Targeted Training for Operational Stream Employees

Policy Number: G13 (QH-POL-240)

Publication date: June 2014

Purpose: The Queensland Public Health Sector Certified Agreement (No. 4) 2000 (EB4) provided for a new increment for OO2 and a targeted training all purpose allowance (the allowance) for OO2, OO3 and OO4 employees who attain appropriate qualifications under the Australian Qualifications Framework (AQF).

These provisions are continued in the Queensland Public Health Sector Certified Agreement (No. 8) 2011 (EB8) for OO2, OO3 and OO4 operational services officers.

Application: This policy applies to all Queensland Health operational stream OO2, OO3 and OO4 employees, working for:

- the Department of Health
- non-prescribed Hospital and Health Services
- prescribed Hospital and Health Services.

Employees OO5 and above are not eligible for the allowance.

Delegation: The ‘delegate’ is as listed in the Department of Health Human Resource (HR) Delegations Manual and the Hospital and Health Services Human Resource (HR) Delegations Manual – HRM Functions of the Director-General, as amended from time to time.

Legislative or other authority:
- Queensland Public Health Sector Certified Agreement (No. 8) 2011 (EB8)

Related policy or documents:
- Salary Advancement HR Policy C16 (QH-POL-219)

Policy subject:

1 Policy statement

1.1 Access to the OO2(5) increment

1.1.1 Progression to the OO2(5) increment

1.2 Access to the targeted training allowance
1 Policy statement

1.1 Access to the OO2(5) increment

Queensland Health is committed to ensuring that opportunities are provided for operational stream employees level 2 paypoint 4 to ensure they are able to move to paypoint 5. The focus of the parties is to ensure that certificate II qualifications are available and assessments completed when OO2 paypoint 4 employees request such training and assessment.

1.1.1 Progression to the OO2(5) increment

An operational stream employee is entitled to progress to OO2(5) if:

- the employee has been employed at OO2(4) for 12 months or more (part-time and casual employees are to have worked 1200 hours to access the OO2(5) increment - refer Salary Increments HR Policy C16)
- the employee holds an approved AQF certificate II and/or certificate III qualification and has provided a certified copy or satisfactory evidence of the qualification such as the original to human resources (HR) within the hospital and health service or statewide service (refer Schedule Two)
- the qualification is directly relevant to their role (refer Schedule Three).

1.2 Access to the targeted training allowance

An operational stream employee is entitled to payment of the allowance on condition:

- the employee has been employed at the top increment of their classification level for 12 months or more, i.e. OO2(5), OO3(4) or OO4(4)
- the employee holds an approved AQF qualification and has provided a certified copy or satisfactory evidence of the qualification such as the original to HR within the hospital and health service (HHS) or statewide service (refer Schedule Two)
- the qualification is directly relevant to their role (refer Schedule Three)
- the AQF level of the qualification is appropriate for their classification level (refer clause 6 of Schedule One).

History:

June 2014

- Updated to include recognition of university based degrees and post graduate qualifications as outlined in Schedule Two, and the following additional qualifications endorsed by PHOC:
  - Certificate II in Health Support Services HLT21212
  - Certificate II in Health Support Services (Cleaning Support Services) HLT20802
- Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care HLT33212
- Certificate III in Allied Health Assistance HLT32412
- Certificate III in Community Pharmacy SIR30107
- Certificate III in Health Service Assistance (Pathology Assistance) HLT32607
- Certificate III in Health Services Assistance (Sterilisation Services) HLT31107
- Certificate III in Health Support Services HLT32812
- Certificate III in Warehousing Operations TLI31610
- Certificate IV in Training and Assessment TAE40110
- Certificate IV in Allied Health Assistance HLT42512
- Certificate IV in Cast Technology HLT41412
- Certificate IV in Training & Assessment TAE40110
- Diploma of Community Services (Lifestyle and Leisure) CHC5082

