queensland to seek approval to be appointed recognised as a Highly Accomplished Teacher or Lead Teacher within the Y Schools Queensland quota and to be paid at the appropriate level as per Annexure F.

Years of teaching service shall be deemed to include service with Y Schools Queensland as well as other education employing authorities.

4.11.3 Roles and Duties

Roles and duties undertaken will be identified and confirmed by consultation between the school and the Teacher and will fall within the relevant descriptors in the Australian Professional Standards for Teachers. Key expectations include:

- a. Highly Accomplished Teachers:
 - i. Support and Mentor Colleagues: Assist colleagues in refining teaching strategies, curriculum development, and classroom management.
 - ii. Professional Leadership: Lead in developing and implementing school programs.
 - iii. Inclusive Practice: Advocate for and implement strategies for diverse student groups, including those with disabilities.
 - iv. Data-Driven Teaching: Use data to assess and improve student learning.
 - v. Engage with Community: Foster strong relationships with parents, carers, and broader communities.

- vi. Ongoing Professional Development: Engage in continuous learning, contribute to professional networks and contribute to Professional Learning Communities.
- b. Lead Teachers:
 - i. Leadership and Mentorship: Lead initiatives and mentor colleagues to improve teaching practices and curriculum development.
 - ii. Inclusive Learning Environments: Develop and lead inclusive, safe, and supportive classroom practices.
 - iii. Data and Assessment: Lead the use of data to evaluate student learning and improve teaching strategies.
 - iv. Professional Development: Create and lead professional learning opportunities for staff, including professional learning communities.
 - v. Engage the Community: Foster strong connections with parents, carers, and community stakeholders.

4.11.4 Currency

Teachers must maintain currency of their certification as Highly Accomplished Teacher or Lead Teacher for their classification and salary to be continued.

Where renewal is not confirmed or if the certification is revoked by the certifying authority, Teachers will be paid on the classification scale in accordance with their teaching service.

4.11.5 Portability

Newly arrived Certified Teachers to Y Schools Queensland, will be classified as such, whilst holding the Highly Accomplished Teacher or Lead Teacher certification. External appointments who already hold national certification are not included as part of the Y quota.

PART 5 CONDITIONS APPLYING TO HEAD OF SCHOOL AND HEAD OF CAMPUS

5.1 Application

The provisions of this Part apply to Heads of School and Head of Campus.

5.2 Types of Employment

All Heads of School and Heads of Campus will be employed in one of the following categories:

- a. full-time employment;
- b. part-time employment; or
- c. fixed term employment.

5.3 Terms of Engagement

5.3.1 On appointment, each Employee shall be advised in writing of the following:

- a. type of employment – full time, part-time, fixed term;
- b. their classification and pay point level;
- c. the number of ordinary hours to be worked;
- d. the duration of the engagement where the employment is for a fixed-term period; and
- e. where applicable, the days of the week to be worked and starting and finishing times.

5.3.2 Full-time Employment

A full-time Employee is an Employee engaged to work thirty-eight (38) hours per week, or an average of thirty-eight (38) hours per week.

5.3.3 Part-time Employment

- a. A part-time Employee is an Employee who is engaged to work less than thirty-eight (38) ordinary hours per week or an average of less than thirty-eight (38) hours per week.
- b. A part-time Employee will be paid an hourly rate of 1/38th of the weekly rate for the Employee's classification.
- c. A part-time Employee's entitlements will be calculated on a pro rata basis.
- d. The terms of the agreement may be varied by agreement between the Employer and an Employee. Any such variation will be recorded in writing.

5.3.4 Fixed-term Employment

Y Schools Queensland will commit to the requirements of the Act in relation to Fixed Term contract obligations.

5.4 Hours of Duty

5.4.1 Subject to the provisions of this clause Heads of School and Heads of Campus shall work thirty-eight (38) ordinary hours per week, plus any reasonable additional hours necessary to complete their role and without a claim to time off in lieu or overtime.

5.4.2 Notwithstanding the NES, and due to the operational requirements of the Employer, the ordinary hours for a Heads of School and a Heads of Campus may be averaged over a twelve (12) month period.

5.4.3 The ordinary hours of work for a Heads of School and Heads of Campus during term weeks are variable. In return, these employees are provided with non-term time leave, as provided in clause 7.6 of this Agreement.

5.4.4 Notwithstanding the above, and subject to the provisions of this clause, work shall usually be performed between 7.00am and 6.00pm, Monday to Friday.

5.4.5 Heads of School and Heads of Campus are provided with non-term time leave as per clause 7.6. This leave is provided on the condition that they may be recalled during nonattendance days to perform duties relating to their position.

5.5 Wages

5.5.1 The hourly rate for a Head of School and Head of Campus Employee will be determined in accordance with the provisions of Annexure E.

5.5.2 For the purposes of determining a Head of School and Head of Campus's Band and Step at the commencement of their employment, previous practical experience in a similar role will be recognised in accordance with Annexure E. The provision of documentary evidence of previous service outside of Y Schools Queensland will be the responsibility of the Employee.

5.5.3 Progression through the steps is as per the role classification table in Annexure E.

5.6 Progression

5.6.1 An Employee will progress from one step to the next within a classification band and up to the highest step within that band based on:

- a. Twelve (12) months service and 1976 of paid hours worked; and
- b. Employees must have been present in the workplace for at least six (6) months of the calendar year; and
- c. Unpaid leave will not count towards the 1976 hours worked.

5.6.2 Progression is subject to satisfactory conduct and performance. Progression will not occur if an Employee is under a performance process or formal conduct process.

- a. Progression will take place on September 1 each year for all full-time Employees. Part time Employees will progress once 1976 paid hours have been worked.

5.7 Essential Certifications

All Heads of School and Heads of Campus are required, as a condition of employment, to hold a current "Blue Card" issued by the Queensland Government. Y Schools Queensland will reimburse Employees the renewal application fee incurred by Employees during their employment with Y Schools Queensland.

PART 6 CONDITIONS APPLYING TO GENERAL EMPLOYEES

6.1 Application

The provisions of this Part apply to general Employees as identified in the below table:

General Employees
Wellbeing
Youth Workers
Pathways (VET)
Business Services
Teacher Aides

6.2 Types of Employment

All general Employees will be employed in one of the following categories:

- a. full-time employment;
- b. part-time employment;
- c. casual employment;
- d. term-time employment; or
- e. fixed term employment.

6.3 Terms of Engagement

6.3.1 On appointment, each Employee (other than a casual Employee) shall be advised in writing of the following:

- a. type of employment – full time, part-time, fixed term;
- b. their classification and pay point level;
- c. the number of ordinary hours to be worked;
- d. the duration of the engagement where the employment is for a fixed-term period; and
- e. where applicable, the days of the week to be worked and starting and finishing times.

6.3.2 Full-time Employment

A full-time Employee is an Employee engaged to work thirty-eight (38) hours per week, or an average of thirty-eight (38) hours per week.

6.3.3 Part-time Employment

- a. A part-time Employee is an Employee who is engaged to work less than thirty-eight (38) ordinary hours per week or an average of less than thirty-eight (38) hours per week or less than the full school year.
- b. A part-time Employee will be paid an hourly rate of 1/38th of the weekly rate for the Employee's classification.
- c. A part-time Employee's entitlements will be calculated on a pro rata basis.
- d. The terms of the agreement may be varied by agreement between the Employer and an Employee. Any such variation will be recorded in writing.

6.3.4 Term-time Employment – Annualised Salary

- a. A term-time Employee may agree in writing with the Employer to have their pay averaged over the full calendar year. A decision to annualise an Employees wage rate must be made by the Employee prior to the end of the first full pay period after engagement. Any subsequent change must be advised to Y Schools Queensland no later than 30 November in any year and the

change shall apply from the first full pay period after the commencement of the new School Year.

- i. Any agreement between Y Schools Queensland and an Employee in shall be in writing and a copy made available to both parties.
- ii. Where a permanent change is made to the Employee's standard roster, a new calculation of the annualisation of wages will occur.

6.3.5 Term Time Employment - Leave without pay during non-term weeks

- a. An employee may be required to take leave without pay during non-term weeks, provided that:
 - i. the employee's contract of employment specifies the arrangement in writing;
 - ii. all such periods count as service for the purpose of calculating accrued leave entitlements and do not break continuity of service;
 - iii. if appropriate work is available for an employee during any such period, the existing employee may be offered such employment (whether on a full-time, part-time or casual basis). The employee who is on leave without pay may refuse an offer of employment without prejudice to their normal employment relationship; and
 - iv. appropriate work will mean such work as is available that is capable of being performed by the employee. Remuneration for such work will be at the rate of pay applicable to the work being performed.
 - v. Term-time employees are not eligible for non-term time leave as per clause 7.6

6.3.6 Casual Employment

- a. Casual employment means employment on a day-to-day basis with no commitment to ongoing work, guaranteed hours or an agreed pattern of work.
- b. A casual Employee will be paid an hourly rate of 1/38th of the weekly rate for the Employee's classification, plus twenty-five percent (25%) casual loading.
- c. A casual Employee will be engaged and paid for a minimum of two (2) hours for each engagement.
- d. A casual Employee will be paid fortnightly in accordance with usual payment methods for full-time Employees.

6.3.7 Right to Request Casual Conversion

Offers and requests for conversion from casual employment to full-time or part-time employment are provided for in the NES.

6.3.8 Fixed-term Employment

An Employee may be employed for a fixed period of time for reasons including but not limited to:

- a. undertake a specified project for which funding has been made available;
- b. undertake a specified task which has a limited period of operation; or
- c. replace an Employee who is on leave, performing other duties temporarily or whose employment has terminated after the commencement of the School Year

Y Schools Queensland will commit to the requirements of the Act in relation to Fixed Term contract obligations.

6.4 Hours of Duty

- 6.4.1** Subject to the provisions of this clause General Employees shall work thirty-eight (38) ordinary hours per week, plus any reasonable additional hours necessary to complete their role.

- 6.4.2 Such ordinary hours of work shall be worked continuously (except for meal breaks) between 7:00a.m. and 6:00p.m. on Mondays to Fridays inclusive.
- 6.4.3 The normal starting and finishing times of ordinary hours shall be established at the point of engagement. The normal starting and finishing times can only be varied:
- by the Employer giving two (2) weeks' notice of the change; or
 - where the Employee agrees to the change.
- 6.4.4 Notwithstanding the subclause 6.4.3 (a), an Employee's roster cannot be changed where it would result in the Employee becoming ineligible for payment on a public holiday, in circumstances where the Employee would otherwise have been rostered to work on that day, other than at the election of the Employee.
- 6.4.5 Reasonable additional hours—Part-time Employees
- An Employer may require a part-time Employee to work reasonable additional hours.
 - The Employee will be paid for all additional hours at the applicable casual hourly rate for all hours worked that:
 - fall within the applicable daily spread of hours in subclause 6.4.2;
 - do not result in the Employee working more than 8 hours on that day; and
 - do not result in an Employee:
 - working more than the allowed maximum weekly ordinary hours;
 - working more than the allowed maximum weekly ordinary hours during the averaging period, where the Employee's hours are averaged.
 - The Employee will be paid for all additional hours at the applicable overtime rate in clause 6.6 for all hours worked that:
 - are outside the applicable daily spread of hours in subclause 6.4.2; and
 - result in the Employee working more than eight (8) hours on that day, or
 - result in an Employee whose hours are averaged, to work more than the allowed maximum weekly ordinary hours during the averaging period.
 - Where additional hours are worked on a day the Employee is already attending for work, the minimum casual engagement of two (2) hours will not apply.
 - Additional hours worked by a part-time Employee in accordance with clause 6.4.5(b) do not accrue leave entitlements under this award or the NES.
- 6.4.6 Payment for Additional Ordinary Hours – Classroom Youth Workers (full time)
- This clause applies to Classroom Youth Worker employees who work thirty-five (35) hours FTE and are subject to the grandfathering arrangement set out in clause 1.7.
 - Where the employer authorises additional hours to be worked by an employee (and the employee agrees to work those additional hours), beyond the employee's usual start and finish times but within the span of hours set out at subclause 6.4.2, the employee will be paid their ordinary rate for those hours.
 - For example, the ordinary hours of work for a Classroom Youth workers shall be worked between 7.00am and 6.00pm, Monday to Friday (see subclause 6.4.2). Where a part-time Youth Worker is rostered to work from 10.00am – 2.00pm each day, and on one (1) day agrees to work an extra hour between 9.00am – 10.00am, that hour shall be paid at the normal hourly rate – not at the overtime rate.

6.5 Rest Pauses

- a. Employees shall be entitled to a rest pause of ten (10) minutes' duration in the Employer's time after each three (3) hours worked. Such rest pauses shall be taken at times so as not to interfere with the continuity of work where continuity is necessary.
- b. Provided that where there is agreement between the Employer and the majority of Employees concerned at each campus, the rest pauses may be combined into one twenty (20) minute rest pause.
- c. Consent to combine the rest pauses shall not be unreasonably withheld by either party.

6.6 Overtime and TOIL

- 6.6.1 Except as outlined in subclause 6.4.2, any time worked outside of, or in excess of the hours specified in subclause 6.4.2, shall be paid at the rate of time and a half for the first three (3) hours and double time thereafter. Overtime must be authorised in advance.
- 6.6.2 An Employee who has undertaken overtime authorised in advance by the Head of Campus/Head of School may, by mutual agreement, 'bank' any such time worked to be taken as Time Off in Lieu (TOIL), under the following conditions:
- a. Only the first three (3) hours of overtime on any single day may be banked as TOIL.
 - b. Banked TOIL will be accrued and used on a 'time for time' basis, meaning one (1) hour of overtime worked equals one (1) hour of paid time off during non-term time.
 - c. Any overtime worked in excess of three (3) hours on a single day will be paid at the double time rate and cannot be banked.
 - d. A maximum of three (3) days of TOIL can be accrued per school term and must be used during the next period of non-term time unless otherwise approved by the Head of Campus/Head of School.
 - e. All TOIL balances must be reduced to zero at the beginning of each school year. Any unused banked TOIL at the end of each year will be paid to the Employee at the rate of time and a half.
 - f. Upon termination of employment, any remaining banked TOIL will be paid out at the rate of time and a half, no later than the next full pay period following termination.
 - g. The Employer will ensure that the tracking and utilisation of banked TOIL are transparent and communicated clearly to Employees.

