

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

Questions

Addressing anomalies in AAEP calculations

1. [How will my school benefit from repairing the “charge rate” anomaly?](#)
2. [How many AAEP hours will be provided to my school?](#)
3. [When will the school have access to the additional AAEP hours?](#)
4. [Will any changes be made to Business Services Manager \(BSM\) charge rates?](#)
5. [What will the new AAEP allocation formula be?](#)

Upgrading model allocated Business Services Manager (BSM) positions

6. [Which BSM positions are being upgraded?](#)
7. [What is a “model allocated” BSM position?](#)
8. [What are the new classification levels for BSM positions?](#)
9. [What processes will be used to upgrade incumbent BSM's?](#)
10. [When will upgraded BSMs receive the salary of the new classification level?](#)
11. [If a model allocated BSM position has already been upgraded by one classification level through a **permanent** workplace reform, or job evaluation methodology \(JEMS\) review, what does the upgrade in classification through RoSAS mean for this school and the incumbent officer?](#)
12. [If a model allocated BSM has already been upgraded by one classification level through a **temporary** workplace reform, or job evaluation methodology \(JEMS\) review, what does the upgrade in classification through RoSAS mean for the school and the incumbent officer?](#)
13. [The classification of the BSM allocated to the school has been previously upgraded and the upgrade is funded by the department. How will these positions be impacted by changes from 2017?](#)
14. [The BSM classification for the school is being maintained through the Band 10 / Band 11 Safety Net process. How will these positions be impacted by changes from 2017?](#)
15. [The classification of the incumbent BSM has been maintained at the school through the Flying Start Workforce transition principles. How does the outcome of RoSAS impact on the Flying Start Workforce transition arrangements?](#)
16. [Have the role expectations changed now the position is classified at a higher level?](#)
17. [At Day 8 2016, What happens if a school is on 12 months' notice with regard to the impending loss or downgrade of a BSM from the gains and losses process effective from the beginning of 2018?](#)
18. [At Day 8 2016 the implementation phase of this initiative if a school is impacted by the loss or downgrade of a BSM from the gains and losses process effective from the beginning of 2017 due to their position being held for the 2016 year?](#)
19. [Is it possible for a BSM to be upgraded two classification levels during implementation?](#)
20. [The BSM is currently on approved leave. How will they know they have received an upgrade to their classification?](#)
21. [Will my direct appointment to a higher classification through RoSAS impact on my ability to broadband at a later stage?](#)

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

Upgrading Administrative Officer AO2 (AAEP) positions to AO3 (AAEP) classification level in schools without a model allocated BSM

22. [Which AO2 positions are being upgraded?](#)
23. [What is a “model allocated” position?](#)
24. [How will schools benefit from the upgrade of AO2 \(AAEP\) positions to AO3 classification level?](#)
25. [What processes will be used to upgrade incumbent Administrative Officers from AO2 to AO3 classification level?](#)
26. [When will AO2 \(AAEP\) officers who are being upgraded to AO3 \(AAEP\) classification level receive the salary entitlement of the new classification?](#)
27. [Why is the upgraded position title Administrative Officer \(AO3-AAEP\) and not BSM AO3?](#)
28. [Will the way AAEP hours are allocated to schools change?](#)
29. [Have the role expectations changed now the position is classified at AO3 \(AAEP\)?](#)
30. [If the Administrative Officer \(AO2-AAEP\) position has already been upgraded by one classification level to an AO3 through a temporary workplace reform process, what does the upgrade in classification through RoSAS mean for the school and the incumbent officer?](#)
31. [The permanent officer is currently on approved leave. How will they know they have received an upgrade?](#)

Groundscore resourcing for primary schools with fewer than 200 students

32. [How has the methodology for allocating the groundscore allowance to primary schools with fewer than 200 students changed?](#)
33. [What are the benefits of this new methodology?](#)
34. [What will happen if, on Day 8, the school goes below the 200 student enrolment threshold? Does the school automatically lose the Schools Officer?](#)
35. [When will the groundscore allowance be paid to the school?](#)

Progression arrangements for Schools Officers (Grounds and/or Facilities) from OO2 to OO3 salary classification

