

Glossary

PROS 24/03

Version number: 1.0
Issue Date: March 2024

This Glossary provides definitions of key terms used in *PROS 24/03 RDA for Human Resources Management Function*.

PROV thanks the Digital Transformation Team, Department of Government Services for sharing terms used in the VicGov People System 2023.

TERM	DEFINITION
Apprenticeships	Learning pathways that mix on-the-job training with formal study at a Registered Training Organisation (RTO). Apprenticeships mostly provide training in a skilled trade, such as building and construction, hairdressing, cooking, electrical and automotive. Generally they can take up to 4 years to complete ¹ .
Employee, casual	An employee who is typically employed on an hourly or sessional basis. Such employees may be rostered to work regularly or engaged to work on an 'as and when required' basis ² . A person is a casual employee if they accept an offer for a job from an employer knowing that there is no firm advance commitment to ongoing work with an agreed pattern of work. ³
Employee, full time	An employee whose ordinary hours of work average 76 hours per fortnight or 80 hours per fortnight over a roster cycle under the VPS Agreement, or the ordinary hours of work as defined in the enterprise agreement relevant to their employment. ⁴
Employee, part time	An employee whose ordinary hours of work average less than 76 hours per fortnight or 80 hours per fortnight over a roster cycle under the VPS Agreement, or less than the ordinary hours of work as defined in the enterprise agreement relevant to their employment ⁵ .
Employee, permanent/ongoing	An employee who is employed on an ongoing basis without an end date.
Employee, temporary	An employee who is employed on a contract of service for a specified fixed term, finite period ⁶ .

TERM	DEFINITION
Hazardous duties	<p>Refers to duties performed by volunteers that may be hazardous such as volunteer emergency services workers on the front lines responding to incidents where risks are posed to life and/or property. This may include:</p> <ul style="list-style-type: none"> • Responding to wildfires – such as grass fires and bushfires • Attending 'structural fires' – such as fires in homes, buildings and sheds • Attending road accident rescues • Assisting with other emergencies, including floods • Helping with animal rescue • Attending incidents with hazardous materials • Managing vegetation – such as fuel reduction burns • Managing fire equipment • Participating in emergency response operations resulting from storms and other severe weather events • Being part of the rescue boat crew⁷.
Hazardous substances	<p>Hazardous substances are substances that can harm people's health. They may be solids, liquids or gases. In the workplace, they are often in the form of fumes, dusts, mists and vapours⁸. They include:</p> <ul style="list-style-type: none"> • asbestos • acute toxins such as cyanide • substances harmful after repeated or prolonged exposure such as mercury and silica • corrosives such as sulphuric acid and caustic soda • irritants such as ammonia • sensitising agents such as isocyanates • cancer-causing substances (carcinogens) such as benzene and vinyl chloride.
Traineeships	<p>Schemes that offer employment programs for targeted groups typically those that are disadvantaged or experience barriers to employment as a cohort. Trainees are facilitated and supported in their learning and development by Registered Training Organisations (RTOs) and trainees are paid by an RTO⁹.</p>
Volunteer	<p>A volunteer does not work under a contractual obligation for remuneration and is not an employee or independent contractor¹⁰.</p>

TERM	DEFINITION
Work experience	Work experience is the short-term placement of secondary school and tertiary students or persons from disadvantaged groups, with employers to provide insights into the industry and the workplace in which they are located. Participants are placed with employers primarily to observe, learn and gain experience in the workplace – not to undertake activities which require extensive training or expertise. Includes people attending an accredited educational institution on a full/part-time basis undertaking a placement (as part of their course) in the workplace as a course requirement ¹¹ .

Sources

¹ Apprenticeships Victoria, 2024, Apprenticeships Victoria website, Victorian government, accessed 5 March 2024, <https://www.apprenticeships.vic.gov.au/what-is-an-apprenticeship-or-traineeship>

² *Master List of VicGov People Terminology and Definitions*, Digital Transformation Group, Department of Government Services, 2023

³ Fair Work Ombudsman, 2024, Fair Work Ombudsman website, Australian government, accessed 5 March 2024, <https://www.fairwork.gov.au>

⁴ Digital Transformation Group, 2023

⁵ Digital Transformation Group, 2023

⁶ Digital Transformation Group, 2023

⁷ Country Fire Authority 2024, Country Fire Authority website, Victorian government, accessed 5 March 2024, <https://www.cfa.vic.gov.au/volunteers-careers/volunteer-with-cfa/what-volunteer-roles-can-i-do>

⁸ Work Safe website, Victorian government, accessed 5 March 2024, <https://www.worksafe.vic.gov.au/hazardous-substances-safety-basics>

⁹ Digital Transformation Group, 2023

¹⁰ Digital Transformation Group, 2023

¹¹ Digital Transformation Group, 2023