6.7 Attendance at School Camps, Excursions and Functions

In circumstances where an Employee is required to attend school camps, school excursions or school functions, and are required to perform duty outside their normal hours of duty (including those occurring on weekends) they shall be entitled to accumulate time off in lieu. Time off in lieu is accumulated on a time-for-time basis. Prior to any camp being conducted, the Head of Campus/Head of School will discuss with Employees, interest in attending the camp and to determine the hours that will be worked in excess of normal hours and agree on the time off in lieu to be accumulated on a time-for-time basis.

6.8 Wages - Youth Workers

- 6.8.1 The hourly rate for a Youth Worker Employee will be determined in accordance with the provisions of Annexure A.
- 6.8.2 For the purposes of determining a Youth Worker's Band and Step at the commencement of their employment, previous practical experience in a youth work or community services environment (other than as part of a traineeship) will be recognised in accordance with Annexure A. The provision of

documentary evidence of previous service outside of Y Schools Queensland will be the responsibility of the Employee.

6.8.3 There is only one Senior Youth Worker at a School Campus.

6.8.4 Where a Senior and Junior Campus exists in the same geographic location, a Senior Youth Worker Lead will be appointed. This role will take on a leadership responsibility across both campuses as well be the Senior Youth Worker at one of the Campuses.

6.8.5 Progression through the steps is as per the role classification table in Annexure A.

6.9 Wages – Pathways Employees

6.9.1 The hourly rate and classification for a Pathway Employee will be determined in accordance with the provisions of Annexure B.

6.9.2 For the purposes of determining a Pathway Employee's Band and Step at the commencement of either this Agreement or their employment, previous practical experience may be recognised, in accordance with Annexure B. The provision of documentary evidence of previous service outside of Y Schools Queensland will be the responsibility of the Employee.

6.10 Wages – Wellbeing Employees

6.10.1 The hourly rate and classification for a Wellbeing Employee will be determined in accordance with the provisions of Annexure C.

6.10.2 For the purposes of determining a Wellbeing Employee's Band and Step at the commencement of either this Agreement or their employment, previous practical experience may be recognised, in accordance with Annexure D. The provision of documentary evidence of previous service outside of Y Schools Queensland will be the responsibility of the Employee.

6.10.3 Subject to the holding of an essential qualification a person, who has served as a Youth Worker with Y Schools Queensland, or similar context, can progress to Band 1, Step 2 of Annexure C, if they have completed at least 2880 hours in the Youth Worker role.

6.11 Wages – Business Services Employees

6.11.1 The hourly rate and classification for a Business Services Employee will be determined in accordance with the provisions of Annexure D.

6.11.2 For the purposes of determining a Business Services Employee's Band and Step at the commencement of either this Agreement or their employment, previous practical experience may be recognised, in accordance with Annexure D.

6.12 Wages – Teacher Aides

6.12.1 The hourly rate and classification for Teacher's Aides will be determined in accordance with the provisions of Annexure G.

6.12.2 For the purposes of determining a Teacher's Aides Band and Step at the commencement of either this Agreement or their employment, previous practical experience may be recognised, in accordance with Annexure G.

6.13 Progression

6.13.1 An Employee will progress from one step to the next within a classification band and up to the highest step within that band based on:

- a. Twelve (12) months service and 1976 of paid hours worked; and
 - b. Employees must have been present in the workplace for at least six (6) months of the calendar year; and
 - c. Unpaid leave will not count towards the 1976 hours worked.
- 6.13.2 Progression is subject to satisfactory conduct and performance. Progression will not occur if an Employee is under a performance process or formal conduct process.
- a. Progression will take place on September 1 each year for all full-time Employees. Part time Employees will progress once 1976 paid hours have been worked.

6.14 Essential Certifications

All General Employees are required, as a condition of employment, to hold a current “Blue Card” issued by the Queensland Government. Y Schools Queensland will reimburse Employees the renewal application fee incurred by Employees during their employment with Y Schools Queensland.

PART 7 CONDITIONS RELATING TO ALL EMPLOYEES

7.1 Class Sizes

- 7.1.1 The following targets for class sizes will inform the Head of School/Head of Campus' decision about class sizes and resource allocation. They will assist with maintaining a focus on class size and resourcing as important elements to be considered in relation to student learning, Employee workload and the financial management of each School:
- a. Years 11 and 12 22 students physically present in academic classes
 - b. Years 7 to 10 22 students physically present in academic classes
- 7.1.2 In emergent circumstances, where there is the possibility of class sizes in excess of these targets, the class arrangements shall be the subject of a timely and consultative process with Employees affected to establish appropriate measures to ameliorate any identified negative impact on student learning and/or Teacher workload.
- 7.1.3 The class sizes referenced in subclause 7.1.1(a)(b) refer to students physically present and in attendance at class, not the total enrolments for any given class.

7.2 Professional Development

- a. Y Schools Queensland is committed to the value of Employees undertaking professional development relevant to the performance of their role.
- b. Classroom teaching interruptions occasioned by Employees undertaking professional development should be limited where possible.
- c. Information relevant to professional development will be made available to Employees through the induction process.
- d. Professional development, including that held during student free days and Employee meetings, conducted by the Employer for teaching Employees will, wherever relevant, articulate the Queensland College of Teacher (QCT) professional standards.
- e. Where Teachers are required to undertake industry placement to gain or maintain accreditation to deliver vocational competencies, such placement will occur, where possible, during normal hours of duty.
- f. Where professional development can only be scheduled outside of school time, prior to the Teacher undertaking the relevant industry placement, the Head of School and/or Head of Campus shall negotiate with the Teacher, arrangements which may include additional release time, timetable adjustments, time-in-lieu provision, adjustments to supervisions and release from other duties.
- g. Costs associated with the industry placement will be met by the Employer.

7.3 Essential Qualifications

All Employees are required to hold a current first aid and Cardiopulmonary Resuscitation (CPR) qualification. The first aid and CPR training will be provided and paid for by Y Schools Queensland. Where possible, the training shall be provided during an Employee's normal ordinary working hours for all non-teaching staff. Where the training is provided outside of these hours, the provisions of clauses 6.4 and 6.6 will apply.

7.4 Trainees

7.4.1 Definitions

"out of school" refers only to periods out of school beyond Year 10 as at the first of January in each year and is deemed to:

- i. include any period of schooling beyond Year 10, which was not part of or did not contribute to a completed year of schooling;
- ii. include any period during which a trainee repeats, in whole or part, a year of schooling beyond Year 10; and
- iii. not include any period, during a calendar year, in which a year of schooling is completed

“Trainee” means an Employee undertaking a traineeship under a training contract.

“Training Contract” means an agreement for a traineeship made between an Employer and Employee which is registered with the relevant State training authority.

“Traineeship” means a system of training which has been approved by the relevant State training authority, which meets the requirements of a training package developed by the relevant Industry Skills Council and endorsed by the National Quality Council, and which leads to an AQF certificate level qualification.

7.4.2 Trainee Rates of Pay

- a. The following percentage of the Band 1 Step 1 Rate for the relevant classification level shall be paid to Trainees:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
	\$	\$	\$
School leaver	45%	48%	50%
Plus 1 year out of school	48%	50%	60%
Plus 2 years out of school	50%	60%	70%
Plus 3 years out of school	60%	70%	80%
Plus 4 years out of school	70%	80%	
Plus 5 or more years out of school	80%		

- b. An Employee, who was employed by an Employer immediately prior to becoming a Trainee with that Employer, must not suffer a reduction in their minimum wage per week or per hour, by virtue of becoming a Trainee. Casual loadings will be disregarded, when determining whether the Employee has suffered a reduction in their minimum wage.
- c. All other provisions of this Agreement shall apply to Trainees.

7.5 Meal Breaks

- 7.5.1 Employees engaged or rostered to work for more than five (5) hours on a day shall be entitled to a minimum meal break of thirty (30) minutes unpaid, which shall commence not less than three (3) hours and no later than six (6) hours after the commencing time for ordinary hours.
- 7.5.2 An Employee, with the prior consent of the Employer, may take an extended lunch break and make up the time as ordinary hours at the end of the day.

7.6 Non-term Time

- 7.6.1 Employees will be entitled to additional paid non-term time leave in accordance with this clause.
- 7.6.2 This leave is non-cumulative and must be accessed in a single calendar year, subject to operational requirements. Any unused leave will not be paid out upon termination of employment. Leave loading is not payable on non-term time leave. Any personal leave documented with the Employer during non-term time will not be recredited as non-term time leave.
- 7.6.3 Requirements for Employees to be available for work during non-term time will be determined at the start of the School Year by the School Leadership Team and in consultation with the Heads of Schools and Heads of Campus and will be integrated into the annual plan and schedule. These requirements will ensure consistency for all sites by adopting a unified Y Schools Queensland approach, while being implemented at the local level. Non-term time will be applied from the date of appointment and can only be taken during school holiday periods (this includes the period between Christmas and New Year's Day).
- 7.6.4 The entitlement to paid non-term time leave is set out in the table below will be pro rata for part time Employees excluding term-time Employees. Casual Employees will not be entitled to paid non-term time as per this clause. For General Staff (Business Services, VET, Wellbeing and Youth Workers) non-term time will also be pro rata based on their appointment date. If an Employee commences employment partway through the year, they will be entitled to a proportional amount of non-term time, relative to their start date. Wellbeing Group Programs Facilitators, Coordinators and Assessment and Inclusion Practitioners receive the same non-term time leave as Business Services Employees.
- 7.6.5 In exceptional circumstances, the Heads of School, Head of Campus, Teachers in Charge may be recalled during non-term time days to perform duties relating to their position. Any hours of recalled to duty or personal leave during non-term time will not be credited to the non-term time leave provision.

The following steps will occur in relation to non-term time leave:

- i. Annual Calendar Publications: By the last week of January, management will publish the annual calendar, including holiday programs and staffing requirements.
- ii. Consultation with Employees: By Week 4 of Term 1, management will consult Employees regarding non-term time leave and operational requirements.
- iii. Non-Term Time Applications: Employees will apply for non-term time leave through the time and attendance system. Non-term time leave must be taken as full days.

Role	Weeks
Business Services, Wellbeing Group Program Facilitators/ Coordinators and Assessment and Inclusion Practitioners	3
Pathways	3
Youth Work	4
Teacher Aides	4
Wellbeing	6
HOS	7
HOC	7
TIC	8

7.7 Right to Disconnect

An Employee has a right to disconnect from work and not respond to, or engage with, work-related communications. Y Schools Queensland will comply with the Right to Disconnect obligations under the Act.

7.8 Union Engagement Forum (UEF)

Y Schools Queensland will introduce and establish a bi-annual Union Engagement Forum within the first three (3) months of the operation of the Agreement. The bi-annual Union Engagement Forum is a platform for Y Schools Queensland and the Independent Education Union Queensland and Northern Territory Branch to have productive discussions on the provisions in and the implementation of the Agreement.

7.9 Workplace Delegates Rights

7.9.1 For the purpose of this clause, the following definitions apply:

7.9.2 'Employer' means the Employer of the workplace delegate.

7.9.3 'Delegate' is a person appointed or elected, in accordance with the rules of an employee organisation, to be a delegate or representative (however described) for members of the organisation who work for the Employer.

7.9.4 'Employee organisation' has meaning of section 12 of the Act.

7.9.5 'Eligible employee' means members and persons eligible to be members of the delegate's organisation who are employed by the Employer.

7.9.6 Before exercising entitlements under this clause, a workplace delegate must give the Employer written notice of their appointment or election as a delegate.

7.9.7 Where a delegate ceases to be a delegate written notice must be given to the Employer within fourteen (14) days.

7.9.8 A delegate's entitlements are subject to the conditions that the workplace delegate must:

- a. Comply with their duties and obligations as an employee
- b. Comply with reasonable policies and procedures of the Employer, including Codes of Conduct and requirements in relation to workplace health and safety and acceptable use of ICT resources
- c. Not hinder, obstruct or prevent the normal performance of work or operational requirements
- d. Not hinder, obstruct or prevent eligible employees exercising their rights to freedom of association.

7.9.9 A delegate is entitled to:

- a. Represent the industrial interests of eligible Employees who wish to be represented by the workplace delegate.
- b. Communicate with eligible Employees for the purpose of representing their industrial interests under this clause during working hours or work breaks or before and after work.
- c. Reasonable access to or use of workplace facilities for the purpose of carrying out their delegate responsibilities.
- d. Meet with members and/or eligible members of up to one (1) hour per term to discuss relevant industrial matters / issues. The timing of such a meeting will be agreed in consultation with the Employer.

