

**QANTAS AIRWAYS LIMITED (TECHNICAL SALARIED STAFF)
ENTERPRISE AGREEMENT 7 (as varied 2008)**

1. TITLE

This Agreement will be known as the Qantas Airways Limited (Technical Salaried Staff) Enterprise Agreement 7 (as varied 2008).

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3. DURATION

This Agreement as extended and varied by order of the Australian Industrial Relations Commission (AIRC) shall operate on and from the date of an order made by the AIRC under clause 2A of Schedule 7 of the Workplace Relations Act 1996 (the Act) and will expire on 30 June 2010.

4. PARTIES BOUND AND INCIDENCE OF AGREEMENT

4.1 Parties Bound

This agreement will be binding on

- (a) Qantas Airways Limited (the Company); and
- (b) the Australian Licensed Aircraft Engineers Association (ALAEA), the Australian Services Union (ASU), and the Transport Workers Union (TWU) (the union or unions); and
- (c) all persons whose employment is at any time subject to this Agreement (the employees).

4.2 Scope and Application

This Agreement applies to all employees who are members of or are eligible to be members of the ALAEA, ASU or the TWU, and who are:

- (a) Employed in a classification specified in either the Technical Salaried Staff Award; and/or
- (b) Classifications as set out in Appendix A of this Agreement.

4.3 Relationship to Other Instruments

This Agreement shall be read in conjunction with the awards and agreements listed below. Where there is any inconsistency between this Agreement and the awards and agreements listed below, this Agreement shall prevail, unless expressly stated in a clause to the contrary:

Airline Operations – Technical Salaried Staff - Qantas Airways Limited - Award 2005

Qantas Airways Limited Enterprise Agreement I (1992-1994);

Qantas Airways Limited Enterprise Agreement II (1994-1996);

Qantas Airways Limited Enterprise Agreement III (1996-1998);

Technical Salaried Staff (Qantas Airways Limited) Enterprise Agreement IV 1998;

Technical Salaried Staff (Qantas Airways Limited) Enterprise Agreement 5;

Technical Salaried Staff (Qantas Airways Limited) Enterprise Agreement 6.

5. DISPUTE SETTLEMENT PROCEDURE

The parties agree that any matters contained in this Agreement in dispute will be processed in accordance with the procedure contained in the Disputes Settlements clause 32 Part B of EBA 4. Provided that the Dispute Settlement Procedure is being followed, the parties are committed to the Australian Industrial Relations Commission (AIRC) ultimately having the capacity to determine any matter(s) in dispute (i.e. matters that have been traditionally regarded as arbitral matters or as traditionally coming within the Commission's jurisdiction). Consequently, neither party will pursue a jurisdictional objection that would have the effect of preventing this process occurring. To the extent that it is necessary to do so, the parties are therefore

committed to the Commission performing a private arbitration function if necessary on matters contained in this Agreement.

6. RENEGOTIATION OF AGREEMENT

The parties agree to commence negotiations on a new collective enterprise agreement commencing in March 2010. The parties are committed to complete negotiations on the new agreement prior to the expiry of this Agreement. The next agreement will commence from 1 July 2010.

7. WAGES

Wage increases will apply as set out in Appendix A to this Agreement.

All other wage related allowances will increase accordingly. All reimbursement type allowances (eg: meal and transport allowances) will increase from the first pay period on or after 1 July for the nominal life of the Agreement in accordance with CPI increases for the preceding 12 months.

8. REDUNDANCY PROVISIONS

Redundancy provisions applicable to employees under this Agreement will be in accordance with the terms of Appendix B.

9. CONSOLIDATION OF EXISTING AGREEMENTS

The parties during the course of this agreement will undertake a review and consolidation of all previous agreements to produce one consolidated agreement. Nothing in this process will have the effect of reducing any previous provisions or and/or entitlements reached between the parties unless otherwise agreed.

10. HOURS OF WORK

The provisions below outline what was agreed between the parties in EBA III in relation to hours of work, and correct drafting errors from subsequent agreements made after EBA III.

10.1 Hours of Duty – Day Shift

10.1.1 Unless otherwise agreed the ordinary hours of work will be an average of 38 hours per week, worked between 0600 and 1800 Mondays to Fridays inclusive.

10.1.2 Provided that employees employed by Qantas before 1 July 1996, when the spread of hours was 0700 – 1800, will be guaranteed no financial disadvantage by an agreed equivalent upward all purpose adjustment to offset any loss of penalty payments resulting from the spread of hours in clause 10.1.1.

