

Checklist for skills and training when negotiating an Enterprise Agreement

Orange ink denotes the reasoning behind each prompt.

- ☐ Have you included the approved model clauses for skills and training, as outlined in the model reclassification clause phrasing document in this document?

Approved model clauses have been workshopped by the National Skills and Training Team, and industrial officers. They provide maximum impact and defensibility of the clauses, should they come before a Fair Work Commission.

- ☐ If the employer has rejected any model clauses, have you asked an industrial officer or AMWU National Skills and Training worker how to respond?

When edits are required to model clauses, it is best to liaise with an industrial officer or National Skills and Training Team member, to see how altered wording can still keep its original intent.

- ☐ Have you included an AMWU approved skill-levelling chart, skills matrix or the award into the EA?

Inclusion of these documents allow for reclassification to be defended and prosecuted for our workers. They give additional support to reclassification in an EA.

- ☐ Has the employer included any clauses that prohibit reclassification?

Employers often include clauses that prohibit, or diminish reclassification in an EA. If this is the case, the EA trumps the award, and reclassification cannot be undertaken. If this is the case, speak with an industrial officer, or a member of the National Skills and Training Team.

- ☐ Are there any outstanding questions you should ask an industrial officer or a member of the National Skills and Training Team relating to reclassification in the EA?

A final scan of the reclassification phrasing in an agreement will let you know if there is anything to question before signing off an EA.

- ☐ Is there an identifiable skills matrix attached to the agreement?

These matrices add clarity and strength to EAs. They are typically included as appendices.