- 7.9.10 This entitlement does not impinge of an Employee's right to choose their own representative and does not require any eligible Employee to be represented by a delegate without the Employee's agreement.
- 7.9.11 This clause does not require the Employer to provide a delegate with access to electronic means of communication in a way that provides individual contact details for eligible Employees.
- 7.9.12 Reasonable access to workplace facilities must have regard to what facilities are available at the workplace. Reasonable access to and use of workplace facilities may include:
- a. A room or area to hold discussions that is fit for purpose, private and accessible by the delegate and eligible Employees.
 - b. A physical or electronic whiteboard.
 - c. Electronic means of communication ordinarily in the workplace to communicate with eligible Employees and by eligible Employees to communicate with each other, including access to Wi-Fi.
 - d. A lockable filing cabinet or other secure document storage area.
 - e. Office facilities and equipment including printers, scanners and photocopiers.
- 7.9.13 Access up to five (5) days of paid time (non-cumulative) during normal working hours for training in the first year of appointment and one (1) day each subsequent year (non-cumulative) to attend related to representation of the industrial interests of eligible Employees, subject to the following conditions:
- a. In each year commencing 1 July, the Employer is not required to provide access to paid time or training to more than one workplace delegate per fifty (50) eligible Employees (full-time, part-time, or regular casual Employees).
 - b. No more than two (2) delegates shall be released to attend training at the same time.
 - c. Payment for a day of paid time during normal working hours is payment of the amount the workplace delegate would have been paid for the hours the workplace delegate would have been rostered or required to attend work on that day if the delegate had not been absent from work to attend the training.
 - d. The delegate must give the Employer not less than five (5) weeks' notice of the training, including the dates, subject matter, the daily start and finish times of the training and the name of the training provider. A shorter notice period may be given by mutual agreement.
 - e. The delegate must provide the Employer with an outline of the training content, if requested by the Employer.
 - f. The Employer should advise the delegate not less than two (2) weeks from the day on which the training is scheduled to commence, whether the delegate's access to paid time during normal working hours to attend the training has been approved. Such approval must not be reasonably withheld.
 - g. The delegate must, within seven (7) days after the day on which the training ends, provide the Employer with evidence of their attendance at the training.

PART 8 LEAVE AND PUBLIC HOLIDAYS

8.1 The National Employment Standards

The NES are minimum entitlements specified in Part 2-2 of the Act. A summary of the leave entitlements from the NES are set out in Part 8 Leave. For the purposes of the NES leave entitlements, the following summary of the general provisions apply.

8.2 Notice

To be entitled to leave, an Employee must give Y Schools Queensland notice as soon as reasonably practicable regarding the type of leave to be taken and must advise Y Schools Queensland of the period or expected period of the leave.

8.3 Documentary Evidence

Subject to the provisions of the Agreement, to be entitled to payment for the leave the Employee, when required by Y Schools Queensland, must provide evidence that would satisfy a reasonable person that the leave was taken for the purpose it is provided for in the NES.

8.4 Annual Leave – General Employees

8.4.1 This entitlement applies to all Employees other than casual Employees. The Employee shall be entitled to annual leave in accordance with the NES. A summary of these entitlements is included below.

8.4.2 Period of Leave

A full time Employee is entitled to a period of four (4) weeks annual leave (exclusive of public holidays) after each year of continuous service with the Employer. An Employee's entitlement to paid annual leave accrues progressively during a year of service according to the Employee's ordinary hours of work.

Annual leave will be taken by term-time Employees during school vacation periods unless otherwise agreed between the Employer and the Employee.

8.5 Annual Leave – Teachers, Heads of School and Heads of Campus

8.5.1 The NES provide that an Employee (other than a shift worker, or casual), is entitled to four (4) weeks annual leave. For Teachers, Heads of School and Heads of Campus annual leave will be deemed to be taken in the case of an Employee whose employment with the Employer is continuing into the next school year, in the four (4) weeks immediately following the final term week of the current school year, unless otherwise agreed between the Employer and Employee.

8.5.2 In the event that an Employee takes annual leave, and this leave is subsequently recredited in accordance with the NES, this recredited leave may only be taken during non-term weeks, or as agreed with the Employer.

8.6 Pro Rata Payments of Salary Inclusive of Annual Leave – Teachers

8.6.1 This clause of the Agreement provides industry specific detail for teachers and incorporates the NES entitlement with respect to annual leave.

8.6.2 The provisions of this clause will apply:

- a. in the calculation of payment in regard to pro rata salary where an Employee's employment ceases; or
- b. in the calculation of payment in regard to pro rata salary if:
 - i. an Employee commenced employment after the commencement of the School Year;

- ii. an Employee has taken leave without pay of more than two (2) term weeks since the commencement of the School Year; or
- iii. the hours which an Employee has worked at school have varied since the commencement of the School Year.

8.6.3 Calculation of Payments

$$P = \frac{S \times C - D}{b}$$

P	is the payment due
S	is the total salary paid in respect of term weeks, or part thereof, since the commencement of the School Year or the date of employment in circumstances where the Employee has been employed by the Employer since the commencement of the School Year.
B	is the number of term weeks, or part thereof in the School Year.
C	is the number of non-term weeks, or part thereof, in the School Year.
D	is the salary paid in respect of non-term weeks, or part thereof, that have occurred since the commencement of the School Year or the date of employment in circumstances where the Employee has been employed by the Employer since the commencement of the School Year.

8.6.4 For the purpose of this clause:

- a. School Year is as defined in clause 1.4 of this Agreement; and
- b. Employee means a teaching Employee other than a casual teaching Employee.

The formula in subclause 8.6.3 is intended to be used to calculate the pro rata salary inclusive of annual leave owing to an Employee in respect of the relevant School Year in which the formula is applied.

8.6.5 Termination of employment

An Employee will be entitled on termination of employment to a payment calculated in accordance with this clause.

8.6.6 Employees who commence employment after the commencement of the School Year.

An Employee who commences employment after the commencement of the relevant School Year, will be paid from the date the Employee commences, provided that at the end of the last school term in that year, the Employee must be paid an amount calculated pursuant to subclause 8.6.4 and will receive no salary or other payment other than payment under this clause until the commencement of the following School Year or the resumption of Term 1 in the following School Year.

8.6.7 Employees who take approved leave without pay

Where an Employee takes leave without pay with the approval of the Employer for a period which (in total) exceeds more than two (2) term weeks in any year, the Employee will be paid a salary calculated in accordance with this clause as follows:

- a. if the leave without pay commences and concludes in the same School Year, the payment will be calculated and made at the conclusion of the last school term in that year; and
- b. if the leave without pay is to conclude in a School Year following the School Year in which the leave commenced:

- i. at the commencement of the leave, a payment will be calculated and made in respect of the School Year in which the leave commences; or
- ii. at the end of the last school term or final semester in that year in which the leave concludes, a payment will be calculated and made in respect of that School Year.
- c. If the Employee returns early from leave any payment under subclause 8.6.7(b)(i) will be taken into account in calculating the amount owed to the Employee at the end of the last school term in that year.

8.7 Annual Leave Loading – Teachers, Heads of School and Heads of Campus

8.7.1 An Employee who has served throughout the School Year is entitled to a leave loading of 17.5% on four (4) weeks' annual leave. This leave must be taken in accordance with subclause 8.5.1 to this Agreement.

8.7.2 The loading will normally be paid:

- a. at the time that the Employee is paid annual leave or pro rata annual leave; or
- b. on the termination of employment by either party; or

8.7.3 Leave loading is to be calculated using the following formula:

$$\frac{[\text{Weekly salary} \times 4 \times 17.5\%] \times \text{term weeks worked by the Employee in that School Year}}{\text{term weeks in that School Year}} \text{ Total}$$

For example, in the case of an Employee with a weekly salary of \$1000 on termination of employment (or at the end of the final term week in the School Year) who was employed at the school for 20 of the 38 term weeks in that School Year, the calculation will be as follows:

$$\$1000 \times 4 \times 17.5\% = \$700$$

$$\$700 \times 20/38 = \$368.42$$

Y Schools Queensland may pay annual leave loading to the Employee with each salary payment throughout the School Year by increasing the annual rate of pay as at the commencement of the School Year, or as subsequently varied, by 1.342%. Where an Employer elects to pay leave loading with each salary payment throughout the School Year, the Employer will advise the Employee in their letter of appointment.

8.8 Leave Loading – General Employees

8.8.1 When an Employee takes a period of annual leave the Employee will be paid at the Employee's base rate of pay for the Employee's ordinary hours of work in the period.

8.8.2 Employees will be paid a leave loading of 17.5% on their base rate.

8.8.3 On termination of employment, the Employee will be paid at their base rate of pay for any accrued but untaken annual leave. Leave loading is also payable on termination.

8.9 Direction to take Excessive Annual Leave – General Employees

8.9.1 In circumstances where a General Employee's accrued annual leave balance exceeds eight (8) weeks or equivalent hours, the Employer may direct this Employee to take the full period of annual leave that exceeds the eight (8) weeks, or part thereof.

8.9.2 The quantum of annual leave in excess of eight (8) weeks subject of a direction will be at the discretion of the Employer.

8.9.3 Prior to giving a direction to take leave as provided for in paragraph (a), the Employer will consult with the Employee and attempt to obtain an agreement as to when such annual leave will be taken.

8.9.4 The consultation will include consideration of the following:

- a. the needs of the Employee;
- b. the needs of the school;
- c. the Employee's future intentions regarding the taking of annual leave;
- d. any agreed arrangement with the Employee;
- e. the custom and practice in the school;
- f. the timing of the requirement or direction to take leave; and
- g. the reasonableness of the period of notice given by the Employee to take leave.

8.9.5 In the absence of an agreement with the Employee, the Employer will determine when the annual leave is to be taken, provided that the Employee is given notice of at least three (3) calendar months.

8.10 Personal/Carers Leave

8.10.1 Employees are entitled to personal/carer's leave in accordance with the NES. A summary of these entitlements is included below. Only full time and part time Employees are entitled to paid leave.

8.10.2 Period of Leave

- a. For each year of continuous service, a full-time Employee is entitled to ten (10) days of paid personal/carer's leave.
- b. An Employee's entitlement to paid personal/carers leave accrues progressively during a year of service according to the Employee's ordinary hours of work.
- c. A casual Employee is entitled to two (2) days unpaid carer's leave per occasion.

8.10.3 Payment for Period of Leave

When an Employee takes a period of paid personal/carers leave, the Employee will be paid at their base rate of pay for the Employee's ordinary hours of work in the period, subject to annualisation of salary.

8.10.4 Taking paid personal/carers leave

An Employee may take paid personal carers leave if the leave is taken:

- a. because the Employee is unfit for work because of a personal illness or injury (including pregnancy-related illness); or
- b. to provide care or support to a member of the Employees' immediate family or household, because of personal illness, injury or unexpected emergency affecting the Employee.

8.10.5 Immediate family member

An immediate family member is a spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling of the Employee, or a child, parent, grandparent, grandchild or sibling of the spouse or de facto partner (or former spouse or de facto partner) of the Employee, step-relations (for example, step-parent and step-child) or adoptive relations.

8.10.6 Unpaid Carer's Leave

An Employee who has exhausted their paid personal leave entitlement, is entitled to a period of up to two (2) days unpaid carer's leave for each occasion when a member of the Employee's immediate family or household requires care or support because of a personal illness, injury, or an unexpected emergency.

8.10.7 Evidence Requirements

Entitlement to paid personal/carer's leave is subject to the following:

- a. if requested by the Employer, the Employee must provide a Medical Certificate or statutory declaration, as soon as reasonably practicable which should specify the period or approximate period during which the Employee will be unable to work; and
- b. the Employee informing the Employer of the absence and the estimated duration of that absence as soon as reasonably practicable and wherever possible, before the time at which the Employee should have commenced work.

8.11 Compassionate Leave

8.11.1 Full time or part time Employees are entitled to paid compassionate leave in accordance with the NES.

8.11.2 Casuals are entitled to unpaid leave.

8.11.3 A summary of that entitlement to compassionate leave is set out below. The definition of immediate family and the evidence and notice requirements that apply in regard to personal/carers leave also apply in respect to this clause.

8.11.4 Entitlement

- a. An Employee (including a casual Employee) is entitled to two (2) days of compassionate leave for each occasion to spend time with a member of their immediate family or household who suffers a life-threatening illness or injury. An Employee is also entitled to take compassionate leave:
 - after the death of a member of the Employee's immediate family or household
 - if a child who would have been part of the Employee's immediate family or household, is stillborn, or
 - if an Employee, or the Employee's current spouse or de facto partner, has a miscarriage.
- b. Employees can take compassionate leave as:
 - a single continuous two (2) day period;
 - two (2) separate periods of one (1) day each;
 - any separate periods as agreed with the Employer.

8.12 Parental Leave

8.12.1 All Employees covered by this Agreement shall be entitled to parental and adoption unpaid leave in connection with the birth or adoption of a child in accordance with the Act.

8.12.2 An Employee who has completed twelve (12) months service is entitled to unpaid parental leave of up to twelve (12) months in duration. An Employee may request an extension of the leave for a further period of up to twelve (12) months.

8.12.3 Eligible Employees will be entitled to paid parental leave in accordance with the terms of any policy introduced by the Employer, as amended from time to time.

8.12.4 Eligible Employees will be entitled to paid partner leave in accordance with the terms of any policy introduced by the Employer, as amended from time to time.

8.13 Community Services Leave

8.13.1 Community Services leave is unpaid.

8.13.2 An Employee who engages in an eligible community service activity is entitled to be absent from his or her employment for following reasons:

- a. time when the Employee engages in the activity;
- b. reasonable travelling time associated with the activity;
- c. reasonable rest time immediately following the activity.

8.13.3 Provided that the Employee's absence is reasonable in all the circumstances (unless the activity is jury service).

8.13.4 Eligible community service includes jury service and a voluntary emergency management activity.

8.13.5 Jury Service

- a. An Employee (other than a casual) who attends jury service is entitled to be paid for up to ten (10) days per each jury service summons.
- b. The Employee is entitled to receive payment for the difference between the amount payable as jury service pay and the amount the Employee would have received for working ordinary hours during the period of leave. To be entitled to payment the Employee, if required by Y Schools Queensland, must produce evidence of the amount of jury service pay the Employee received or to which they are entitled.

