

## Building Engineering and Maintenance Services (BEMS) employees reclassification process

**Policy Number:** B51 (QH-POL-108)

**Publication date:** June 2020

**Purpose:** To outline the principles and processes associated with reclassification for building, engineering and maintenance services employees.

**Application:** This policy applies to all trade based employees who are eligible for competency based reclassification as outlined in the Queensland Health Building, Engineering and Maintenance Services Certified Agreement (No.6) 2016 (BEMS6).

**Delegation:** The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

### Legislative or other authority:

- *Public Service Act 2008*
- Building, Engineering and Maintenance Services Employees (Queensland Government) Award – State 2016
- Queensland Health Building, Engineering and Maintenance Services Certified Agreement (No. 6) 2016 (BEMS6)

### Related policy or documents:

- National Metal and Engineering Industry Competency Standards Implementation Guide – November 1999
- Employee Complaints HR Policy E12 (QH-POL-140)

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## 1 Policy statement

This policy is to be read in conjunction with part 5 and schedule 2 of the Queensland Health Building, Engineering and Maintenance Services Certified Agreement (No. 6) 2016 (BEMS6) as well as the Queensland Health competency menus.

### 1.1 General reclassification principles

Queensland Health building, engineering and maintenance services (BEMS) employees who hold a relevant trade certificate or tradespersons rights certificate may apply for reclassification in accordance with this policy.

An employee seeking reclassification must be able to demonstrate competencies in relation to:

- specialist skills as defined in the particular trade in which the employee is primarily employed and/or
- a range of skills in comparable trades (cross trade skills) other than that in which they are primarily employed, which allows an employee to perform a range of duties across trades as required by the Hospital and Health Service (HHS)/Department of Health (Department).

In addition, the HHS/Department is to be able to demonstrate that the enhanced skills of the employee are required, and will be used by the HHS/Department.

General principles of the reclassification structure are:

- The available competencies are identified in the Queensland Health competency menus for each trade. Competencies have been allocated a points value as recognised by industry, unless agreed otherwise by Queensland Health and unions. Progression is to occur based on the competencies assessed and attained by each employee and the reclassification principles for each trade contained in this policy.
- BEMS employees are to participate in a standard performance appraisal and development (PAD) plan as outlined in the Certified Agreement.
- To access any pay points within HBEA levels, employees are to serve 12 months on each pay point and achieve a satisfactory PAD for that period. Progression to a higher level based on the possession of necessary points is to be available at any time.
- When an employee possesses the points necessary to move to a higher level, they are to commence on the first pay point of that level, unless they have already spent twelve months on that pay rate. Time spent on that pay rate is to be recognised towards the next increment.
- A licensed tradesperson is to commence at 105% or HBEA 9(01) as a minimum. As such, a licence is to be equivalent to 5% (12 points).

The classification structure is set out in Attachment One.

Attachment Two summarises the HBEA classification structure, point progression and principles required for reclassification.

### 1.2 Application process

BEMS employees eligible for reclassification are to self-identify with their BEMS manager. BEMS managers are to provide a copy of the relevant form and trade competency menu to employees, as well as to new employees upon engagement. Employees are to complete and submit their application to their BEMS manager.

The BEMS manager (or delegate) is required to endorse that the skills and competencies are held and required to be used (as outlined in the competency menu). Before endorsing, the BEMS manager is to familiarise themselves with each competency's range statement (refer [www.training.gov.au](http://www.training.gov.au)). Application forms and the competency menus can be obtained on QHEPS.

### 1.3 Skills assessments

Once the application is completed, it is to be sent to an external assessor. The nominated external assessor for assessments across all trades is Manufacturing Industry Skills Training and Assessment Services (MISTAS).

Upon receipt of the application, the assessor is to arrange/coordinate the assessment with the relevant HHS/Department BEMS manager (or delegate). Once the assessment has been completed, the assessor is to provide a report to the relevant HHS/Department BEMS manager (or delegate) detailing the work based skills held by each applicant and recommendations for the subsequent HBEA level in accordance with the principles in this policy.

These assessments are not an Australian Qualifications Framework (AQF) assessment and applicants are not to receive statements of attainment.

### 1.4 Processing reclassification outcomes

The assessment details and HBEA level recommendation are to be checked by the BEMS manager HHS/Department to verify that the reclassification principles have been applied correctly. BEMS managers and the HHS/Department HR Services are responsible for processing reclassification outcomes. Payroll Services are to action reclassification to the nominated level.

Applications for reclassification may be moderated by Employment Relations, HR Branch, upon request by the applicant or BEMS manager (or equivalent).

All successful reclassification applications are to take effect from the date the BEMS manager (or delegate) recommends the application; on condition the manager (or delegate) recommends the application within 14 days. When this timeframe is not met and the application is recommended, the successful reclassification date is to be effective no more than 14 days from when the BEMS manager receives the application.

