

What is an Apprenticeship or Traineeship?

Name of downloadable resource	Section it appears in	Document type
Job Analysis Template	Planning for New Employees on Your Farm - Job analysis	docx
What is an Apprenticeship or Traineeship?	Planning for New Employees on Your Farm - Different types of employment	docx
Contractor or Employee?	Planning for New Employees on Your Farm - Different types of employment	docx
Overseas Workers and Visas	Planning for New Employees on Your Farm - Different types of employment	docx
Readiness checklist	Planning for New Employees on Your Farm - Readiness checklist	docx
Employment contract, permanent full-time or part-time template	Documents you will need to Employ Someone - Employment contract	docx
Employment contract, casual template	Documents you will need to Employ Someone - Employment contract	docx
WA employment contract, permanent full-time or part-time template	Documents you will need to Employ Someone - Employment contract	doc
WA employment contract, casual template	Documents you will need to Employ Someone - Employment contract	doc
Employee details form	Documents you will need to Employ Someone - Employee details form	docx
WA specific information	Award Rates, Work Agreements and Pay Entitlements - Modern Awards and the National Employment Standards (NES)	pdf
Glossary	Award Rates, Work Agreements and Pay Entitlements - Modern Awards and the National Employment Standards (NES)	pdf
Federal employment contract	Award Rates, Work Agreements and Pay Entitlements - Determining pay rates and classifications	docx
WA Specific information	Award Rates, Work Agreements and Pay Entitlements - Determining pay rates and classifications	pdf
Federal Enterprise Agreement Template	Award Rates, Work Agreements and Pay Entitlements - Varying Award terms	docx
Checklist for approval and lodgement of enterprise agreement	Award Rates, Work Agreements and Pay Entitlements - Varying Award terms	docx
Better off Over All Calculator (BOOT Test)	Award Rates, Work Agreements and Pay Entitlements - Varying Award terms	docx
Roster template	Managing Farm Payroll - Work Rosters	docx
Employee details form	Managing Farm Payroll - Record keeping	docx

Model Payslip and Information Sheet	Managing Farm Payroll - Record keeping	docx
Timesheet template	Managing Farm Payroll - Timesheets	docx
Sample of a time and wages record book	Managing Farm Payroll - Timesheets	pdf
Authority to deduct form	Managing Farm Payroll - Payslips	docx
Model Payslip WA only	Managing Farm Payroll - Payslips	docx
Model Payslip	Managing Farm Payroll - Payslips	docx
Sample Job Advertisement	Advertising Positions and Interviewing Applicants - Advertising for staff	docx
Guide to Discriminatory Questions	Advertising Positions and Interviewing Applicants - Conducting the Interview	docx
Sample Interview Questions	Advertising Positions and Interviewing Applicants - Conducting the Interview	docx
Sample Referee Questions and Response Record Sheet	Advertising Positions and Interviewing Applicants - Conducting the Interview	docx
Sample Offer of Employment letter	Selecting an Applicant and Making an Offer - Making an Offer	docx
Induction Checklist	Selecting an Applicant and Making an Offer - Induction	docx
Code of Conduct template	Selecting an Applicant and Making an Offer - Induction	docx
Safety on farm - Contractor Checklist	Selecting an Applicant and Making an Offer - Induction	docx
Employment annual leave record	Employee Leave Entitlements and Public Holidays - Annual leave	docx
Application for leave	Employee Leave Entitlements and Public Holidays - Annual leave	docx
Agreement to Cash Out Annual Leave: Award	Employee Leave Entitlements and Public Holidays - Annual leave	docx
Agreement to Cash Out Annual Leave: Non Award	Employee Leave Entitlements and Public Holidays - Annual leave	docx
Employment Long service leave record	Employee Leave Entitlements and Public Holidays - Long service leave	docx
Employment annual leave record	Employee Leave Entitlements and Public Holidays - Parental leave	docx
Application for leave	Employee Leave Entitlements and Public Holidays - Parental leave	docx
Employment personal leave record	Employee Leave Entitlements and Public Holidays - Personal and other leave	docx
Advice of employee warning	Terminating Employment - Unfair Dismissal	docx
WA specific Fact Sheet	Terminating Employment - Unfair Dismissal	pdf
Letter of Termination with guidelines	Terminating Employment - Notice Periods	docx
Advice of Employee Warning template	Terminating Employment - Notice Periods	docx