8.13.6 Voluntary Emergency Management Activity

An Employee is entitled to unpaid leave to engage in an activity dealing with an emergency or natural disaster as a member of an emergency management body such as a Rural Fire Brigade or State Emergency Service.

8.14 Long Service Leave

8.14.1 All Employees covered by this Agreement shall be entitled to long service leave on full pay under, subject to, and in accordance with the provisions of the *Industrial Relations Act (Qld) 2016*.

8.14.2 An Employee's entitlement to paid long service leave accrues progressively according to the number of ordinary hours worked and accumulates from year to year.

8.14.3 Employees are entitled to access their accrued long service leave after completing eight (8) years of continuous service. All applications for leave will be in accordance with the provisions of taking of such leave.

8.14.4 An Employee who has completed at least eight (8) years of continuous service is entitled to a proportionate payment for long service leave on the termination of the Employee's service.

8.14.5 An Employee, who has been employed for a period of more than seven (7) years may be eligible for a pro-rata payment of long service leave on termination subject to conditions specified in the abovementioned legislation.

8.14.6 Where an Employee applies to access a period of long service leave of one (1) week or more, that Employee will be required to make application at least twenty (20) weeks prior to the proposed commencement date for the leave. This period of notice may be reduced by mutual agreement between the Employer and the Employee. The Employer's right to make the final decision will not be diminished by this arrangement.

8.14.7 Where an Employee applies to access a period of long service leave of less than one (1) week that Employee will be required to make application at least four (4) weeks prior to the proposed commencement date for the leave. This period of notice may be reduced by mutual agreement between

the Employer and the Employee. In emergent circumstances, where an Employee is unable to provide four (4) weeks' notice, the application will be made as soon as practicable.

8.15 Employer direction to take Long Service Leave

- 8.15.1 In the first instance an Employee and Employer may agree when the Employee is to take long service leave and this will normally occur through the Employee applying to access their leave.
- 8.15.2 Y Schools Queensland may direct an Employee who has accrued long service leave after completing at least ten (10) years of continuous service to take a period of leave provided the direction:
- a. is to take at least one (1) full school term; and
 - b. gives the Employee written notice of at least twelve (12) weeks.
- 8.15.3 Before directing an Employee to take the leave, discussions must first occur between Y Schools Queensland and the Employee in a genuine attempt to achieve agreement as to when such leave is to be taken.
- 8.15.4 Any period of long service leave taken by an Employee is exclusive of any public holiday(s), and/or paid vacation periods.

8.16 Defence Force Leave

An Employee who is an Australian Defence Force Reservist is entitled to be released for service or training in the Australian Defence Force in accordance with Defence Reserve Service (Protection) Act 2001. Should this release take place during non-term time, the Employee will be paid by the school what they would have been paid had they not taken the Defence Force leave. Should the release take place during term time or designated PD, the Employee will not receive any wage or salary from Y Schools Queensland for the period of the approved Defence Force leave.

8.17 Study Leave

An Employee may apply for up to four (4) days of paid Study Leave per year in accordance with the relevant policy/procedure, as amended from time to time.

8.18 Family and Domestic Violence Leave

Employees will be entitled to access family and domestic violence leave in accordance with the NES (all employees can access ten (10) days of paid family and domestic violence leave each year. This includes full-time, part-time and casual employees) and the terms of any policy introduced by the Employer, as amended from time to time.

8.19 Cultural Leave

Cultural leave means leave taken for legitimate ceremonial and cultural purposes to meet traditional customs, laws and participation in ceremonial activities. For these purposes, Employees may request up to three (3) days paid leave and four (4) days unpaid cultural leave per year subject to the approval of their authorised line manager. Employees wishing to apply for this leave will be required to apply in writing and (if practicable) provide reasonable notice to their manager. The application should include:

- The reason for taking the leave; and
- The period that the Employee estimates will be absent

Cultural leave does not accrue from year to year and is not payable upon cessation of employment, including in cases of resignation, termination or redundancy.

8.19.1 Sorry Business Leave

- a. Sorry Business is an important time of mourning that involves responsibilities and obligations to attend funerals and participate in other cultural events, activities or ceremonies with the community. This is part of a community and cultural tradition that is highly important for Aboriginal and Torres Strait Islander peoples. An Aboriginal and Torres Strait Islander community may also conduct Sorry Business if a family or community member is ill or imprisoned, or to mourn the loss of cultural connection to the land (e.g. if a native title application is lost) which can be as painful as the loss of a loved one.
- b. Employees can take two (2) days of compassionate leave each time they need Sorry Business Leave. Employees can take this as:
 - i. One (1) continuous period of two (2) days, or
 - ii. Two (2) separate periods of one (1) day each.
- c. Employees may also take unpaid leave for Sorry Business. Employees may be asked to provide evidence about the reason for leave. This is usually a medical certificate, death or funeral notice or a statutory declaration.

8.20 Natural Disaster Leave

The Employer will consider providing access to Natural Disaster Leave to Employees prevented from attending their usual place of employment because of floods, cyclonic disturbances, severe storms, or bushfires (or any other comparable natural disaster or emergency). This will be considered on a case-by-case basis.

8.21 Pandemic Leave

The Employer will consider providing access to Pandemic Leave on a case-by-case basis.

8.22 Public Holidays

- 8.22.1 An Employee (other than a casual Employee) who would ordinarily be required to work on a day or part-day on which a public holiday falls is entitled to full pay for the time the Employee would ordinarily have been required to perform work on that day.
- 8.22.2 An Employee who is requested and agrees to work on a public holiday in line with the NES will be paid at the rate of 250% for ordinary hours performed, unless the Employer and the Employee have agreed to the Employee taking a day off instead of payment in which case the Employee will be paid at the ordinary time rate for work on the public holiday.
- 8.22.3 By agreement between the Employer and an Employee, an alternative day may be taken as a public holiday instead of any of the days specified by the NES. The agreement will be recorded in writing and made available to every affected Employee.
- 8.22.4 Where substitution is agreed, the substituted day will be the public holiday for all purposes of this Agreement.
- 8.22.5 All work required by the Employer to be done by an Employee on any day or part-day, declared or prescribed by the Holidays Act 1983, to be observed generally within Queensland or a region of Queensland, as a public holiday.

Signed for and on behalf of the Y Schools Queensland
ABN: 85 051 706 001

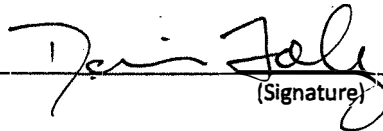
DAMIAN Foley
(Name)

CEO
(Position)

107 Brunswick Street, FORTITUDE VALLEY QLD 4006

In the presence of:

JESSICA BALLINGTON
(Name of witness)


(Signature)


(Signature of witness)

Date: 5 / 12 / 2024

Signed for and on behalf of the
Independent Education Union of Australia – Queensland and Northern Territory Branch
ABN: 74 662 601 045


NICHOLAS CHARLES SAULSVIST
(Name)

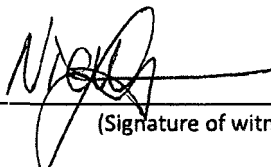
ASSISTANT SECRETARY
(Position)

346 Turbot Street, SPRING HILL QLD 4000

In the presence of:

NICOLE LAKIDIS
(Name of witness)


(Signature)


(Signature of witness)

Date: 04 / 12 / 2024

Annexure A Wages and classifications for Youth Workers

YOUTH WORKERS CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 Youth Worker, Step 1	Progression to the next step is covered by clause 6.13 in the Y Schools Queensland Enterprise Agreement 2024	Completion of a Certificate IV in Youth Work and / or Community Services or equivalent qualification and a minimum of one-year relevant experience	<ul style="list-style-type: none"> • Providing general assistance of a supportive nature to teachers, as directed. • Assisting student learning, either individually or in groups, under the direct supervision of a higher-level Youth Worker or a teacher. • Assisting with the collection, preparation and distribution of classroom materials. • Assisting with clerical duties associated with normal classroom activities, e.g. student records, equipment records, etc. • Assisting teachers with the care of students on school excursions, sports days and other classroom activities.
Band 1 Youth Worker, Step 2	<p>Progression to the next step is covered by clause 6.13 in the Y Schools Queensland Enterprise Agreement 2024</p> <p>Employees advancing through this level may typically perform duties which require further on-the-job training or knowledge and training equivalent to progress toward completion of a Diploma.</p>	As above plus one year of additional experience.	<p>As above AND</p> <ul style="list-style-type: none"> • Providing support and guidance to students / young people. • Providing assistance or guidance to other employees in the work area. • Liaising between the school / youth services program, the student and the student's / young person's family where some discretion and judgment are involved. • Under the supervision of a teacher, assist student learning, where some discretion and judgment is involved, including evaluation and assessment, of the learning needs of students. • Leading low – mid level youth services programs / activities which includes programs or activities already developed and not of an academic nature.
Band 1 Youth Worker, Step 3	Progression to the next step is covered by clause 6.13 in the Y Schools Queensland Enterprise Agreement 2024	As above qualifications, plus one year of additional experience.	<p>As above AND</p> <ul style="list-style-type: none"> • Undertaking some responsibility for other employees in the work area. • Providing referral services for students / young people. • Preparing and leading wellbeing, enrichment and other non-educational programs for students. • Leading – high level youth services programs / activities which includes programs or activities already developed and not of an academic nature. • Assisting with community connections and relationships with referral network.

Band 1 Youth Worker, Step 4	Progression ceases at this Step 4	As above plus one year of additional experience. Progression ceases at this Step 4	As above AND <ul style="list-style-type: none"> Assist in the organisation and delivery of wider team development activities.
Band 2 Senior Youth Worker, Step 1	Progression to the next step is covered by clause 6.13 in the Y Schools Queensland Enterprise Agreement 2024	Completion of a certificate IV in Youth Work or Community Services or equivalent qualification and 3 years recent experience in a commensurate role; or Completion of a diploma qualification in youth work or community services and 2 years' recent experience in a commensurate role or 1 year of successful study toward a bachelor's degree in related field and 2 years recent experience in a commensurate role No more than one Senior Youth Worker at each School Campus.	<ul style="list-style-type: none"> Providing directions to and mentoring all other youth workers working at the location. Establishing and maintaining relationships with referral services. Coordinating referral services to students / young people. Coordinate the preparation and delivery of wellbeing, enrichment and other non-educational programs for students and young people. Leading – high level youth services programs / activities. Supporting those students at risk of disengagement both day to day and long-term. Coordinate and deliver Youth Worker professional development meetings. Support the Head of Campus and/or Head of School with the coordination and support of placement students and volunteers. Support the Head of Campus and/or Head of School with school culture. Assisting with community programs and school holiday programs.
Band 2 Senior Youth Worker, Step 2	Progression to the next step is covered by clause 6.13 in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Establishing and maintaining relationships with referral services. Coordinate referral services to students / young people. Assist with delivery of Youth Worker professional development meetings for both the whole school and site-specific meetings. Oversee the incorporation of culturally sensitive practices throughout the wider team.
Band 2 Senior Youth Worker, Step 3	Progression to the next step is covered by clause 6.13 in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Collaborate with local Community Coordinator (where applicable) to formulate a comprehensive community engagement and activity plan for school holidays, that provides a range of opportunities for students in both participation and leadership. Develop a culture of high expectations in consideration of personal capacity

			and capability, for all students by modelling the use of goals and boundaries.
Band 2 Senior Youth Worker, Step 4	Progression ceases at this step.	As above plus one year of additional experience.	As above AND <ul style="list-style-type: none"> Champion the inclusion of diverse cultural representation and practices throughout the school.
Band 3 Senior Youth Worker Lead	Application is required to obtain this position	<p>Completion of Certificate IV in Youth Worker or Community Services, or equivalent qualification and 3 years recent experience in a special assistance school or related context or</p> <p>Completion of a Diploma qualification in Youth Work or Community Services and 2 years recent experience in a specialist assistance school or related context; or 2 years of successful study toward a Bachelor's degree in related field and 2 years recent experience in a specialist assistance school or related context;</p> <p>No more than one Senior Youth Worker Lead at each YMCA School, multi-campus.</p>	<ul style="list-style-type: none"> Oversight of the provision and application of youth work practices across both campuses, and other related facilities. Facilitate the formulation and delivery of training and continuous improvement across the wider Youth Worker team, in conjunction with the Wellbeing Manager. Mentor and support all youth workers and senior youth workers across junior and senior campuses. Oversee strategic relationships with third party support providers in conjunction with the HOS and as appropriate. Support and facilitate the delivery and uptake of the Thrive Philosophy amongst all school staff. Note: A Senior Youth Lead will have a primary campus, and this campus will not have a Senior Youth Worker.

YOUTH WORKERS WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Classroom Youth Workers *	1	1	\$33.09	\$2,514.84	\$65,385.84	\$34.08	\$2,590.08	\$67,342.08	\$35.10	\$2,667.60	\$69,357.60
		2	\$34.20	\$2,599.20	\$67,579.20	\$35.23	\$2,677.48	\$69,614.48	\$36.29	\$2,758.04	\$71,709.04
		3	\$35.34	\$2,685.84	\$69,831.84	\$36.40	\$2,766.40	\$71,926.40	\$37.49	\$2,849.24	\$74,080.24
		4	\$36.64	\$2,784.64	\$72,400.64	\$37.74	\$2,868.24	\$74,574.24	\$38.87	\$2,954.12	\$76,807.12
Senior Youth Workers	2	1	\$39.03	\$2,966.28	\$77,123.28	\$40.20	\$3,055.20	\$79,435.20	\$41.41	\$3,147.16	\$81,826.16
		2	\$40.40	\$3,070.40	\$79,830.40	\$41.61	\$3,162.36	\$82,221.36	\$42.86	\$3,257.36	\$84,691.36
		3	\$41.81	\$3,177.56	\$82,616.56	\$43.06	\$3,272.56	\$85,086.56	\$44.35	\$3,370.60	\$87,635.60
		4	\$43.21	\$3,283.96	\$85,382.96	\$44.51	\$3,382.76	\$87,951.76	\$45.85	\$3,484.60	\$90,599.60
Senior Youth Worker Lead	3	1	\$44.44	\$3,377.44	\$87,813.44	\$45.77	\$3,478.52	\$90,441.52	\$47.14	\$3,582.64	\$93,148.64

*Note: The Classroom Youth Workers fortnightly rate and annual rate are based on 38 hours per week. Employees who opt to remain on 35 hours per week will receive an adjusted fortnightly and annual rate.

