

Classification Specific - Comparison table

INSTRUCTIONAL SERVICES

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement),
Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Agreement 2014 (Current EBA), and
Educational Services (Schools) General Staff Award 2020 (Award)

Key Points

- The Classification of Instructional Services contains 5 Levels.
- Each Classification Level contains descriptions of the types of work, experience, and qualification required.
- Full-time employees work 38 ordinary hours per week, and part-time employees work less than 38 ordinary hours per week.
- Casual employees receive a 25% loading with a maximum of 38 ordinary hours per week; overtime applies thereafter.
- Part-time regular roster, plus casual loading 25% of additional hours, or overtime outside or regular rosters.
- Rates are between 2% and 26% above the Award.

Comparison of Entitlements

NEW to the Proposed Agreement, and currently in the Award	NEW entitlements in the Proposed Agreement that the Award does not contain	
<ul style="list-style-type: none"> - 10-hour break - On-call/Recall Allowance - Meal Allowance - Make-up Time 	<ul style="list-style-type: none"> - Accreditation Allowance - School Bus Allowance - Location Allowance / Financial Incentive for select regional and remote schools - Deferred Salary Scheme - Infectious Diseases Leave - Leave Without Pay, Special Leave 	<ul style="list-style-type: none"> - Camp Allowance - Catholic Day - Discretionary Leave Day - Study Leave

Table 1: Comparison of Levels Proposed Agreement and Current EBA

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)	
Clause	Description or entitlement
SCHEDULE 2 – 8 INSTRUCTIONAL SERVICES	
8.1 Classifications – Explanation and Comparison	
The Proposed Agreement includes the new Classification of Instructional Services not contained in the Current EBAs.	
Level 1	<p>An Employee at Level 1 usually works under routine supervision of straightforward tasks and close supervision of more complex tasks. When Employees work alone, they may receive less direct guidance and have some autonomy. Typical duties may include:</p> <ul style="list-style-type: none"> - assisting sporting teams/squads under the supervision of a teacher or an Instructional Services Employee (Level 3 or above); and - assisting with equipment and the preparations for and conducting training sessions and/or sporting events. <p>Year 12 without work experience; Certificate I or II with work-related experience.</p> <p>Typical position – Sports Assistant</p>
Level 2	<p>An Employee at Level 2 would work under routine supervision, moving to more general direction with experience. When Employees are working alone, they may work semi-autonomously. Typical duties may include:</p> <ul style="list-style-type: none"> - assisting individuals and/or sporting teams/squads under the supervision of a teacher or an Instructional Services Employee (Level 3 or above); and - assisting with equipment and the preparations for and conducting training sessions and/or sporting events. <p>Certificate III, Year 12, or Certificate II, with relevant work experience.</p> <p>Typical position – Assistant Sports Coach</p>
Level 3	<p>An Employee at Level 3 can establish general objectives related to a specific project with general supervision. Some positions will require routine supervision in general directions, depending upon experience and the complexity of the tasks. The Employee may be required to coordinate with others to achieve objectives, including liaising with higher-level Employees. Typical duties include:</p> <ul style="list-style-type: none"> - instructing individual students as part of an extra-curricular instrumental music program; and - coaching, including developing sports training sessions and programs for individuals and/or teams/squads in various sporting disciplines. <p>Diploma level qualification with relevant work-related experience; Certificate IV with relevant work experience.</p> <p>Typical positions – Sports Coach, Music Assistant</p>
Level 4	<p>An Employee at Level 4 may work under routine supervision depending on the tasks involved and experience and may supervise other Employees at Levels below. Typical duties may include:</p> <ul style="list-style-type: none"> - Preparing instrumental music students for external examination in their discipline as part of an extracurricular program - Coaching individuals and/or sporting teams/squads, including developing and implementing individual and/or team-specific training sessions and/or programs - Supervising Instructional Services Employees (Levels 1, 2, and/or 3). <p>A degree with relevant experience, an Advanced Diploma qualification, and at least one year's subsequent relevant</p>

