



WA award summary

Vehicle Builders Award

1 July 2021

About this award summary

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

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

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

How can
we help?

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



Three Step Check: to make sure this WA award summary is relevant to you

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



Employers covered by this WA award are legally required to keep employment records. Employers can be fined up to \$5,000 for not keeping employment records, for keeping inadequate or fraudulent records, or for not providing records to Industrial Inspectors when required to do so. Page 7 details record keeping requirements.

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

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

Employees who believe that they have been underpaid, or wish to make an anonymous report of wage theft, should visit the [Making a complaint about underpayment of wages or entitlements](#) page for more information.



Rates of pay

All rates of pay are gross rates (before tax). The tables below provide the rates that apply from the first pay period on or after **1 July 2021**.

Adult (21 years and older) rates of pay

Classification (see page 12-15 for descriptions)	Weekly	Hourly	Casual (includes 20% loading)	Tool allowance
Vehicle Builder - Level 1	\$779.00	\$20.50	\$24.60	N/A
Vehicle Builder - Level 2	\$797.90	\$21.00	\$25.20	N/A
Vehicle Builder - Level 3	\$823.30	\$21.67	\$26.00	N/A
Vehicle Builder - Level 4	\$847.00	\$22.29	\$26.75	N/A
Tradesperson - Level 1	\$887.40	\$23.35	\$28.02	\$11.75
Tradesperson - Level 2	\$911.60	\$23.99	\$28.79	\$11.75
Tradesperson - Level 3	\$935.60	\$24.62	\$29.55	\$11.75
Tradesperson - Level 4	\$957.70	\$25.20	\$30.24	\$11.75
Advanced Tradesperson	\$1,029.90	\$27.10	\$32.52	\$11.75

Apprentice rates of pay

- An employer is required to pay an apprentice for the time spent at TAFE (or other off the job training) as normal working hours. An employer is not required to pay TAFE fees on behalf of the apprentice.
- If the apprentice is a high school student undertaking a school based apprenticeship they must be paid the relevant hourly rate for the year of their apprenticeship for:
 - all hours spent working on the job; **plus**
 - hours spent in off the job training (deemed to be 25% of actual hours worked each week).
- Visit the [Pay rates for apprentices](#) page for more information.

Apprentices aged 21 and above must be paid the minimum adult apprentice rate of **\$665.60** per week or the appropriate apprenticeship rate for their year, whichever is the higher, for ordinary hours of work.

4 Year Term	3.5 Year Term	3 Year Term	% of Tradesperson	Weekly	Hourly	Tool allowance
1st Year	0-6 months		42%	\$372.70	\$9.81	\$4.94
2nd Year	7-18 months	1st Year	55%	\$488.10	\$12.84	\$6.46
3rd Year	19-30 months	2nd Year	75%	\$665.60	\$17.52	\$8.81
4th Year	31-42 months	3rd Year	88%	\$780.90	\$20.55	\$10.34

Junior (under 21 years of age) rates of pay

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

Juniors	Weekly	Hourly	Casual (includes 20% loading)
20 years of age	\$724.50	\$19.07	\$22.88
19 years of age	\$623.20	\$16.40	\$19.68
18 years of age	\$545.30	\$14.35	\$17.22
17 years of age	\$467.40	\$12.30	\$14.76
16 years of age	\$389.50	\$10.25	\$12.30
15 years of age	\$311.60	\$8.20	\$9.84

- Some of the pay rates in the Vehicle Builders Award fall below the minimum wages set by the 2021 State Wage Order. In such instances the rates listed here are the legal minimum rate.
- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in this industry, except if the child is working as part of a school program (e.g. work experience placement) or in a family business.

Registered trainees

- Registered trainees are employees who are undertaking a traineeship registered with the [Apprenticeship Office](#) at the Department of Training and Workforce Development.
- Adult and junior employees undertaking a registered traineeship are covered by the Vehicle Builders Award and the relevant pay rates are outlined in the tables below.
- The pay rates for a registered trainee are based on the Industry / Skill Level of the traineeship being undertaken, and if the employee is under 21 year of age, the highest level of schooling the trainee has completed, and how long they have been out of school.
- Wage rate tables for each of the three Industry/ Skill Levels A, B and C are provided below. The appropriate Industry/Skill Level for a traineeship can be found by matching the first three letters of the National Qualification Code and the AQF Certificate Level of the employee's traineeship (found in the Traineeship Details section on the trainee's Training Contract) with the Level A, B or C section of the Industry/ Skill level list on the [Pay rates for trainees](#) page.
- An employer is required to pay a registered trainee for time spent at TAFE (or other off the job training) as normal working hours. An employer is not required to pay TAFE fees on behalf of the registered trainee.