Annexure B Wages and classifications for Pathways staff

PATHWAYS CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 Pathways Coordinator / Pathways Lead (Junior), Step 1	<p>Progression to the next step is covered by clause 6.13 (progression) in the Y Schools Queensland Enterprise Agreement 2024</p> <p>Completion of the Career Development Skill Set (from the Cert IV)</p> <p>Employees advancing through this level may typically perform duties which require further on-the-job training equivalent to a Career Development focused Diploma</p>	<p>Cert IV in Career Development or a Cert IV in Training and Assessment</p> <p>Or</p> <p>A minimum of one year of practical experience</p>	<ul style="list-style-type: none"> • Assisting student transition pathways, learning, either individually or in groups. • Contribute to the planning of VET pathways/career readiness programs. • Facilitating small group sessions of VET pathways/career readiness programs. • Completing administrative duties associated with normal Pathways Coordinator activities e.g. student records, student pathways ID, data collection, SET Planning. • Collaborating with other staff to organise Pathways excursions. • Assisting RTO trainers with the management of students in Pathways programs. • Providing and assisting other staff to support student's literacy and numeracy needs while they undertake Pathways courses. • Monitor students offsite at their Pathways programs. • Liaising with parents/carers to support student transitions to certificates and employment. • Organising stakeholder visits and events for the purpose of career readiness. • Organise work experience opportunities for students Support student access to School Based Apprenticeships and Traineeships and attend sign ups. • Providing assistance to other staff in provision career related content relevant in school curriculum e.g. resume writing, occupation information. • Coordinating Pathways excursion and School Pathways events. • Collaborate with other staff in the preparation and delivery of career education to students. • Support the development of Service Agreements and MOUs with external agencies.

Band 1 Pathways Coordinator / Pathways Lead (Junior), Step 2	Progression to the next step is covered by clause 6.13 (progression) in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> • Increase the number of Industry partners.
Band 1 Pathways Coordinator / Pathways Lead (Junior), Step 3	Progression to the next step is covered by clause 6.13 (progression) in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience.	As above AND <ul style="list-style-type: none"> • Supporting another Pathways staff member. • Leading high level Pathways programs and activities. • Contributing to review of Pathways programs/activities.
Band 1 Pathways Coordinator / Pathways Lead (Junior), Step 4	Progression ceases at this Step 5.	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> • Assisting in the delivery of professional development of other Pathways staff. • Assisting in the development of high-quality Pathways resources for use by other Pathways teams.
Band 2 Pathways Lead (Senior), Step 1	<p>Application is required to obtain this position and is conditional on the student cohort at a Campus being above 80 students.</p> <p>Progression to the next step is covered by clause 6.13 (progression) Y Schools Queensland Enterprise Agreement 2024</p>	Completion of a Certificate IV in Career Development or a Certificate IV in Training and Assessment or a minimum of one-year relevant experience and a willingness to complete a Certificate IV	As above AND <ul style="list-style-type: none"> • Mentoring other Pathways Coordinators. • Establishing and maintaining relationships with industry/employment referral services. • Monitoring external stakeholders' services to students / young people. • Leading – high level Pathways services programs / activities. • Collaborating with other Pathways staff in the creation and evaluation of the Industry Taster programs. • Supporting the coordination of industry partners. • Contributing to external trainer reviews. • Participating in policy and procedure reviews with the Head of Pathways and Head of Curriculum. • Championing the Pathways framework across the school network. • Supporting the Head of Campus/Head of School in the development of the sites Pathways strategic plan.

Band 2 Pathways Lead (Senior), Step 2	Progression to the next step is covered clause 6.13 (progression) in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Coordinating the transition of students to external programs when required. Facilitate Career Education programs for parents and carers.
Band 2 Pathways Lead (Senior), Step 3	Progression to the next step is covered by clause 6.13 (progression) in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Establish school partnerships that support an increase in the number of mutually beneficial Vocational Educational Community in the school's region.
Band 2 Pathways Lead (Senior), Step 4	Progression ceases at this Step 4.	As above plus one year of additional experience	As above

PATHWAYS WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Pathways Coordinators / Pathways Lead (Junior)	1	1	\$34.20	\$2,599.20	\$67,579.20	\$35.23	\$2,677.48	\$69,614.48	\$36.29	\$2,758.04	\$71,709.04
		2	\$35.34	\$2,685.84	\$69,831.84	\$36.40	\$2,766.40	\$71,926.40	\$37.49	\$2,849.24	\$74,080.24
		3	\$36.64	\$2,784.64	\$72,400.64	\$37.74	\$2,868.24	\$74,574.24	\$38.87	\$2,954.12	\$76,807.12
		4	\$37.82	\$2,874.32	\$74,732.32	\$38.95	\$2,960.20	\$76,965.20	\$40.12	\$3,049.12	\$79,277.12
Pathways Lead (Senior)	2	1	\$39.03	\$2,966.28	\$77,123.28	\$40.20	\$3,055.20	\$79,435.20	\$41.41	\$3,147.16	\$81,826.16
		2	\$40.40	\$3,070.40	\$79,830.40	\$41.61	\$3,162.36	\$82,221.36	\$42.86	\$3,257.36	\$84,691.36
		3	\$41.81	\$3,177.56	\$82,616.56	\$43.06	\$3,272.56	\$85,086.56	\$44.35	\$3,370.60	\$87,635.60
		4	\$43.21	\$3,283.96	\$85,382.96	\$44.51	\$3,382.76	\$87,951.76	\$45.85	\$3,484.60	\$90,599.60

Annexure C Wages and classifications for Wellbeing staff

YOUTH WELLBEING COUNSELLOR AND CASE WORKER CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 Case Workers and Counsellors, Step 1	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	Essential: Tertiary qualifications in counselling and/or psychology or social work and must be fully registered or eligible to be registered with the Australian Counselling Association and/or Psychotherapy and Counselling Federation of Australia, and or Australian Association of Social Workers or Australian Community Workers Association Desirable: Postgraduate tertiary qualifications in psychology, counselling or social work.	<ul style="list-style-type: none"> Continue to hold professional qualifications and registration eligibility as per Position requirements, including professional development and supervision requirements. Deliver brief counselling intervention or case management to students. Support students to reduce barriers to education and address the impact of trauma, including but not limited to mental ill health, executive functioning and learning difficulties. Complete wellbeing intake and assessment for all students commencing at the school as appropriate. Support school leaders, students and staff with mental wellbeing, safeguarding, self- regulation and other crises and critical incidents as required. Design and deliver wellbeing group programs in accordance with campus needs. Support the delivery and implementation of the thrive philosophy throughout the school. Support education staff in their composition and review of ILPs, with particular attention to matters relating to the student's wellbeing and engagement. Liaise with parents and carers to support the interests of students. Foster and maintain community networks, in accordance with role requirements.
Band 1 Case Workers and Counsellors, Step 2	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Support school staff with the knowledge and application of trauma-aware practices, in accordance with the Thrive philosophy and broader best practice understandings. Contribute to the supervision of tertiary placement students.

Band 1 Case Workers and Counsellors, Step 3	Progression to the next step is covered by section clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	Post Graduate tertiary qualifications in psychology or and must be fully registered or able to be registered with the Australian Counselling Association and/or Psychotherapy and Counselling Federation of Australia; and or Australian Association of Social Workers.	As above AND <ul style="list-style-type: none"> Supervise tertiary students on practicum placements. Provide professional liaison with third party tertiary institutions. Support colleagues to develop and implement effective counselling and support frameworks in their work with students. Ensure professional practice reflects expertise in cultural diversity and support other wellbeing and campus-based colleagues in same.
Band 1 Case Workers and Counsellors, Step 4	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Support the professional development, including peer mentoring, of other wellbeing team members. Expand knowledge of the application of student support to overcome barriers to learning and engagement through research and ongoing application of professional development learning. Continuously evolve professional practices to ensure current best practice is reflected in own day-to-day operations.
Band 1 Case Workers and Counsellors, Step 5	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Plan and implement workforce development in wellbeing relevant to issues arising at each school. Contribute to the evaluation of internal systems and processes, providing advice to the Senior Practitioner on ongoing improvements in accordance with best practice. Evaluate service risk assessment and provide assistance to Senior Practitioner in its implementation. Provide a leadership role in the revision of campus- based postvention planning systems and processes.
Band 1 Case Workers and Counsellors, Step 6	Progression ceases at this step.	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Exhibit innovative approaches that integrate a range of frameworks through the provision of wellbeing support practices. Support colleagues to plan and implement high quality interventions and wellbeing group programs, in conjunction with colleagues.

Band 2 Senior Practitioner Wellbeing, Step 1	<p>Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024</p> <p>Commencement at step 2 based on a minimum of two years' full-time experience in equivalent role</p>	<p>Essential: Tertiary qualifications in counselling and/or psychology or social work and must be fully registered or eligible to be registered with the Australian Counselling Association</p> <p>Association and/or Psychotherapy and Counselling Federation of Australia and/or Australian Association of Social Workers or Australian Communities Association</p> <p>And 3 years' relevant experience.</p>	<ul style="list-style-type: none"> • Contribute to the design, delivery and implementation of the Thrive philosophy, and trauma-aware practices throughout the school. • Supervise and direct counselling and case work staff to ensure the highest quality service delivery to students and staff in accordance with best practice and professional standards. • Oversee the team's adherence to safeguarding children policies and procedures. • Lead the training and development of wellbeing staff to ensure highest level knowledge and application of safeguarding policies and procedures are adhered to, in conjunction with the Y QLD Safeguarding team. • Provide support and development as needed to ensure staff maintain adequate skills and best practice. • Support staff to implement personal practices in self-care and own wellbeing practices, overseeing additional support as required.
Band 2 Senior Practitioner Wellbeing, Step 2	<p>Progression ceases at this step.</p>	<p>As above plus one year of additional experience</p>	<p>As above AND</p> <ul style="list-style-type: none"> • Support the Head of Wellbeing to lead and deliver the ongoing professional development training package for staff in the wider school team, and its subsequent implementation. • Lead the incorporation of latest findings with regards to best practice in the areas of counselling and case management provision. • Lead initiatives to support ongoing development of culturally sensitive and appropriate practices. • Demonstrate exemplary practice and lead the implementation of ongoing practice framework improvement. • Lead the monitoring and evaluation of wellbeing support practices and facilitate improvement strategies accordingly.

YOUTH WELLBEING COUNSELLOR AND CASE WORKER WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Case Workers and Counsellors	1	1	\$43.04	\$3,271.04	\$85,047.04	\$44.33	\$3,369.08	\$87,596.08	\$45.66	\$3,470.16	\$90,224.16
		2	\$44.71	\$3,397.96	\$88,346.96	\$46.05	\$3,499.80	\$90,994.80	\$47.43	\$3,604.68	\$93,721.68
		3	\$46.39	\$3,525.64	\$91,666.64	\$47.78	\$3,631.28	\$94,413.28	\$49.21	\$3,739.96	\$97,238.96
		4	\$47.83	\$3,635.08	\$94,512.08	\$49.26	\$3,743.76	\$97,337.76	\$50.74	\$3,856.24	\$100,262.24
		5	\$49.28	\$3,745.28	\$97,377.28	\$50.76	\$3,857.76	\$100,301.76	\$52.28	\$3,973.28	\$103,305.28
		6	\$50.75	\$3,857.00	\$100,282.00	\$52.27	\$3,972.52	\$103,285.52	\$53.84	\$4,091.84	\$106,387.84
Senior Practitioner, Wellbeing	2	1	\$54.16	\$4,116.16	\$107,020.16	\$55.78	\$4,239.28	\$110,221.28	\$57.45	\$4,366.20	\$113,521.20
		2	\$56.38	\$4,284.88	\$111,406.88	\$58.07	\$4,413.32	\$114,746.32	\$59.81	\$4,545.56	\$118,184.56
		3	\$60.83	\$4,622.92	\$120,196.00	\$62.65	\$4,761.40	\$123,796.40	\$64.53	\$4,904.28	\$127,511.28

WELLBEING GROUP PROGRAMS CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 Wellbeing Group Programs Facilitator, Step 1	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	Desirable: Possession of a tertiary qualification in social or behavioural sciences, education or equivalent, or with at least 2 years full time completion of a similar qualification	<ul style="list-style-type: none"> Assist with the recruitment, selection and retention of volunteers and tertiary practicum placements to assist school and community programs. Support the ongoing engagement and participation of youth mentor volunteers and tertiary students including through the provision of training and networking. Facilitate specific wellbeing group programs, as appropriate. Support monitoring and evaluation of activities through gathering data and other relevant tasks.
Band 1 Wellbeing Group Programs Facilitator, Step 2	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Support the ongoing engagement and participation of volunteers through the provision of training and attending networking events and activities. Contribute to the ongoing development of the schools' strategic approach to attracting and retaining skilled and knowledge volunteers. Contribute to the induction and training of program volunteers.
Band 1 Wellbeing Group Programs Facilitator, Step 3	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Facilitate the delivery of training and professional development of program volunteers and tertiary students undertaking practicum placements with the Y Schools. Contribute to the ongoing communication to alumni networks.
Band 1 Wellbeing Group Programs Facilitator, Step 4	Progression ceases at this step.	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Assist in the wider staff development to ensure all volunteer experience and practicum placements are of a high standard and according to agreed models throughout all schools.

