

The *Social Community Home Care and Disability Services Industry Award* covers trainees engaged by private sector hosts in:

- (a) crisis assistance and supported housing sector;
- (b) social and community services sector;
- (c) home care sector;
- (d) family day care scheme sector.

There are variations of this award – the General Variation which covers full time trainees and the Part Time Variation. There are also differences in provisions made for trainees working in certain industries as listed below. If there is no industry state the provision applies to all trainees covered under the award.

This information sheet covers the General and Part Time Variations.

A copy of Award can be found on the [FairWork Australia](#) site under alphabetical order or by clicking the award here [Social Community Home Care and Disability Services Industry Award](#)

1. MAIN CONDITIONS

Ordinary Hours	<p>Full time trainees</p> <ul style="list-style-type: none"> • Ordinary hours are an average of 38 hours per week (not including unpaid meal breaks) worked between 6.00am and 8.00pm Monday to Sunday; • In a week of 5 days in shifts not exceeding 8 hours each; • In a fortnight of 76 hours in 10 shifts not exceeding 8 hours each; • In a 4 week period of 152 hours in 19 shifts of 8 hours each. • Maximum 10 hour shift. <p>Part time trainees</p> <ul style="list-style-type: none"> • Ordinary hours less than 38 hours per week, worked between 6:00am - 8:00pm Monday to Sunday. • Before commencing employment, the host and trainee will agree in writing on a regular pattern of work including the number of hours, days of the week and the starting and finishing times each day. • The agreed regular pattern of work does not necessarily have to provide for the same guaranteed number of hours in each week and an agreement may subsequently be varied by agreement between the employer and employee in writing. Any such agreement may be ongoing or for a specified period of time. • Minimum engagement—Social and Community Services (except when undertaking disability services work 3 hours—all others 2 hours. • Maximum 10 hour shift. <p>Shiftwork</p> <ul style="list-style-type: none"> • In the industries where the SCHADS Award applies shiftwork arrangements are common. Should a Host Employer require a trainee to be engaged in regular afternoon shifts (any shift which finishes after 8.00 pm and at or before 12 midnight Monday to Friday) or night shift (any shift which finishes after 12 midnight or commences before 6.00 am Monday to Friday), please contact AFL SportsReady as possible to discuss, as specific conditions and penalty rates apply.
Breaks	<p>Meal breaks</p> <ul style="list-style-type: none"> • Entitled to unpaid meal break of 30 - 60 minutes where shift is more than 5 hours. • Meal break is to start no later than 5 hours after the shift commences.

- Where required to work through a meal break, a trainee will be paid overtime rates (see below) for all hours worked until a meal break is allowed.
- As they are paid breaks, rest breaks do not appear on trainee timesheets or pay slips, but it is essential that trainees are provided with the correct rest breaks each shift.
- Where a trainee is required by the host employer to have a meal with a client or clients as part of the normal work routine or client program, they will be paid for the duration of the meal period at the ordinary rate of pay. This paid meal period is to be counted as time worked.

Rest breaks

- Trainees are entitled to a rest break of 10 minutes for each period of 4 hours.
- A rest break will be counted as time worked. It is to be taken at a time suitable to the employer and not adjacent to a meal break, unless agreed.

Full-time trainees

For all work done in addition to ordinary hours:

- Disability services, home care and day care employees – Monday to Saturday, first 2 hours: 150% of the minimum hourly rate and 200% for all time thereafter.
- Social and community services and crisis accommodation employees – Monday to Saturday first 3 hours: 150% of the minimum hourly rate and 200% for all time thereafter.
- Overtime on a Sunday – 200% of the minimum hourly rate for all hours worked.
- Overtime on a Public Holiday – 250% of the minimum hourly rates for all hours worked.
- If a trainee is recalled for overtime – minimum 2 hours is required to be paid.

Overtime

Part-time trainees

- Overtime rates apply for all hours working in excess of 38 hours per week or 76 hours per fortnight or in excess of 10 hours per day. The overtime rate is 150% of the minimum hourly rate for the first 2 hours and 200% for all hours thereafter.
- Overtime on a Sunday – 200% of the minimum hourly rate for all hours worked.
- Overtime on a public holiday – 250% of the minimum hourly rates for all hours worked.
- If a trainee is recalled for overtime – minimum 2 hours is required to be paid.