36. [Which Schools Officers are eligible to progress from OO2 to OO3?](#)
37. [What is a “model allocated” position?](#)
38. [What are the progression arrangements for officers moving to OO3?](#)
39. [Why do officers currently in receipt of a qualification allowance move to OO3.2?](#)
40. [When will officers eligible for progression receive the increased salary in their pay?](#)
41. [What process is in place for officers who currently hold a Certificate III or higher qualification and are not in receipt of a qualification allowance, to be able to move to classification level OO3?](#)
42. [What qualifications will be recognised to progress to OO3?](#)
43. [How do I obtain a Certificate III qualification?](#)
44. [How will the new progression arrangements impact on schools in situations where Schools Officers are already remunerated at OO3 due to decisions made at the local level?](#)
45. [Have the role expectations changed now the position is classified at a higher salary level?](#)
46. [What will happen if the permanent officer is currently on approved leave? How will they be informed about the progression arrangements?](#)
47. [What happens if a Schools Officer does not wish to complete a Certificate III course?](#)

RoSAS HR Implementation Frequently Asked Questions (FAQs)

Implementation

48. [When will these changes be implemented?](#)
49. [How will each school know the actual benefit they will receive?](#)

RoSAS HR Implementation Frequently Asked Questions (FAQs)

Responses

Addressing anomalies in AAEP calculations

1. How will my school benefit from repairing the “charge rate” anomaly?

The AAEP formula for Primary schools with enrolments between 175 to 300 students and 600 to 800 students will be changed to ensure there is no longer a reduction in administrative support hours as school size increases.

2. How many AAEP hours will be provided to my school?

The RoSAS Planner allows schools to see an indicative amount of AAEP available following deductions for Business Service Manager or AO2 positions. Actual allocations for 2017 will be based on confirmed Day 8 enrolments.

3. When will the school have access to the additional AAEP hours?

The repair of the charge rate anomaly will be introduced from the start of the 2017 school year, based on confirmed Day 8 enrolments.

4. Will any changes be made to Business Services Manager (BSM) charge rates?

Yes, the table below describes the new BSM charge rates to be implemented from the start of 2017. The new charge rates reflect more accurately the real salary cost for higher classified positions. The formula for the allocation of AAEP hours has been changed to ensure schools can meet the increased charge rates with no decrease in resourcing to schools.

BSM Classification	Current Charge Rate (hours)	New Charge Rate (hours)
AO4	54.00	50.75
AO5	54.00	58.00
AO6	54.00	65.25
AO7	-	73.00
AO8	-	80.00

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

5. What will the new AAEP allocation formula be?

The formula used to calculate the allocation of Gross AAEP hours will continue to be in the format of a rate per enrolment plus a base.

$$(Rate \times Enrolments) + Base = Gross AAEP allocation.$$

The rate and base vary depending on the number of enrolments at the school. The table below shows the applicable rates and base amounts. The charge rates for BSM, AO2 and Science Operations Officers positions will be deducted from the AAEP hours generated by this formula.

Sector	Enrolment Range	Rate per Enrolment *	Base
Primary	Less than 175	0.2000	10.00
	175 to less than 300	0.1520	18.40
	300 to less than 600	0.1630	25.00
	600 to less than 800	0.0328	99.00
	800 to less than 1,000	0.0328	106.00
	1,000 to less than 1,200	0.0620	77.00
	1,200 to less than 1,600	0.0620	85.00
	1,600 to less than 2,200	0.0620	93.00
	2,200 or more	0.0620	100.00
Secondary	Less than 100	0.6000	8.00
	100 to less than 600	0.2600	51.00
	600 to less than 700	0.2600	46.00
	700 to less than 1,000	0.1025	151.00
	1,000 to less than 1,400	0.1025	159.00
	1,400 to less than 1,500	0.1025	166.00
	1,500 to less than 2,000	0.0850	192.00
	2,000 or more	0.0850	202.00
Special	Less than 8	2.6000	25.00
	8 to less than 40	2.6000	26.00
	40 to less than 60	2.6000	33.00
	60 or more	2.6000	40.25
SDE	All Enrolment Ranges	0.0769	20.00

* For special schools the rate is applied to the number of professional staff allocated to the school not the number of enrolments.

Upgrading model allocated Business Services Manager (BSM) positions

6. Which BSM positions are being upgraded?

All model allocated BSM positions will be upgraded at least by one classification level. In some circumstances positions may go up more than one level.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

7. What is a “model allocated” BSM position?

A model allocated BSM position is the position and classification level which is allocated to a school according to allocative methodology described in the department’s *Schools Staffing Allocation Guidelines*, based on enrolments. A model allocated BSM position does not include permanent or temporary workplace reform arrangements or reclassifications through a JEMS evaluation process which are funded by the school.