10.1.3 The provisions of 10.1.2 shall not apply in the following circumstances:

- (a) where an employee and Qantas mutually agree to a variation in the spread of hours;

- (b) where in a cost centre or defined work area a majority of employees, the union and the Company agree to a variation in the spread of hours.

10.2 Shiftwork

For the purposes of the operation of any shiftwork clause in either the Award or previous EBA's, the following shall apply:

- 10.2.1 "Early Morning shift" means any shift commencing between midnight and 6.00 a.m.;
- 10.2.2 "Day shift" means a shift which commences at 6.00 a.m. or later, but finishes at or before 6.00 p.m.

11. SUPERANNUATION – CHOICE OF FUNDS

- 11.1 Qantas will make superannuation contributions to a complying superannuation fund in respect of each employee.
- 11.2 The superannuation fund to which contributions will be made in respect of an employee will be the fund chosen by that employee consistent with the choice of fund regime.
- 11.3 In the absence of an employee selecting a superannuation fund to receive contributions in accordance with the choice of fund regime, the superannuation contributions in respect of that employee will be made to the Qantas Superannuation Plan (or any successor to that plan) as the default fund for the purposes of the choice of fund regime.
- 11.4 The amount of the contributions will be not less than the amount specified in the superannuation guarantee legislation (currently 9%), being the amount required to avoid employers incurring liability for superannuation guarantee charge under the *Superannuation Guarantee (Administration) Act 1992*.

12. 20th DAY PAYOUT

- 12.1 Each February for the life of this agreement, Qantas will invite each employee who has accrued more than two 20th days (not including 20th days that have been rostered, including rostered for taking in conjunction with annual leave) to have some or all of that accrual in excess of two days paid out.

The payout will be at the employee's base salary and will be paid as time for time accrued.

13. SPECIAL ARRANGEMENTS FOR GRADE 2D

An employee at Grade 2 Level E who moves to Grade 3 (either by promotion or as part of a progression arrangement) will move to Grade 3 Level C.

14. ENGINEERING INSTRUCTORS AND TECHNICAL OFFICERS TRAINING

Refer to Appendix C for additional arrangements applying to Engineering Instructors and Technical Officers Training.

APPENDIX A

(Appendix A replaces Attachment 1 of the Qantas Airways Limited (Technical Salaried Staff) Enterprise Agreement 7 in its entirety.)

SALARY SCALE

FFPP = First Full Pay Period

1.A Technical Officers Salaries

Technical Officer Grade	FFPP on or after 1 July 2007	FFPP on or after 1 July 2008	FFPP on or after 1 July 2009
Level 1 A	50355	51866	53422
Level 1 B	51304	52843	54428
Level 1 C	52253	53821	55435
Level 1 D	53444	55048	56699
Level 1 E	54246	55873	57549
Level 2 A	53470	55075	56727
Level 2 B	54481	56116	57799
Level 2 C	55489	57153	58868
Level 2 D	56747	58450	60203
Level 2 E	57599	59327	61106
Level 3 A	56638	58337	60087
Level 3 B	57704	59435	61218
Level 3 C	58776	60539	62355
Level 3 D	60105	61909	63766
Level 3 E	61007	62837	64722
Level 4 A	60514	62330	64199
Level 4 B	61655	63505	65410
Level 4 C	62801	64685	66626
Level 4 D	64227	66154	68139
Level 4 E	65191	67146	69161
Level 5 A	66486	68480	70535
Level 5 B	67738	69770	71863
Level 5 C	68995	71065	73197
Level 5 D	70562	72679	74859
Level 5 E	71620	73769	75982
Level 6 A	70224	72331	74501

Level 6 B	71554	73701	75912
Level 6 C	72874	75060	77312
Level 6 D	74531	76766	79069
Level 6 E	75649	77918	80255
Level 7 A	74115	76339	78629
Level 7 B	75513	77778	80112
Level 7 C	76913	79220	81597
Level 7 D	78660	81020	83450
Level 7 E	79840	82235	84702

