

National Training Wage: Fact Sheet

Updated: 21/09/2021

1. Background

The National Training Wage in all modern awards is found in a separate schedule in the Miscellaneous Award. It sets out the rates of pay for trainees undertaking an approved traineeship. The schedule is complicated, and all clauses need to be read as there is the requirement to make additions and subtractions to the rates set out depending on the circumstances of the traineeship.

Note that the Miscellaneous Award is only used to determine the trainee's rate of pay. The employee is otherwise engaged under the relevant industry award and receives the entitlements of that award.

Enterprise agreements may set out different rules for trainees.

2. What types of employees does this schedule apply to?

The National Training Wage Schedule applies to trainees undertaking approved training. More specifically:

- A **trainee** is an employee undertaking a traineeship under a training contract.
- A **traineeship** means a system of training which has been **approved by the relevant state or territory training authority**, which meets the requirements of a training package developed by the relevant industry Skills Council and endorsed by the National Quality Council, and which leads to an AQF certificate level qualification.

The National Training Wage schedule further defines what is meant by a training package.

3. What factors determine rates of pay?

The following factors determine the rates of pay:

1. The type of **training package** (for example, the Community Services training package is paid at Wage Level A) and whether a **Certificate, I, II, III or IV**.
2. Whether **at school** or the number of years **out of school**.
A trainee who finished or left school in 2020 will be a **school leaver** for the rest of 2020 and the entirety of 2021. From 1 January 2022 they will be **plus 1 year out of school**.
3. The **highest year of schooling** completed.
4. Whether the traineeship is
 - **fully off the job.**
 - **solely on the job** or
 - **partly on the job, partly off the job.**
5. Full-time or part-time.

Trainees are paid for time spent attending training or assessment related to their traineeship **unless** they are:

- a school-based trainee; or
- a part-time trainee whose training is solely off the job.

4. Wage skill level

The rates of pay for trainees are determined by Clause E.4.1 (full-time traineeships) and E.4.2 (part-time traineeships), Wage Level A, B or C (listed in Clause E.6). For a Certificate II or III Community Services training package, you would be looking at Wage Level A.

For trainees completing a Certificate IV, the rates of pay are determined by Clause E.4.1(d) or Clause E.4.2(e).

5. Full-time trainees

A full-time traineeship is based on 38 ordinary hours per week, with 20% of ordinary hours being approved training. Those rates of pay are expressed as a weekly wage and are found in Clause E.4.1.

Note that the rates of pay for Certificates I, II and III are in Clause E.4.1(a), (b), and (c). For full-time trainees (other than adult trainees) completing an AQF Certificate IV, the rates are those in Clause E.4.1(a), (b), and (c) with an additional loading of 3.8%.

For full-time **adult** trainees, the rates are set out in Clause E.4.1(d)(ii). They provide rates for the first year and second and subsequent years of traineeship.

6. Part-time trainees

A part-time traineeship is based on less than 38 ordinary hours per week, with 20% of ordinary hours being approved training **solely on-the-job** or **partly on-the-job and partly off-the-job** or **wholly off the job**. Traineeships that are completed **wholly off the job** in the trainees outside of work time, are paid a higher hourly rate of pay. They are not paid for time spent attending training or assessment.

- Wages for Part-time trainees completing a Certificate I, II, or III and are completing their traineeship **wholly off the job** are set out in Clause E.4.2(a), (b), and (c). These wage rates are higher.
- However, wages for part-time employees who are completing their traineeship **solely on the job or partly on the job and partly off the job** are paid the wages as described above **LESS 20%**. This applies to Cert I, II, III, and IV traineeships.

As with full-time trainees, part-time trainees (other than adult trainees)

completing an AQF Certificate IV, are paid in line with the rates in Clause E.4.2(a), (b), and (c) with an additional loading of 3.8%.

For part-time **adult** trainees, the rates are set out in Clause E.4.2(d) (ii). They provide rates for the first year and second and subsequent years of traineeship. ***So for a part-time trainee completing a Certificate IV with some or all of the training on the job, the rates are derived from the part-time hourly rates set out in E.4.2(a), (b), and(c), with the addition of 3.8%, then subtracting 20%.***

7. Examples:

1. A **school leaver** completing a **Certificate IV** in Community Services **part-time, solely on the job** who has **completed Year 10** as the highest year of schooling:

- Wage level A
- From Clause E.4.2 (e) (i) States that the rate of pay in this case is determined by the rates for Cert III in clause E.4.2 (a) Wage Level A: **\$11.14**
- **Plus 3.8% as required by E.4.2 (e) (i)** (AQF Certificate Level IV traineeships: **\$11.56**)
- Minus 20% due to clause E.4.2 (f) (i) (Calculating the actual minimum wage):
 $\$11.56 - \$2.31 =$
\$9.25 per hour.