| February 2014          | • Policy formatted as part of the HR Policy Simplification Project.  
                          | • Updated references, allowance rates in section 8.6 (refer clause 6 of Schedule One), and included additional qualifications endorsed by the Public Hospital Oversight Committee (PHOC):  
                          |   - Certificate III in Aggressive Behaviour Management 30900QLD  
                          |   - Certificate III in Security (Guarding) PRS30198  
                          |   - Certificate III in Community Pharmacy WRP30102  
                          |   - Certificate III in Health Care Support Services (Mortuary Practices)  
                          |   - Certificate IV in Hospital/Health Services Pharmacy Support HLT40512  
                          |   - Certificate IV in Leisure & Health CHC40608  
                          |   - Certificate IV in Mortuary Theatre Practice HLT41607  
                          |   - Certificate IV in Sterilisation Services HLT43812  
                          |   - Certificate IV in Training & Assessment TAA40104  
                          |   - Diploma in Hospitality (Management) THH51297  
                          |   - Diploma in Paramedical Science (Anaesthesia) (HLT50612)  

| February 2011          | • Updated section 8.5.1 to clarify OO2 level eligible qualifications for recognition purposes.  
| April 2010             | • Updated to include Certificate III in Transport and Logistics (Warehousing and Storage) TLI30107.  
| December 2009          | • Updated Diploma of Management (CNO005) to include BSB51107  
                          | • Updated Certificate III in Aggressive Behaviour Management – Operator 30554QLD to reflect required annual re-certification.  
| November 2009          | • Updated to include Certificate III in Community Services (Community Work) CHC30699.  
| September 2009         | • Updated with Certificate III Aggressive Behaviour
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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
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<tr>
<td>December 2008</td>
<td>Developed as a result of the HR policy consolidation project.</td>
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<tr>
<td>Previous</td>
<td>IRM 3.7-6 Targeted Training for Operational Services Officers</td>
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<td>Circulars 26/01, 55/01, 72/01, 92/01, 06/02, 11/02, 43/02, 67/02, 77/02, 24/03, 25/03, 37/03, 40/03, 47/03, 49/03, 67/03, 20/04, 53/04, 67/04, 28/05, 69/05, 85/05, 90/05, 23/06, 32/06, 35/05, 49/06, 56/06, 59/06, 61/06, 62/06, 03/07, 08/07, 16/07, 24/07, 34/07, 35/07, 44/07, 05/08.</td>
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</table>
Targeted Training for Operational Stream Employees – Schedule One
Eligibility and application process

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and schedule and ensure employee entitlements continue to be met.

1 Australian Qualifications Framework (AQF)

The AQF is the current unified system of national qualifications. Registered training organisations (RTOs) are accredited to provide training and issue qualifications according to requirements of the AQF.

All accredited qualification certificates are to display the name and logo of the issuing RTO, the nationally recognised training logo, and the logo of the relevant state or territory training authority (refer Schedule Two).

For qualifications approved and accepted by Queensland Health for the purposes of accessing the OO2(5) increment or the allowance, refer Schedule Three.

An employee who possesses qualifications that are not recognised under the AQF may seek recognition of prior learning (RPL) or recognition of current competencies (RCC) from an RTO. Costs associated with recognition and award of qualifications by a training provider are the responsibility of the individual employee unless otherwise agreed between Queensland Health and the employee.

2 Appropriateness of qualifications

When it has been determined that an employee holds an AQF qualification, the HHS/statewide service is to assess whether the qualification is appropriate and directly relevant to the employee’s current position. Only qualifications that directly contribute to an employee’s ability to perform their current role, duties and responsibilities are to be deemed relevant.

3 Insufficient documentation of qualifications

HHSs/statewide services are to ensure they sight evidence that the employee has been awarded the full qualification prior to paying either the additional increment or allowance. Information provided by the employee that demonstrates partial completion or a particular component of a qualification is not acceptable.

When HHSs/statewide services are unable to make a determination as to the AQF level of a qualification due to insufficient detail provided, the employee is required to provide a certified copy of the qualification and any other relevant supporting documentation to the HHS/statewide service for consideration. It is the employee’s responsibility to liaise directly with the training provider to determine the AQF level.

HHSs/statewide services are to forward information to HR Services for verification only after all attempts have been made to determine the relevancy of the qualification to the employee’s position and AQF qualification level. HHSs/statewide services are to submit all supporting documentation including a certified copy of the qualification, details of the qualification’s content and endorsement of how it is relevant to the role. All qualifications are then to be presented to the Public Hospitals Oversight Committee (PHOC) and a decision is to be forwarded to HHS/statewide service.
4 Statements of attainment/achievement and certificate of proficiency

A statement of attainment is not acceptable, as this does not indicate the successful completion of an entire qualification. Any employee who has only provided the HHS/statewide service with a statement of attainment is required to produce further documentation to support their claim for the OO2(5) increment or the allowance.