Registered trainee rates of pay

Adult registered trainees

A registered trainee who has reached 21 years of age is entitled to the following weekly rates of pay:

Industry/Skill Level	Weekly pay rate
A	\$610.00
B	\$590.00
C	\$541.00

Junior registered trainees

The pay rates for a registered trainee who is under 21 years of age are based on the highest level of schooling the registered trainee has completed, and how long they have been out of school. The rates below apply to full time registered trainees working a 38 hour week.

Industry / Skill Level A

School leaver	Highest Year of Schooling Completed		
	Year 10 and below Weekly	Year 11 Weekly	Year 12 Weekly
	\$231.00 (*50%)	\$287.00 (*33%)	
	\$269.00 (*33%)	\$320.00 (*25%)	\$394.00
Plus 1 year out of school	\$320.00	\$394.00	\$456.00
Plus 2 years	\$394.00	\$456.00	\$534.00
Plus 3 years	\$456.00	\$534.00	\$610.00
Plus 4 years	\$534.00	\$610.00	
Plus 5 years	\$610.00		

*Figures in brackets indicate the average proportion of time spent in approved training to which the associated wage rate is applicable. Where not specifically indicated the average proportion of time spent in structured training which has been taken into account in setting the rate is 20%.

Industry / Skill Level B

School leaver	Highest Year of Schooling Completed		
	Year 10 and below Weekly	Year 11 Weekly	Year 12 Weekly
	\$231.00 (*50%)	\$287.00 (*33%)	
	\$269.00 (*33%)	\$320.00 (*25%)	\$385.00
Plus 1 year out of school	\$320.00	\$385.00	\$439.00
Plus 2 years	\$385.00	\$439.00	\$517.00
Plus 3 years	\$439.00	\$517.00	\$590.00
Plus 4 years	\$517.00	\$590.00	
Plus 5 years	\$590.00		

*Figures in brackets indicate the average proportion of time spent in approved training to which the associated wage rate is applicable. Where not specifically indicated the average proportion of time spent in structured training which has been taken into account in setting the rate is 20%.

Industry / Skill Level C

School leaver	Highest Year of Schooling Completed		
	Year 10 and below Weekly	Year 11 Weekly	Year 12 Weekly
	\$231.00 (*50%)	\$287.00 (*33%)	
	\$269.00 (*33%)	\$320.00 (*25%)	\$382.00
Plus 1 year out of school	\$320.00	\$382.00	\$429.00
Plus 2 years	\$382.00	\$429.00	\$482.00
Plus 3 years	\$429.00	\$482.00	\$541.00
Plus 4 years	\$482.00	\$541.00	
Plus 5 years	\$541.00		

*Figures in brackets indicate the average proportion of time spent in approved training to which the associated wage rate is applicable. Where not specifically indicated the average proportion of time spent in structured training which has been taken into account in setting the rate is 20%.



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



Allowances

Allowance	When allowance is paid	Rate
Tool Allowance	Where an employer does not provide a tradesperson or an apprentice with the tools ordinarily required.	As listed in the rates of pay tables above.
Meal Money	When required to work overtime for more than 2 hours without being notified the previous day or earlier, and not provided with a meal.	Meal money of \$8.75 or \$5.95 for a second or subsequent meal.
Leading hand allowance	When placed in charge of: <ul style="list-style-type: none"> not less than 3, nor more than 10 employees more than 10 and not more than 20 employees more than 20 employees 	\$21.00 per week \$32.20 per week \$41.60 per week

Other allowances

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



Hours and overtime

- The ordinary hours for full time employees is as follows:
 - an average of 38 per week to be worked on one of the bases prescribed in the award (see clause 7 of the award for details);
 - Monday to Friday;
 - between 6.00am and 6.00pm; and
 - not exceeding 10 hours on any day.
- Where the ordinary working hours are to exceed 8 on any day, the arrangement of hours must be subject to agreement between the employer and the majority of employees in the plant, section or sections concerned.

Overtime

- All overtime worked Monday to Friday is paid for at the rate of time and one half for the first 2 hours and double time after that.
- Work done on Saturdays prior to 12 noon must be paid for at the rate of time and one half for the first 2 hours and double time after that, except in certain circumstances in which ordinary hours can be worked on Saturday (see Clause 7. – Hours for details).
- Work done on Saturdays after 12 noon or on Sundays must be paid for at the rate of double time.
- A part time employee must be paid overtime rates for all hours in excess of the hours fixed under their contract of employment.

Shift work

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



Meal breaks – all employees

- An employee is entitled to a meal break which must not exceed one hour, after not more than 5 hours of work. If the meal break is postponed for more than half an hour, the employee must be paid at overtime rates until released for a meal break.
- A rest period of 7 minutes from the time of ceasing to the time of resumption of work is to be allowed each morning.