2A. Engineering Instructor Classifications

2A.1 Instructor Classifications

Engineering Instructor	FFPP on or after 1 July 2007	FFPP on or after 1 July 2008	FFPP on or after 1 July 2009
Senior Instructor A Year 2	\$93,140.19	\$95,934.39	\$98,812.42
Senior Instructor A	\$91,763.73	\$94,516.64	\$97,352.14
Instructor Level 6A Year 2	\$88,912.39	\$91,579.76	\$94,327.15
Instructor Level 6A	\$87,598.41	\$90,226.36	\$92,933.15
Instructor Level 5A Year 2	\$84,885.31	\$87,431.87	\$90,054.83
Instructor Level 5A	\$83,630.85	\$86,139.78	\$88,723.97
Instructor Level 4A Year 2	\$79,269.16	\$81,647.23	\$84,096.65
Instructor Level 4A	\$78,097.69	\$80,440.62	\$82,853.84
Instructor Level 3A Year 2	\$74,276.09	\$76,504.37	\$78,799.50
Instructor Level 3A	\$73,178.41	\$75,373.76	\$77,634.98
Senior Instructor Year 2	\$87,912.94	\$90,550.32	\$93,266.83
Senior Instructor	\$86,613.73	\$89,212.14	\$91,888.51
Instructor Level 6 Year 2	\$84,543.45	\$87,079.75	\$89,692.15
Instructor Level 6	\$83,294.04	\$85,792.86	\$88,366.65
Instructor Level 5 Year 2	\$80,516.38	\$82,931.87	\$85,419.82
Instructor Level 5	\$79,326.48	\$81,706.27	\$84,157.46
Instructor Level 4 Year 2	\$74,900.22	\$77,147.23	\$79,461.64
Instructor Level 4	\$73,793.32	\$76,007.12	\$78,287.33
Instructor Level 3 Year 2	\$69,905.06	\$72,002.21	\$74,162.28
Instructor Level 3	\$68,871.98	\$70,938.14	\$73,066.28
Instructor Level 2 Year 2 (Apprentice Administration Instructor)	\$65,537.17	\$67,503.28	\$69,528.38
Instructor Level 2 (Apprentice Administration Instructor)	\$64,568.64	\$66,505.70	\$68,500.87

Note 1: Level 2 is for Apprentice Administration Instructor only

Note 2: The “A” Level pay rates apply to instructors who validate or authorise LAME training examinations for aircraft type training.

Note 3: New instructors will commence on a salary commensurate with skill levels and/or experience.

2A.2 Technical Officers Training

Technical Officer Training	Technical Salaried Staff rate
TOT 1	
Year 1	Level 2A
Year 2	Level 2B
Year 3	Level 2C
Year 4	Level 2D
Year 5	Level 2E
TOT 2	
Year 1	Level 3B
Year 2	Level 3C
Year 3	Level 3D
Year 4	Level 3E
TOT 3	
Year 1	Level 4B
Year 2	Level 4C
Year 3	Level 4D
Year 4	Level 4E
TOT 4	
Year 1	Level 5A
Year 2	Level 5B
Year 3	Level 5C
Year 4	Level 5D
Year 5	Level 5E
TOT 5	
Year 1	Level 6C
Year 2	Level 6D
Year 3	Level 6E

APPENDIX B

COMPULSORY REDUNDANCY AGREEMENT

Redundancy occurs if an employer has made a definite decision that the employer no longer wishes the job the employee has been doing done by anyone; and the decision is not due to the ordinary and customary turnover of labour.

The Company and the unions agree to seek to manage all necessary staff reductions in a manner aimed at minimising the need for redundancies. Only after these means have been exhausted will a redundancy program be embarked upon.

Where the Company decides to terminate the employment of employees on account of redundancy, then as soon as practicable after so deciding, and before the terminations take place, the relevant unions will be advised of the decision, together with:

- The terminations and the reasons for them;
- The number and categories of employees likely to be affected, and;
- The time when, or the period over which, the Company intends to carry out the terminations.

Further, prior to termination of employment and prior to the final determination, the Company will meet as a minimum its statutory obligations to consult unions on measures to avert or minimise the terminations, and implement measures (such as finding alternative employment) to mitigate the adverse effects of the terminations.

The redundancy program shall have regard to:

- Retaining an age, skill and experience balance within areas of employment in each employment category;
- No discrimination against employees; and
- Special efforts to minimise retrenchment of apprentices or trainees.

The Company will consult with the relevant unions on the process to be adopted on a case-by-case basis.

Redundancy payments

For redundancy under the terms of this agreement, the following package shall apply:

- A. Three (3) weeks' pay for each year of service up to and including five (5) year's service, with a minimum of four (4) weeks' pay.
- B. Four (4) weeks' pay for each completed year of service in excess of five (5) years; and
- C. Pro-rata payment for each completed month of service.
- D. The above-mentioned payments do not include payments in lieu of notice.

Pay Calculation

For the purposes of this agreement, “pay” shall be paid at the ordinary time rate described in the relevant award or agreement and shall include regular weekly payments, such as service increments and supervisory allowances, but shall exclude shift, overtime and extraneous payments.

Notice period

Notice will be in accordance with the relevant provisions of Part C, Clause 6 of Technical Salaried Staff (Qantas Airways Limited) Enterprise Agreement IV and/ or provisions of the Workplace Relations Act 1996, provided that no less than four (4) weeks’ notice must apply to all employees. The notice period shall not commence until appeal rights have been exhausted.