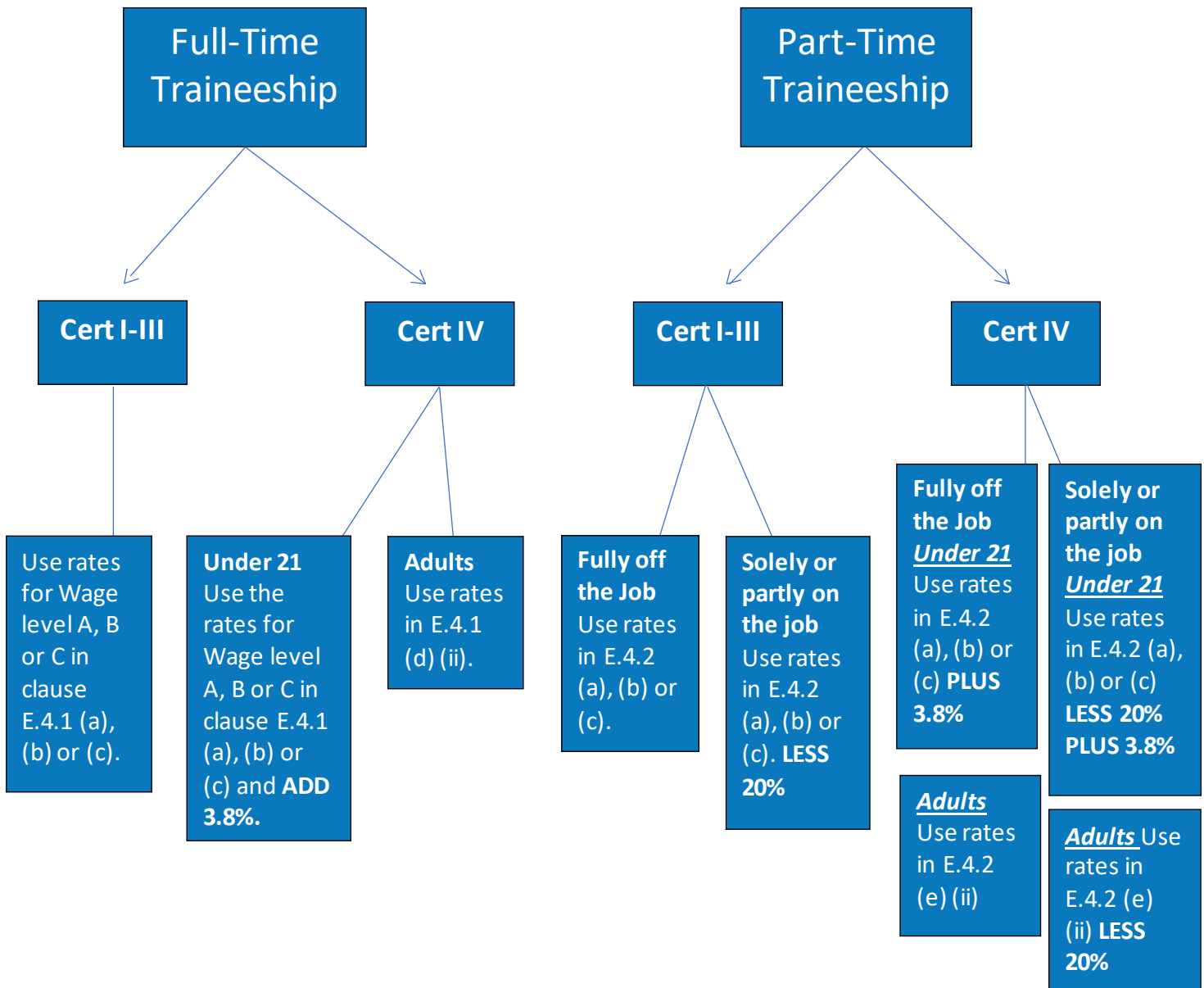
2. A **Full-time** traineeship completing a **Certificate III** for a trainee (Community Services) who **completed year 12** as the highest year of schooling and has been **plus 2 years out of school**:

- Wage level A
- From clause E.4.1 (a) is **\$601.60 per week.**

3. A **Part-time** traineeship completing a **Certificate III** for a trainee (Community Services) that is **partly on the job and partly off the job**, **has completed year 11 as the highest year of schooling** has been **plus 7 years out of school**:

- Wage Level A
- From clause E.4.2 (a) is \$22.65
- Minus 20% due to clause E.4.2 (f) (III) $\$22.65 - \$4.53 =$ **\$18.12 per hour.**

8. Summary:



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