Deductions from pay

An employer may **only** make a deduction from an employee's pay if:

- the employee has agreed to the deduction in writing, (as part of a written employment contract or otherwise) and the deduction is paid on behalf of the employee;
- the employer is authorised by the WA award to make the deduction and the deduction is paid on behalf of the employee; or
- the employer is required by a court or a State or federal law to make the deduction (e.g. tax that must be withheld from the employee's pay).



Employment of children

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



Public holidays

- A full time employee is entitled to public holidays (or days substituted for public holidays) without deduction of pay. A part time employee is entitled to a public holiday (or day substituted for a public holiday) without deduction of pay if they would ordinarily be required to work on that day if it was not a public holiday.
- When Christmas Day or New Year's Day falls on a Saturday or Sunday, such holiday is observed on the next succeeding Monday - where Boxing Day falls on a Sunday or a Monday, such holiday is observed on the next succeeding Tuesday. When a public holiday is substituted with another day, the public holiday itself is no longer considered a public holiday for the purposes of the award.
- Work performed on public holidays must be paid for at the rate of double time and one half.
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.



Employment records

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

Payslips

- An employee may request an employer to provide payslips for each pay period.
- The payslip should include the amount of wages paid, the amount of deductions made, the net amount being paid and the number of hours worked.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a payslip template.



Quick reference guide

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

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

Bereavement leave

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

Annual leave

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

Long service leave

- Long service leave is a paid leave entitlement for employees who have continuous employment with 'one and the same employer' for a specified period. Full time, part time and casual employees are entitled to long service leave under the *Long Service Leave Act 1958*.
- To be entitled to long service leave an employee's employment with their employer must be continuous. The amount of their long service leave is determined by the employee's period of continuous employment.
- There are a range of paid and unpaid absences or interruptions to an employee's employment that count towards the employee's period of employment for the purposes of accruing long service leave. Some other types of absences do not break an employee's continuous employment, but do not count towards an employee's period of employment for the purposes of accruing long service leave. See the [Long service leave – What is continuous employment](#) page for more information.

- ‘The one and the same employer’ also includes employers who previously owned a business, where there has been a transmission of business. This means an employer who buys or otherwise acquires a business or part of a business will take on the long service leave obligations for existing employees if there has been a transmission of business. This applies regardless of anything written in a sale of business contract.

Taking long service leave	
<p>The long service leave entitlement for full time, part time and casual employees is:</p> <ul style="list-style-type: none"> • after 10 years of continuous employment with the one and the same employer – $8^{2/3}$ (8.667) weeks of leave on ordinary pay; and • for every 5 years of continuous employment with the one and the same employer after the initial 10 years – $4^{1/3}$ (4.333) weeks of leave on ordinary pay. 	
When employment ceases	
Employee with between 7 and 10 years of continuous employment	<p>When an employee with at least 7 but less than 10 years of continuous employment resigns or is terminated, they are entitled to pro rata long service leave on the basis of $8^{2/3}$ (8.667) weeks for 10 years of continuous employment. This entitlement:</p> <ul style="list-style-type: none"> • is calculated on the employee’s entire period of employment; that is, years, months, weeks and days; • applies to employees who resign, are made redundant, die or whose employer has terminated them for any reason other than serious misconduct; and • does not apply to an employee whose employer has terminated them for serious misconduct.
Employee with 10 or more years of continuous employment	<p>Full entitlement – 10 years or more of continuous employment An employee who resigns or whose employment is terminated for any reason is entitled to:</p> <ul style="list-style-type: none"> • $8^{2/3}$ (8.667) weeks of leave if they have completed 10 years of continuous employment; and • an additional $4^{1/3}$ (4.333) weeks of leave for each subsequent 5 years after the initial 10 years of continuous employment. <p>Pro-rata entitlement – more than 10 years of continuous employment When an employee with more than 10 years but less than 15 years of continuous employment resigns or is terminated they are entitled to pro rata leave. This entitlement:</p> <ul style="list-style-type: none"> • is calculated on the basis of $8^{2/3}$ weeks for 10 years of continuous employment for each year of employment since they completed 10 years of continuous employment; and • is calculated on completed years of employment only; that is, it does not include months, weeks or days; and • does not apply to an employee whose employer has terminated them for serious misconduct. <p>This pro rata entitlement (calculated on the basis of $8^{2/3}$ weeks for 10 years of continuous employment) will also apply to each year of employment since an employee completed 15, 20, 25, 30, 35 years etc. of employment.</p>

- The [Long service leave](#) pages of the Wageline website contain extensive information on:
 - What counts as continuous employment, including details on the impact of various types of paid and unpaid absences or interruptions on continuous employment.
 - What happens when business ownership changes.
- The [WA long service leave calculator](#) can provide an estimate of an employee’s long service leave entitlement when employment ends as a result of resignation, dismissal, death or redundancy. The WA long service leave calculator is available at www.dmirs.wa.gov.au/lslcalculator.

