

## Terms and Conditions - LTA

*This is not a legal document and is only provided for information*

<b>Role Title</b>	Trainer – Diploma of Counselling
<b>Location</b>	Apia, Samoa Note: The successful candidate may be required to work in other countries serviced by the APTC during the term of their assignment.
<b>Appointment</b>	Any appointment is conditional on formal DFAT approval
<b>Employing Entity</b>	TAFE Queensland International Education (TQIE)
<b>Duration</b>	ASAP – 30 <sup>th</sup> June 2023 (with a possibility of extension)
<b>Mobilisation</b>	The preferred candidate must have a valid passport with more than 6 months before expiry.
<b>ARF Classification</b>	B2 – as per the DFAT Adviser Remuneration Framework (ARF).
<b>Total Remuneration Package (TRP)</b>	The TRP on offer will be Total package of AU\$101,520 per annum pro rata (inclusive of employer superannuation contribution, annual leave loading). The total package is made up of: <ul style="list-style-type: none"> <li>• Base salary of AU\$88,981 per annum</li> <li>• Employer superannuation contribution of AU\$11,345 (12.75% with Q-Super when employee contributes 5%) and</li> <li>• Annual leave loading of AU\$1,194 per annum</li> </ul>
<b>Mobility Allowance</b>	A Mobility Allowance is payable for employees taking up a position in a country other than the employee's home country. Subject to completing an Australian Government supplied Declaration of Status*, the Mobility Allowance is payable fortnightly and is intended to address cost of living differences and other impacts associated with taking up a position in a country other than the employee's home country. The range is determined as a percentage of the Total Remuneration Package and is based on accompanied or unaccompanied status. <ul style="list-style-type: none"> <li>• Unaccompanied – AUD \$16,243 per annum</li> <li>• Accompanied – AUD \$24,365 per annum</li> </ul>
<b>Mobility Allowance Supplement</b>	A Mobility Allowance Supplement is payable for employees taking up a position in a country other than the employee's home country, to assist the Employee with the cost of educating a Dependent Child/ren. It is a monthly flat rate payment of AUD\$1,368, and remains fixed regardless of the number of Dependent Children an employee has.
<b>Mobilisation / Demobilisation Costs</b>	A Mobilisation/Demobilisation Allowance is payable for employees taking up a position in a country other than the employee's home country, and will be paid depending on your status*. This covers expenses related to mobilisation to the host country and demobilisation including: medical clearances and inoculations, passport, removalist costs, temporary accommodation, freight of goods to the host country and excess baggage. <ul style="list-style-type: none"> <li>• Unaccompanied – AUD \$3,500</li> <li>• Accompanied – AUD \$6,000</li> </ul> In addition, economy class airfare to/from host country and work permit/visas for the employee and any approved accompanying dependent/s will be provided.
<b>Reimbursement of Housing Costs</b>	Housing costs are payable for employees taking up a position in a country other than the employee's home country and are capped* and reimbursed at cost.

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	Housing costs are not payable if a spouse/partner is already receiving reimbursement for housing costs from DFAT or another employer. Excess housing costs will be at the employee's own expense and will not be reimbursed. * Rate subject to change by the client.
<b>Superannuation</b>	Employer Superannuation Contribution of 12.75% into QSuper (based on employee Superannuation Contribution of 5%)
<b>Taxation</b>	This position is entitled to tax free status.
<b>Hours of Work</b>	A standard working day is 8 hours per day and a standard working week is 40 hours. The employee acknowledges that working additional hours is part of the Employee's role and that this is taken into account in setting the Total Remuneration Package.
<b>Public Holidays</b>	The employee is entitled to up to 13 public holidays per annum.
<b>Annual Leave</b>	20 working days per annum to be taken within the contract period – leave dates to be approved by your Accountable Manager. Employees are responsible for all travel costs associated with leave.
<b>Sick Leave</b>	10 working days per annum.
<b>Police Check</b>	Employment will be dependent on provision of a satisfactory current National Criminal History Check.
<b>Probation</b>	The Employment Agreement will include a 6 month probation period.
<b>Medical and Travel Insurance</b>	Medical insurance and travel insurance for the employee and any approved dependent/s will be provided as per policy limitations/conditions. However, it is recommended that employees maintain private health insurance in Australia throughout the assignment. Individuals are responsible for their own personal property & contents insurance in country. In addition, travel insurance will be provided to the employee when travelling for pre-approved work purposes.
<b>Reimbursement of Allowances Pro-Rata upon Termination</b>	In the event that you terminate your employment with the employing entity (TAFE Queensland) prior to the conclusion of the term of employment, any allowances paid to you in advance will need to be reimbursed.
<b>Payment</b>	1. Salary & Mobility Allowance – fortnightly as per TAFE Queensland's payroll. 2. Mobilisation/Demobilisation Allowance – in first pay after commencement.
<b>Motor vehicle use</b>	Motor vehicles will be available for use, in accordance with the APTC Use of Motor Vehicle Policy.
<b>Additional Information</b>	The APTC reserves the right to withdraw positions advertised, resulting in an appointment not being made.

\* Declaration of Status confirming an individual's eligibility to receive allowances. Declaration clarifies whether or not the individual (a) usually resides in the country where they will be required to work and (b) is accompanied by dependents who are or are not in receipt of a housing allowance from another source.