



## HIGA: KNOW YOUR AWARD In-House Training

QHA's *HIGA: Know Your Award* is a popular in-house training option for employers seeking to ensure their Hotel Managers and other persons with staffing responsibilities are aware of current terms and conditions in the *Hospitality Industry (General) Award 2010* ('HIGA').

The *HIGA: Know Your Award* course provides attendees with the information they need to understand the provisions of the HIGA, and to ensure that they make the best decisions for the business's wage bill.

### COURSE CONTENT

- Award coverage – when an Award covers a particular employee position versus when an employee position is genuinely (and legally) an award-free position
- Types of employment – the three types of employment allowable under the HIGA and how to confidently make the best use of each type. In this session the new part-time provisions which took effect from 1/1/18 are examined in detail
- Award entitlements – the main entitlements to be aware of that can significantly impact on a wages bill, including:
  - Weekend penalty rates
  - Late work and Early work allowances
  - Overtime for permanent and casual employees and when it applies
  - Meal breaks: when they need to be taken and the penalties for not providing a meal break
  - The various allowances that can apply to employees
- The National Employment Standards in the *Fair Work Act 2009* and how it interacts with HIGA leave entitlements
- The interaction of Enterprise Agreements with the HIGA with respect to base wages
- Guarding against wages theft and getting the most out of rostering practices.

In addition, the QHA's presenter will discuss the most common HIGA interpretation questions and answers.

### WHO SHOULD ATTEND?

- ✓ Hotel Managers
- ✓ Heads of Departments
- ✓ Duty Managers
- ✓ HR personnel
- ✓ Payroll administrators

Anyone with staffing and rostering responsibilities should attend!

### IN-HOUSE TRAINING COST (from 1 January 2018):

<b>QHA Members</b>	\$1,200.00 per organisation*
<b>Non QHA Members</b>	\$1,900.00 per organisation*

**TO ORGANISE YOUR SESSION TODAY:** Email the QHA's [Employment Relations Manager](#)

\* up to 20 attendees per session. Discounts apply where more than one session is booked.