

FW: Rank Insignia Recognition - Trade Instructors and former First Class and Senior Correctional Officers

Good afternoon,

There has been multiple enquiries regarding rank insignia for officers who previously held the position of First Class and Senior Correctional Officer and rank recognition for qualified Trade Instructors. This resulted in the matters being referred to the Uniform Governance Committee (UGC) and the subsequent approval of the Committee's decisions by the Commissioner.

Former First Class and Senior Officers

The introduction of the *Queensland Corrective Services Commission Employees' Award - State* in 1994 saw the translation of the First Class and Senior Officers into the custodial stream based on their *salary rate*.

The First Class Officers who translated across were already remunerated above the required pay rate where a Certificate IV in Correctional Practice was required. This did not mean they possess the qualification, only that they were able to progress through pay increments without the Certificate IV qualification.

Senior Correctional Officers who translated across were remunerated at the classification CO2-1. Those Senior Correctional Officers who were unsuccessful at obtaining a Correctional Supervisor role were retained at the classification CO2-1. This did not mean they possess the qualification, only that they were able to progress through pay increments without the Diploma qualification.

The Commissioner has approved the UGC endorsement that **officers who previously held the position of First Class or Senior Correctional Officer should be recognised by the relevant rank insignia.**

The criteria that must be met is:

- The officer must have held the position of First Class or Senior Officer at the time of the Award transition and this must be reflected on their HR file.
- The pay classification level that the officer is currently on will depict their rank insignia, regardless of QCS qualifications:
 - GS Level 1.7 – 1.9 = equivalent to a Custodial Correctional Officer possessing the Certificate IV in Correctional Practice resulting in the equivalent epaulette displaying two chevrons.
 - GS Level 2.1 – 3.1 = equivalent to a Custodial Correctional Officer possessing the Diploma in Correctional Administration (not as an appointed supervisor) resulting in the equivalent epaulette displaying three chevrons.

Identifying these officers requires a manual check of all staff, therefore officers who are eligible are required to seek approval through their Human Resources Manager. Once the officer is confirmed to be eligible, an email to UniformCommittee@corrections.qld.gov.au is required for awareness. This is for central record keeping and can be sent by Human Resources or Bulk Stores officers.

Trade Instructor Rank Insignia

The UGC agreed that **Trade Instructors will be recognised by their rank insignia if they possess the mandatory qualifications outlined in the Award.** Essentially:

- A trade instructor who possesses a recognised trade or farming qualification equivalent to AQF Level 4 - Certificate IV, for the purposes of progression under the Award, will meet the requirements for two chevrons on their rank insignia.
- A trade instructor who possesses a recognised post trade or farming qualification equivalent to AQF Level 5 – Diploma, for the purposes of progression under the Award, will meet the requirements of three chevrons on their rank insignia.
- The award shows that they are already paid accordingly, this is just regarding the change in their insignia to match these.

We ask that your Human Resources team confirms eligibility against the above criteria before approving the epaulette allocation.

Please communicate the above information to relevant staff.

If you have any questions, please do not hesitate to contact us.

Kind regards,



Secretariat

Uniform Governance Committee

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