

New Employee Road Map.



AdventureWorks WA does things differently.

Because we seek the best, we have a rigorous recruitment, selection and training process.

We want you to have everything you need to be confident to deliver your genius.

Phone Chat.

If you have been shortlisted, we will contact you for a quick chat to discuss more about you, and what it's like to be a part of our tribe.

Interview.

If we have a great chat, you will be invited for an interview. Bring your "A game" and expect to be asked some challenging questions.

Checks and Balances.

If both of us feel we can make this work, we will conduct checks on your experience and work history. Feel free to do the same to us.

Orientation and introduction to AW programs.

If all checks out, you will be invited to attend a camp to gain an insight into how we do things.

Into Adulthood training weekend.

You're still with us!? Now you're going to learn about a contemporary Rite of Passage and the "AW WAY". Find out how we do things differently.

Expedition training weekend.

You are ready to work with a group in the great outdoors? Here is where you learn all the tricks of the trade to make sure that you and the group will be safe in the bush.

Observe.

Let's put it all together. See the AW WAY in action. This is an opportunity to join us on a camp.

Offer of Employment.

Still keen? Awesome stuff. You will be formally offered to become an AW Tribe member.

Co-Facilitate to solo facilitator.

Now is your opportunity to shine. Step into your genius, apply the knowledge you have gained so far and show us what you got.

All AW training and observation opportunities are offered free of charge but are not paid employment days.

We will keep a log of the time that you contribute to your development and once you have completed 6 programs as a solo facilitator with AW, we will reimburse your training days.

We are confident that if you don't end up working for us, the skills you have learnt will be very transferable.

Employment Level and STEP UP overview



Level 1 : Novice Facilitator (first 3 months of employment)

New employees undertake training and observation.

May have some or little experience of either outdoor or facilitation work.

Will undertake AW training and program observation.

Will move to cofacilitation role.

Level 2 : Learning Facilitator (after 3 months of employment)

Employee moves to level 2 after 3 months of employment.

Is continuing training and learning path.

Will move to a co facilitation and solo facilitation role when deemed competent.

Will need to be competent in IA and outdoor camp management to move to level 3

Level 3 : Developing Facilitator

Has completed all training and is competent to deliver IA program alone.

Continuing to develop IA and / or outdoor skills.

Undertakes consistent professional logging with personal journaling and reflection to record experience and growth.

Will use this to support professional development, training and STEP UP conversations.

Level 4 : Experienced Facilitator

Is deemed competent and experienced in all areas and types of AW programs to deliver solo.

Is competent with hard and soft skills.

Has delivered a minimum of 10 IA camps and 5 in school programs

Demonstrates ongoing commitment to professional development

Building formal qualifications and experience to enhance professional role.

Can train or mentor junior staff.

Level 5 : Master Facilitator / Program Leader

Working as a master facilitator or trainer.

Has achieved formal qualifications in their specialist field/s.

Is highly competent in both hard and soft skills.

Can deliver independently, a range of program styles to different client groups, both child and adult.

Can deliver in a formal training capacity.

Employment Level and STEP UP overview



AdventureWorks WA Step Up Overview

Competencies and Capabilities (SEE)	Level 1	Level 2	Level 3	Level 4	Level 5
Outdoor activities					
Level 1	X	X	X	X	X
Level 2		X	X	X	X
Level 3			X	X	X
Level 4				X	X
Level 5					X
Into Adulthood processes					
Level 1	X	X	X	X	X
Level 2		X	X	X	X
Level 3			X	X	X
Level 4				X	X
Level 5					X
Group facilitation Skills					
Level 1	X	X	X	X	X
Level 2		X	X	X	X
Level 3			X	X	X
Level 4				X	X
Level 5					X
Facilitation of groups in the outdoors & leading expedition skills					
Level 1	X	X	X	X	X
Level 2		X	X	X	X
Level 3			X	X	X
Level 4				X	X
Level 5					X
Training and Mentoring					
Level 1	NA	NA	NA	X	X
Level 2		NA	NA	X	X
Level 3			NA	X	X
Level 4				X	X
Level 5					X

SALARY SCALES



All AW permanent, casual facilitators and technical staff are engaged under the Miscellaneous Award (MA)

The tables below indicate the MA rates and those paid by AW.

AW will pay the MA award rates for junior staff: All other occasions are paid using the AW rates and allowances.

