



Australian Government

**Supported Wage System under the *Supported
Employment Services Award*
Assessment Guidelines**

V 1.3

Disclaimer

This document is not a stand-alone document and does not contain the entirety of the obligations of the Providers. It should be read in conjunction with the Supported Wage System under the Supported Employment Services Award Handbook and any relevant Guidelines or reference material issued by the Department of Social Services (the Department) under or in connection with *the* Disability Employment National Panel of Assessors Program Grant Agreement 2018-2023.

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Supported Wage System Assessment Guidelines SES Award

Document Change History

Version	Start Date	Effective Date	End Date	Change & Location
1.0	1 July 2018	1 July 2018	2 December 2018	Original version
1.1	3 December 2018	3 December 2018	20 May 2021	Update terminology
1.2	21 May 2021	21 May 2021	30 June 2023	Update references to SES Award 2020
1.3	30 June 2023	30 June 2023		Updates to reflect the changes to the SES Award, commencing 30 June 2023.

Background

These Guidelines outline the process for arranging and conducting a Supported Wage System (SWS) assessment for an employee employed by a supported employment service under the *Supported Employment Services Award* (the SES Award). The minimum wage rates, workplace data collection processes and rounding of assessment results provided for in these Guidelines **only** apply to **employees for whom the SES Award is the applicable industrial instrument**.

SWS assessments are also available to employees who are employed under a modern award with SWS provisions in open employment. There are separate guidelines for an SWS assessment under open employment.

More information about the SWS is available in the SWS Handbooks at [Supported Wage System Handbook | Job Access](#).

Questions may be directed to the Department's Assessment Team at assessments@communitygrants.gov.au.

Industrial relations and wages information is available from the Fair Work Ombudsman on 13 13 94. Further information is available at the [Fair Work Ombudsman website](#).

Minimum hourly wage rates are set out in the SES Award on the [Fair Work Commission](#) (FWC) website.

Summary

The SWS was introduced in 1994 to improve employment opportunities for people with disability. This followed consultation with the relevant industrial authorities, trade unions, disability peak bodies, state and federal government departments and disability employment services.

Many people with disability obtain employment at full award wages, but for others, the nature of their disability can affect their productive capacity. People in such circumstances may wish to use a reliable process of productivity-based wage assessment to obtain a job. The SWS was introduced to provide both the industrial relations framework and the assessment process to enable reliable productivity-based wage assessments for eligible people with disability.

The Department of Social Services (the Department) manages a National Panel of Assessors under the Disability Employment National Panel of Assessors Program Grant Agreement 2018-2023 to deliver a range of assessment services, including SWS Assessments.

Transitional arrangements to the new Supported Employment Services Award

In December 2022, the Fair Work Commission handed down its decision following a review of the SES

Award. Further information is available on the FWO website at "[Supported Employment Services Award pay rates - Fair Work Ombudsman](#)".

Changes to the SES Award commenced 30 June 2023 and included:

- adding two new wage classifications (Grades A and B) to the Award, sitting below the existing classifications of Grades 1-7, and
- removing all wage assessment tools available under the Award, with the exception of the SWS for the SES Award (i.e. the version of the SWS covered in these Guidelines) .

The decision also included the following modifications to the SWS:

- Where an employee performs more than one major task in their job, the SWS assessment must measure a representative sample of the tasks performed and weight them appropriately
- The SWS assessor must independently determine that benchmarks to be used for the assessment are valid and appropriate
- Where an employer collects workplace data as to the employee's productivity levels, that data must be assigned a 50% weighting in the overall assessment, regardless of the degree of disparity with the result of the SWS assessor's assessment (which forms the other 50% weighting)
- The minimum wage under the SWS will be \$2.75¹ per hour, replacing the previous minimum wage, which was 12.5% of the relevant classification
- After the initial SWS assessment, there will be an automatic review after 12 months². There are no further automatic reviews but the right to request a review because circumstances have changed remains.

The FWC decision provided a transition period of three years for all SWS assessments to be completed for existing employees. This means all SWS assessments are to be completed by 30 June 2026.