Overtime meal allowances

If a trainee works overtime, ensure you review meal allowances, as these may apply in addition to overtime penalties. See below for more details.

Time Off In Lieu (TOIL)

By mutual agreement, a trainee can opt to take time off instead of payment for overtime. Trainees will need to elect to take TOIL instead of payment for overtime when they submit their timecard.

How does TOIL accrue?

TOIL accrues on an hour for hour basis.

How can a trainee take TOIL?

A trainee must select the TOIL option on their timecard for the time and day they wish to take TOIL. Once approved, TOIL used will be taken from the trainee's accumulated TOIL balance.

Time off in lieu (TOIL)

Important information about TOIL

- TOIL must be taken within 3 months of accrual.
- TOIL accrued but not taken must be paid out the end of a contract at the overtime rate applicable for when the overtime was worked. Hosts should monitor TOIL and ensure TOIL is used to avoid additional costs at the end of a contract.
- Trainees can request to be paid out for TOIL not taken. Please contact AFL SportsReady if you receive a request from a trainee for TOIL to be paid out.
- Hosts are not permitted to exert undue influence or pressure on a trainee in relation to their decision to take or not take TOIL instead of payment for overtime.

Penalty Rates	Ordinary hours on Saturday: 150% (where Saturday time is part of ordinary hours) Sunday: 200% (where Sunday time is part of ordinary hours)
Public Holidays	<ul style="list-style-type: none"> All time worked on a public holiday is paid at 250% of the minimum rate A host and a trainee may agree to substitute a public holiday with an alternative day or part-day, in which case the trainee will be paid the minimum hourly rate for work on the public holiday.
Annual Leave	<ul style="list-style-type: none"> 4 weeks each year accrues progressively.
Annual Leave Loading	<p>During a period of annual leave, a trainee must be paid an additional payment, whichever is the greater of:</p> <ul style="list-style-type: none"> 17.5% of the minimum hourly rate for the trainee's ordinary hours of work in the period; or the minimum hourly rate for the trainee's ordinary hours of work in the period, inclusive of weekend penalty rates. <p>Please contact AFL SportsReady if your trainee's ordinary hours include weekend work, so we can determine which additional payment applies to your trainee during periods of annual leave.</p>
Other Leave	<p>Personal/Carer's Leave: 10 days each year accumulates progressively. Compassionate Leave: 2 days per occasion. Community Service Leave: Unpaid other than the first 10 days jury service leave. Family and Domestic Violence Leave: 10 days paid leave. Cultural Leave (First Nations): 2 days of paid leave annually.</p>
Rest Period	A trainee must have a minimum break of 10 consecutive hours between the end of one shift and the beginning of the next. This applies to both ordinary hours and where overtime is worked. If less than 10 hours break, the trainee is to be absent from work without loss of pay until a 10 hour break has been taken, or be paid 200% of the minimum hourly rate until finishing work.

2. ALLOWANCES

Allowance	Details	Cost	How to claim
First aid allowance	<ul style="list-style-type: none"> For full time trainees a weekly first aid allowance of 1.67% of the standard rate** per week will be paid to a full-time employee where: <ul style="list-style-type: none"> (i) an employee is required by the employer to hold a current first aid certificate; and (ii) an employee, other than a home care employee, is required by their employer to perform first aid at their workplace; or (iii) a home care employee is required by the employer to be, in a given week, responsible for the provision 	\$19.05 per week	<ul style="list-style-type: none"> Applied automatically in ConnX. Please advise AFL SportsReady as soon as possible if trainee is entitled to allowance. <p>**standard rate means the minimum wage for a Social and Community Services employee level 3 at pay point 3, currently \$1140.76 per week.</p>