8. What are the new classification levels for BSM positions?

Sector	Enrolment Range	Current classification	NEW classification
Primary	From 300 to less than 800	AO3	AO4
	From 800 to less than 1200	AO4	AO5
	From 1200 to less than 1600	AO5	AO6
	From 1600 to less than 2200*	AO5	AO7
	2200 or more*	AO5	AO8
Secondary	From 100 to less than 600	AO3	AO4
	From 600 to less than 1000	AO4	AO5
	From 1000 to less than 1400	AO5	AO6
	From 1400 to less than 2000	AO6	AO7
	2000 or more	AO6	AO8
P-10/12	Greater than 200 to 450	AO3	For primary allocation, refer to Primary section above and for secondary allocation refer to Secondary section above
	Greater than 450	AO4	
SDE	From 150 to less than 300	AO3	AO4
	From 300 to less than 600	AO4	AO5
	From 600 to less than 1400	AO5	AO6
	1400 to less than 2000	AO6	AO7
	2000 or more	AO6	AO8
Special #	From 8 to less than 40 Professional Staff	AO3	AO4
	40 to 60 Professional Staff	AO3	AO5
	60 or more Professional Staff		AO6

* These thresholds have been defined, however, as there are currently no schools of this size it has not been possible to base these thresholds on evidence. Therefore these thresholds will be reviewed as schools approach these size thresholds. For Milperra SHS, Brisbane Youth Education & Training Centre, Cleveland Education & Training Centre, Lady Cilento Hospital School, the allocated AO3 BSM will be upgraded to AO4.

for special schools the allocations applied are based on the number of professional staff allocated to the school not the number of enrolments. To assist in understanding and clarifying what constitutes “professional staff” for this purpose is defined on the following basis: Principal & Deputy Principal administrative time, Classroom teachers, Curriculum contact time (CCT), Head of Curriculum (HOC), Non-Contact Time (NCT), Respite Care, Education Program Officer (EPO), Special Education Program (SEP) – regionally allocated; and Early Child Development Program (ECDP) – regionally allocated. The staffing Grant Document is not used for the purposes of allocations/classifications of BSM’s in special schools.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

9. *What processes will be used to upgrade incumbent BSMs?*

In the majority of instances the incumbent officer will be directly appointed to the next salary level. Given the varied nature of school operations, there may be instances where there is more than one incumbent officer or the incumbent officer is not clearly identifiable. In this circumstance, a closed merit selection process may need to be undertaken. Further support and guidance on whether a closed merit selection process is necessary will be provided through Human Resources.

10. *When will upgraded BSMs receive the salary of the new classification level?*

BSMs who have been upgraded will be entitled to receive the salary of the new classification level from the start of the 2017 school year (23rd January 2017) and remuneration at this level will be paid following the finalisation of Day 8 2017. The pay date for the upgrades and back-pay to 23 January 2017 will be processed in the pay fortnight of the 15 March 2017.

11. *If a model allocated BSM position has already been upgraded by one classification level through a permanent workplace reform, or job evaluation methodology (JEMS) review, what does the upgrade in classification through RoSAS mean for this school and the incumbent officer?*

Where the upgrade in classification to the model allocation through RoSAS matches the existing level of the incumbent, there will be no change in classification for the incumbent officer. Following consultative processes, it is expected that the workplace reform will cease with the school no longer required to fund the upgrade of the position. This returned funding could be used to upgrade other administrative support positions or enhance the amount of administrative support hours available.

In some circumstances the model will provide for a classification level more than one level higher than the current model. If the new model allocation is higher than the current level of the incumbent then the same processes will apply as set out in items 8 and 9 above.

12. *If a model allocated BSM has already been upgraded by one classification level through a temporary workplace reform, or job evaluation methodology (JEMS) review, what does the upgrade in classification through RoSAS mean for the school and the incumbent officer?*

Where the incumbent officer is a permanent employee, acting in a temporary role, they will be considered for permanent upgrade to the reformed classification. Following consultative processes, it is expected that the workplace reform will cease with the school no longer required to fund the upgrade of the position. This returned funding could be used to upgrade other administrative support positions or enhance the amount of administrative support hours available.

