**Horticulture Award – Employee Classification Record**

|  |  |  |  |
| --- | --- | --- | --- |
| **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:**  |  |  |  |