

[2013]



# VICTORIA GOVERNMENT GAZETTE

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The Teachers Tribunal, in pursuance of the powers conferred by the *Teaching Service Act 1958*, hereby repeals the *Teaching Service—Technical Schools Division (Classification, Salaries, and Allowances) Regulation* and makes the following Regulation, to take effect on the 26th May, 1974.

## TEACHING SERVICE—TECHNICAL SCHOOLS DIVISION (CLASSIFICATION, SALARIES, AND ALLOWANCES) REGULATION.

1. This Regulation may be cited as the "Teaching Service—Technical Schools Division (Classification, Salaries, and Allowances) Regulation".

### 2. Interpretation.

- (a) The term "subdivision" in this Regulation means salary subdivision and represents a point of a salary scale on which, unless specified elsewhere in this Regulation, a member must serve for a minimum of one year before being eligible to progress to any higher subdivision within the range prescribed for the appropriate qualifications or position held.
- (b) The term "base salary" in this Regulation means the salary prescribed in paragraph (i) of sub-clause 5 (c).
- (c) The term "confirmed enrolment" in this Regulation means an enrolment greater or less than that applicable to any specified grouping—
  - (i) at the commencement of two successive school years; or
  - (ii) by a margin of ten per cent. at the commencement of any school year.

Provided that—

If, in any given year, the enrolment of a school at the commencement of the year has fluctuated by ten per cent. and has thereby fallen within another specified grouping, the staffing of that school may be adjusted by the Tribunal if the Director-General considers that the latest enrolment will be sustained in the year next following.

3. *Salaries, Allowances, and Grades of Schools.*

- (a) Unless specified otherwise all salaries and allowances prescribed in this Regulation are annual rates.
- (b) Within the range prescribed, a member, subject to satisfactory service, shall proceed by annual increments from the minimum to the maximum of the range.

Provided that, subject to qualifications and/or experience, the Tribunal may determine that an appointee shall commence at a rate other than the minimum. Schedule "A" sets out the ranges for the more commonly held qualifications.

- (c) Technical schools shall be of two grades.

- (i) The following schools shall be designated Grade A:—

Balcombe Army Apprentices, Ballarat North, Brighton, Colac\*, Corio, Essendon, Ferntree Gully, Geelong East\*, Geelong West, Glenroy, Hamilton, Horsham\*, Knox, Mildura, Mitcham, Monterey, Oakleigh, Preston, Ringwood, Sale, Sandringham, Sebastopol, Shepparton South, Sunshine, Swan Hill\*, Swinburne, and Warrnambool Technical Schools;

Box Hill, Collingwood, Dandenong, Emily McPherson, Frankston, Maryborough, Moorabbin, Noble Park, Richmond, Shepparton, Wangaratta, Whitehorse, and Yallourn Technical Colleges;

Footscray Institute of Technology (Technical College Division)\* and Preston Institute of Technology (Technical College Division)\*;

Melbourne College of Printing and Graphic Arts and Melbourne School of Hairdressing.

\*With effect from the 1st January, 1975.

- (ii) Other schools shall be designated Grade B.
- (iii) The numbers and classifications of staff for each school within either grade shall be in conformity with a staffing schedule approved by the Tribunal.

4. (a) This Regulation provides for the following classes:—

Principal;  
Senior Teacher;  
Interim I.;  
Assistant.

- (b) (i) The positions within the Principal Class shall be—

Principal—Grade A school;  
Principal—Grade B school;  
Vice-Principal, Grade A;  
Vice-Principal, Grade B.

- (ii) . . . . .

- (iii) One Vice-Principal, Grade A, position shall be created in all schools with a confirmed enrolment of 400 or more pupils. Additional Vice-Principals may be appointed to Grade A schools only and such Vice-Principals shall be at Grade B level. No school shall have more than one Vice-Principal, Grade A.

- (iv) In the event of a Grade A school having a reduced enrolment necessitating re-grading, the salary of the Principal shall not be adjusted until the position is vacated.
- (v) In the event of the confirmed enrolment of a school falling below 400 pupils the position of Vice-Principal shall be adjusted as soon as practicable.