Explanation of jobs, duties and tasks

Duties and tasks are key concepts related to a job. In a job certain tasks are completed as part of a duty. Job requirements can include the knowledge, skills and abilities necessary for a job. Job tasks are specific actions in a duty required of someone in a given position. For example someone may have a duty: package plumbing components. A task is a breakdown of the steps in a duty, such as collect product and bags, fill bags with product and label bag.

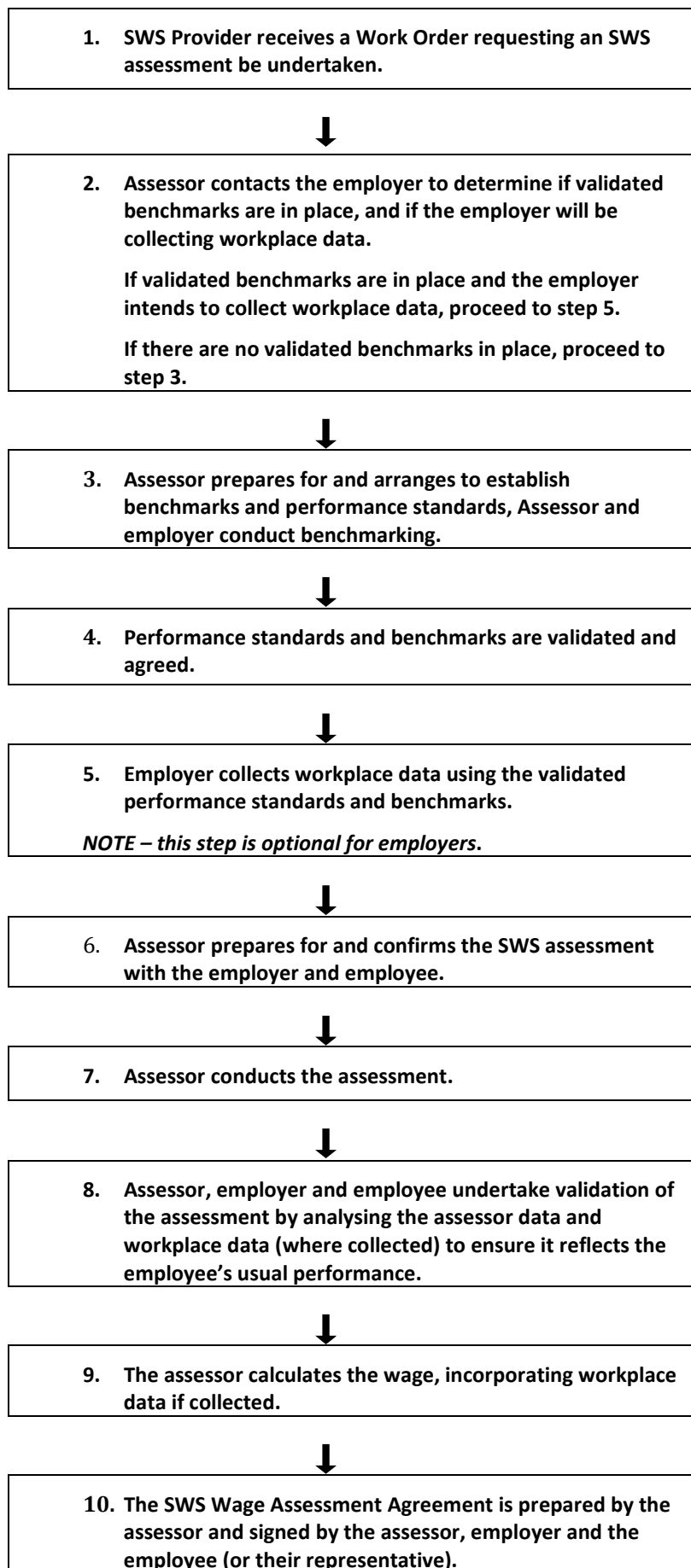
The fundamentals that may be required for the job are physical capability to collect the product and bags, and dexterity to label the bags, as well as the capacity to learn how to do these tasks.