Any disputes in relation to classification or reclassification are to be handled in accordance with the Employee Complaints HR Policy E12.

BEMS managers are to provide employees with feedback within 30 days of receipt of notification by the external assessor when applications have not been recommended.

### 1.5 Building trades reclassification principles

The principles which form the basis for building trades reclassification are:

- When employees are assessed as holding certificate II or III or band A competencies outside their trade (as outlined in the building trades competency menu) and such competencies are required by Queensland Health, employees are to be credited full points for each competency the industry recognises (as provided in the menu), up until classification level HBEA8 (24 points required).
- For employees to progress beyond classification level HBEA8 to HBEA7, they need to be assessed as holding a further additional 12 points, consisting of either certificate III or band A competencies. Employees are to be credited for these competencies at 50 per cent (50%) of the points the industry recognises for each competency.

- For employees to progress beyond classification level HBEA7 to HBEA6, they are to be assessed as holding a further 12 points, consisting of certificate IV or band B competencies. Employees are to have these competencies credited at 100 per cent (100%) of the points which the industry recognises for each competency.
- Employees assessed as holding certificate IV or band B competencies are to have such competencies credited full points which the industry recognises for each competency for progression from classification level HBEA10 to HBEA6.
- Stand-alone competencies: it is the intention to have individual competencies to be assessed as stand-alone competencies except in circumstances when it is stated in the range statement for such competency that there are prerequisite skills or competencies.
- Any assessment is to be independent, vigorous and based on the range statements for respective competencies.

### 1.6 Plumbing trade reclassification principles

The principles which form the basis for plumbing trade reclassification are:

- Plumbing trade employees start on HBEA9 in recognition of 12 points for possession of a licence.
- For employees to progress beyond classification level HBEA9 to HBEA8, they are to be assessed as holding a further additional 12 points (24 points total), consisting of either band A, band AB or band B competencies.
- For employees to progress beyond classification level HBEA8 to HBEA7, they are to be assessed as holding a further 12 points (36 points total), consisting of either band AB or band B competencies only.
- For employees to progress beyond classification level HBEA7 to HBEA6, they are to be assessed as holding a further 12 points (48 points total), consisting of band B competencies only.

### 1.7 Engineering trades reclassification principles

The principles which form the basis of engineering trade reclassification are:

- Electrical trade employees start on HBEA9 in recognition of 12 points for possession of a licence.
- For employees to progress beyond classification level HBEA9 to HBEA8, they are to be assessed as holding a further 12 points (24 points total), consisting of either band A, band AB or band B competencies.
- For employees to progress beyond classification level HBEA8 to HBEA7, they are to be assessed as holding a further 12 points (36 points total), consisting of either band AB or band B competencies only.
- For employees to progress beyond classification level HBEA7 to HBEA6, they are to be assessed as holding a further 12 points (48 points total), consisting of band B competencies only.

### 1.8 Reclassification to HBEA5

Progression from HBEA6 to HBEA5 is to be in accordance with part 5 of the Queensland Health Building, Engineering and Maintenance Services Certified Agreement (No.6) 2016.

For employees to progress beyond HBEA6 to HBEA5, they are to be assessed as holding a further 24 points. For building trades, these competencies are to be specialist cross trade or post trade competencies. For engineering trades, these competencies are to be at the competency value prescribed within the National Metal and Engineering Industry Competency Standards Implementation Guide.

Employees seeking to progress from HBEA6 to HBEA5 are to receive the same level of assistance as any other employee to progress to a higher classification level.

### Definitions:

Competency	Competency units identified in the recognised training package for each trade.
Competency based reclassification	The concept of reclassification based on attainment of identified competency units.
Competency menu	Lists the Queensland Health identified competencies and associated points available for assessment. Competency menus are available for each trade (refer QHEPS).
Progression	Reclassification from one HBEA classification level to another.
Specialist skills	Competency units that provide specialist skills in the employee's trade.

### History:

June 2020	<ul style="list-style-type: none"> <li>• Policy: <ul style="list-style-type: none"> <li>– formatted as part of the HR Policy review</li> <li>– application amended as a result of changes to the Hospital and Health Boards (Changes to Prescribed Services) Amendment Regulation 2019.</li> </ul> </li> </ul>
March 2018	<ul style="list-style-type: none"> <li>• Policy: <ul style="list-style-type: none"> <li>– formatted as part of the HR Policy review</li> <li>– amended to update references and naming conventions</li> <li>– amended to remove BERT Training Queensland as an assessor as they ceased providing assessments effective July 2017.</li> </ul> </li> </ul>
April 2014	<ul style="list-style-type: none"> <li>• Policy reviewed as part of the Queensland Ambulance Service (QAS) HR Policy Integration project.</li> <li>• Policy not applicable to QAS employees.</li> </ul>
February 2014	<ul style="list-style-type: none"> <li>• Policy formatted as part of the HR Policy Simplification project.</li> <li>• Policy amended to update references and naming conventions.</li> </ul>
September 2009	<ul style="list-style-type: none"> <li>• New policy incorporating the principles from BEMS4 and ER Circular 49/07.</li> </ul>
Previous	<ul style="list-style-type: none"> <li>• ER Circular 49/07.</li> </ul>