13. *The classification of the BSM allocated to the school has been previously upgraded and the upgrade is funded by the department. How will these positions be impacted by changes from 2017?*

BSM positions departmentally upgraded through a previous Enterprise Bargaining arrangement will be upgraded by one classification level. If the school enrolments on Day 8 2017 do not align with the new BSM enrolment threshold, the position will be managed through the existing gains and losses processes. If enrolment generated entitlement is not attained Day 8 2018, and the school chooses not to maintain using school purchase, loss or downgrade of the position will occur effective from beginning of 2018.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

14. *The BSM classification for the school is being maintained through the Band 10 / Band 11 Safety Net process. How will these positions be impacted by changes from 2017?*

BSM positions maintained through the band safety net process will be upgraded by one classification level. The band of the school will no longer be used in the allocation of administrative staff. If the school enrolments on Day 8 2017 do not align with the new BSM enrolment threshold, the position will be managed through the existing gains and losses processes. If enrolment generated entitlement is not attained Day 8 2018, and the school chooses not to maintain using school purchase, loss or downgrade of the position will occur effective from beginning of 2018.

15. *The classification of the incumbent BSM has been maintained at the school through the Flying Start Workforce transition principles. How does the outcome of RoSAS impact on the Flying Start Workforce transition arrangements?*

BSM positions maintained through the Flying Start transition principles will be upgraded by one classification level. If the school enrolments on Day 8 2017 do not align with the new BSM enrolment threshold, the position will be managed through the existing gains and losses processes. If enrolment generated entitlement is not attained Day 8 2018, and the school chooses not to maintain using school purchase, loss or downgrade of the position will occur effective from beginning of 2018. This is consistent with the Flying Start transition principles to support these positions until the end of 2017, as previously agreed.

16. *Have the role expectations changed now the position is classified at a higher level?*

Yes, as the classification increases, employees are required to work to the capabilities of the higher classification role description. The department will provide information to principals and staff to support an understanding of the requirements of the specific role descriptions. These role descriptions will be subject to consultation with Together Queensland union.

17. *At Day 8 2017, what happens if a school is on 12 months' notice with regard to the impending loss or downgrade of a BSM from the gains and losses process effective from the beginning of 2018?*

The model allocated BSM position will be upgraded by one classification level at Day 8 2017, affected schools will continue to remain on notice throughout 2017 as part of the usual gains and losses process. If enrolment generated entitlement is not reattained Day 8 2018, and the school chooses not to maintain using school purchase, loss or downgrade of the position will occur effective from beginning of 2018.

18. *What will happen to the classification of the BSM if a school is currently on notice from the 2016 gains and losses process?*

The upgrade to the model allocated BSM position in a school will occur upon confirmation Day 8 2017 enrolments have met the required upgrade thresholds. If the enrolments do not increase to meet the required upgrade threshold, the effected employee will be able to remain at their current classification level at their current school. This also applies to all individual instances of downgrade or loss in which implementation was temporarily deferred pending the outcome of the RoSAS implementation.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

19. *Is it possible for a BSM to be upgraded two classification levels during implementation?*

Yes, but may only occur where a school has moved beyond an enrolment threshold where the next classification level of BSM would traditionally have been allocated. During the implementation phase, in this scenario, the incumbent BSM would be upgraded two classification levels higher than the current model allocated classification.

For example:

Sector	Day 8 2016		Day 8 2017	
	Enrolment	Classification Level	Enrolment	Classification Level
Primary	295	AO2(AAEP)	304	AO4
	799	AO3	804	AO5
	1199	AO4	1202	AO6
Secondary	592	AO3	604	AO5
	999	AO4	1010	AO6
	1399	AO5	1410	AO7
	2000 or more	AO6	2000 or more	AO8

20. *The BSM is currently on approved leave. How will they know they have received an upgrade to their classification?*

Principals will work closely with regional HR consultants to identify all staff who are eligible to be upgraded, including those officers who are on leave or undertaking other duties. Every employee who is upgraded through this initiative will receive a confirmation letter from the department, including those officers on leave.

21. *Will my direct appointment to a higher classification through RoSAS impact on my ability to broadband at a later stage?*

No, upgrades of positions through RoSAS have been negotiated as a “one off” classification upgrade and will not impede future broad banding opportunities.