5. Schedule of Rates.

The several classes and positions specified in clause 4 shall be paid in accordance with the following:—

(a) Principal Class.

	\$
Principal—Grade A school .. .. .	16,246
Principal—Grade B school .. .. .	15,583
Vice-Principal, Grade A .. .. .	13,798
Vice-Principal, Grade B .. .. .	12,574

(b) Senior Teacher Class.

Senior Teacher .. .. .	11,554
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(Members of Interim Class I. shall be deemed to be Senior Teachers for salary purposes).

(c) Assistant Class.

- (i) Within the following ranges, according to qualifications and experience:—

Subdivision.	Fully Qualified.*	One Year of Study Less than Fully Qualified.†	Lesser Qualifications.
	\$	\$	\$
14 .. .. .	10,024	..	..
13 .. .. .	9,514	..	..
12 .. .. .	9,004	9,004	..
11 .. .. .	8,494	8,494	..
10 .. .. .	8,086	8,086	..
9 .. .. .	7,678	7,678	7,678
8 .. .. .	7,270	7,270	7,270
7 .. .. .	6,964	6,964	6,964
6 .. .. .	6,658	6,658	6,658
5 .. .. .	..	6,352	6,352
4 .. .. .	..	6,046	6,046
3 .. .. .	..	..	5,740
2 .. .. .	..	..	5,536
1 .. .. .	..	..	5,332

\* Qualified for Senior Teacher Class.

† Qualified for appointment to recognized post of responsibility.

Provided that a member who possesses an approved four-year university degree, an honours degree, or post-graduate qualifications approved by the Tribunal may receive a total credit not exceeding two subdivisions of the schedule during his current service. This proviso may be applied on initial appointment or at any subsequent time or times.

(ii) Responsibility Allowance.

A member of the Assistant Class who is appointed to a recognized post of responsibility shall receive, in addition to his base salary, an annual allowance of \$918.

Provided that, except where prescribed by way of higher duties allowances in clause 12, the responsibility allowance shall be paid only to permanent members eligible to proceed to subdivision 12.

(This proviso should be read in conjunction with sub-clause 1 (c) of Regulation 4 of the Teaching Service (Teachers Tribunal) Regulations.)

- (d) An exit student who has not successfully completed an approved course of training shall be paid a salary at a point on the subdivisional range as determined by the Tribunal and shall not progress beyond that subdivision. On completion of the approved course of training his salary shall be re-assessed in accordance with the qualification held and he shall be paid the salary subdivision he would have progressed to on the appropriate scale.
- (e) Subsequent to appointment a member who acquires additional qualifications other than teacher training which entitle him to a subdivisional range with a higher maximum shall receive an adjustment to the next higher salary subdivision.
- (f) Irrespective of credit for approved teaching experience received on appointment, a member who held qualifications entitling him to commence on the lowest subdivision of any of the three salary ranges set out in the table in paragraph (i) of sub-clause (c) and who subsequently gains additional qualifications which would have entitled him to commence one subdivision higher on the same range shall receive an adjustment to the next higher salary subdivision of that range.
- (g) It shall be the responsibility of the member to make application for any adjustment under sub-clauses (e) or (f). Unless otherwise determined by the Tribunal the adjustment shall be effective from the 1st January of the year following the gaining of the additional qualification.

Except where special circumstances exist, the Tribunal will not authorize a retrospective adjustment with effect from a date earlier than the 1st January of the year in which application is made.

- (h) In addition to any adjustment under sub-clauses (e) or (f) a member shall, on his existing incremental date, receive any increment to which he is entitled and shall, where applicable, retain that incremental date.

Provided that a member receiving an adjustment under sub-clause (e) who had reached the maximum of his previous subdivisional range shall, where applicable, receive his subsequent increments on the anniversaries of the adjustment.

- (i) A member without approved teacher training appointed subsequent to the effective date of this Regulation shall be paid a salary at a point on the subdivisional range as determined by the Tribunal and shall not progress beyond that subdivision.

Provided that a member engaged for teaching in the fields of music or physical education who does not possess the formal academic qualifications sufficient for his acceptance for a course of teacher training shall be eligible to progress by annual increments to subdivision 9.