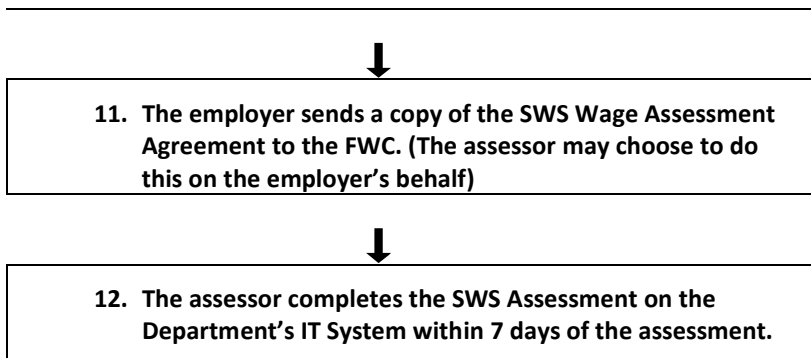
A person with disability may not be able to complete all the tasks in a duty, they may, however be able to carry out one or more tasks that are identified as part of a duty.

¹ This amount was changed on 1 July 2023 as a result of the Annual Wage Review 2022-23 decision. The minimum wage payable to supported employees is the minimum hourly wage [as set out in the SES Award](#).

² Employees that start using the SWS in the transition period (30 June 2023 and 30 June 2026) will only require a single assessment in this period. Earlier assessments can be requested where an employee has changed jobs or the processes involved in the work undertaken by the employee have changed.

Flow Chart – Supported Wage System Assessment Guidelines SES Award





Note: This should not be read as a stand-alone document, please refer to the Disability Employment National Panel of Assessors Program Grant Agreement 2018-2023 and the Supported Wage System Handbook Under the Supported Employment Services Award.

Text version of Supported Wage System Assessment flow chart

- Step 1: SWS Provider receives a Work Order requesting an SWS assessment be undertaken.
- Step 2: Assessor contacts the employer to determine if validated benchmarks are in place, and if the employer will be collecting workplace data. If validated benchmarks are in place and the employer intends to collect workplace data, proceed to step 5. If there are no validated benchmarks in place, proceed to step 3.
- Step 3: Assessor prepares for and arranges to establish benchmarks and performance standards, Assessor and employer conduct benchmarking.
- Step 4: Performance standards and benchmarks are validated and agreed.
- Step 5: Employer collects workplace data using the validated performance standards and benchmarks. **NOTE – this step is optional for employers.**
- Step 6: Assessor prepares for and confirms the SWS assessment with the employer and employee.
- Step 7: Assessor conducts the assessment.
- Step 8: Assessor and employer undertake validation of the assessment by analysing the assessor data and workplace data (where collected) to ensure it reflects the employee's usual performance.
- Step 9: The assessor calculates the wage, incorporating workplace data if collected.
- Step 10: The SWS Wage Assessment Agreement is prepared by the assessor and signed by the assessor, employer and the employee (or their representative).
- Step 11: The employer sends a copy of the SWS Wage Assessment Agreement to the FWC. (The assessor may choose to do this on the employer's behalf).
- Step 12: The assessor completes the SWS Assessment on the Department's IT System within 7 days of the assessment.

Disability Employment National Panel of Assessors Program Grant Agreement 2018-2023

Clauses:

Clause 4 – Formation of Grant Agreements

Clause 7 – Conduct of Assessments

Clause 9 – Provider’s Personnel

Clause 13 – Excluded activities

Clause 57 – Conflict of Interest

Clause 70 – The SWS Services

Clause 71 – SWS Assessments

Clause 72 – SWS Assessment Reports

Clause 73 – SWS Grant Payments

Reference documents relevant to these Guidelines:

[Supported Wage System under the Supported Employment Services Award Handbook](#)

Supported Wage System Supporting Document Version 1.2

Explanatory Note:

In this document, “must” means that compliance is mandatory and “should” means that compliance represents best practice.