Miscellaneous Award Rates						
Level 1 (first 3 months of employment)						AW casual rates
	18 casual	19 casual	20 casual	Adult ft/pt	Casual	
Ordinary hourly rate 7:00am to 7:00pm Monday to Friday	\$ 18.25	\$ 22.05	\$ 26.11	\$ 21.38	\$ 26.73	\$27.50
Ordinary hourly rate 7:00pm to 7:00am Monday to Friday	\$ 21.77	\$ 25.58	\$ 30.29	\$ 25.66	\$ 31.00	
Ordinary hourly rate on Saturday	\$ 21.77	\$ 25.58	\$ 30.29	\$ 25.66	\$ 31.00	
Ordinary hourly rate on Sunday	\$ 25.55	\$ 30.87	\$ 36.56	\$ 32.07	\$ 37.42	
Public holidays	\$ 33.28	\$ 44.10	\$ 52.23	\$ 53.45	\$ 53.45	
Level 2 (after 3 months of employment with AW)						AW casual rates
	18 casual	19 casual	20 casual	Adult ft/pf	Casual	
Ordinary hourly rate 7:00am to 7:00pm Monday to Friday	\$19.44	\$23.49	\$27.81	\$22.77	\$ 28.46	\$30.00
Ordinary hourly rate 7:00pm to 7:00am Monday to Friday	\$22.55	\$27.25	\$32.26	\$27.32	\$ 33.02	
Ordinary hourly rate on Saturday	\$22.55	\$27.25	\$32.26	\$27.32	\$ 33.02	
Ordinary hourly rate on Sunday	\$27.21	\$32.88	\$38.94	\$34.16	\$ 39.85	
Public holidays	\$38.88	\$46.98	\$55.63	\$56.93	\$ 56.93	
Level 3						AW rates
	18 casual	19 casual	20 casual	Adult	Casual	
Ordinary hourly rate 7:00am to 7:00pm Monday to Friday	\$ 21.14	\$ 25.54	\$ 30.24	\$ 24.76	\$ 30.95	\$32.50
Ordinary hourly rate p 7:00pm to 7:00am Monday to Friday	\$ 24.65	\$ 29.62	\$ 35.08	\$ 29.71	\$ 35.90	
Ordinary hourly rate on Saturday	\$ 24.52	\$ 29.62	\$ 35.08	\$ 29.71	\$ 35.90	
Ordinary hourly rate on Sunday	\$ 29.59	\$ 35.75	\$ 42.33	\$ 37.14	\$ 43.33	
Public holidays	\$ 42.28	\$ 51.08	\$ 60.48	\$ 61.90	\$ 61.90	

Level 4						AW rates
	18 casual	19 casual	20 casual	Adult	Casual	
Ordinary hourly rate 7:00am to 7:00pm Monday to Friday	\$ 23.06	\$ 27.86	\$ 33.00	\$ 27.02	\$ 33.78	\$ 35.00
Ordinary hourly rate 7:00pm to 7:00pm Monday to Friday	\$ 26.75	\$ 32.32	\$ 38.28	\$ 32.42	\$ 39.18	
Ordinary hourly rate on Saturday	\$ 26.75	\$ 32.32	\$ 38.28	\$ 32.42	\$ 39.18	
Ordinary hourly rate on Sunday	\$ 32.29	\$ 39.01	\$ 46.20	\$ 40.53	\$ 47.29	
Public holidays	\$ 46.13	\$ 55.73	\$ 66.00	\$ 67.55	\$ 67.55	

Level 5 - AW ONLY above award rate and not required by MA						AW rates
Min 2 Years delivering AW programs Significant and relevant experience and qualifications Will act as a camp director / trainer / mentor	18 casual	19 casual	20 casual	Adult	Casual	
hourly rate	NA	NA	NA	NA	NA	\$ 37.50

Miscellaneous Award Allowances paid by AW

Type	application	rate	frequency
First Aid	Must hold a current qualification	\$ 0.50	per hour
Camp Director/ leading hand	3 to 10	\$ 1.09	per hour
	11 to 20	\$ 1.61	Per hour
	20+	\$ 2.06	per hour
Meal	Completing 4+ hours overtime (with less than 24 hours' notice)	\$ 17.10	per occasion
	1+ hours overtime (with less than 24 hours' notice) \$20.01 for a meal \$18.14 for a subsequent meal	\$ 18.97	per occasion
Vehicle	If own vehicle is used for work purposes	\$ 0.91	per km

Additional AW Allowances *

Type	application	rate	frequency
Overnight Allowance	When camping out and responsible for clients overnight **	\$ 50.00	per night
Training Role***	3 to 10	\$ 1.00	per hour
	11 to 20	\$ 1.50	Per hour
	20+	\$ 1.88	per hour

AW Notes to above

ALL AW Into Adulthood Journey and Expedition programs are capped at 10 hours per day.
* Not required by the award but will continue to be paid by AW
** Expedition programs or IA Camps when AW team are required to stay with the group over a 24-hr period.
***When delivering formal training IA or tech skills or when delivering to teachers in school. Must be Level 4 or above.
AW is not required to pay above Level 2 of the Award but has added further levels for staff development pathways.
Rates have been obtained from Employsure Pay Guide, except where indicated
Junior employees must be paid according to their age. The minimum Age of an AW employee is 18 years old
Level 3 and above must over 21 years of age due to the nature of IA work
ALL rates will be reviewed and updated in line with the Award increases each FY

Colour Legend	
	Indicates the rate AW will pay an adult
	Indicates the Award rate, that must be updated every FY
	Indicates info from FWA

Employee training plan and STEP UP performance review document.