Maximum redundancy payment

Any redundancy payments for full time employees who convert to part-time will continue to be calculated on full-time equivalent salary with the period of service being adjusted to reflect the hours actually worked.

Maximum redundancy payment

Part 1: This component shall only be available to employees who commenced their employment on or prior to 16 October 1996:

The then value of an employee’s accumulated redundancy payments as at 16 October 1996 shall be frozen in money terms and increased by 2% per annum for each year of service after 16 October 1996. To this amount shall be added any redundancy payments that accrue under the new redundancy scheme (see Part II) for service from 16 October 1996. An employee’s actual date of commencement of service will be used to calculate any redundancy payments under Part II (that is, for the purpose of determining whether 3 weeks or 4 weeks pay per year of service applies under clause 46.1 for the calculation under Part II).

Part 2: Applies to Employees engaged after 16 October 1996 and to service after 16 October 1996 for employees engaged on or prior to 16 October 1996:

The new redundancy scheme shall apply to all employees. The maximum benefit for redundancy pay under the new redundancy scheme shall be ninety-five (95) weeks pay exclusive of notice periods.

Any redundancy payments for full time employees who convert to part time will continue to be calculated on full time equivalent salary with the period of service being adjusted to reflect hours actually worked.

Other entitlements**A. Annual Leave Loading**

Accrued annual leave credits, including pro-rata leave due at the date of termination, will be paid at the greater of the annual leave loading (17.5%) or the projected shift penalties pertaining to the individual.

B. Long service leave

Pro-rata long service leave shall be paid to employees with more than twelve (12) months' continuous service. For the purpose of these provisions, long service leave will be applied in accordance with the amount provided under the Company's long service leave provisions.

C. Superannuation

Superannuation payments will be as per Company plan rules, plus full vesting of the Company's contributions with interest where not already applicable.

D. Preservation

It will be necessary to comply with the government's regulations in respect of the preservation of superannuation benefits.

E. Employee Travel

See Staff Travel Policy manual.

F. Redeployment

1. To other duties. Where an employee has been redeployed to a lower paid position, the employee shall be given four (4) weeks' notice of transfer and receive salary maintenance (being the difference between the former ordinary time rate and the new lower rate) for a period of six months following the transfer.
2. To other ports. Where the Company offers and the employee accepts redeployment requiring a change of domicile, e.g. Sydney to Perth, Cairns to Brisbane, the employee shall be entitled to normal transfer costs in accordance with Company policy.

G. Company Certificate of Service

A statement of service will be issued to each redundant employee, indicating the employee's length of service and that he/she was retrenched from the airline. This certificate can be collected from the Company on the employee's last day of employment.

H. Notification to Centrelink

The Company shall notify Centrelink as soon as possible of relevant information in respect of those employees' compulsory retrenchment and arrange visits by Centrelink to appropriate Company premises.

I. Outplacement Services

The Company will provide outplacement service for all retrenched employees. The level of outplacement service provided will be determined by the Company in consultation with Centrelink and will include a detailed work history of the employee and assistance towards the preparation of CVs. Where practicable, outplacement

services will be provided during the period of special paid leave and prior to cessation of employment with the Company.

J. Financial Counselling

All employees nominated for retrenchment will be provided with a detailed estimate of the redundancy pay and superannuation entitlements, at the time of their nomination.

Employees who are retrenched will have access to financial counselling.

Where practicable, financial services will be provided to the employee during the period of special paid leave.

Where practicable, this service will be provided on Company premises.

K. Welfare Services

The services of the Company's employee assistance counsellors will be available on request for an appropriate period to any employee compulsorily retrenched.

L. Appeal Rights

Employees who wish to continue working for the Company and who are targeted for redundancy may appeal within four (4) working days to the relevant union(s) and their employment shall continue until the matter has been dealt with. The unions must forward the names of appellants to the Company within two (2) working days of receiving the names. The Company shall complete the appeal process within two weeks.

M. Re-employment

A retrenched employee will be given preference for re-employment where it is advertised externally, subject to meeting the requirements of the position.

This provision shall not apply where an employee has rejected suitable and reasonable redeployment. Where redeployment has been rejected, a Qantas employee is ineligible to be offered re-employment under the terms of this clause until a period of twelve (12) months has elapsed from the employee's date of retrenchment on account of redundancy.

This twelve (12) month period does not apply to redundant employees seeking employment with Qantas as casuals under the casuals' clause of this agreement

N. Time off during the period of Notice

If an employer gives an employee notice of termination, the employer must allow the employee up to one day's paid leave during each week of notice to seek other employment.