Upgrading Administrative Officer (AO2-AAEP) positions to Administrative Officer (AO3-AAEP) classification level in schools without a model allocated BSM

22. *Which AO2 positions are being upgraded?*

All schools without a model allocated BSM, will have AO2-AAEP positions upgraded to AO3 classification to a maximum of 1.0 FTE per school. This naming convention associated with this position will be reviewed during implementation in consultation with the Together Queensland union. The impact of this change will mean schools will receive up to 1.0 FTE of their AAEP allocation at AO3 classification and for those schools with any remaining AAEP allocation; this will be at the AO2 classification.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

23. What is a “model allocated” position?

A model allocated position is the position and classification level which is allocated to a school according to allocative methodology described in the department’s *Schools Staffing Allocation Guidelines*, based on enrolments. A model allocated position also does not include permanent or temporary workplace reform arrangements.

24. How will schools benefit from the upgrade of AO2 (AAEP) positions to AO3 classification level?

Sector	Enrolment Range	NEW classification
Primary	1 - 299	AO3-AAEP up to 1 FTE
P-10/12	1-299 primary enrolments	AO3-AAEP up to 1 FTE
SDE	1-150	AO3-AAEP up to 1 FTE
Special	<8 Professional Staff	AO3-AAEP up to 1 FTE
O&EEC	Not Applicable	AO3-AAEP up to 1 FTE

25. What processes will be used to upgrade incumbent Administrative Officers from AO2 to AO3 classification level?

In the majority of instances the incumbent officer will be directly appointed to the AO3 classification level. Given the varied nature of school operations, there may be instances where there is more than one incumbent officer and the incumbent officer is not clearly identifiable. In this circumstance, a closed merit selection process may need to be undertaken. Further support and guidance on whether a closed merit selection process will be provided through Human Resources.

26. When will AO2 (AAEP) officers who are being upgraded to AO3 (AAEP) classification level receive the salary entitlement of the new classification?

Administrative Officers who have been upgraded will be entitled to receive the salary of the new classification level from the start of the 2017 school year (23rd January 2017) and remuneration at this level will be paid following the finalisation of Day 8 2017. The pay date for the upgrades and back-pay to 23 January 2017 will be processed in the pay fortnight of the 15 March 2017.

27. Why is the upgraded position title Administrative Officer (AO3-AAEP) and not BSM AO3?

The upgrade in classification has not changed the variability inherent in the allocative methodology that calculates the number of AAEP hours allocated to a school. As enrolments fluctuate, so too will the number of available AAEP hours. As is currently the case, schools will be required to manage the total number of AAEP hours allocated and, through established consultation processes, make the necessary adjustments to remain within the staffing allocation.

To ensure the department is able to identify employees with an employment condition where the hours of employment may vary due to changes in student enrolments, a different title needs to be created. However, the naming convention associated with this position will be reviewed during implementation in consultation with the Together Queensland union.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

28. *Will the way AAEP hours are allocated to schools change?*

AAEP hours for the school year will continue to be allocated based on current processes depending on school type.

All schools, irrespective of size, who convert a proportion of their AAEP hours to cash will continue to receive these funds at the AO2 classification, there is no ability to convert unused AAEP FTE at an AO3 equivalent rate.

29. *Have the role expectations changed now the position is classified as AO3 (AAEP)?*

Yes, as the classification increases, employees are required to work to the capabilities of the higher classification role description. The department will provide information to Principals and staff to support an understanding of the requirements of the specific role descriptions. These role descriptions will be subject to consultation with the Together Queensland union.

30. *If the Administrative Officer (AO2-AAEP) position has already been upgraded by one classification level to an AO3 through a temporary workplace reform process, what does the upgrade in classification through RoSAS mean for the school and the incumbent officer?*

Where the incumbent officer is a permanent employee, acting in a temporary role, they will be considered for permanent upgrade to the reformed classification. Following a consultative processes, it is expected that the workplace reform will cease with the school no longer required to fund the upgrade of the position.