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)

Clause	Description or entitlement
	<p>work experience; a Diploma level qualification and at least two years' subsequent relevant work experience.</p> <p>Typical positions – Senior Sports Coach, Music Tutor</p>
<p>Level 5</p>	<p>Employees at Level 5 may work under broad general direction and may have extensive supervisory and line management responsibility for general Employees. Typical duties may include:</p> <ul style="list-style-type: none"> - Conducting and coordinating one or more of a school choir, band, or musical ensemble - Managing and delivering a full coaching/training program or a significant distinct part of a coaching/training program for one or more sporting disciplines - Supervising employees, including Instructional Services Employees (Levels 1, 2, 3, and/or 4) or coaching (individuals, squads, and/or teams) and managing sporting facilities. <p>Typical positions: Choir Master, Ensemble or Band Leader, Head Coach.</p>

Table 2: Comparison – Ordinary Hours and Penalty Rates

For comparison purposes:

Where there is a comparison which says the benefit is “neutral” this means there is no net advantage or disadvantage to either employees or the employer when comparing the arrangements.

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)		Award	Explanation and comparison
Clause	Description or entitlement		
SCHEDULE 2 –			
8.2 (a), (b) Ordinary Hours for Full-time and Part-time employees	<ul style="list-style-type: none"> - Full-time employees work 38 ordinary hours per week, which may be averaged over 2 or 4 weeks - Part-time employees work less than 38 ordinary hours per week under Clause 8 of the Proposed Agreement. Ordinary hours may be worked on no more than 5 days in any 7 days, Monday to Saturday, 6.00 am to 6.00 pm.	Provided for.	The Proposed Agreement is neutral with respect to the Award, except that the MHR is higher under the Proposed Agreement than under the Award.
14.3 Ordinary Hours (casual)	Maximum of 38 ordinary hours per week. Overtime applies to hours worked beyond 38.	Provided for.	The Proposed Agreement is overall neutral with respect to the Award; however, the MHR is higher and therefore more beneficial.
8.2(c), 1.4 Reduced Working Year Arrangement	<ul style="list-style-type: none"> - May work a Reduced Working Year Arrangement as per Clause 11 of the Proposed Agreement and may have their Base Salary averaged over the full calendar year 	Provided for.	The Proposed Agreement is neutral in relation to the Award.
8.4(b) Approved Additional Hours – Reduced Working Year Arrangement	<p>During Term-weeks paid the relevant overtime or penalty rates on their MHR that would apply under the Agreement for the additional hours worked; and</p> <p>Outside of Term: weeks, paid in accordance with Clause 12- Offer of Additional Work During Non-term-weeks (at the relevant MHR for the work undertaken)</p>	Provided for.	The Proposed Agreement is neutral in relation to the Award; however, the MHR is higher, and therefore additional work is paid at the rate relevant to the higher MHR under the Proposed Agreement than the Award.

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)		Award	Explanation and comparison
Clause	Description or entitlement		
57 Overtime – Full-time and part-time	<ul style="list-style-type: none"> - Mon – Sat – first 3 hours are paid at 150% of the MHR - After 3 hours, 200% of the MHR paid - Sunday – 200% of the MHR is paid Public holidays 250% of MHR is paid 	Provided for.	The Proposed Agreement remains neutral compared to the Award concerning overtime percentages, but the MHR is higher and therefore more beneficial overall.
57 Overtime – Casuals (includes casual loading)	<ul style="list-style-type: none"> - Mon – Sat – first 3 hours- 175% of the MHR - After 3 hours, 225% of the MHR - Sunday - 225% of the MHR <p>Public holidays 250% of MHR.</p>	Provided for.	The Proposed Agreement is neutral on the Award's overtime percentages, but the MHR is higher and therefore more advantageous overall.