Sick and carer's leave

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

Parental leave

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



Resignation, termination and redundancy

Resignation by the employee

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

Termination

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

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

- *Employees over 45 years of age with two or more years of continuous service must receive an additional week's notice.
- These obligations are in the *Fair Work Act 2009* which applies rather than the notice provisions in the Vehicle Builders Award.

Dismissal requirements

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

Redundancy

- An employee is redundant when their employer has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone.
- When an employee has been made redundant they are entitled to receive:
 - the appropriate notice period or pay in lieu of notice, as outlined above in the termination section;
 - paid leave for job interviews;
 - any unpaid wages;
 - any unused accrued and pro rata annual leave;
 - any unused accrued long service leave;
 - pro rata long service leave (if applicable); and
 - severance pay (if applicable).
- Visit the [Redundancy – General information](#) page for information on redundancy obligations.

Severance pay – Employers who employ 15 or more employees

- Employers covered by this award who employ 15 or more employees must pay severance pay when an employee is made redundant, as outlined in the table below.
- Employers who employ less than 15 employees are not required to make severance payments to redundant employees.

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

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

- These severance pay requirements do not apply to probationary employees, apprentices and trainees, casual and contract employees or employees terminated due to serious misconduct or for other reasons not related to redundancy.
- Redundancy pay is calculated based on the applicable number of weeks' severance multiplied by ordinary time earnings. Ordinary time earnings excludes overtime, penalty rates, and allowances.
- If the employee resigns during the notice period, they are entitled to the same severance pay they would receive if they had worked until the end of the notice period. However, in this circumstance the employee is not entitled to payment in lieu of notice.
- Visit the [Redundancy payments](#) page for more information on redundancy payments.



Vehicle builder level I

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

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

Vehicle builder - level II

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

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

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

- Repetitive work on automatic, semi-automatic or single purpose machines or equipment.
- Assembles components using basic written, spoken and/or diagrammatic instructions in an assembly environment.
- Basic soldering or butt and spot welding skills or cutting scrap with oxy-acetylene blow pipe.
- Basic maintenance of equipment and cleanliness of work area.
- Maintains simple records.
- Uses hand trolleys and pallet trucks, or uses selected hand tools.
- Assists in the provision of on-the-job training in conjunction with tradespersons and supervisors / trainers.
- Performs basic store functions.
- Operation of mobile equipment including forklifts, hand trolleys, pallet trucks, overhead cranes and winch operation.

Vehicle builder - level III

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

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

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

- Operates flexibly between assembly stations.
- Operates machinery and equipment which requires exercising skills and knowledge beyond that of an employee at Vehicle Builder Level II.
- Non-trade engineering skills.
- Basic tracing and sketching skills.
- Receiving, despatching, distributing, sorting, checking, packing (other than repetitive packing in a standard container or containers in which such goods are ordinarily sold), documenting and recording of goods, materials and components.

- Basic inventory control in the context of a production process.
- Basic keyboard skills.
- Ability to measure accurately.
- Assists one or more tradespersons.
- Welding which requires use of an electric spot or butt welding machine or cutting scrap or tack welding.

Vehicle builder level – IV

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

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

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

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

Vehicle building tradesperson - level I

An employee who holds a Trade Certificate or Tradesperson's Rights Certificate as a – Spring maker, fitter, electrician, body builder, panel beater, first class welder, painter, spray painter, trimmer, sign writer, fitter and turner or auto electrician and is able to exercise the skills and knowledge of that trade.

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

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

Vehicle building tradesperson - level II

A Vehicle Building Tradesperson - Level II works above and beyond a Tradesperson at Vehicle Building Tradesperson - Level I and to the level of their training:

- Exercises the skills attained through satisfactory completion of the training for this classification, subject to prescribed standards.
- Exercises discretion within the scope of this grade.
- Works under general supervision, either individually or in a team environment.
- Understands and implements quality control techniques.
- Provides trade guidance and assistance as part of a work team.

- Exercises trade skills relevant to specific requirements of the enterprise at a level higher than Vehicle Building Tradesperson - Level I.

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

Vehicle building tradesperson - level III

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

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

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

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

Vehicle building tradesperson - level IV

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

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

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

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

Advanced tradesperson / production technician - vehicle building

An Advanced Tradesperson/Production Technician works above and beyond a Vehicle Building Tradesperson – Level IV and to the level of their training:

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

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

- Through a systems approach is able to exercise high level diagnostic skills on complex forms of machinery, equipment and instruments which utilise some combination of electrical, electronic, mechanical or fluid power principles.

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

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