Band 2 Wellbeing Group Programs Coordinator, Step 1	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	Desirable Possession of a tertiary qualification in social or behavioural sciences, education or equivalent, or in the final year of working towards completion	<ul style="list-style-type: none"> • Oversee and facilitate the recruitment, selection and retention of volunteers and tertiary student practicum placements to assist school and community programs. • Support the ongoing engagement and participation of volunteers and practicum students including through the provision of onboarding training and networking. • Facilitate specific wellbeing group programs, as appropriate. • Facilitate and continuously develop strategic relationships with university, TAFE and training provider partners. • Oversee the placement agreements with universities, TAFE and other training providers where relevant. • Ensure the maintenance and accuracy of all data and information sources relating to volunteers. • Support monitoring and evaluation of volunteering through gathering data and other activities. • Ensure all volunteers and practicum students have completed screenings, inductions and all mandatory training prior to commencing on site.
Band 2 Wellbeing Group Programs Coordinator, Step 2	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> • Oversee strategic evaluation and improvement of program processes, including onboarding, inductions, training and support mechanisms relevant to the program area.
Band 2 Wellbeing Group Programs Coordinator, Step 3	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> • Contribute to the monitoring and evaluation of volunteering and practicum placements. • Provide support to team members who are developing site-specific group programs, in accordance with agreed models and standards.

Band 2 Wellbeing Group Programs Coordinator, Step 4	Progression to the next step is covered by clause 6.13 (progression), in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> Create and update models of training and onboarding that represent best practice in program format and delivery. Work with wider school staff to ensure program delivery is in line with agreed bet practice standards.
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WELLBEING GROUP PROGRAMS WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Wellbeing Group Programs Facilitator	1	1	\$33.08	\$2,514.08	\$65,366.08	\$34.07	\$2,589.32	\$67,322.32	\$35.09	\$2,666.84	\$69,337.84
		2	\$34.20	\$2,599.20	\$67,579.20	\$35.23	\$2,677.48	\$69,614.48	\$36.29	\$2,758.04	\$71,709.04
		3	\$35.34	\$2,685.84	\$69,831.84	\$36.40	\$2,766.40	\$71,926.40	\$37.49	\$2,849.24	\$74,080.24
		4	\$36.64	\$2,784.64	\$72,400.64	\$37.74	\$2,868.24	\$74,574.24	\$38.87	\$2,954.12	\$76,807.12
Wellbeing Group Programs Coordinator	2	1	\$39.03	\$2,966.28	\$77,123.28	\$40.20	\$3,055.20	\$79,435.20	\$41.41	\$3,147.16	\$81,826.16
		2	\$40.40	\$3,070.40	\$79,830.40	\$41.61	\$3,162.36	\$82,221.36	\$42.86	\$3,257.36	\$84,691.36
		3	\$41.81	\$3,177.56	\$82,616.56	\$43.06	\$3,272.56	\$85,086.56	\$44.35	\$3,370.60	\$87,635.60
		4	\$43.21	\$3,283.96	\$85,382.96	\$44.51	\$3,382.76	\$87,951.76	\$45.85	\$3,484.60	\$90,599.60

ASSESSMENT AND INCLUSION PRACTITIONER CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 Assessment and Inclusion Practitioner, Step 1	Progression to the next step is covered by clause 6.13 (Progression) in the Y Schools Queensland Enterprise Agreement 2024 An employee who possesses a five (5) year essential university qualification will progress from step 1 to step 3 upon a satisfactory performance appraisal.	Essential: Possession of a tertiary qualification in social or behavioural sciences, education or equivalent	<ul style="list-style-type: none"> • Oversight of Y Schools' participation and compliance with the Education Adjustment Program. • Prepare and submit student applications; monitor their progression through the ISQ portal. • Liaise with ISQ on behalf of school staff and students in matters relating to school inclusion and students with disability. • Assist with case work for families working through the Education Adjustment Program (EAP) process, as required. • Liaise with campus staff to ensure high quality preparation of EAPs and other required documentation, in accordance with prescribed standards. • Participation in ongoing professional development in school inclusion. • Provision of development and learning for wider school staff in the area of adjustment provision and students with disability. • Provide assistance to campus staff to acquire and make use of assistance technology.
Band 1 Assessment and Inclusion Practitioner, Step 2	Progression to the next step is covered by clause 6.13 (Progression) in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> • Deliver professional development on the Education Adjustment Program and associated requirements to teaching staff. • Develop on-going knowledge of common disabilities and impairments encountered throughout the school. • Continue the development of a network of external allied health and specialist medical services to support the assessment of students and development of strong adjustment planning.
Band 1 Assessment and Inclusion Practitioner, Step 3	Progression to the next step is covered by clause 6.13 (Progression) in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> • Provide specialised advice to teachers and other support staff in regard to nature and application of specific learning adjustments. • Prepare and deliver targeted training sessions to staff, aimed at increasing overall knowledge and skillsets.

Band 1 Assessment and Inclusion Practitioner, Step 4	Progression to the next step is covered by clause 6.13 (Progression) in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above
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ASSESSMENT AND INCLUSION PRACTITIONER CLASSIFICATIONS

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Assessment and Inclusion Practitioners	1	1	\$42.62	\$3,239.12	\$84,217.12	\$43.90	\$3,336.40	\$86,746.40	\$45.22	\$3,436.72	\$89,354.72
		2	\$44.27	\$3,364.52	\$87,477.52	\$45.60	\$3,465.60	\$90,105.60	\$46.97	\$3,569.72	\$92,812.72
		3	\$45.93	\$3,490.68	\$90,757.68	\$47.31	\$3,595.56	\$93,484.56	\$48.73	\$3,703.48	\$96,290.48
		4	\$47.36	\$3,599.36	\$93,583.36	\$48.78	\$3,707.28	\$96,389.28	\$50.24	\$3,818.24	\$99,274.24
		5	\$48.80	\$3,708.80	\$96,428.80	\$50.26	\$3,819.76	\$99,313.76	\$51.77	\$3,934.52	\$102,297.52
		6	\$49.26	\$3,743.76	\$97,337.76	\$50.74	\$3,856.24	\$100,262.24	\$52.26	\$3,971.76	\$103,265.76

ADMINISTRATION COORDINATOR – WELLBEING CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 Administration Coordinator – Wellbeing, Step 1	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	Completion of Certificate III in Business, Finance, Community Services or equivalent qualification; OR two years completed full time equivalent of a degree in a related field; OR demonstrable work experience in a comparable environment	<ul style="list-style-type: none"> • Audit and oversee oversight the whole schools' NCCD records, ensuring accuracy in data, and high-quality collection and documentation of relevant evidence prior to submission. • Liaise with the Head of Inclusion to provide information on the above data. • Support the function and operation of the school wellbeing team, including meetings, team bookings, and staff training sessions. • Monitor wellbeing team members compliance with required professional standards and associated expenses. • Coordinate ongoing training for wellbeing staff and wider teams. • Ensure record management is accurate and stored appropriately. • Create, document and secure Business services approval for SOPs relating to wellbeing team operations and NCCD audit practices. • Other tasks as allocated by senior leaders from time to time. • Coordinate processing of invoices and payments relevant to wellbeing team operations in conjunction with the finance team.
Band 1 Administration Coordinator – Wellbeing, Step 2	Progression to the next step is covered by clause 6.13 (Progression) in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> • Provide recommendations for ongoing process improvements, staff training and development based on observed patterns and trends in NCCD data.
Band 1 Administration Coordinator – Wellbeing, Step 3	Progression to the next step is covered by clause 6.13 (Progression) in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> • Oversee the creation and updates of training materials and support resources relevant to the collection of NCCD evidence data.
Band 1 Administration Coordinator – Wellbeing, Step 4	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above AND <ul style="list-style-type: none"> • Support the Head of Inclusion and Head of Wellbeing with the design and delivery of NCCD training to all staff

ADMINISTRATION COORDINATOR – WELLBEING WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Wellbeing Administration Coordinator	2	1	\$39.03	\$2,966.28	\$77,123.28	\$40.20	\$3,055.20	\$79,435.20	\$41.41	\$3,147.16	\$81,826.16
		2	\$40.40	\$3,070.40	\$79,830.40	\$41.61	\$3,162.36	\$82,221.36	\$42.86	\$3,257.36	\$84,691.36
		3	\$41.81	\$3,177.56	\$82,616.56	\$43.06	\$3,272.56	\$85,086.56	\$44.35	\$3,370.60	\$87,635.60
		4	\$43.21	\$3,283.96	\$85,382.96	\$44.51	\$3,382.76	\$87,951.76	\$45.85	\$3,484.60	\$90,599.60

Annexure D Wages and classifications for Business Services staff

SCHOOL ADMINISTRATOR CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 School Administrator, Step 1	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	Employees are not required to have formal qualifications. A minimum of one year's relevant experience in a similar environment.	<ul style="list-style-type: none"> • Reception, administrative, financial and generalist support to the Y Schools Queensland designated campus. Provide beneficiary / carer support, direction and case management support. • Ensuring that all hard and soft copy files are maintained in accordance with audit requirements. • Ensuring that all record management systems are accurate and complete. • Assistance with roll out of new processes at a site level and provide best practice guidance to other staff. • Local level finance reconciliation including AP and AR. • Reporting and data collection. • Provide WH&S assistance to the site. • Ensure effective communication with all Y Schools staff, customers and vendors.
Band 1 School Administrator, Step 2	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	Desirable Completion of a Certificate III in Business, Finance, Community Services or equivalent. OR as above plus one year of additional experience	As above AND <ul style="list-style-type: none"> • Provide high level of administration and systems support to school teams. • Assist in monitoring and evaluating the effectiveness of administration processes and procedures and make recommendations for continuous improvement.
Band 1 School Administrator, Step 3	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	As above plus one year of additional experience	As above
Band 1 School Administrator, Step 4	Progression ceases at this step	As above plus one year of additional experience.	As above

SCHOOL ADMINISTRATOR WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
School Administrators	1	1	\$32.24	\$2,450.24	\$63,706.24	\$33.21	\$2,523.96	\$65,622.96	\$34.21	\$2,599.96	\$67,598.96
		2	\$33.35	\$2,534.60	\$65,899.60	\$34.35	\$2,610.60	\$67,875.60	\$35.38	\$2,688.88	\$69,910.88
		3	\$34.61	\$2,630.36	\$68,389.36	\$35.65	\$2,709.40	\$70,444.40	\$36.72	\$2,790.72	\$72,558.72
		4	\$35.92	\$2,729.92	\$70,977.92	\$37.00	\$2,812.00	\$73,112.00	\$38.11	\$2,896.36	\$75,305.36

BUSINESS SERVICES TEAM LEAD CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 Business Services Regional Team Lead, Step 1	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	Employee is not required to have formal qualifications upon engagement, however, must have demonstrable work experience in a comparable environment	<ul style="list-style-type: none"> Assist multiple Y Schools Queensland locations in their designated region. Line management of school administrators including recruitment, onboarding, professional development, coaching, training and site cover. Completion of compliance audits. Assistance with government submissions, school finance, document control, records management and systems support. Act as a point of contact for Y Schools Queensland staff in relation to business services processes, procedures and training and relevant systems and/or administration updates/upgrades. Undertake process analysis resulting in Standard Operating Procedure (SOP) review, development, communication and roll out.
Band 1 Business Services Regional Team Lead, Step 2	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024 Successful completion of Mental Health First Aid course	Desirable: Completion of Certificate III in Business, Finance, Community Services or equivalent qualification; OR As above in addition to one-year additional experience.	As above AND <ul style="list-style-type: none"> Support whole school projects, including implementing new systems and changes to systems and processes, including training, documentation and system updates. Optimize the delivery of services and process improvements to work areas.