Supported Wage System Assessment Guidelines in ADE's

Who is Responsible:	What is Required:
<p>1. SWS Provider</p> <p>Receives a Work Order requesting a SWS assessment be undertaken.</p> <p><i>Disability Employment National Panel of Assessors Program Grant Agreement 2018-2023</i></p> <p><i>Clause References:</i></p> <ul style="list-style-type: none"> • Clause 4 • Clause 13 • Clause 57 	<p>NPA Providers will receive a Work Order on the Department's IT System, which will request the Provider complete a SWS assessment. The Provider must:</p> <ul style="list-style-type: none"> • regularly check the Department's IT System for any new Work Orders • accept or reject Work Orders within 1 business day of receiving a Work Order • record reasons for rejecting a Work Order • take action to resolve any conflict of interest that arises in connection with any Work Order. <p>The Department may have regard to previous rejections of Work Orders when deciding whether to allocate further Work Orders to the Provider.</p>
<p>2. Assessor</p> <p>Assessor contacts employer</p>	<p>The assessor contacts the employer to determine if validated benchmarks are in place, and if the employer will be collecting workplace data.</p> <p>If validated benchmarks are in place and the employer intends to collect workplace data, proceed to step 5.</p> <p>If there are no validated benchmarks in place, proceed to step 3.</p>
<p>3. Assessor and employer</p> <p>Assessor prepares for, and arranges to establish benchmarks and performance standards. Assessor and employer conduct benchmarking</p>	<p>Performance standards provide the employee with specific performance expectations for each duty and task. They are the observable behaviours and actions that explain how the job is done, plus the results that are expected for satisfactory job performance. Performance standards must be established before a SWS assessment can be undertaken.</p> <p>Performance standards describe all task details required for benchmarking including:</p> <ul style="list-style-type: none"> • task breakdown • commencement and end points • process of completion • quality requirements • quantity/outcome requirements • details of tools/machinery used • applicable environmental conditions • any conditions that need to be in place before or after the assessment. <p>Benchmarks are used to measure the performance required to complete a work duty. A benchmark is the minimum level of performance that would be expected from an employee who is paid the full award rate of pay. A standard or point of reference is used to compare an employee's work performance and productivity. A specific indicator is used to calculate the time taken or task output in relation to agreed performance standards.</p>

Who is Responsible:	What is Required:
	<p>Setting an accurate benchmark is an integral step in the assessment process. Benchmarks can be established from the collection of workplace data, however award-level co-worker comparison is most widely used.</p> <p>Setting benchmarks using the co-worker method involves:</p> <ul style="list-style-type: none"> • selecting an employee that meets but does not exceed the performance standard: this is the ‘co-worker’ • matching the co-worker to the employee being assessed on as many productivity-relevant variables as possible (e.g. similar length of experience and training) • conducting multiple co-worker timings to establish whether their measured performance can be sustained and represents their average productivity. <p>Always use the same procedure for the employee being assessed as was done for the co-worker.</p> <p>The assessor must discuss with the employer the selection of a suitable co-worker to use to time as a method of establishing the performance standard. Do not select the highest or lowest performing co-worker. Even the average performing co-worker may be doing more than the basic performance level required. It is the performance standard that is considered the minimum performance acceptable to the employer that must be established.</p> <p>Other methods for setting benchmarks:</p> <ul style="list-style-type: none"> • Employer established: employer collected timings of tasks that have been regularly reviewed, re-tested and are replicable, and accepted as realistic operational standards. • Industry/commercial established: industry established and commercially accepted performance measures that are tested, replicable, achievable and accepted within the sector. • Customer contract and production specifications: specified contractual or specified performance measures that are tested, replicable and achievable. <p>Validated performance standards and benchmarks must be in place before workplace data can be collected, otherwise it cannot be utilised in calculating an employee’s wage.</p> <p>This may necessitate an initial visit to the employer by the assessor. Where this applies, assessors must contact the Department’s Assessment Team prior to the visit to discuss if additional hours are required.</p>
<p>4. Assessor</p> <p>Performance standards and benchmarks are validated and agreed and recorded in the Department’s IT System</p>	<p>An assessor must validate all benchmarks to ensure they are achievable in the assessment workplace.</p> <p>Benchmarks must be based on at least 3 different timings, and the variance between timings should be less than 10 percentage points. Only benchmarks that achieve this standard are considered valid.</p> <p>Once an assessor has validated a benchmark in the workplace, that</p>

