**Horticulture Award – Employee Classification Record**

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| --- | --- | --- | --- |
| **Employee Name:** |  |  |  |
| Total Horticulture Experience (incl previous employers): | months | months | months |
| Previous Horticulture Employer (if applicable): |  |  |  |
| Start Date with Current Employer: |  |  |  |
| **Award Level:** |  |  |  |
| No prior experience (starting Level 1) |  |  |  |
| Less than 3 months total experience (Level 1) |  |  |  |
| 3+ months total experience (must move to Level 2) |  |  |  |
|  |  |  |  |
| **Tasks & Responsibilities (Level 1):** |  |  |  |
| Induction training (WHS, Food Safety, Quality Control) |  |  |  |
| Performing general labouring duties |  |  |  |
| Fruit or vegetable picking, thinning or pruning |  |  |  |
| Performing a range of housekeeping tasks |  |  |  |
| Sorting, packing or grading of produce |  |  |  |
| Performing basic recording functions |  |  |  |
| Undertaking training to enable advancement to Level 2 |  |  |  |
|  |  |  |  |
| **Date of Assessment** (3 months from start date less experience with previous Horticulture Employer): |  |  |  |
| **Classification Confirmation:** Level 2 (3+ months experience, must be reclassified - **Payroll Adjustment Required**) |  |  |  |
| **Manager/Supervisor Signature:** |  |  |  |