- (j) *Members undertaking teacher training, other than as students in training.*

- (i) Incremental progression where applicable shall be deemed to commence from the date of actual commencement of teacher training, regardless of the date of original appointment.

- (ii) Members undertaking a one-year course of training shall not be entitled to salary subdivisional progression until they have satisfactorily completed the course.
  - (iii) Members undertaking a two-year course of training where incremental progression is provided shall receive an increment on the first anniversary of the date of commencement of the course, provided they have successfully completed the first year. They shall not be entitled to further salary subdivisional progression until they have satisfactorily completed the course.
  - (iv) Members undertaking a two-year course of training where no incremental progression is provided shall not be entitled to further salary subdivisional progression until they have satisfactorily completed the course.
  - (v) On the completion of teacher training, if the minimum salary to which a member is entitled is the same as that which he was receiving as a trainee, his incremental progression shall date from the next occurring anniversary of the commencement of teacher training. If, however, the minimum salary payable for his qualifications is in excess of his salary as a trainee, his incremental progression shall date from the next occurring anniversary of the salary adjustment.
  - (vi) The provisions of paragraphs (i), (ii), and (iii) of this sub-clause shall not apply to a member undertaking teacher training at the 21st May, 1972, who shall receive during his course of training any incremental progression to which he was formerly entitled. On completion of teacher training the provisions of paragraph (v) of this sub-clause shall apply, except that, where the salary which a member was receiving as a trainee is in excess of the minimum payable for his qualifications, he shall continue to be paid the salary which he was receiving and his incremental date shall be deemed to be the 21st May.
- (k) *Instructors—Middle level courses.*
- (i) Where an urgent need exists for an additional instructor in a middle level course the Tribunal, on the recommendation of the Director-General, may authorize special conditions of employment.
  - (ii) All such appointees shall possess qualifications which together with teacher training would qualify them to proceed to subdivision 14 of the Assistant Class salary range and shall have had recent experience directly relevant to the duties to be undertaken. In the case of graduates and diplomates the experience shall be a minimum of four years' duration, and for holders of certificates or equivalent qualifications a minimum of eight years' duration.

- (iii) The special conditions under which such appointments may be made are as follows:—

Appointees if not teacher trained shall be required to undertake an approved course of teacher training. Appointees shall be paid in accordance with the Assistant Class salary scale. If teacher trained they shall be deemed to be appointed at subdivision 7, or any higher subdivision in accordance with the provisions of clause 7. If undertaking a course of teacher training the deemed salary shall be subdivision 6 with progression to subdivision 7 on the anniversary of the commencement of the course.

Notwithstanding the deemed salary progression, appointees shall be paid an actual emolument corresponding to subdivision 11 if teacher trained or subdivision 10 if undergoing training. Progression to subdivision 11 for trainees shall date from the anniversary of the commencement of the course.

The member's actual emolument shall not exceed subdivision 11 until his deemed salary would qualify him to proceed beyond that subdivision.

Appointments shall be made only where 80% of class contact hours are occupied with middle level courses, and the member shall teach in such school or schools as directed. If through any cause within the control of the member less than this requirement is met his salary shall revert to the appropriate deemed salary.

Should the member be appointed to a recognized post of responsibility under the provisions of Regulation 4 of the Teaching Service (Teachers Tribunal) Regulations he shall be paid the allowance under paragraph (ii) of sub-clause (c) of this clause in addition to the deemed salary to which he would have progressed at that time, as distinct from an addition to the actual emolument received.

- (d) In the case of a member employed at the 21st May, 1972, who held qualifications including Trained Trade Instructor's Certificate which entitled him to the salary subdivisional range terminating at subdivision 12 at that date, the possession of certain additional minimum qualifications, if they are gained prior to the 1st January, 1978, shall entitle him to transfer to the salary subdivisional range terminating at subdivision 14, retaining normal incremental progression.

The provisions of sub-clause (e) shall not apply to members gaining a benefit by virtue of such qualifications, except that it shall be the responsibility of the member to make application for transfer to the salary subdivisional range terminating at subdivision 14.