	<p>of first aid to employees employed by the employer.</p> <ul style="list-style-type: none"> For part-time trainees the first aid allowance will apply on a pro rata basis. 		
Overtime meal allowance	<ul style="list-style-type: none"> Payable where a trainee works more than 1 hour overtime after ordinary time of ending work. Not payable where trainee is notified at least 24 hours in advance, or where meal is provided. 	<p>\$15.20 per allowance, or meal provided</p> <p>Entitled to a further meal allowance of \$15.20 if overtime exceeds 4 hours</p>	<ul style="list-style-type: none"> Applied automatically in ConnX Note: where meal has been provided or 24 hour notice given, manager will need to add meal allowance reversal to timecard.
Vehicle allowance	<ul style="list-style-type: none"> Where a trainee is required to use their own motor vehicle in connection with the performance of their duties. 	<p>Motor vehicle \$0.96 per km travelled</p>	<ul style="list-style-type: none"> Claimable by a trainee when submitting their time sheet by selecting the allowance and entering the number of kilometres travelled. All trainees must be advised to keep a logbook of kilometres and trips.
Uniform allowance	<ul style="list-style-type: none"> Trainees required to wear uniforms will be supplied with an adequate number of uniforms appropriate to the occupation free of cost to employees. Instead of the provision of uniforms, the employer may, pay a uniform allowance Where such employee's uniforms are not laundered by or at the expense of the employer, the employee will be paid a laundry allowance of \$0.32 per shift or part thereof on duty or \$1.49 per week, whichever is the lesser amount. 	<p>\$1.23 per shift or part thereof or \$6.24 per week, whichever is the lesser amount</p>	<p>Please contact AFL SportsReady should you have a trainee who is entitled to reimbursement, and we will guide you through the process for reimbursement.</p>
Laundry allowance	<p>Payable where the trainee is required to launder the uniform they are required to wear.</p>	<p>\$0.32 per shift or \$1.49 per week, whichever is the lesser amount</p>	<ul style="list-style-type: none"> Applied automatically in ConnX. Please advise AFL SportsReady as soon as possible if trainee is entitled to allowance.
Sleep Over	<ul style="list-style-type: none"> Where a trainee is required to sleep overnight to support a client (including respite care), the span for a sleepover will be a continuous period of 8 hours. 	<p>sleepover allowance: 4.9% of standard rate for each night</p>	<p>Please note even on passive sleepover shifts the trainee must be adequately supervised at all times.</p>

	<ul style="list-style-type: none"> The trainee will be entitled to a sleepover allowance of 4.9% of the standard rate for each night on which they sleep over. During the sleepover period the trainee is required to work – overtime rates apply (minimum 1 hour payment). An employer may roster the trainee to perform work immediately before and/or immediately after the sleepover period but must roster or pay the at least four hours' work for at least one of these periods of work. 		<ul style="list-style-type: none"> Trainees will be provided with a separate room with a bed and clean linen, the use of appropriate facilities (including access to food preparation facilities and staff facilities where these exist) and free board and lodging for each night when the employee sleeps over.
Excursions	<ul style="list-style-type: none"> Where a trainee works with clients during an excursion that includes overnight stay: Monday to Friday 8.00 am to 6.00 pm – ordinary rate up to a max of 10 hours per day. Where the trainee is required to sleepover as part of the excursion, a sleepover allowance of 4.9% of the standard rate will apply. Where the trainee on the overnight excursion is required to work on Saturday and/or Sunday, the days worked in the two week cycle, including that weekend, will not exceed 10 days. 	sleepover allowance: 4.9% of standard rate for each night	<p>Please note even on passive sleepover shifts the trainee must be adequately supervised at all times.</p> <ul style="list-style-type: none"> Trainees will be provided with a separate room with a bed and clean linen, the use of appropriate facilities (including access to food preparation facilities and staff facilities where these exist) and free board and lodging for each night when the employee sleeps over.

All rates above are accurate as of **January 2024**, but will be updated in accordance with **annual Fair Work** updates.

All care has been taken in calculating the rates contained in this summary. This summary is not a definitive statement of terms and conditions prescribed under the modern award. The full text of the published modern award should be used in determining rates and award terms and conditions applicable to particular classifications, sites and employment arrangements. Last updated January 2024.

3. HELPFUL HINTS

Information about the awards, processes and payments, including links to helpful website, can be found by scanning (or clicking) the QR code below.

Should you have any questions, please email awardenquires@aflsportsready.com.au