Band 1 Business Services Regional Team Lead, Step 3	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	As above in addition to one-year additional experience.	As above
Band 1 Business Services Regional Team Lead, Step 4	Progression ceases at this step.	As above in addition to one-year additional experience.	As above

BUSINESS SERVICES TEAM LEAD WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Business Services Regional Team Lead	1	1	\$38.26	\$2,907.76	\$75,601.76	\$39.41	\$2,995.16	\$77,874.16	\$40.59	\$3,084.84	\$80,205.84
		2	\$39.61	\$3,010.36	\$78,269.36	\$40.80	\$3,100.80	\$80,620.80	\$42.02	\$3,193.52	\$83,031.52
		3	\$40.99	\$3,115.24	\$80,996.24	\$42.22	\$3,208.72	\$83,426.72	\$43.49	\$3,305.24	\$85,936.24
		4	\$42.36	\$3,219.36	\$83,703.36	\$43.63	\$3,315.88	\$86,212.88	\$44.94	\$3,415.44	\$88,801.44

SENIOR ADMINISTRATOR AND PROJECTS OFFICER CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 Senior Administrator and Projects Officer, Step 1	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	Employee is not required to have formal qualifications upon engagement, however, must have demonstrable work experience in a comparable environment	<ul style="list-style-type: none"> Assist the senior leadership team (SLT) and staff from all campuses by providing administration, IT and project support. Completion of compliance audits. Assistance with government submissions, school finance, document control, records management and systems support. Act as a point of contact for Y Schools Queensland staff in relation to business services processes, procedures and training and relevant systems and/or administration updates/upgrades. Undertake process analysis resulting in Standard Operating Procedure (SOP) review, development, communication and roll out.
Band 1 Senior Administrator and Projects Officer, Step 2	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024 Successful completion of Mental Health First Aid course	Completion of Certificate III in Business, Finance, Community Services or equivalent qualification; OR two years of a degree in a related field; OR demonstrable work experience in a comparable environment.	As above AND <ul style="list-style-type: none"> Support whole school projects, including implementing new systems and changes to systems and processes, including training, documentation and system updates. Optimize the delivery of services and process improvements to work areas.
Band 1 Senior Administrator and Projects Officer, Step 3	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	As above in addition to one-year additional experience.	As above
Band 1 Senior Administrator and Projects Officer, Step 4	Progression ceases at this step.	As above in addition to one-year additional experience.	As above

SENIOR ADMINISTRATOR AND PROJECTS OFFICER WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Senior Administrator and Projects Officer	1	1	\$38.26	\$2,907.76	\$75,601.76	\$39.41	\$2,995.16	\$77,874.16	\$40.59	\$3,084.84	\$80,205.84
		2	\$39.61	\$3,010.36	\$78,269.36	\$40.80	\$3,100.80	\$80,620.80	\$42.02	\$3,193.52	\$83,031.52
		3	\$40.99	\$3,115.24	\$80,996.24	\$42.22	\$3,208.72	\$83,426.72	\$43.49	\$3,305.24	\$85,936.24
		4	\$42.36	\$3,219.36	\$83,703.36	\$43.63	\$3,315.88	\$86,212.88	\$44.94	\$3,415.44	\$88,801.44

Annexure E Wages and classifications for Head of School and Head of Campus staff

HEAD OF SCHOOL CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 Head of School, Step 1	An employee must possess the required qualifications and have a minimum of 3 years of leadership experience in an educational setting, holding an executive leadership role. Alternatively, the candidate may have previously served at the Head of Campus level within Y Schools Queensland and be applying for a promotional opportunity.	Minimum of Bachelor of Education 'Full' Teacher Registration through QCT Desirable – Master of Education (any area) or Master of Leadership or equivalent	<ul style="list-style-type: none"> • Campus Oversight: Manages multiple campuses and lead whole school strategic vision directed from the senior leadership team. • Lead staff recruitment and management across multiple sites with support from Senior Leadership team. • Student Enrolments: Responsible for maintaining student enrolment numbers and census targets against school targets and in line with Y Schools Queensland strategic plan. • Responsibility of Safeguarding and Legal Compliance under the direction of Senior Leadership team. • Operational responsibilities across campuses.
Band 1 Head of School, Step 2	An employee must possess the required qualifications and have a minimum of 4 years of leadership experience in an educational setting, holding an executive leadership role. Alternatively, the candidate may have previously served at the Head of Campus level within Y Schools Queensland and be applying for a promotional opportunity.	Minimum of Bachelor of Education 'Full' Teacher Registration through QCT Desirable – Master of Education (any area) or Master of Leadership or equivalent	As above AND <ul style="list-style-type: none"> • Contribute to the whole school strategic plan and implement whole school program / project as directed by the Senior Leadership Team.
Band 1 Head of School, Step 3	An employee must possess the required qualifications and have a minimum of 5 years of leadership experience in an educational setting, holding an executive leadership role. Alternatively, the candidate may have previously served at the Head of Campus level within Y Schools Queensland and be applying for a promotional opportunity.	Minimum of Bachelor of Education 'Full' Teacher Registration through QCT Desirable – Master of Education (any area) or Master of Leadership or equivalent	As above AND <ul style="list-style-type: none"> • Train and support staff across all schools with formalised professional development opportunities as directed by the Senior Leadership Team.

Band 1 Head of School, Step 4	An employee must possess the required qualifications and have a minimum of 6 years of leadership experience in an educational setting, holding an executive leadership role. Alternatively, the candidate may have previously served at the Head of Campus level within Y Schools Queensland and be applying for a promotional opportunity.	Minimum of Bachelor of Education 'Full' Teacher Registration through QCT Desirable – Master of Education (any area) or Master of Leadership or equivalent	As above AND <ul style="list-style-type: none"> Coach / Mentor other HOC/S and leaders across Y Schools. Lead whole school project as directed by the Senior Leadership Team.
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HEAD OF SCHOOL WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Head of School	1	1	\$71.26	\$5,415.15	\$140,794.00	\$73.40	\$5,578.40	\$145,038.40	\$75.60	\$5,745.60	\$149,385.60
		2	\$72.52	\$5,510.96	\$143,285.00	\$74.70	\$5,677.20	\$147,607.20	\$76.94	\$5,847.44	\$152,033.44
		3	\$73.39	\$5,576.92	\$145,000.00	\$75.59	\$5,744.84	\$149,365.84	\$77.86	\$5,917.36	\$153,851.36
		4	\$74.90	\$5,692.31	\$148,000.00	\$77.15	\$5,863.40	\$152,448.40	\$79.46	\$6,038.96	\$157,012.96
Head of School (Single Site)	1	1	\$67.84	\$5,155.12	\$134,033.00	\$69.88	\$5,310.88	\$138,082.88	\$71.98	\$5,470.48	\$142,232.48
		2	\$69.03	\$5,246.27	\$136,403.00	\$71.10	\$5,403.60	\$140,493.60	\$73.23	\$5,565.48	\$144,702.48
		3	\$69.84	\$5,307.69	\$138,000.00	\$71.94	\$5,467.44	\$142,153.44	\$74.10	\$5,631.60	\$146,421.60
		4	\$71.26	\$5,415.15	\$140,794.00	\$73.40	\$5,578.40	\$145,038.40	\$75.60	\$5,745.60	\$149,385.60

HEAD OF CAMPUS CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1 Head of Campus, Step 1	An employee must have both the required level of qualification and have a minimum of 1 years leadership experience in an education setting.	Minimum of Bachelor of Education 'Full' Teacher Registration through QCT Desirable – Master of Education (any area) or Master of Leadership or equivalent	<ul style="list-style-type: none"> • Campus Oversight: Manages a singular campus and implements whole school vision on campus as directed by the senior leadership team. • Support staff recruitment and management across campus with support from Leadership team. • Student Enrolments: Responsible for maintaining student enrolment numbers and census targets against school targets and in line with Y Schools Queensland strategic plan. • Support and manage Safeguarding and Legal Compliance for campus operations and programs under the direction of Senior Leadership team. • Operational responsibilities on campus.
Band 1 Head of Campus, Step 2	An employee must have both the required level of qualification and have a minimum of 2 years leadership experience in an education setting.	Minimum of Bachelor of Education 'Full' Teacher Registration through QCT Desirable – Master of Education (any area) or Master of Leadership or equivalent	<p>As above AND</p> <ul style="list-style-type: none"> • Contribute to school strategic plan and implement new programs and/or project on campus as directed by Senior Leadership Team.
Band 1 Head of Campus, Step 3	An employee must have both the required level of qualification and have a minimum of 3 years leadership experience in an education setting).	Minimum of Bachelor of Education 'Full' Teacher Registration through QCT Desirable – Master of Education (any area) or Master of Leadership or equivalent	<p>As above AND</p> <ul style="list-style-type: none"> • Train and support Aspiring leaders and other staff across all schools with formalised professional development opportunities as directed by the Senior Leadership Team. • Implement and lead new projects across schools under the direction and supervision of senior leadership team or delegate.

HEAD OF CAMPUS WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Head of Campus	1	1	\$65.79	\$5,000.00	\$130,000.00	\$67.76	\$5,149.76	\$133,893.76	\$69.79	\$5,304.04	\$137,905.04
		2	\$67.84	\$5,155.12	\$134,033.00	\$69.88	\$5,310.88	\$138,082.88	\$71.98	\$5,470.48	\$142,232.48
		3	\$69.08	\$5,250.00	\$136,500.00	\$71.15	\$5,407.40	\$140,592.40	\$73.28	\$5,569.28	\$144,801.28

Annexure F Wages and classifications for Teaching Staff

TEACHING STAFF WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band / Step		Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Teacher	Graduate		\$42.68	\$2,987.60	\$77,677.60	\$44.18	\$3,092.60	\$80,407.60	\$45.51	\$3,185.70	\$82,828.20
	Proficient 1		\$44.98	\$3,148.60	\$81,863.60	\$46.56	\$3,259.20	\$84,739.20	\$47.96	\$3,357.20	\$87,287.20
	Proficient 2		\$47.33	\$3,313.10	\$86,140.60	\$48.99	\$3,429.30	\$89,161.80	\$50.46	\$3,532.20	\$91,837.20
	Proficient 3		\$49.77	\$3,483.90	\$90,581.40	\$51.52	\$3,606.40	\$93,766.40	\$53.07	\$3,714.90	\$96,587.40
	Proficient 4		\$52.01	\$3,640.70	\$94,658.20	\$53.84	\$3,768.80	\$97,988.80	\$55.46	\$3,882.20	\$100,937.20
	Proficient 5		\$54.33	\$3,803.10	\$98,880.60	\$56.24	\$3,936.80	\$102,356.80	\$57.93	\$4,055.10	\$105,432.60
	Proficient 6		\$56.67	\$3,966.90	\$103,139.40	\$58.66	\$4,106.20	\$106,761.20	\$60.42	\$4,229.40	\$109,964.40
	Proficient 7		\$58.12	\$4,068.40	\$105,778.40	\$60.16	\$4,211.20	\$109,491.20	\$61.96	\$4,337.20	\$112,767.20
	Proficient 8		\$59.26	\$4,148.20	\$107,853.20	\$61.34	\$4,293.80	\$111,638.80	\$63.18	\$4,422.60	\$114,987.60
	Proficient 9		\$60.99	\$4,269.30	\$111,001.80	\$63.13	\$4,419.10	\$114,896.60	\$65.02	\$4,551.40	\$118,336.40
	Senior Teacher		\$63.48	\$4,443.60	\$115,533.60	\$65.71	\$4,599.70	\$119,592.20	\$67.68	\$4,737.60	\$123,177.60
	Experienced Senior Teacher		\$64.61	\$4,522.70	\$117,590.20	\$66.88	\$4,681.60	\$121,721.60	\$68.89	\$4,822.30	\$125,379.80
LEAD Teacher			\$71.43	\$5,000.00	\$130,000.00	\$73.94	\$5,175.80	\$134,570.80	\$76.16	\$5,331.20	\$138,611.20
Highly Accomplished Teacher			\$68.69	\$4,807.69	\$125,000.00	\$71.10	\$4,977.00	\$129,402.00	\$73.23	\$5,126.10	\$133,278.60
Teacher (Teachin g and Learning Coach)	1	1	\$64.84	\$4,538.46	\$118,000.00	\$67.12	\$4,698.40	\$122,158.40	\$69.13	\$4,839.10	\$125,816.60
		2	\$66.49	\$4,653.85	\$121,000.00	\$68.83	\$4,818.10	\$125,270.60	\$70.89	\$4,962.30	\$129,019.80
		3	\$68.69	\$4,807.69	\$125,000.00	\$71.10	\$4,977.00	\$129,402.00	\$73.23	\$5,126.10	\$133,278.60
Teacher in Charge*	1	1	\$64.84	\$4,538.46	\$118,000.00	\$67.12	\$4,698.40	\$122,158.40	\$69.13	\$4,839.10	\$125,816.60
		2	\$66.49	\$4,653.85	\$121,000.00	\$68.83	\$4,818.10	\$125,270.60	\$70.89	\$4,962.30	\$129,019.80
		3	\$68.69	\$4,807.69	\$125,000.00	\$71.10	\$4,977.00	\$129,402.00	\$73.23	\$5,126.10	\$133,278.60

*Note: If a Teacher employed at Band/Step Proficient 9 under the previous Enterprise Agreement (YMCA Vocational Schools Queensland Enterprise Agreement 2021) is appointed to a Teacher in Charge position, they will be appointed at Step 2.

- **Three Year Trained Teacher** means a person appointed to the role of Teacher who holds an approved three-year full-time degree from a recognised tertiary education institution.
- **Four Year Trained Teacher** means a person appointed to the role of Teacher who holds an approved four-year full-time degree from a recognised tertiary education institution that includes at least one year of teacher education; or an approved three year full-time tertiary qualification plus at least one year of teacher education.
- **Senior Teacher** means a person appointed to the role of Teacher who is a Four-Year Trained Teacher, has completed a minimum of 10 years full-time recognised teaching service, and via EOI and selection criteria, successfully demonstrates a high standard of Teacher proficiency and ongoing contribution to additional responsibilities. Recognition of Senior Teacher level at a previous employer will be considered on a case-by-case basis with supporting evidence.
- **Experienced Senior Teacher** means a person appointed to the role of Teacher who is a Four-Year Trained Teacher, has completed a minimum of 10 years full-time recognised teaching service, and via EOI and selection criteria, successfully demonstrates a high standard of Teacher proficiency and significant ongoing contribution to additional responsibilities. Recognition of Experienced Senior Teacher level at a previous employer will be considered on a case-by-case basis with supporting evidence.
- **Teaching and Learning Lead** means a person appointed to the role of Teacher who is part of the centralised, school-wide Teaching and Learning Team. Responsibilities include developing school-wide curriculum programs consistent with relevant syllabi, compliance regulations and developing and maintaining school-based frameworks. They provide remote and onsite advice, support, coaching and guidance to TICs and Teachers.