If more than one day's leave is taken, the employee must, at the employer's request provide proof of attendance at an interview. If proof is not provided, the employee must not be paid for the time off.

O. Employee leaving during the Notice period

An employee whose employment is terminated by reason of redundancy may terminate his/her employment during the notice period. If the employee does so, the employee is entitled to the same benefits and payments under this clause had the employee remained with the employer until the expiry of the notice period. The employee is not, however, entitled to payment in lieu of notice.

P. Retraining

Where practicable retraining opportunities will be provided to employees declared redundant.

Q. Suitable Alternative Employment

The employer will take reasonable steps to arrange or assist in obtaining suitable alternative employment for employees who would otherwise be retrenched.

The employer, in any particular redundancy case, may make an application to the Commission to vary the redundancy pay prescription if the employer obtains acceptable alternative employment for an employee.

R. Transmission

If a business, before or after the commencement of this Agreement is transmitted from an employer (the transmitter) to another employer (the transferee) and an employee of the transmitter becomes an employee of the transferee:

- (a) an employee's continuity of service is deemed not to have been broken by reason of the transmission; and
- (b) the employee's period of employment with the transmitter or any other prior transmitter is deemed to be service of the employee with the transferee.

S. Savings

Nothing contained within this agreement shall reduce any statutory protections with respect to redundancy related arrangements unless otherwise expressly agreed by exchange of correspondence between the Company and the relevant union.

APPENDIX C**ENGINEERING INSTRUCTORS AND TECHNICAL OFFICERS TRAINING CLASSIFICATIONS**

Appendix C replaces Attachment 2 of the Technical Salaried Staff (Qantas Airways Limited) Enterprise Agreement 5 in its entirety

1C STRUCTURE

The structure for Engineering Training Instructors comprises four Levels for Instructors, one Level for Apprentice Administration staff and two levels for Supervising (Senior) Instructors refer Appendix A. New Instructors will enter at a level dependent on skills and experience.

2C INSTRUCTOR FUNCTIONS/DUTIES/RESPONSIBILITIES

To qualify for a given classification, the following competencies/knowledge must be demonstrated:

2C.1 Instructor (Level 2)

- Full Time Administration of the Apprentice training program, including rostering, competency assessment and counselling.
- Conduct competency assessment.
- Monitoring of attendance and performance
- Record keeping and participation in recruitment and reward programs

2C.2 Instructor (Level 3)

- Base trade category technical knowledge.
- High standard of verbal and written expression and presentation.
- Hold current Cert IV in Training
- Development of course definition, training notes and training graphics
- Development of instructional support materials
- Development of appropriate examinations or testing materials
- Modification and maintenance of course materials
- Monitoring of attendance and performance
- Record keeping and participation in recruitment and reward programs
- Operate within the QF / Training Department Quality System of Operation

2C.3 Instructor (Level 4)

Complete 2 years as a level 3 instructor and conduct 5 days of any combination of the following:

- Basic class room (theory) and practical instruction and assessment for AME and Apprentices (Mechanical, Structures, Avionics or QF base trade unique business instruction)

- Post trade instruction and assessment for AME's or LAME's (Mechanical, Structures, Avionics, Plant Safety, Skills Enhancement, QF post trade unique business instruction and QF non trade business instruction).
- Aircraft, type specific classroom (theory) or practical instruction & assessment for AMEs and LAMEs

Practical training days will equate to the same as theory days where the Instructor is involved in direct instructional activities. IE: Practical Tasks on or off the aircraft.

If the Instructor is only acting in a monitoring or advisory role whilst students are performing practical exercises then practical days will be accrued at a rate of 2 practical days equals 1 theory day. Supervisory activities that are only safety related will not accrue any instructional credit.

Training on customer aircraft receives equal recognition for progression.

Demonstration of Instructional competency will be considered to have been achieved if the Instructor can prepare, deliver and maintain relevant training material for at least three topics or subjects covering a minimum of 5 days non-duplicated instruction.

OR

Other Duties - refer to Clause 2C.7 Special Projects and Secondments

Advancement to this level may be deferred if performance criteria are not met. Refer to the relevant section of the "Technical Training Department – Technical & Salaried Staff Classifications" Document.

2C.4 Instructor (Level 5)

Complete 2 years as a level 4 instructor and conduct an additional 5 days of any combination of the following:

- Basic class room (theory) and practical instruction and assessment for AME and Apprentices (Mechanical, Structures, Avionics or QF base trade unique business instruction)
- Post trade instruction and assessment for AME's or LAME's (Mechanical, Structures, Avionics, Plant Safety, Skills Enhancement, QF post trade unique business instruction and QF non trade business instruction).
- Aircraft, type specific classroom (theory) or practical instruction & assessment for AMEs and LAMEs

Practical training days will equate to the same as theory days where the Instructor is involved in direct instructional activities. IE: Practical Tasks on or off the aircraft.