31. *The permanent officer is currently on approved leave. How will they know they have received an upgrade?*

Principals will work closely with regional HR consultants to identify all staff who are eligible to be upgraded, including those officers who are on leave or undertaking other duties. Every employee who is upgraded through this initiative will receive a confirmation letter from the department, including those officers on leave.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

Groundscare resourcing for primary schools with fewer than 200 students

32. *How has the methodology for allocating the groundscare allowance to primary schools with fewer than 200 students changed?*

From 2018, primary schools with fewer than 200 students will receive a significantly increased groundscare allowance through an enhanced base plus per student approach. These schools will receive a base allocation of \$8500 and \$255 per student. This allocation methodology simplifies the previous formula.

33. *What are the benefits of this new methodology?*

The new methodology is designed to increase a schools groundscare resourcing in a gradual and predictable manner towards achieving a resourcing equivalent of 1.0 FTE Schools Officer position at the 200 student enrolment threshold. The new methodology provides increased resourcing to enable greater flexibility for school communities to determine the best model of groundscare for their context. The enhanced base plus per student approach will also minimise the resourcing loss if schools, which currently have an entitlement to a fulltime schools officer, decline below the 200 student enrolment threshold.

34. *What will happen if, on Day 8, the school goes below the 200 student enrolment threshold? Does the school automatically lose the Schools Officer?*

The current gains and losses process will continue to apply in this instance. That is, when a school moves below 200 students on Day 8, the school will continue to be allocated 1 FTE Schools Officer position for the remainder of the year. During this time, the school will need to make decisions on how the position will be managed in the following year, should enrolments continue to be below 200 students on Day 8. However, under the new groundscare arrangements, schools will only lose \$255 for each student below the 200 student threshold.

35. *When will the groundscare allowance be paid to the school?*

Upon confirmation of Day 8 enrolments, the school will receive two equal instalments of the school's annual allocation.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

Progression arrangements for Schools Officers (Grounds and/or Facilities) from OO2 to OO3 salary classification

36. Which Schools Officers are eligible to progress from OO2 to OO3?

All Schools Officers will be eligible to progress from OO2 to OO3. For positions that are model allocated, the salary progression will be funded by the department.

37. What is a “model allocated” position?

A model allocated position is the position and classification level which is allocated to a school according to allocative methodology described in the department’s *Schools Staffing Allocation Guidelines*, based on enrolments. A model allocated position also does not include permanent or temporary workplace reform arrangements.

38. What are the progression arrangements for officers moving to OO3?

a) For Schools Officers employed by DET as at 9 December 2016:

Current Arrangement	2017
At salary level OO2.4 and receive a qualification allowance	Progress to OO3.2 from the first day of the school year (23 rd January).
At any step of salary level OO2 and hold a Certificate III qualification or higher but are not in receipt of a qualification allowance.	Progress to OO3.1 upon provision of a certificate III qualification or higher, paid from the first day of the school year (23 rd January).
At any step of salary level OO2 and have no qualification.	Upon provision of a Certificate III qualification or higher (acceptable to the department) during 2017, salary progression to OO3.1, backdated to the start of the first day of the school year (23 rd January) will occur.

b) For officers newly employed in the role in 2017:

- With a recognised Certificate III qualification or higher – commence at OO3.1
- Without any qualification – commence at OO2.1 (or higher depending on recruitment panel recommendation and/or recognition of prior service) and can progress immediately to OO3.1 upon completion in 2017 of a recognised Certificate III qualification or higher backdated to the first day of their employment.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

c) For officers newly employed in the role from 2018:

- With a recognised Certificate III qualification or higher – commence at OO3.1
- Without any qualification – start at OO2.1 (or higher depending on recruitment panel recommendation and/or recognition of prior service) and can progress immediately to OO3.1 upon completion of a recognised Certificate III qualification or higher.

39. Why do officers currently in receipt of a qualification allowance move to OO3.2?

At the commencement of the 2017 school year the Certificate III allowance will cease. The classification upgrade to pay point OO3.2 will ensure Schools Officers who previously received this allowance are appropriately recognised.

40. When will officers eligible for progression receive the increased salary in their pay?

For officers already in receipt of a qualification allowance, the OO3.2 salary will be applied from 23 January 2017 and paid to officers in the first pay of the school year.

41. What process is in place for officers who currently hold a Certificate III or higher qualification and are not in receipt of a qualification allowance, to be able to move to classification level OO3?

To progress to OO3, officers employed by the department prior to the end of the 2016 school year will need to submit a copy of their Certificate III or higher qualification to the RoSAS Project Implementation team via email as soon as possible. The email address for submissions is: RoSAS@det.qld.gov.au. Upon receipt and confirmation of the qualifications before the start of the 2017 school year, the OO3.1 salary will be applied from 23 January 2017 and paid to officers in the first pay of the school year.