Who is Responsible:	What is Required:
	<p>benchmark may be used for other employees undertaking the same task in the same location and/or for review assessments for the same employee.</p> <p>It is recommended that benchmarks are reviewed every 3 years or at any time the employee's duties and tasks change significantly.</p> <p>Once the performance standards and benchmarks are agreed to, the assessor enters the details of the performance standards and benchmarks into the IT System.</p>
<p>5. Employer Employer collects workplace data (optional)</p>	<p>The employer may choose to collect workplace data to be used in the calculation of the assessed employee's wages prior to the assessor undertaking the assessment. This process is optional for the employer, however having workplace data is a valuable tool for the employer that can be used for a variety of reasons.</p> <p>For the workplace data to be valid, employers must collect and document a minimum of 3 different timings against the agreed benchmarks for each task, completed against the established and agreed performance standards.</p> <p>Employers should also be encouraged to record:</p> <ul style="list-style-type: none"> • additional evidence, including quality notes and comments • comments on variance in timings, observations and circumstances • evidence that will be used during validation discussion between the employer and the assessor prior to calculating the productivity result. <p>Employers may wish to use the recording template provided by the Department as a guide to ensure consistency in workplace recordings.</p>
<p>6. Assessor Prepares for and confirms the SWS assessment with the employer</p>	<p>After accepting the Work Order on the Department's IT System, the Provider allocates the assessment to an assessor approved by the Department and has completed the SWS online training modules.</p> <p>The assessor will be able to determine from the Department's IT System whether the SWS assessment is an initial or a review assessment, and view the relevant background.</p> <p>If it is an initial assessment, the assessor will access the details about the job, employee, employer and applicant from the application screen.</p> <p>If it is a review assessment, the assessor will also access the details about the previous SWS assessments completed for that employee.</p> <p>The assessor will familiarise themselves with the relevant assessment details on the Department's IT system, particularly the work classification in the SES Award, duties, tasks and past productivity ratings, where relevant.</p> <p>The assessor should check that the name of the employer on the JobAccess SWS application screen is correct by confirming the details with the employer and advise the Department's Assessment Team so</p>

Who is Responsible:	What is Required:
	<p>that the details are amended if required.</p> <p>The assessor contacts the employer to make arrangements for the assessment, including:</p> <ul style="list-style-type: none"> • agreeing on the time to conduct the SWS assessment • explaining the process to the employer • confirming with the employer if there are any special WHS and building access requirements • confirming with the employer who will be present during the SWS assessment and whether there is a union representative or nominee. <p>Ideally, the assessor should develop a rapport with all parties at a meeting before the SWS assessment. It is particularly important to ensure that the employee, and their nominee (where relevant) knows when the SWS assessment is to occur, well ahead of time. The SWS assessment should be undertaken at times and on days when the employee works. The employee should have the relevant tasks to do during the SWS assessment. The assessor should also ensure that the appropriate employer representative who has the legal right to sign a Wage Assessment Agreement is available on the day.</p> <p>The assessor should collect background information from the employer. The assessor should collect all the relevant information that is required to make a detailed SWS assessment from the employer, including:</p> <ul style="list-style-type: none"> • job description • task descriptions • job and task analysis • core tasks and miscellaneous • a copy of the SES Award under which the employee is employed • time spent on each duty per week/fortnight • hours/days worked • task sequencing • supervisor's name/title • allowable breaks • employee performance information/specific performance issues • busy and quiet period • best times to take timings • level/description of supervision required by client • site/employee specific information relevant to conducting wage assessments • safety requirements/WHS considerations • worksite access. <p>Before an SWS assessment is conducted, the assessor should confirm with the employer that:</p> <ul style="list-style-type: none"> • all the necessary modifications to the work environment and job have occurred to maximise the employee's productivity