If the Instructor is only acting in a monitoring or advisory role whilst students are performing practical exercises then practical days will be accrued at a rate of 2 practical days equals 1 theory day.

Supervisory activities that are only safety related will not accrue any instructional credit.

Training on customer aircraft receives equal recognition for progression.

Demonstration of Instructional competency will be considered to have been achieved if the Instructor can prepare, deliver and maintain relevant training material for at least three topics or subjects covering a minimum of 10 days non-duplicated instruction.

OR

Other Duties - refer to Clause 2C.7 Special Projects and Secondments

Advancement to this level may be deferred if performance criteria are not met. Refer to the relevant section of the "Technical Training Department – Technical & Salaried Staff Classifications" Document.

Note: Instructors at this level are senior members of the team and should be flexible and responsive in undertaking instructional duties (given adequate preparation time and Instructor capability) to meet Departmental needs.

2C.5 Instructor (Level 6)

Complete 2 years as a level 5 instructor and conduct an additional 5 days of any combination of the following:

- Basic class room (theory) and practical instruction and assessment for AME and Apprentices (Mechanical, Structures, Avionics or QF base trade unique business instruction)
- Post trade instruction and assessment for AME's or LAME's (Mechanical, Structures, Avionics, Plant Safety, Skills Enhancement, QF post trade unique business instruction and QF non trade business instruction).
- Aircraft, type specific classroom (theory) or practical instruction & assessment for AMEs and LAMEs

Practical training days will equate to the same as theory days where the Instructor is involved in direct instructional activities. IE: Practical Tasks on or off the aircraft. If the Instructor is only acting in a monitoring or advisory role whilst students are performing practical exercises then practical days will be accrued at a rate of 2 practical days equals 1 theory day.

Supervisory activities that are only safety related will not accrue any instructional credit.

Training on customer aircraft receives equal recognition for progression.

Demonstration of Instructional competency will be considered to have been achieved if the Instructor can prepare, deliver and maintain relevant training material for at least three topics or subjects covering a minimum of 15 days non-duplicated instruction.

OR

Other Duties - refer to Clause 2C.7 Special Projects and Secondments

Advancement to this level may be deferred if performance criteria are not met. Refer to the relevant section of the “Technical Training Department – Technical & Salaried Staff Classifications” Document.

Note Instructors at this level are senior members of the team and should be flexible and responsive in undertaking instructional duties (given adequate preparation time and Instructor capability) to meet Departmental needs.

2C.6 Senior Instructor

- Manage the LAME/AME & Apprentice training program
- Manage efficient allocation of resources
- Supervision of instructors
- Staff development & counselling
- Conduct performance appraisals
- Quality control of training product

2C.7 Special Projects and Secondments

In lieu of the job descriptions above an employee at levels 4, 4A, 5, 5A, 6 or 6A may be required to undertake a special project or secondment.

2C.7.1 Guidelines for implementation of above

The days in class equivalence for the alternate duties will be agreed to prior to undertaking the additional responsibilities. Some points to consider when calculating equivalence may include:

- How much new in class material could the instructor reasonably have prepared and taught in the same time. Given due consideration to that persons average ratio of preparation to class time; and/or
- How long the individual will be undertaking the additional duty.

3C Movement within and through levels

3C.1 Movement within a Level

An officer will progress to the next year within a Level on the anniversary of the officer's appointment date on which the employee achieved that Level.

3C.2 Movement through levels

3C.2.1 Where an employee has been at a Level for 2 years and the employee meets the criteria of that Level and the next Level, the employee may apply for a regrade.

If the employee is successful the employee will move to the next level.

3C.2.1 Where an employee has been at a Level for 2 years and as a result of operational requirements the employee does not meet the criteria of that or the next Level, the employee may apply for a regrade.

If successful the employee will move to the next level.

- Note 1:** Advancement through the levels may be deferred if performance criteria are not met. Refer to the relevant section of the “Technical Training Department – Technical & Salaried Staff Classifications” Document.
- Note 2:** Clause 3C.2.1 cannot be used again until the employee has met the criteria of the Level the employee is moved too as a result of a successful application.
- Note 3:** For additional information on movement through the levels refer to the relevant section of the “Technical Training Department – Technical & Salaried Staff Classifications” Document.