Where qualification information is provided to the department after the start of the 2017 school year, progression to OO3.1 will occur in the next pay after confirmation of the qualification and backdated to 23 January 2017.

42. What qualifications will be recognised to progress to OO3?

From 2017, the department will accept Certificate III qualifications or higher completed in one of the following identified industry areas:

- Construction
- Engineering
- Agriculture
- Mining
- Horticulture
- Or other courses will be considered by the Department in consultation with the Together Queensland union.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

43. *How do I obtain a Certificate III qualification?*

The department is working with TAFE Queensland in establishing a service level agreement that will offer a Certificate III course that relates to the role of Schools Officers. The intention is the course will be supported through the Queensland Training Subsidies List (Certificate III Guarantee) and therefore be provided at a significantly reduced cost.

When available, further information about the courses, costs and how to enrol will be provided on the RoSAS information page on OnePortal.

44. *How will the new progression arrangements impact on schools in situations where Schools Officers are already remunerated at OO3 due to decisions made at the local level?*

The implementation of the outcome of RoSAS will continue to support school arrangements for these officers as indicated in the table below.

Employment type	Qualification	Salary arrangements
Permanent OO3	Yes	Maintain current arrangements.
	No	Maintain current arrangements. Grandfathering arrangements* apply.
Relieve above level at OO3	Yes	Officer able to progress permanently to OO3.
	No	Relieve above level remains in place until the end of the relieving arrangements.
Temporary OO3	Yes	Temporary employment remains in place.
	No	

*"Grandfathering" arrangements mean an employee will continue to be paid at OO3 without requiring a qualification until their employment at this level or in this role permanently ceases.

Where a school has undertaken a workplace reform to upgrade a model allocated Schools Officer position to OO3 and through RoSAS, the incumbent officer meets the eligibility requirement to be remunerated at OO3; the department will fund the OO3 salary. Where the school purchases the position and an officer is eligible to be remunerated at OO3, then the cost will continue to be met by the school.

45. *Have the role expectations changed now the position is classified at a higher salary level?*

Yes, as the classification increases, employees will be required to work to the capabilities of the revised role description. The department will be providing support to Principals and effected officers through a range of communication strategies to ensure any changes to the role description are clear. These role descriptions will be subject to consultation with your union, Together Queensland.

46. *What will happen if the permanent officer is currently on approved leave? How will they be informed about the progression arrangements?*

Principals will work closely with Human Resources to identify all affected officers who are on leave or undertaking other duties. Every employee who progresses to OO3 will receive a confirmation letter from the department, including those officers on leave.

RoSAS HR Implementation

Frequently Asked Questions (FAQs)

47. *What happens if a Schools Officer does not wish to complete a Certificate III course?*

There is no requirement for a Schools Officer to hold a qualification. The requirement to hold a qualification only relates to the ability to progress to salary level OO3.

Implementation

48. *When will these changes be implemented?*

Queensland State Schools will begin to benefit from this additional resourcing from the start of the 2017 school year as outlined in the table below.

Change	Year implemented
Addressing anomalies in AAEP calculations	2017
Upgrade of all model allocated Business Service Managers	2017
Upgrade of Administrative Officer AO2 (AAEP) positions to AO3 (AAEP) classification to a maximum of 1 FTE per school for schools with <300 enrolments and without a BSM	2017
Additional grounds care resourcing allocated to schools with fewer than 200 enrolments	2018
Schools Officer progression to OO3 classification through credentialing process.	2017
Equity allocations – integrating traditional P-10/12 schools into the primary and secondary administrative staff resourcing methodology	2017

49. *How will each school know the actual benefit they will receive?*

The additional administrative and support staff resourcing available under this initiative will be rolled out over 2017 and 2018. To assist schools with workforce planning for future years a RoSAS planner has been developed. Enter your school name into the planner to view your school's indicative resourcing entitlement based on 2016 Day 8 enrolments.

RoSAS outcomes will also be incorporated in the 2017 School Staffing Planner in due course. All allocations generated by the School Staffing Planner will be indicative and subject to confirmation based on actual Day 8 enrolments in concert with RoSAS entitlement criteria described in this document and elsewhere.