Who is Responsible:	What is Required:
	<ul style="list-style-type: none"> • there is an appropriate job match • appropriate training has been provided to the employee in all duties to be performed: this is especially important for initial assessments and for review assessments where the duties have recently changed. <p>The assessor should phone the employer within 24 hours of the agreed time of the assessment and confirm that the assessment will proceed. The assessor may also consider phoning the employer prior to departing for the assessment to confirm that the employee is available that day.</p> <p>The assessor should explain the assessment procedure and the need for timings to the employer and any other parties with whom the assessment process has not already been discussed.</p> <p>The assessor should confirm the agreed to duties and tasks, performance standards and benchmarks, and determine if employer timings have been undertaken during the Trial Period, and if they are to be incorporated into the employee’s overall productivity.</p>
<p>7. Assessor</p> <p>Conducts the SWS assessment</p> <p><i>Disability Employment National Panel of Assessors Program Grant Agreement 2018-2023</i></p> <p><i>Clause References:</i></p> <ul style="list-style-type: none"> • Clause 7 • Clause 9 • Clause 70 • Clause 71 • Clause 72 	<p>The SWS methodology focuses on observing and timing employees doing their work tasks. The assessor uses all the information gathered about the job to identify the duties – the key outcomes or results and the tasks – the smaller pieces of work that together make up the duty.</p> <p>For example, for the position of a room attendant in a motel, a duty could be to “clean the room”, and the tasks making up this duty would include things such as “make the bed”, “vacuum floor” and “dust furniture”.</p> <p>The assessor must describe each task in sufficient detail so that anyone else would be able to observe and measure the task being performed in exactly the same manner. The assessor must document a description of the task so that the tasks:</p> <ul style="list-style-type: none"> • are observable • are measurable • are replicable • have a clear beginning and end. <p>The task description is particularly important for the 12 month review, when a different assessor may be conducting the SWS Assessment. There must be enough information in the SWS Assessment Report about the standard that was set, so that another assessor reviewing the employee’s productivity 12 months later can assess if productivity has changed.</p> <p>The assessor must confirm if there are any duties that are performed at 100% productivity. If there are duties performed at 100%, the assessor must not time these duties, but should include them (maximum 100%) in the productivity calculation so that the final productivity result accurately and fairly reflects the employee’s performance in all their duties.</p>

Who is Responsible:	What is Required:
	<p>The assessor must assess the duties that are actually performed by the employee, even if there are more or less duties on the duty description. Jobs are often modified for people with disability and therefore standard position descriptions will not always fully reflect the duties actually performed by the employee with disability.</p> <p>The assessor, the employer, the employee and any other parties to the SWS Wage Assessment Agreement must agree on the duties to be assessed before proceeding with the assessment.</p> <p>When conducting the assessment, the assessor should use a natural and sensitive approach. Assess the employee doing their usual work wherever possible. Deviation from usual workplace processes and behaviours can impact on the employee’s wellbeing and productivity. There is to be no covert timing of an employee’s tasks.</p> <p>Let the employee stop and repeat the process if something out of the ordinary has affected their productivity.</p> <p>Always measure exactly the same thing for the employee as was measured when setting the performance standard. The assessor should maintain a flexible approach when taking timings. Continue taking timings until it is clear that there is consistency in results and an accurate measurement of work productivity and quality.</p> <p>The employee should have the same level of supervision during the assessment as they would normally have while doing their work.</p> <p>The assessor should put the employee at ease and take care to make the assessment as stress-free as possible.</p> <p>Observe and time performance</p> <p>Using the agreed duty and task description and performance standard, the assessor will observe and time the employee doing their tasks, allowing the employee to stop and repeat the process if something has unduly affected their productivity. Interruptions may be common in busy customer focused work environments such as a busy supermarket and the assessor may need to repeat their timings.</p> <p>Generally, an SWS assessment requires recording a minimum of 3 and a maximum of 8 observations for each task.</p> <p>The assessor should not time breaks if they conform to what is accepted in the workplace, however, unacceptable time away from tasks should be included and timed as a part of the duty in which it occurs. Acceptable breaks can be counted at 100% (e.g. meetings, morning tea break).</p> <p>The assessor must always measure exactly the same thing for the employee as they did when setting the performance standard. For example, if the performance standard was set during a very busy time of the day, the employee’s productivity must be measured at a similar busy time, where relevant.</p> <p>How to do time weightings</p>