4C TECHNICAL OFFICER TRAINING (TOT) CLASSIFICATIONS

4C.1 Progression within a Grade for Technical Officers Training

An officer will progress to the next year within the relevant TSS Level on the anniversary of the officer’s appointment date to the Grade.

4C.2 Progression to the next Grade

- (d) 12 months after reaching the highest year level in their existing Grade; and
- (e) Carrying out duties of next level; and
- (f) Obtaining certification or the on the job training and accumulated work experience as outlined by the next Grade position description.

Where an officer is not on the highest year level in a Grade the officer may make an application for ‘advanced progression’ to the next Grade after having met the following requirements:

- (e) Completing a minimum of two (2) years at their existing Grade; and
- (f) Completing tasks at their existing level; and
- (g) Carrying out duties of next level; and
- (h) Obtaining certification or the on the job training and accumulated work experience as outlined by the next Grade position description.

4C.3 Training

As training is required for advancement through the grades, Qantas will supply the training via Qantas College or other training supplier. If the company cannot supply the training, the Technical Officers will locate applicable training from an external training supplier and on completion, be reimbursed the cost of the training subject to the training meeting the Employee Training Assistance Scheme (ETAS) requirements.

4C.4 Position descriptions (Technical Officers Training)

4C.1 Technical Officer Training Grade 1

Function

Under supervision –

- Prepare and amend technical drawings.
- Amend technical training documentation
- Compile technical training manuals into teaching order for print production.
- Ensure availability of technical training material to meet training program requirements.
- Research and source technical data/manuals required for production of training material.
- Liaise with relevant technical departments to acquire technical information for production of training material.

Note: Technical decisions that are required are made within specified aircraft industry and company standards or procedures.

Training required

Relevant trade Certificate or equivalent tertiary level qualifications plus;

Basic computer skills

Specialist knowledge gained through on the job training and accumulated work experience acquired once in the position.

On-the-job training as required by the company to increase the incumbents' skill / proficiency may include some of the following courses;

- Computer systems i.e. MS word/excel/access/drawing/scanning software (If lacking the necessary basic skills)
- Drug & Alcohol
- OH&S training
- Aircraft familiarisation
- Report writing (internal or tertiary)
- Digital image capture essentials (tertiary)
- Vector graphics essentials (tertiary)

4C.2 Technical Officer Training Grade 2

Function

A person under supervision with increased responsibilities who may perform functions relevant to area requirements along with those tasks of the Technical Officer Grade 1 position in addition to but not limited to some of the following: -

As applicable to Technical Officer Training Grade 1, plus;

- Administer and develop the electronic data management system utilised for control and production of training material.
- Prepare and amend technical drawings.
- Assists with amendments to various technical documentation systems.
- Prepare routine departmental reports.
- Actions routine enquires / tasks.
- Provides assistance to other areas of productions.

- Ensure Civil Aviation Safety Authority requirements for training material format and content (as applicable) are observed.

Note: Technical decisions that are required are made within specified aircraft industry and company standards or procedures.

Training required

As applicable to Technical Officer Training Grade 1, plus;

3. A minimum tertiary level Certificate II in a related technology or equivalent. Refer Note 1: (definition of equivalent).

And

4. Company approved training, which adds skills relevant to the current position / career path, including all of the following courses;
 - Conflict resolution (internal or tertiary)
 - Time management (internal or tertiary)
 - Communication skills (internal or tertiary)
 - Aircraft familiarisation

Note: 1 One or more Certificate qualifications in a related technology equivalent to Certificate II level, which allows the employee to satisfactorily perform the functions of the Grade.

4C.3 Technical Officer Training Grade 3

Function

A person under minimal supervision with increased responsibilities who may perform functions relevant to area requirements along with those tasks of the Technical Officer Grade 2 position in addition to but not limited to some of the following: -

As applicable to Technical Officer Training Grade 2, plus;

- Review technical documentation and interpret system changes that may effect training material validity and in conjunction with instructional staff initiate appropriate training material revisions.
- Administer the electronic print production (publishing) system.
- Provide support/advice to instructional staff on the electronic data management system utilised for control and production of training material.
- Liaise with aircraft/engine/component manufacturers, Civil Aviation Safety Authority or client on technical or regulatory issues associated with production of training material.
- Actions routine technical enquiries / tasks.
- Amend computer software and databases.

Note: Some technical decision making would be required outside specified aircraft industry and company standards or procedures but within established departmental and regulatory guidelines.

Training required

As applicable to Technical Officer Training Grade 2, plus;

3. A minimum tertiary level Certificate III in a related technology or equivalent. Refer Note 1: (definition of equivalent).

And

4. Company approved training, which adds skills relevant to the current position / career path, may include either of the following courses;
 - Electronic document generation software.
 - Advanced computer skills.