A statement of attainment or statement of achievement from a training course such as an in-house program, or from organisations not registered as an RTO, are not acceptable and are not recognised for the purposes of accessing the OO2(5) increment or allowance.

A certificate of proficiency, except those outlined in Schedule Two, are not recognised for the purpose of the OO2(5) increment or allowance. Refer to Salary Advancement HR policy C16 for additional information for anaesthetic technicians.

5 Other qualifications

5.1 OO2 and OO3 employees with higher qualifications

OO2 employees who possess a certificate IV or higher qualification, and OO3 employees who possess diploma or higher qualifications that are directly relevant to their role, may apply through the HHS/statewide service to PHOC to seek recognition of the qualification. PHOC may approve the qualification if an appropriate lower level certificate exists within the higher qualification.

5.2 Advanced diploma or higher qualification – OO4 employees only

An OO4 employee who possesses a relevant advanced diploma or above (or recognised overseas equivalent) is deemed to possess a qualification equivalent to a diploma (certificate V) for the purposes of accessing the allowance.

5.3 Overseas qualifications

When an employee possesses an overseas qualification, it is the responsibility of the employee to provide a conversion statement and a complete list of the subjects completed.

The employee is to contact their local Department of Education, Training and Employment (DETE) office to attain such a statement at their own expense. The employee may also be required to have their qualification assessed by an RTO to determine articulation to the AQF.

5.4 Trade equivalence/apprenticeships

When an employee presents a certificate of recognition from DETE or its predecessors that indicates the employee has obtained trade equivalence, e.g. as a cook, the HHS/statewide service is to note that most trade equivalent qualifications are recognised at AQF certificate III level. HHSS/statewide services are to seek further clarification from the original training provider or DETE to determine articulation to the AQF, except those outlined in Schedule Three.

6 Eligibility for payment of OO2(5) increment or allowance

In determining whether an employee is eligible to receive an additional increment or the allowance, the employee is to have been at the classification level for 12 months or more and the level of the qualification is to correspond to the employee’s classification level as follows:
<table>
<thead>
<tr>
<th>Classification level</th>
<th>Qualification</th>
<th>Entitlement</th>
<th>Targeted training allowance (rate effective 1.9.2011)</th>
<th>Targeted training allowance (rate effective 1.9.2012)</th>
<th>Targeted training allowance (rate effective 1.9.2013)</th>
<th>Reference</th>
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<tbody>
<tr>
<td>OO2(4)</td>
<td>AQF certificate II</td>
<td>Access additional increment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Clause 8.3 EB8</td>
</tr>
<tr>
<td>OO2(4)</td>
<td>AQF certificate III</td>
<td>Access additional increment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Clause 3.2.3 OO Agreement 2006</td>
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<tr>
<td>OO2(4)</td>
<td>AQF certificate II and III</td>
<td>Access additional increment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Clause 8.3 &amp; 9.5 EB8</td>
</tr>
<tr>
<td>OO2(5)</td>
<td>AQF certificate III</td>
<td>Access allowance</td>
<td>$28.05</td>
<td>$28.89</td>
<td>$29.76</td>
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<tr>
<td>OO3(4)</td>
<td>AQF certificate III</td>
<td>Access low allowance</td>
<td>$30.50</td>
<td>$31.72</td>
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<tr>
<td>OO3(4)</td>
<td>AQF certificate III and certificate IV</td>
<td>Access high allowance (available from 1.3.2006)</td>
<td>$54.11</td>
<td>$55.73</td>
<td>$57.40</td>
<td></td>
</tr>
<tr>
<td>OO3(4)</td>
<td>AQF certificate IV</td>
<td>Access high allowance (available from 1.3.2006)</td>
<td>$54.11</td>
<td>$55.73</td>
<td>$57.40</td>
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</tr>
<tr>
<td>OO4(4)</td>
<td>AQF certificate IV</td>
<td>Access low allowance</td>
<td>$26.88</td>
<td>$27.69</td>
<td>$28.52</td>
<td>Clause 3.2.2 OO Agreement</td>
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<tr>
<td>OO4(4)</td>
<td>AQF certificate IV and Diploma (certificate V)</td>
<td>Access high allowance (available from 1.3.2006)</td>
<td>$55.86</td>
<td>$57.54</td>
<td>$59.27</td>
<td>Clause 9.5 EB8</td>
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<tr>
<td>OO4(4)</td>
<td>AQF Diploma (certificate V)</td>
<td>Access high allowance (available from 1.3.2006)</td>
<td>$55.86</td>
<td>$57.54</td>
<td>$59.27</td>
<td></td>
</tr>
</tbody>
</table>