Who is Responsible:	What is Required:
	<p>The assessor must assign a time to all duties, even those performed at 100% productivity (maximum of 100% to be recorded). The assessor must give a weighting to each duty the employee performs according to the amount of time spent on that duty (usually per week, but could be per day or fortnight). Duties are time weighted so that lower productivity on a minor duty (or vice versa) does not unduly affect the wage rate.</p> <p>Example of time weighting</p> <p>An employee in a plant nursery spends 60% of their time on one duty at which they achieve 70% of full award level productivity. They spend 30% of their time on a second duty in which they achieves 50% of full award level productivity. The remainder of the time is spent on a duty in which their productivity is 40% of the standard.</p> <p>Without a time weighting, their productivity rating would be 53% - an average of the comparative timings of 70%, 50% and 40%, for example:</p> <p>Duty 1 – 70% Duty 2 – 50% Duty 3 – 40% Result – 53%</p> <p>With a time weighting, the employee’s productivity rating (without supervision or other adjustment) is 61%, for example:</p> <p>Duty 1 – 0.7 (70%) x 0.6 (60%) = 0.42 (42%) Duty 2 – 0.5 (50%) x 0.3 (30%) = 0.15 (15%) Duty 3 – 0.4 (40%) x 0.1 (10%) = 0.04 (4%) Result – 0.61 (61%)</p> <p>If required, the assessor must request any existing information from the employer to verify the amount of time spent on each duty. If the amount of time spent on each duty fluctuates, the parties to the assessment may agree to use an average time per week.</p> <p>Rounding</p> <p>The assessor must round each productivity assessment calculation to the nearest whole percentile (for example 56.6% would round up to 57% and 55.4% would round down to 55%)</p>
<p>8. Assessor and employer</p> <p>Assessor and employer undertake validation of the assessment</p>	<p>Validation is the analysis of the assessor data and the workplace data to establish whether the data is representative and reflective of the employee’s usual performance.</p> <p>Validation evidence must be documented when the timings are being collected and may include:</p> <ul style="list-style-type: none"> • file notes or other recorded evidence by the employer in line with data collection practices • medical evidence indicating episodic variables • observation notes on workplace data records • observation notes collected by the assessor <p>At the conclusion of the data collection process, the employee, the</p>

Who is Responsible:	What is Required:
	<p>assessor and the employer will undertake a collaborative validation process, where all available data is shared.</p> <p>The employee, employer and assessor will discuss the available data and agree if:</p> <ul style="list-style-type: none"> • any of the timings will be excluded in calculating the overall assessment result, or • if any further timings, conducted by the assessor and/or the workplace, are required. <p>Many variables can have an impact on performance, including, but not limited to:</p> <ul style="list-style-type: none"> • interruptions or distractions • observer presence • task complexity • medication • customer interactions • time or day of the week • unacceptable time away from tasks • stopping and repeating processes • differing levels of supervision. <p>Applying productivity timing data</p> <p>If productivity timing data is:</p> <ul style="list-style-type: none"> • consistent – include it • variable yet reflective (i.e. wide ranging) - include it • variable yet not reflective (for example external impacts) – exclude it. <p>Variance between workplace data and assessor data</p> <p>If there is a variance between the workplace data and the assessor data of greater than 20%, the employee, assessor and employer should closely examine the available data and attempt to determine the source of the variance.</p> <p>Following this discussion, the parties may agree to exclude timings that were taken under unusual circumstances, and/or agree for the assessor and/or the employer to undertake more timings.</p>
<p>9. Assessor</p> <p>Assessor calculates wage, incorporating workplace data if collected</p> <p><i>Supported Employment Services Award</i></p>	<p>If workplace data is provided</p> <p>If validated workplace data is available, the assessor calculates the employee’s wage giving a weighting of 50% to the workplace data, and 50% to the assessor data.</p> <p>If workplace data is not provided</p> <p>If validated workplace data is not provided, the assessor calculates the employee’s wage giving a weighting of 100% to the assessor data.</p> <p>After the final SWS assessment, including any rounding that is calculated, the assessor discusses the result with the employee, the employer and any other parties to the SWS Wage Assessment Agreement and confirms the final result.</p>