Note: 1 One or more Certificate qualifications in a related technology equivalent to Certificate III level, which allows the employee to satisfactorily perform the functions of the Grade.

4C.4 Technical Officer Training Grade 4

Function

A person under no supervision with increased responsibilities who may perform functions relevant to area requirements along with those tasks of the Technical Officer Grade 3 position in addition to but not limited to some of the following: -

As applicable to Technical Officer Training Grade 3, plus;

- Some technical decision making would be required on a regular basis outside specified aircraft industry and company standards or procedures but within established departmental and regulatory guidelines.
- Create & revise computer software.
- Prepare technical reports.
- Provide system specific and specialist technical support/advice to production areas.
- Assist in the impact of training projects.
- Ensure the correct functioning and serviceability of computer systems and associated software utilised for production of training material.
- Liaise with contractors for the production of training documentation.
- Control printing of all database produced training books.

Training required

As applicable to Technical Officer Training Grade 3, plus;

3. A minimum tertiary level Certificate IV in a related technology or equivalent, Refer Note 1: (definition of equivalent).

And

4. Company approved training, which adds skills relevant to the current position / career path, may include either of the following courses;

The following course modules may be included in the Certificate IV level qualifications.

- Presentation skills (internal or tertiary)
- Problem solving (internal or tertiary)
- Negotiating skills (internal or tertiary)
- Records control and security (tertiary)
- Document design (tertiary)

Note: 1 One or more Certificate qualifications in a related technology equivalent to Certificate IV Level, which allows the employee to satisfactorily perform the functions of the Grade.

4C.5 Technical Officer Training Grade 5

Function

A company specialist requiring a high level of technical knowledge who may perform some of the following functions relevant to area requirements including but not limited to:

As applicable to Technical Officer Training Grade 4, plus;

- Ability to pass on skills to Technical Officers Grade 1, 2, 3 and 4 in the form of on-the-job training.
- Evaluate and justify the purchase of equipment required for the department.
- Investigate and review the latest software packages for productivity improvements within the department.
- Testing, recommendations and acceptance of computer software.
- Administer the department's Intranet site.
- Administer the archiving of data.

Technical Officer Training Grade 5 position also carries with it the following responsibilities; -

- Out-of-Hours contact for "major tasks or projects" as mutually agreed to between the Officer affected and their supervisor/manager.

Training required

As applicable to Technical Officer Training Grade 4, plus;

3. A minimum tertiary level Diploma Certificate in a related technology or equivalent. Refer Note 1: (definition of equivalent).

And

4. Company approved training, which adds skills relevant to the current position / career path, may include either of the following courses;

The following course modules may be included in the diploma level qualifications.

- Web page design (internal or tertiary)
- Writing advanced HTML (internal or tertiary)
- Database management (internal or tertiary)
- Multimedia production (tertiary)
- Project management
- Computer programming
- Train the trainer or on the job competency

Note: 1 One or more Certificate qualifications in a related technology equivalent to diploma level, which allows the employee to satisfactorily, perform the functions of the Grade.

4C.6 Out-of-Hours Contact

Upon mutual agreement between Management and the Technical Officer Training (Grade 5), an officer shall be contactable outside of their normal hours of operation.

Contact shall be via an agreed acceptable means of communication, such as a home phone, personal mobile phone, Company provided mobile phone or Company provided pager. If the Technical Officer Training (Grade 5) is required to make phone calls for the purpose of their job description during the "Out of Hours Contact" period, the Technical Officer will be reimbursed the cost of those phone calls.

It is recognised that for the position of Technical Officer Training Grade 5, Out-of-Hours contact is a requirement of their job description, and as part of this restructure remuneration for this additional service to the company has been included in the new salary scales for their levels therefore no claim of overtime for Out-of-Hours contact is permitted unless the officer is required to return to work.

The Australian Licensed Aircraft Engineers Association (ALAEA)

(Signature)

Name of ALAEA Representative (Print)

Address of ALAEA Registered Office

Authority to sign the Agreement for the ALAEA (Position/Title)

(Date)

The Australian Services Union (ASU)

(Signature)

Name of ASU Representative (Print)

Address of ASU Registered Office

Authority to sign the Agreement for the ASU (Position/Title)

(Date)

The Transport Workers' Union of Australia (TWU)

(Signature)

Name of TWU Representative (Print)

Address of TWU Registered Office

Authority to sign the Agreement for the TWU (Position/Title)

(Date)

Qantas Airways Limited (Qantas)

(Signature)

Name of Qantas representative (Print)

Address of Qantas

Authority to sign the Agreement for Qantas (Position/Title)

(Date)