

CORRECT AWARD

As Martial Arts Schools we are under the Fitness Industry Award 2010

FITNESS INDUSTRY AWARD 2010

<http://awardviewer.fwo.gov.au/award/show/MA000094>

WAGE CALCULATOR

<https://calculate.fairwork.gov.au/findyouraward>

This gives you the correct rate of pay for Mon - Fri, Sat & Sun, and overtime.

CLASSIFICATION STRUCTURE

Level 1

Any assistant that does not directly take a class themselves, they must always be under the supervision of someone at a higher level.

Level 2

Any instructor that does or could take a class themselves, without being directly supervised, but not in charge and as part of structured training/learning i.e. following the Infinity Instructors Fundamentals Program.

Level 3

An instructor or coach that teaches classes themselves with limited supervision, which requires operation within defined areas of responsibility with adherence to established guidelines and procedures and who is employed to carry out work associated with the centre's operations.

i.e. a coach that is responsible for teaching class following an Infinity Instructors Program and may be left on their own and in charge of the facility.

Level 3A

An instructor that has a cert III in fitness

Level 4

An instructor or coach that teaches classes themselves under limited supervision and guidance and is required to exercise initiative and judgment in the performance of their duties and who is employed to carry out work associated with the centre's operations.

An employee at this level receives broad instructions and their work is checked intermittently.

i.e. a coach that is responsible for teaching and planning their own classes, and may be left on their own and in charge of the facility.

Level 4A

An instructor that has a cert IV in fitness

The correct level must be applied to each staff member.

The minimum hours of engagement for a level 1 staff member is 3-hours or they must be paid for a minimum of 3-hours.

The minimum hours of engagement for a level 2, 3, 3A, 4 or 4A is 1 hour or they must be paid for a minimum of 1-hour.

ALLOWANCES

First Aid Allowance, 18.5 of the award

An employee who is rostered by an employer to be on first aid duty at a particular time must be paid per day 0.32% of the standard rate extra.

i.e. Anyone that is responsible for a class, (I pay guys like Jayden this all the time and lower staff when they are in charge of the facility).

KIDS

Level 1, and must be paid a minimum of 3-hours per engagement.

Must be a minimum of 13 years old, under the Child Employment Act, you can not pay anyone under this age, unless they are delivering advertising material then the minimum age is 11 years old.

Maximum hours on a School Day is 4Hrs

Maximum hours on a School Week is 12Hrs

The restrictions upon the age when children may work do not apply in the case of voluntary work, but all other restrictions do apply.

PAY SLIPS & THE NEW STP (Single Touch Payroll)

Currently you must provide payslips to employees that show wage information and Super Contributions. This will change as of the 1st of July 2019 when the new ATO STP comes on line for small business. See: <https://www.ato.gov.au/business/single-touch-payroll/about-single-touch-payroll/>

As professionals we should be using an electronic payroll system, Xero is an accounting and payroll system that is perfect for small business.

You must also be paying Super Payments though a Super Clearing House.