- The allowance is included in calculations of overtime, recall, shift penalties and leave loading.
- The QSuper Board of Trustees and Governor in Council gave approval for the allowance to be included as part of superannuable salary as follows:
  - effective 1 July 2001 for OO3 and OO4 employees
  - effective 31 May 2002 for OO2 employees.
- The allowance is paid on base pay worked (not contracted hours). Part-time employees are paid on a pro rata basis.
- Allowances are to increase 3% per annum in accordance with EB8.
7 Approval date for recognising qualifications

All documentation is to be date stamped upon receipt. Payment is made from the date documentary evidence of the AQF qualification/s is received by HR within the HHS/statewide service.

The line manager is to endorse the direct relevance of the qualification to the employee’s role prior to submission at PHOC. If the qualification is referred to PHOC and the qualification is endorsed, payment of the allowance is from the date the employee provides documentation to HR.

If an employee possesses an AQF qualification that meets the criteria outlined in this policy, but the employee has not been on the top increment for 12 months or more, documentary evidence of the qualification is to be placed on the employee’s personnel file. It is the responsibility of the employee to advise their HR unit in writing when the 12 months has elapsed and they are eligible to apply for the OO2(5) increment or allowance.

Once the employee’s qualifications have been assessed, the HHS/statewide service is to contact the employee directly and advise them in writing whether or not they have been successful. Such advice is to contain either the details of their new entitlement or reasons why they were unsuccessful at that point in time. Information provided in this policy is to assist HHSs/statewide services in communicating the relevant reasons to employees.

8 At least 12 months service on the maximum paypoint

HHSs/statewide services are to ensure that an employee seeking payment of the allowance has spent at least 12 months with Queensland Health on the maximum pay point, for example OO3(4) or OO4(4). An employee is not required to work a minimum number of hours within the 12 month period to access the allowance.

9 Continued payment of OO2(5) increment or allowance

9.1 Retention of OO2(5) increment on transfer to another role

An employee who accesses the OO2(5) increment, is to retain that increment if they transfer at level to another role/workplace within Queensland Health.

9.2 Cessation of allowance on transfer to another role

An employee who accesses the allowance and subsequently no longer occupies a position relevant to the AQF qualification is to cease receiving the allowance from the date of commencement in the new role.

9.3 Disciplinary processes

When an employee is subject to a disciplinary process, the subject of retention of both OO2(5) increment and/or allowance is to be addressed in accordance with that process.

9.4 Retention of payment on deployment

When an employee is subject to the deployment process, they are to retain their original increment and allowance subject to the salary maintenance provisions applicable to surplus employees.
10 Higher duties

An employee who is receiving the allowance and relieves in a higher duties position, is to cease receiving the allowance for the higher duties period. If an employee relieves in higher duties and has a qualification relevant to the higher position and they fulfil the other requirements, including being on the highest paypoint for 12 months or more, they are then able to access the allowance for the higher position.

An employee in receipt of the allowance and relieving in higher duties, and as a result is receiving less remuneration than they were in their substantive position, is to be remunerated at the second paypoint of the higher level.

Example
If an OO2(5) who is receiving the allowance commences higher duties at OO3, the allowance is to cease. As OO3(1) is less than OO2(5) with the allowance, the employee is to be remunerated at OO3(2).

To receive the allowance in addition to the higher duties, the employee is to be at OO3(4) for at least 12 months.
Targeted Training for Operational Stream Employees – Schedule Two

AQF Qualifications

1 How to recognise Australian Qualifications Framework (AQF) qualifications

All vocational education and training qualifications issued under the framework include the following elements:

- Name, code and logo of issuing body
- Name of person receiving the qualification
- Nomenclature as in the framework, e.g. certificate I, diploma
- Date issued
- Authorised signatory.