## Attachment One – HBEA classification structure

Level	Pay point	% of Base	Equivalent to:	Category of employee
Building services officer (BSO)	1	82	HBEA13	
	2	84.5		
<b>Barrier</b>				
Building services officer (BSO)	1	87.5	HBEA12	Building and maintenance services assistant (including all existing trades assistants and labourers who apply for reclassification).
	2	90		
<b>Barrier</b>				
Building services officer (BSO)	1	92.5	HBEA11	Building and maintenance services officer (including BEMS assistants reclassified from HBEA12 and licensed operators or equipment).
	2	95		
	3	97.5		
<b>Barrier</b>				
Engine drivers (ED)	1	92.5		Special class engine driver
	2	95		
	3	97.5		
	4	100		
	5	102.5		
	6	105		
<b>Barrier (Tradesperson)</b>				
HBEA10	1	100	HBEA10	Tradesperson
	2	102.5		
	3	105		
<b>Barrier 12 points (Licensed Trades start point)</b>				
HBEA9	1	105	HBEA9	Advanced tradesperson
	2	107.5		
	3	110		
<b>Barrier 24 points</b>				
HBEA8	1	110	HBEA8	Special class tradesperson
	2	112.5		
	3	115		
<b>Barrier 36 points</b>				
HBEA7	1	115	HBEA7	Advanced special class tradesperson
	2	117.5		
	3	120		
	4	122.5		
<b>Barrier 48 points</b>				
HBEA6	1	125	HBEA6	Specialist trade technician
	2	127.5		
	3	130		
<b>Barrier 72 points</b>				
HBEA5	1	135	HBEA5	
	2	137.5		
<b>Barrier (to be finalised)</b>				
HBEA4	1	140	HBEA4	
<b>Barrier (to be finalised)</b>				
HBEA3	1	145	HBEA3	

## Attachment Two – Summary of points and associated principles required for BEMS reclassification

\*Notwithstanding the principles outlined, for building trades reclassifications certificate IV or band B competencies are to be credited full points to that which the industry recognises for each competency for progression from classification level HBEA 10 to HBEA 6.

Level	Pay point	Relativity	Points required for building trades*	Points required for plumbing trade	Points required for engineering trades
<b>Starting point for trade level positions</b>					
HBEA10	1	100			
	2	102.5			
	3	105			
<b>Points Barrier – 12 Points Total</b>			<b>HBEA10 to HBEA9</b>	<b>Additional 12 points</b>	
HBEA9	1	105	Employees are to be credited full points for all band A and certificate II and III level competencies up until classification level HBEA 8.	Starting point for licensed trades.	Starting point for licensed trades. For non-licensed trades an additional 12 points required consisting of either band A, band AB or band B competencies.
	2	107.5			
	3	110			
<b>Points Barrier – 24 Points Total</b>			<b>HBEA9 to HBEA8</b>	<b>Additional 12 points</b>	
HBEA8	1	110	Employees are to be credited full points for all band A and certificate II and III level competencies up until classification level HBEA 8.	Additional 12 points required consisting of either band A, band AB or band B competencies.	Additional 12 points required consisting of either band A, band AB or band B competencies.
	2	112.5			
	3	115			
<b>Points Barrier – 36 Points Total</b>			<b>HBEA8 to HBEA7</b>	<b>Additional 12 points</b>	
HBEA7	1	115	An additional 12 points required consisting of certificate III or band A competencies. However employees are to be credited for such competencies at 50 per cent of the identified point value.	Additional 12 points required consisting of either band AB or band B competencies only.	Additional 12 points required consisting of either band AB or band B competencies only.
	2	117.5			
	3	120			
	4	122.5			
<b>Points Barrier – 48 Points Total</b>			<b>HBEA7 to HBEA6</b>	<b>Additional 12 points</b>	
HBEA6	1	125	An additional 12 points required consisting of certificate IV or band B competencies only.	Additional 12 points required consisting of band B competencies only.	Additional 12 points required consisting of band B competencies only.
	2	127.5			
	3	130			
<b>Points Barrier – 48 Points Total</b>			<b>HBEA6 to HBEA5</b>	<b>Additional 24 points</b>	
HBEA5			An additional 24 points of specialist cross trade or post trade competencies.	An additional 24 points of specialist cross trade or post trade competencies.	An additional 24 points at the competency value within the Metal and Engineering Industry Competency Standards.