Table 3 - Comparison Relevant Allowances and Entitlements – Where Applicable

- ✘ Means the entitlement is not contained in the Current EBA or Award
- ✔ Means the entitlement is contained in the Current EBA or Award

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)		Award	Explanation and comparison Clause
Clause	Entitlement		
39	Ten-hour break	✔	The Proposed Agreement is neutral towards the Award.
43	Accreditation allowance	✘	The Proposed Agreement is more advantageous than the Award because it does not include this provision.
44	First Aid Allowance	✔	The Proposed Agreement is less beneficial than the Award because the single First Aid Allowance may be split among employees.
45	Location Allowance/ Remote Area Package	✘	The Proposed Agreement is more beneficial than the Award and neutral in relation to the Current EBA with regards to the Location Allowances, but more beneficial with regards to the Remote Area Package.
46	School Bus Allowance	✘	The Proposed Agreement is more advantageous than the Award.
47	Higher Duties Allowance	✔	The Proposed Agreement is neutral in relation to the Award, except that the MHR is higher under the Proposed Agreement.
48	On-call and Recall Allowance	✔	The Proposed Agreement is neutral in relation to the Award, except that the MHR is higher under the Proposed Agreement.
49	Meal Allowance	✔	The Proposed Agreement is neutral in relation to the Award.
51	Camp Allowance	✘	The Proposed Agreement is more beneficial than the Award because it does not include this provision.
53	Vehicle Allowance	✔	The Proposed Agreement is neutral in relation to the Award.
60	Time off instead of overtime	✔	The Proposed Agreement is neutral in relation to the Award.
61	Make-up time	✔	The Proposed Agreement is neutral in relation to the Award.
68	Catholic Day	✘	The Proposed Agreement is more beneficial than the Award because it does not include this provision.
72	Deferred salary scheme	✘	The Proposed Agreement is more advantageous than the Award because it does not include this provision.
74	Infectious diseases leave	✘	The Proposed Agreement is more advantageous than the Award because it does not include this provision.
75	Leave without pay	✘	The Proposed Agreement is more advantageous than the Award because it does not include this provision.

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)		Award	Explanation and comparison Clause
Clause	Entitlement		
82	Special leave	X	The Proposed Agreement is more advantageous than the Award because it does not include this provision.
83	Discretionary leave	X	The Proposed Agreement is more beneficial than the Award because it does not include this provision.
84	Study leave	X	The Proposed Agreement is more beneficial than the Award because it does not include this provision.

Table 4 – Proposed Agreement v Award

The following tables compare the Base Salary and Minimum Hourly Rate (MHR) under the Proposed Agreement with the equivalent Award Classification.

Proposed Agreement Instructional Services			Award - Instructional Services			Comparison of the Proposed Agreement Rates Award	
Level/Step	MHR	Base Salary	Grade/Step	MHR	Base Salary	% Higher	Base Salary
1.1	\$27.57	\$54,647	Grade 1 Level 2.1	\$26.96	\$53,453	2%	\$1,194
1.2	\$28.58	\$56,647	Grade 1 Level 2.2	\$27.79	\$55,102	3%	\$1,545
2.1	\$33.07	\$65,552	Grade 2 Level 3.1	\$28.13	\$55,786	18%	\$9,766
2.2	\$33.67	\$66,735	Grade 2 Level 3.2	\$28.64	\$56,782	18%	\$9,953
3.1	\$34.91	\$69,194	Grade 3 Level 4.2	\$31.19	\$61,839	12%	\$7,355
3.2	\$36.66	\$72,667	Grade 3 Level 4.2	\$31.19	\$61,839	18%	\$10,828
4.1	\$40.44	\$80,161	Grade 4 Level 5.1	\$32.20	\$63,847	26%	\$16,314
4.2	\$42.38	\$84,001	Grade 4 Level 5.2	\$33.74	\$66,905	26%	\$17,096
5.1	\$43.90	\$87,016	Grade 5 Level 6.1	\$34.95	\$69,305	26%	\$17,711
5.2	\$46.89	\$92,942	Grade 5 Level 6.2	\$37.33	\$74,017	26%	\$18,925