Annexure G Wages and classifications for Teacher Aides

TEACHER AIDE STAFF WAGES

			Effective from New EA Approval			Effective Sept 2025			Effective Sept 2026		
Role	Band	Step	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate	Hourly Rate	Fortnightly Rate	Annual Rate
Teacher Aide	1	1	\$34.87	\$2,650.12	\$68,903.12	\$36.10	\$2,743.60	\$71,333.60	\$37.18	\$2,825.68	\$73,467.68
		2	\$36.02	\$2,737.52	\$71,175.52	\$37.29	\$2,834.04	\$73,685.04	\$38.41	\$2,919.16	\$75,898.16
		3	\$37.21	\$2,827.96	\$73,526.96	\$38.52	\$2,927.52	\$76,115.52	\$39.68	\$3,015.68	\$78,407.68
		4	\$38.44	\$2,921.44	\$75,957.44	\$39.79	\$3,024.04	\$78,625.04	\$40.98	\$3,114.48	\$80,976.48

TEACHER AIDE CLASSIFICATIONS

Banding	Progression	Qualifications	Responsibilities
Band 1, Step 1	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	At least the completion of a Certificate IV in Education Support or equivalent qualification and or relevant experience a minimum of practical experience, which may include work performed by the Employer	<ul style="list-style-type: none"> Supervising small groups of students, implementing learning activities under the supervision of the Head of Inclusion or delegate. Conduct literacy and numeracy groups by gathering relevant resources in cooperation with teachers. Provide basic support to teachers in behaviour management. Maintain required records of student progress for teacher review. Preparation of Literacy and Numeracy Intervention program resources. Support in the supervision of students during school excursions and special activities, ensuring safety and engagement as required.
Band 1, Step 2	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024 Employees advancing through this level may typically perform duties which require further on-the-job training or knowledge and training equivalent to	As above in addition to one-year additional experience.	As above AND <ul style="list-style-type: none"> Provide support in the delivery of differentiated learning and assessment plans in alignment with student needs. Participate in data collection and collation tasks for Literacy and Numeracy progress assessments. Supervise students during school excursions and special activities, ensuring safety and engagements required.

	progress toward completion of a Diploma.		
Band 1, Step 3	Progression to the next step is covered by clause 6.13 (Progression), in the Y Schools Queensland Enterprise Agreement 2024	As above in addition to one-year additional experience.	As above AND <ul style="list-style-type: none"> Assist in the development of Literacy and Numeracy intervention resources under the supervision of Head of Inclusion or delegate. Supervise beginning or placement Teacher Aides.
Band 1, Step 4	Progression ceases at this step.	As above in addition to one-year additional experience.	As above AND <ul style="list-style-type: none"> Assist in the mentoring and training of Teacher Aides.

Matter number:

AG2024/4911

Applicant:

Y-Care (South East Queensland) (Employer)

Application:

Section 185 – Application for approval of a single
enterprise agreement, namely the *Y Schools
Queensland Enterprise Agreement 2024*
(Agreement)

Undertaking – Section 190

I, **Damian Foley**, Chief Executive Officer of Y-Care (South East Queensland), make the following undertakings with respect to the *Y Schools Queensland Enterprise Agreement 2024 (Agreement)*:

1. I have the authority to give this undertaking for and on behalf of the Employer.
2. With respect to clause 6.3.4 of the Agreement, allowances and overtime rates will be calculated based on the Employee's minimum hourly rate before the annualised adjustment is applied. Where applicable, these allowances and overtime rates will be paid in addition to the annualised salary.

This undertaking is provided based on matters raised by the Fair Work Commission in the application before the Fair Work Commission.



Signature

23.01.2025
Date

Part 6—Workplace Delegates, Consultation and Dispute Resolution

[Part 6—Consultation and Dispute Resolution renamed by [PR774797](#) from 01Jul24]

28A. Workplace delegates' rights

[28A inserted by [PR774797](#) from 01Jul24]

28A.1 Clause 28A provides for the exercise of the rights of workplace delegates set out in section 350C of the [Act](#).

NOTE: Under section 350C(4) of the [Act](#), the employer is taken to have afforded a workplace delegate the rights mentioned in section 350C(3) if the employer has complied with clause 28A.

28A.2 In clause 28A:

- (a) **employer** means the employer of the workplace delegate;
- (b) **delegate's organisation** means the employee organisation in accordance with the rules of which the workplace delegate was appointed or elected; and
- (c) **eligible employees** means members and persons eligible to be members of the delegate's organisation who are employed by the employer in the enterprise.

28A.3 Before exercising entitlements under clause 28A, a workplace delegate must give the employer written notice of their appointment or election as a workplace delegate. If requested, the workplace delegate must provide the employer with evidence that would satisfy a reasonable person of their appointment or election.

28A.4 An employee who ceases to be a workplace delegate must give written notice to the employer within 14 days.

28A.5 Right of representation

A workplace delegate may represent the industrial interests of eligible employees who wish to be represented by the workplace delegate in matters including:

- (a) consultation about major workplace change;
- (b) consultation about changes to rosters or hours of work;
- (c) resolution of disputes;
- (d) disciplinary processes;
- (e) enterprise bargaining where the workplace delegate has been appointed as a bargaining representative under section 176 of the [Act](#) or is assisting the delegate's organisation with enterprise bargaining; and
- (f) any process or procedure within an award, enterprise agreement or policy of the employer under which eligible employees are entitled to be represented and which concerns their industrial interests.

28A.6 Entitlement to reasonable communication

- (a) A workplace delegate may communicate with eligible employees for the purpose of representing their industrial interests under clause 28A.5. This includes discussing membership of the delegate's organisation and representation with eligible employees.
- (b) A workplace delegate may communicate with eligible employees during working hours or work breaks, or before or after work.

28A.7 Entitlement to reasonable access to the workplace and workplace facilities

- (a) The employer must provide a workplace delegate with access to or use of the following workplace facilities:
 - (i) a room or area to hold discussions that is fit for purpose, private and accessible by the workplace delegate and eligible employees;
 - (ii) a physical or electronic noticeboard;
 - (iii) electronic means of communication ordinarily used in the workplace by the employer to communicate with eligible employees and by eligible employees to communicate with each other, including access to Wi-Fi;
 - (iv) a lockable filing cabinet or other secure document storage area; and
 - (v) office facilities and equipment including printers, scanners and photocopiers.
- (b) The employer is not required to provide access to or use of a workplace facility under clause 28A.7(a) if:
 - (vi) the workplace does not have the facility;

- (vii) due to operational requirements, it is impractical to provide access to or use of the facility at the time or in the manner it is sought; or
- (viii) the employer does not have access to the facility at the enterprise and is unable to obtain access after taking reasonable steps.

28A.8 Entitlement to reasonable access to training

Unless the employer is a small business employer, the employer must provide a workplace delegate with access to up to 5 days of paid time during normal working hours for initial training and at least one day each subsequent year, to attend training related to representation of the industrial interests of eligible employees, subject to the following conditions:

- (a) In each year commencing 1 July, the employer is not required to provide access to paid time for training to more than one workplace delegate per 50 eligible employees.
- (b) The number of eligible employees will be determined on the day a delegate requests paid time to attend training, as the number of eligible employees who are:
 - (i) full-time or part-time employees; or
 - (ii) regular casual employees.
- (c) Payment for a day of paid time during normal working hours is payment of the amount the workplace delegate would have been paid for the hours the workplace delegate would have been rostered or required to work on that day if the delegate had not been absent from work to attend the training.
- (d) The workplace delegate must give the employer not less than 5 weeks' notice (unless the employer and delegate agree to a shorter period of notice) of the dates, subject matter, the daily start and finish times of the training, and the name of the training provider.
- (e) If requested by the employer, the workplace delegate must provide the employer with an outline of the training content.
- (f) The employer must advise the workplace delegate not less than 2 weeks from the day on which the training is scheduled to commence, whether the workplace delegate's access to paid time during normal working hours to attend the training has been approved. Such approval must not be unreasonably withheld.
- (g) The workplace delegate must, within 7 days after the day on which the training ends, provide the employer with evidence that would satisfy a reasonable person of their attendance at the training.

28A.9 Exercise of entitlements under clause 28A

- (a) A workplace delegate's entitlements under clause 28A are subject to the conditions that the workplace delegate must, when exercising those entitlements:
 - (i) comply with their duties and obligations as an employee;

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- (ii) comply with the reasonable policies and procedures of the employer, including reasonable codes of conduct and requirements in relation to occupational health and safety and acceptable use of ICT resources;
 - (iii) not hinder, obstruct or prevent the normal performance of work; and
 - (iv) not hinder, obstruct or prevent eligible employees exercising their rights to freedom of association.
- (b) Clause 28A does not require the employer to provide a workplace delegate with access to electronic means of communication in a way that provides individual contact details for eligible employees.
- (c) Clause 28A does not require an eligible employee to be represented by a workplace delegate without the employee's agreement.

NOTE: Under section 350A of the [Act](#), the employer must not:

- (a) unreasonably fail or refuse to deal with a workplace delegate; or
- (b) knowingly or recklessly make a false or misleading representation to a workplace delegate; or
- (c) unreasonably hinder, obstruct or prevent the exercise of the rights of a workplace delegate under the [Act](#) or clause 28A.

Part 7—Workplace Delegates, Consultation and Dispute Resolution

[Part 7—Consultation and Dispute Resolution renamed by [PR774791](#) from 01Jul24]

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NOTE: Under section 350C(4) of the [Act](#), the employer is taken to have afforded a workplace delegate the rights mentioned in section 350C(3) if the employer has complied with clause 28A.

28A.2 In clause 28A:

- (a) **employer** means the employer of the workplace delegate;
- (b) **delegate's organisation** means the employee organisation in accordance with the rules of which the workplace delegate was appointed or elected; and
- (c) **eligible employees** means members and persons eligible to be members of the delegate's organisation who are employed by the employer in the enterprise.

28A.3 Before exercising entitlements under clause 28A, a workplace delegate must give the employer written notice of their appointment or election as a workplace delegate. If requested, the workplace delegate must provide the employer with evidence that would satisfy a reasonable person of their appointment or election.

28A.4 An employee who ceases to be a workplace delegate must give written notice to the employer within 14 days.

28A.5 Right of representation

A workplace delegate may represent the industrial interests of eligible employees who wish to be represented by the workplace delegate in matters including:

- (a) consultation about major workplace change;
- (b) consultation about changes to rosters or hours of work;
- (c) resolution of disputes;
- (d) disciplinary processes;
- (e) enterprise bargaining where the workplace delegate has been appointed as a bargaining representative under section 176 of the [Act](#) or is assisting the delegate's organisation with enterprise bargaining; and
- (f) any process or procedure within an award, enterprise agreement or policy of the employer under which eligible employees are entitled to be represented and which concerns their industrial interests.

28A.6 Entitlement to reasonable communication

- (a) A workplace delegate may communicate with eligible employees for the purpose of representing their industrial interests under clause 28A.5. This includes discussing membership of the delegate's organisation and representation with eligible employees.
- (b) A workplace delegate may communicate with eligible employees during working hours or work breaks, or before or after work.

28A.7 Entitlement to reasonable access to the workplace and workplace facilities

- (a) The employer must provide a workplace delegate with access to or use of the following workplace facilities:
 - (i) a room or area to hold discussions that is fit for purpose, private and accessible by the workplace delegate and eligible employees;
 - (ii) a physical or electronic noticeboard;
 - (iii) electronic means of communication ordinarily used in the workplace by the employer to communicate with eligible employees and by eligible employees to communicate with each other, including access to Wi-Fi;
 - (iv) a lockable filing cabinet or other secure document storage area; and
 - (v) office facilities and equipment including printers, scanners and photocopiers.
- (b) The employer is not required to provide access to or use of a workplace facility under clause 28A.7(a) if:
 - (i) the workplace does not have the facility;
 - (ii) due to operational requirements, it is impractical to provide access to or use of the facility at the time or in the manner it is sought; or
 - (iii) the employer does not have access to the facility at the enterprise and is unable to obtain access after taking reasonable steps.

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Unless the employer is a small business employer, the employer must provide a workplace delegate with access to up to 5 days of paid time during normal working hours for initial training and at least one day each subsequent year, to attend training related to representation of the industrial interests of eligible employees, subject to the following conditions:

- (a) In each year commencing 1 July, the employer is not required to provide access to paid time for training to more than one workplace delegate per 50 eligible employees.
- (b) The number of eligible employees will be determined on the day a delegate requests paid time to attend training, as the number of eligible employees who are:

- (i) full-time or part-time employees; or
- (ii) regular casual employees.
- (c) Payment for a day of paid time during normal working hours is payment of the amount the workplace delegate would have been paid for the hours the workplace delegate would have been rostered or required to work on that day if the delegate had not been absent from work to attend the training.
- (d) The workplace delegate must give the employer not less than 5 weeks' notice (unless the employer and delegate agree to a shorter period of notice) of the dates, subject matter, the daily start and finish times of the training, and the name of the training provider.
- (e) If requested by the employer, the workplace delegate must provide the employer with an outline of the training content.
- (f) The employer must advise the workplace delegate not less than 2 weeks from the day on which the training is scheduled to commence, whether the workplace delegate's access to paid time during normal working hours to attend the training has been approved. Such approval must not be unreasonably withheld.
- (g) The workplace delegate must, within 7 days after the day on which the training ends, provide the employer with evidence that would satisfy a reasonable person of their attendance at the training.

28A.9 Exercise of entitlements under clause 28A

- (a) A workplace delegate's entitlements under clause 28A are subject to the conditions that the workplace delegate must, when exercising those entitlements:
 - (i) comply with their duties and obligations as an employee;
 - (ii) comply with the reasonable policies and procedures of the employer, including reasonable codes of conduct and requirements in relation to occupational health and safety and acceptable use of ICT resources;
 - (iii) not hinder, obstruct or prevent the normal performance of work; and
 - (iv) not hinder, obstruct or prevent eligible employees exercising their rights to freedom of association.
- (b) Clause 28A does not require the employer to provide a workplace delegate with access to electronic means of communication in a way that provides individual contact details for eligible employees.
- (c) Clause 28A does not require an eligible employee to be represented by a workplace delegate without the employee's agreement.

NOTE: Under section 350A of the [Act](#), the employer must not:

- (a) unreasonably fail or refuse to deal with a workplace delegate; or

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- (b) knowingly or recklessly make a false or misleading representation to a workplace delegate; or
- (c) unreasonably hinder, obstruct or prevent the exercise of the rights of a workplace delegate under the [Act](#) or clause 28A.