Who is Responsible:	What is Required:
	<p>Where there is a dispute regarding the final result, , the assessor should work with the parties to resolve the dispute. Some things that the assessor can do, include:</p> <ul style="list-style-type: none"> • revisit the validation of the data, at Step 4 • if any party to the SWS Wage Assessment Agreement still wishes to dispute the result they should contact the Department’s Assessment Team who will either provide the party with the details of how to submit a request for a review of the assessment; or if their dispute relates to industrial relations matters, direct them to the FWC <p>Parties have 30 calendar days from the date of the assessment to sign the SWS Wage Agreement, otherwise SWS provisions will lapse.</p> <p>Further information on the dispute process is outlined in the SWS Handbook under the Supported Employment Services Award.</p>
<p>10. Assessor</p> <p>SWS Wage Assessment Agreement is prepared and signed</p> <p><i>Disability Employment National Panel of Assessors Program Grant Agreement 2018-2023</i></p> <p><i>Clause References:</i></p> <ul style="list-style-type: none"> • Clause 7 • Clause 72 	<p>After the assessor has determined the final total SWS productivity result, which the employee, employer and any other parties to the SWS Wage Assessment Agreement have agreed to, the following steps must happen:</p> <ul style="list-style-type: none"> • the assessor enters the productivity rate into the SWS Wage Assessment Agreement • the employer uses the agreed SWS productivity rate to calculate the SWS pro-rata hourly wage, applicable to the classification of work in which the employee is being employed • the assessor enters the SWS hourly wage rate in the SWS Wage Assessment Agreement • the assessor must ensure that the amount entered in the SWS Wage Assessment Agreement is not below the SWS minimum hourly rate under the SES Award as determined by the Annual Wage Review. <p>The current SWS minimum hourly rate is available from the SES Award and the FWC website.</p> <p>The assessor should provide a copy of the signed SWS Wage Assessment Agreement to the employer and employee, and the employee’s nominee who is a party to the SWS Wage Assessment Agreement, if they request a copy.</p> <p>The assessor should advise the parties to the SWS Wage Assessment Agreement that a new SWS assessment will occur in 12 months’ time after the initial assessment with their current employer. Where an existing employee had their initial assessment during the transition period (from 30 June 2023 to 30 June 2026) no further SWS assessments are required for a period of three years after the date of</p>

Who is Responsible:	What is Required:
	<p>the initial assessment, unless requested due to job or work processes changes.</p> <p>Review assessments can also be requested earlier if the employee's productivity has either significantly increased or declined, or if there has been a significant change in duties. In such cases, any party to the SWS Wage Assessment Agreement may request a review assessment by contacting the Department's Assessment Team. All parties must agree to an early review. Review assessments may not be conducted more frequently than once every six months or more than four times every three years.</p>
<p>11. Employer and assessor</p> <p>The employer sends a copy of the SWS Wage Assessment Agreement to the FWC.</p>	<p>It is the employer's responsibility to send a copy of the SWS Wage Assessment Agreement to the FWC, however the assessor may do this if asked.</p> <p>The signed SWS Wage Assessment Agreement should be thoroughly checked before sending it to the FWC, as this will ensure that only valid agreements are signed and lodged.</p> <p>The assessor should obtain the details of any requirements to lodge the SWS Wage Assessment Agreement by checking the SES Award and/or by checking with the Fair Work Infoline or the Fair Work Ombudsman website.</p> <p>Refer to the SWS Handbook for more information.</p>
<p>12. Assessor</p> <p>Assessment is submitted on the Department's IT System</p> <p><i>Disability Employment National Panel of Assessors Program Grant Agreement 2018-2023</i></p> <p><i>Clause References:</i></p> <ul style="list-style-type: none"> • Clause 7 • Clause 72 • Clause 73 	<p>The assessor enters the details of the SWS assessment and the date the SWS Wage Assessment Agreement was signed into the Department's IT System. Detailed notes must be entered in the 'Assessor Comments' field – (refer to the DES NPA Supported Employment Services Award Supported Wage System Assessments Learning Module on the Learning Centre). This must be submitted within seven business days of the date the assessment is conducted.</p> <p>If the Department, at its absolute discretion, considers an SWS assessment or SWS Assessment Report is unsatisfactory or incomplete, the Provider may be required to conduct a further SWS assessment in whole or in part or resubmit a revised SWS Assessment Report. This will be done without any additional charges or fees.</p> <p>Where the SWS assessment and SWS Assessment Report will jointly take more than five hours to complete, the Provider may apply to the Department for additional fees. This must be done prior to submitting the report. This includes where the Provider has established and validated benchmarks and performance standards as set out in steps 3 and 4.</p> <p>Where the Provider seeks the Department's agreement to pay the additional fees, the Provider must meet additional requirements.</p> <p>No further payments or reimbursements will be made by the Department to the Provider for the service, apart from the above.</p>