AW Training Plan			
	Completion date	Completion date	Completion date
AW Orientation			
AW Activity Training			
AW Into Adulthood Training			
AW Expedition Training			
AW SOP and Risk management awareness and competency			
Professional Journaling and Reflection			
6 monthly review (July and Jan)			
6 monthly review (July and Jan)			
6 monthly review (July and Jan)			
6 monthly review (July and Jan)			
6 monthly review (July and Jan)			

AW pathway to facilitation			
	Observe	Cofacilitate	Assessed by
IA in school			
IA Camp			
IA expedition			
IA expedition (remote)			
AW activity day			
AW activity camp			
Other			
Other			

Employee training plan and STEP UP performance review document.



AdventureWorks WA Step Up

Competencies and Capabilities	Level 1	Level 2	Level 3	Level 4	Level 5
Outdoor activities	Please indicate Date assessed and name of Assessor				
Team Challenge	X	X	X	X	X
Team Water Challenge	X	X	X	X	X
Low Ropes	X	X	X	X	X
Building Connections	X	X	X	X	X
Raft Building	X	X	X	X	X
Environmental Art	X	X	X	X	X
Flat Water rafting			X	X	X
Mountain Biking			X	X	X
High ropes / Tower			X	X	X
Demonstrate improved range, knowledge and competency delivering team building, challenge, and adventure activities			X	X	X
Relevant professional outdoor qualifications min 2				X	X
Water					
Kayak					
Rafting					
High Ropes / Climbing					
MTB					
Hiking					
Into Adulthood processes					
Group Enrolment	X	X	X	X	X
Story	X	X	X	X	X
Character Strengths	X	X	X	X	X
Child to Adult Model	X	X	X	X	X
Holding a circle	X	X	X	X	X
Visioning	X	X	X	X	X
Letting Go	X	X	X	X	X
Honouring	X	X	X	X	X

Employee training plan and STEP UP performance review document.



Deliver IA with increased confidence and competence and a range of facilitation skills and techniques				X	X
Deliver IA at an expert level					X
Group facilitation Skills					
Developing a values contract	X	X	X	X	X
Framing an experience	X	X	X	X	X
Debriefing the experience	X	X	X	X	X
Group management	X	X	X	X	X
Building rapport	X	X	X	X	X
Managing group energetics			X	X	X
Teacher Enrolment			X	X	X
Self-Care			X	X	X
Challenge Processes			X	X	X
Conflict resolution			X	X	X
ORID facilitation and restorative model				X	X
Competency in a range of different facilitation skills and modalities (min 2)				X	X
Use of below models and frameworks to support facilitation (min 2)					X
Social and Emotional Learning					
Open Mindset					
Mindfulness					
Intention Impact Model					
Meditation					
Positive Psychology					
Coaching					
NLP					
Leadership					
Personality profiling					
Facilitation of groups in the outdoors & leading expedition skills					
Manage myself in an outdoor camping environment	X	X	X	X	X
Manage group safety in the outdoors	X	X	X	X	X
Assess manage and mitigate risk in the outdoors	X	X	X	X	X
Ability to deliver an activity camp or in school program (not overnight)	X	X	X	X	X

Employee training plan and STEP UP performance review document.



Read, understand, and apply AW policies, procedures, SOP and risk and safety management plans	X	X	X	X	X
Support and lead myself and group in an overnight, outdoor camping environment			X	X	X
Assess, manage and mitigate risk in an overnight, outdoor camping environment			X	X	X
Demonstrate increased knowledge and competency to teach and train participants in bush survival and the outdoors in an overnight outdoor camping environment			X	X	X
Ability to lead a journey-based program			X	X	X
Ability to lead an expedition-based program				X	X
Ability to lead an expedition-based program - Remote					X
Assess, manage, and mitigate risk in an expedition environment				X	X
Deliver specialised and technical challenge and adventure activities				X	X
Expert and significant level of experience in delivering specialised and technical challenge and adventure activities in a training/mentoring capacity					X
Expert ability to assess, manage and mitigate risk in an expedition environment					X
Training and Mentoring					
Support and mentor junior and emerging facilitators in the field				X	X
Support delivery of training to new and emerging facilitators				X	X
Ability to contribute to design and development of AW programs				X	X
Design and deliver solo training for new and emerging facilitators					X
Design and or delivery of teacher training programs					X
Ability to design and deliver masterclass in chosen speciality					X
Competency to design and deliver a range of programs to different client groups.					X
To operate independently at a level of mastery in facilitation and training					X