Advice and record of employee warning template	Terminating Employment - Managing underperformance	docx
Discipline interview letter	Terminating Employment - Managing underperformance	docx
Summary or immediate dismissal letter	Terminating Employment - Managing underperformance	docx
WA Information Document	Legal Requirements - Different Types of Employment	pdf
Contractor or Employee?	Legal Requirements - Different Types of Employment	docx
"Do your employees have a valid visa to work in Australia?" booklet.	Legal Requirements - Employing people from overseas	pdf
Overseas workers taxation fact sheet	Legal Requirements - Employing people from overseas	docx
Overseas workers and visas fact sheet	Legal Requirements - Employing people from overseas	docx
FAQ Backpackers - what to pay them	Legal Requirements - Employing people from overseas	pdf
FAQ – Contractor or employee?	Legal Requirements - Things to avoid	docx
OH&S: A Quick Reference Guide for Broadacre Agriculture	Providing a Safe Workplace - Workplace health and safety (WHS) principles	pdf
Farm health and safety overview checklist	Providing a Safe Workplace - Workplace health and safety (WHS) principles	docx
Safety Induction for Employees	Providing a Safe Workplace - Workplace health and safety (WHS) principles	docx
Contractor Safety Checklist	Providing a Safe Workplace - Workplace health and safety (WHS) principles	docx
Farm safety assessment report	Providing a Safe Workplace - Health and safety management plans	docx
Injury & Incident Register	Providing a Safe Workplace - Recording incidents and injuries	docx
Hazard/near-miss report template	Providing a Safe Workplace - Recording incidents and injuries	doc
Workplace Policies & Procedures	Providing a Safe Workplace - Policies and Procedures	pdf
Safety Induction Checklist	Providing a Safe Workplace - Policies and Procedures	docx
A social media policy	Providing a Safe Workplace - Policies and Procedures	docx
The discrimination and harassment fact sheet	Providing a Safe Workplace - Policies and Procedures	docx
The bullying fact sheet	Providing a Safe Workplace - Policies and Procedures	docx
No Bullying Policy template	Providing a Safe Workplace - Policies and Procedures	doc
The drug and alcohol fact sheet	Providing a Safe Workplace - Policies and Procedures	docx

Developing farm workplace policies	Providing a Safe Workplace - Policies and Procedures	doc
Code of Conduct	Providing a Safe Workplace - Policies and Procedures	docx
The performance appraisal sheet	Professional Development and Performance Appraisals - Performance appraisals	docx

Off site PDF links

Pastoral Award 2010	Documents you will need to Employ Someone - Employment contract	pdf
Horticulture Award 2010	Documents you will need to Employ Someone - Employment contract	pdf
Introduction to the National Employment Standards Fact Sheet	Legal Requirements - National Employment Standards (NES)	pdf
Cotton Ginning Award 2010	Legal Requirements - Awards	pdf
Fair Work handbook	Legal Requirements - Fair Work Commission	doc
Fair work Information Statement 2009	Legal Requirements - Fair Work Commission	pdf
Notice to the Department of Human Services of proposed dismissal	Terminating Employment - Genuine redundancy	rtf
Fair Work Ombudsman Notice of termination and redundancy fact sheet	Terminating Employment - Genuine redundancy	prf
Fair Work Ombudsman fact sheet – Notice of termination and redundancy pay	Terminating Employment - Notice Periods	prf
Personal / carer's leave and the NES	Employee Leave Entitlements and Public Holidays - Personal and other leave	pdf
Community service leave and the NES	Employee Leave Entitlements and Public Holidays - Personal and other leave	pdf
Statutory declaration form	Employee Leave Entitlements and Public Holidays - Personal and other leave	pdf
The Small Business Fair Dismissal Code	Terminating Employment - Small Business Fair Dismissal Code	pdf
Fair Work Ombudsman fact sheet Termination of employment	Terminating Employment - Small Business Fair Dismissal Code	pdf
Fair Work Ombudsman fact sheet Ending Employment	Terminating Employment - Unfair Dismissal	pdf
Fair Work Information Statement 2009	Selecting an Applicant and Making an Offer - Induction	pdf
Introduction: National Employment Standards Fact Sheet	Selecting an Applicant and Making an Offer - Induction	pdf
Safe Work Australia Incident Notification Information Sheet	Providing a Safe Workplace - Recording incidents and injuries	pdf

<u>Introduction to the NES</u>	<u>Employee Leave Entitlements and Public Holidays - Personal and other leave</u>	pdf
<u>NES and Public Holidays</u>	<u>Employee Leave Entitlements and Public Holidays - Long service leave</u>	pdf
<u>NES and annual leave Fact Sheet</u>	<u>Employee Leave Entitlements and Public Holidays - Parental leave</u>	pdf
<u>NES and annual leave Fact Sheet Superannuation Standard Choice Form</u>	<u>Employee Leave Entitlements and Public Holidays - Annual leave</u>	pdf
<u>National Training Wages</u>	<u>Managing Farm Payroll - Tax and superannuation Award Rates, Work Agreements and Pay Entitlements - Determining pay rates and classifications</u>	pdf
<u>Supported wage system</u>	<u>Award Rates, Work Agreements and Pay Entitlements - Determining pay rates and classifications</u>	pdf
<u>A step by step guide to making an enterprise agreement</u>	<u>Award Rates, Work Agreements and Pay Entitlements - Varying Award terms</u>	pdf
<u>Use of Individual Flexibility Arrangements Fact Sheet</u>	<u>Award Rates, Work Agreements and Pay Entitlements - Varying Award terms</u>	pdf
<u>Modern Awards Fact Sheet</u>	<u>Award Rates, Work Agreements and Pay Entitlements - Modern Awards and the National Employment Standards (NES)</u>	pdf
<u>Introduction to the NES</u>	<u>Managing Farm Payroll - Work Rosters</u>	pdf
<u>Flexible Working Arrangements</u>	<u>Managing Farm Payroll - Work Rosters Award Rates, Work Agreements and Pay Entitlements - Modern Awards and the National Employment Standards (NES)</u>	pdf
<u>Pastoral</u>	<u>Award Rates, Work Agreements and Pay Entitlements - Modern Awards and the National Employment Standards (NES)</u>	pdf
<u>Horticulture</u>	<u>Award Rates, Work Agreements and Pay Entitlements - Modern Awards and the National Employment Standards (NES)</u>	pdf
<u>NES summary and full information</u>	<u>Employment Standards (NES)</u>	pdf