Additionally, in the vocational education and training sector the following elements are to be included:

- Industry descriptor, e.g. engineering
- Occupational or functional stream, in brackets, e.g. fabrication
- The words… ‘the qualification certified herein is recognised within the Australian Qualifications Framework’
- When appropriate include the words ‘achieved through new apprenticeship arrangements’.

The qualification is also to include the nationally recognised training logo (see example below).

All Australian university based degree and post graduate qualifications are also to be accepted as higher qualifications for the purpose of the Operational targeted training allowance.
Targeted Training for Operational Stream Employees – Schedule Three

Endorsed Qualifications

The following endorsed qualifications allow:
- OO2 employees to access OO2(5) increment
  - Certificate II in Ancillary Support Work
  - Certificate II in Asset Maintenance (Cleaning Operations)
  - Certificate in Commercial Catering Services CNB84 (equivalent to Certificate II in Hospitality Operations)
  - Certificate II in Community and Home Care
  - Certificate II in Health Care Support Work
  - Certificate II in Health Care Support Services
  - Certificate II in Health Support Services HLT21207 or HLT21212
  - Certificate II in Health Support Services (Cleaning Support Services) HLT20802
  - Certificate II in Health Support Services (Client/Patient Support Services) HLT20702
  - Certificate II in Health Support Services (Food Support Services) HLT20602
  - Certificate II in Health Support Services (Grounds Maintenance) HLT20402
  - Certificate II in Health Support Services (Laundry Support Services) HLT20302
  - Certificate II in Horticulture
  - Certificate II in Hospitality (Catering Operations)
  - Certificate II in Hospitality Operations
  - Certificate II in Laundry Operations
  - Certificate II in Residential Aged Care
  - Certificate II in Security (Guarding)
  - Certificate II in Security Operations
  - Certificate II in Sterilisation Technology
  - Certificate II in Technical Security
  - Certificate II in Transport and Distribution (Road Transport) TDT20202
  - Certificate II in Transport and Distribution (Warehousing and Storage) TDT20102
  - Certificate II in Wardsperson Practices
  - Certificate II in Warehousing
  - Certificate II in Workplace First Aid (Senior First Aid) CNHEA007

The following endorsed qualifications allow:
- OO2(4) employees to access OO2(5) increment
- OO2(5) employees to access the allowance
- OO3(4) employees to access the lower level allowance
  - Advanced Certificate in Disability Studies CN251 (equivalent to Certificate III in Disability Studies CN251)
  - Certificate in Horticultural Practices CNG40
  - Certificate III in Aboriginal & Torres Strait Islander Health 11789
  - Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care HLT33207 or HLT33212
  - Certificate III in Aged Care
  - Certificate III in Allied Health Assistance HLT32407 or HLT32412
  - Certificate III in Asset Maintenance (Cleaning Operations) PRM30198
  - Certificate III in Basic Laboratory Practices
  - Certificate III in Community Pharmacy WRP30102 (effective from 16.12.2011) or SIR30107
  - Certificate III in Community Service (Aged Care Work)
  - Certificate III in Community Services (Aged Care Work – Community & Home Care)
  - Certificate III in Community Service (Community & Aged Care)
  - Certificate III in Community Services (Community Work) CHC30699
  - Certificate III in Community Services (Disability work) CHC30799
• Certificate III in Community Services and Health
• Certificate III in Correctional Practice (Custodial) CSC30198
• Certificate III in Dental Assisting HEA14779 (or CNHEA046)
• Certificate in Dental Assisting CN244
• Certificate in Dental Assisting CN723 (TMC198 Dental Assisting)
• Certificate in Dental Assisting (New Zealand)
• Certificate of Proficiency in Dental Assisting (Dental Assistants’ Association of Australia DAAA or Dental Assistant Education Council of Australia DAECA)
• Certificate III in Dental Assisting HLT31802, HLT31807, or HLT31812
• Certificate in Dental Assisting (DAECA)
• Certificate in Dental Nursing (Australian Dental Association)
• Dental Surgery Assistant (United Kingdom)
• Certificate III in Disability Studies CN251
• Certificate III in Dispensary Technicians Training
• Certificate III in Health (Operating Theatre Technician Practice) 2307 ACB
• Certificate III in Health (Patient Services)
• Certificate III in Health (Patient Services) 8329
• Certificate III in Health Services Assistance HLT32507
• Certificate III in Health Services Assistance (Allied Health Assistance) HLT31072
• Certificate III in Health Services Assistance (Hospital/Community Pharmacy Assistance) HLT31402
• Certificate III in Health Service Assistance (Nutrition & Dietetic Support)
• Certificate III in Health Services Assistance (Operating Theatre Support) HLT31308
• Certificate III in Health Service Assistance (Pathology Assistance) HLT31202 or HLT32607
• Certificate III in Health Services Assistance (Sterilisation Services) HLT31102 or HLT31107
• Certificate III in Health Studies (Aboriginal & Community Health)
• Certificate III in Health Support Services HLT31002, HLT32807 or HLT32812
• Certificate III in Health Support Services (Cleaning Support Services) HLT30902
• Certificate III in Health Support Services (Client/Patient Support Services) HLT 30802
• Certificate III in Health Support Services (General Maintenance) HLT30602
• Certificate III in Health Support Services (Grounds Maintenance) HLT30502
• Certificate III in Health Support Services (Laundry Support Services) HLT30402
• Certificate III in Home and Community Care
• Certificate III in Horticulture
• Certificate III in Hospital/Health Services Pharmacy Support HLT31407
• Certificate III in Hospitality (Catering Operations) THH32902
• Certificate III in Hospitality (Commercial Cookery) THH31502
• Certificate III in Hospitality (Food and Beverage) THH 32797
• Certificate III in Hospitality (Operations) THH33002
• Certificate III in Investigative Services
• Certificate III in Indigenous Community Services and Primary Health Care 39006
• Certificate III in Laboratory Skills
• Certificate III in Laundry Operational
• Certificate III in Nutrition and Dietetic Assistance HLT31507
• Certificate III in Mortuary Practice HLT32002/HLT32007
• Certificate III in Operating Theatre
• Certificate III in Pathology HLT32607
• Certificate III in Pathology Specimen Collection HLT30102
• Certificate III in Phlebotomy and Pathology Practices MLS000
• Certificate III in Residential Aged Care
• Certificate III in Security Operations
• Certificate III in Security (Guarding) PRS30198
• Certificate III in Sterilisation Services HLT31107 or HLT31112
• Certificate III in Sterilisation Technology CN998
• Certificate III in Technical Security
- Certificate III in Transport and Logistics (Warehousing and Storage) TLI30107
- Certificate III in Transport and Distribution (Warehousing) TDT30197/TDT30102
- Certificate III in Transport and Storage (Road Transport) TDT30202
- Certificate III in Warehousing Operations TLI31610
- Certificate III in Aggressive Behaviour Management – Operator 30554QLD (this qualification requires annual re-certification to remain current)^
- Certificate IV in Leisure & Health CHC40608 (effective from 01.03.2012)
- Certificate IV in Training and Assessment TAA40104 or TAE40110 (must be registered as an assessor with the Cunningham Centre to deliver qualifications that are offered under the Cunningham Centre's scope of registration on behalf of Queensland Health)

* Meets the educational standards for Operating Theatre Assistants/Theatre Wardspersons, however does not meet the educational standards for Anaesthetic Technicians for the purpose of accessing the Operational Officer Targeted Training Allowance.

^ For the purposes of accessing the targeted training allowance only, this qualification is equivalent to an AQF Certificate III.

# A state-wide determination has been made that for OO2 employees participating on code black response teams this certificate will be considered relevant for the purposes of accessing the targeting training allowance (as per clause 8.2 of this policy). Where an OO2 employee ceases to participate on code black response teams, access to the allowance should be reviewed to determine whether the certificate is relevant to the employee’s current position. Line managers are responsible for monitoring an employee’s continuing eligibility. It should be noted that the employee is responsible for ensuring the Certificate III remains current, including undertaking the yearly recertification requirement. The mandatory Queensland Health ABM training is considered relevant for this purpose.

The following endorsed qualifications allow:
- OO3(4) employees to access the higher level allowance
- OO4(4) employees to access the lower level allowance

- Advanced Certificate in Public Administration QUT
- Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care CNKO2
- Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care HLT43907
- Certificate IV in Allied Health Assistance HLT42507 or HLT42512
- Certificate IV in Assessment and Workplace Training (must be registered as an assessor with the Cunningham Centre to deliver qualifications that are offered under the Cunningham Centre’s scope of registration on behalf of Queensland Health)
- Certificate IV in Business (Frontline Management)
- Certificate IV in Cast Technology HLT41402, HLT41407 or HLT41412
- Certificate IV in Community Service (Disability Work)
- Certificate IV in Community Services (Aged Care Work) CHC40199
- Certificate IV in Community Services (Mental Health Work – non clinical)
- Certificate IV in Community Services (Welfare)^
- Certificate IV in Dental Assisting HLT43007 or HLT43012
- Certificate IV in Dental Assisting (Dental Radiography) HLT40702 **
- Certificate IV in Dental Assisting (Oral Health Education) HLT40602
- Certificate IV in Dental Assisting (Assistance during general anaesthesia and conscious sedation) HLT40802
- Certificate in Oral Health (DAECA) *
- Dental Chairside Assistant Course (Westmead)*
- Radiography Course for Dental Assistants – DAECA pre 2002/University of Queensland post 2002** *
- Certificate IV in Fire Fighting Supervision
- Certificate IV in Frontline Management
- Certificate IV in Health and Community Services (Diversional Therapy) CNA99
- Certificate IV in Health Services Assistance (Hospital/Community Pharmacy Technician) HLT40502
- Certificate IV in Hospital/Health Services Pharmacy Support HLT40507
- Certificate IV in Hospital/Health Services Pharmacy Support HLT40512 (effective from 11.10.2012)
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- Certificate IV in Hospitality (Commercial Cooking) THH41302
- Certificate IV in Hospitality (Supervision) THH42602
- Certificate IV in Laboratory Techniques
- Certificate IV in Leadership
- Certificate IV in Mental Health Care 34424QLD
- Certificate IV in Mental Health (non clinical)
- Certificate IV in Mortuary Theatre Practice HLT41607 (effective from 5.05.2011)
- Certificate IV in Operating Theatre Technical Support HLT42007
- Certificate IV in Pathology HLT41807
- Certificate IV in Pathology Specimen Collection HLT41802
- Certificate IV in Sterilisation Services HLT43812
- Certificate IV in Training & Assessment TAA40104 or TAE40110 (effective from 16.12.2011) (must be registered as an assessor with the Cunningham Centre to deliver qualifications that are offered under the Cunningham Centre's scope of registration on behalf of Queensland Health.
- Certificate IV in Workplace Management
- Certificate IV in Workplace Training & Assessment
- Diploma of Laboratory Technology (Eligible as it contains the Certificate IV equivalent)

* This qualification has been endorsed and is considered applicable, but not limited to Recreation Officers
** Dental Assistants will also be required to hold a ‘License to Use Ionising Radiation Apparatus for Dental Purposes’ issued by Radiation Health Queensland Health in order to qualify for the Allowance.

ª This qualification has also been endorsed for OO4 Senior Dental Assistant employees who assess trainees undertaking Certificate III & IV in Dental Assisting.
+ For the purposes of accessing the targeted training allowance only, this qualification is equivalent to an AQF Certificate IV.

The following endorsed qualifications allow:
- OO4(4) employees to access the higher level allowance

- Associate Degree in Clinical Techniques (QUT)
- Associate Diploma in Clinical Techniques (QUT)
- Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) MICRRH & HLT52107
- Diploma of Aboriginal and/or Torres Strait Islander Primary Health (Community Care) HLT52207
- Diploma of Applied Science (Community and human Service) CNN76
- Diploma of Community Services (Community Work) CHC50699
- Diploma of Community Services (Mental Health Work – Non Clinical) CHC50899
- Diploma of Community Services (Lifestyle and Leisure) CHC5082
- Diploma in Dental Technology HLT50512
- Diploma of Frontline Management
- Diploma of Health Science (Aboriginal and Torres Strait Islander Primary Health Care) CNK01
- Diploma of Horticulture
- Diploma in Hospitality (Management) THH51297 (effective from 14.02.2013)
- Diploma of Indigenous Health
- Diploma of Laboratory Technology
- Diploma of Management (CNO005, BSB51107)
- Diploma of Neurophysiology
- Diploma of Paramedical Science (Anaesthesia) HLT50607
- Diploma in Paramedical Science (Anaesthesia) (HLT50612)
- Diploma of Security & Risk Management
- Diploma of Training and Assessment Systems BSZ50198
- Graduate Certificate in Management (QUT)
For superseded anaesthetic technician qualifications approved for accessing the targeted training allowance, refer to Salary Advancement HR Policy C16.