The minimum qualifications required shall be as approved by the Tribunal in accordance with the following principles:—

- (i) The qualifications shall be in approved areas of study (either academic, trade, or specialist) which are additional to basic apprenticeship and Trained Trade Instructor's Certificate subjects;
- (ii) they shall be of a standard of study equal to or beyond Secondary Form V.; and
- (iii) they shall equate with the 560 class hours necessary to complete four Form V. subjects in a full-time course.

This sub-clause shall apply to student instructors who were undertaking training at the 21st May, 1972, provided that the additional qualifications were obtained following basic apprenticeship training.

6. Qualifications for appointment to Principal Class, Senior Teacher Class, and to positions carrying the responsibility allowance shall be as prescribed for those classes and positions in Regulation 9 of the Teaching Service (Teachers Tribunal) Regulations, but the salary ranges applicable to particular qualifications shall be as determined by the Tribunal.

7. *Recognition of Previous Service.*

- (a) The commencing salary of a member who possesses qualifications entitling him to proceed to salary subdivision 12 or beyond may receive a credit for approved teaching experience in accordance with the provisions of sub-clause (b).
- (b) The years of approved teaching experience less one shall, for the purpose of determining the commencing salary, be counted as if the appointee had been employed in the Education Department for the full period and this Regulation (including the provisions of sub-clauses 5 (e) and 5 (h)) had been in force over that period.

Provided that—

- (i) Experience with qualifications which entitle payment within the range terminating at subdivision 12 shall be counted from subdivision 3.
  - (ii) Experience with qualifications which entitle payment within the range terminating at subdivision 14 shall be counted from subdivision 5 for all qualifications other than those set out in paragraphs (a) (i) and (a) (ii) of Schedule "A" in which cases the experience shall be counted from subdivision 7.
  - (iii) Experience gained with qualifications which entitle payment within the range terminating at subdivision 9 shall not be included in the calculation of credits.
- (c) A member possessing qualifications inclusive of teacher training for which the maximum entitlement is subdivision 9 together with at least two years' approved teaching experience shall commence on the salary subdivision prescribed in the following table:—

Number of years.	Subdivision within appropriate range.	
	Range 1-9.	Range 2-9.
2 or 3 .. .. .	2	3
4 or 5 .. .. .	3	4
6 or more .. .. .	4	5

- (d) For the purpose of this clause the term "approved teaching experience" shall be interpreted on the basis of completed years of relevant full-time teaching experience gained subsequent to an approved course of teacher training.
- (e) In special cases the Tribunal on the recommendation of the Director-General may approve credit for experience other than that set out in this clause.

8. A teacher who is transferred from another division to the Assistant Class in the Technical Schools Division shall be classified in a subdivision corresponding to his previous classification and shall be eligible for any subsequent increment at the date of his former entitlement.

9. A teacher appointed as a principal by the Committee of Classifiers shall be remunerated as follows:—

- (a) Where he is located at the school concerned from the commencement of the school year—
  - (i) If appointment becomes effective before the 1st March—salary and allowances appropriate to the position from the 1st January.
  - (ii) If appointment becomes effective at any date on or after the 1st March—salary and allowances appropriate to his former position from the 1st January until the appointment becomes effective;

or

if his former remuneration exceeds that applicable to the position to which he has been appointed—salary and allowances appropriate to the position from the 1st January.

- (b) Where he is engaged in duties not connected with the school to which he has been appointed—remuneration as determined by the Tribunal.

#### 10. *Temporary Teachers.*

- (a) (i) Except where otherwise provided in this Regulation, temporary teachers shall be paid in accordance with the base salaries and conditions prescribed for the Assistant Class.
- (ii) A temporary teacher employed on the basis of half-time or more shall be paid the proportional rates of prescribed annual salary, and, where applicable, proportionate remote school allowance.
- (iii) A temporary teacher on appointment to the classified service shall not receive an adjustment to his base salary but, where applicable, shall retain his existing incremental date.
- (b) Notwithstanding the provisions of paragraph (i) of sub-clause (a), a temporary teacher employed on the basis of less than half-time shall be paid the rates specified for an emergency teacher in sub-clause (c).
- (c) (i) A temporary teacher, appointed to meet a sudden emergency for periods of not more than thirty school days, shall be paid the rate of \$25.50 for each day of actual teaching duty.

Provided that in special cases approved by the Director-General, the period of service may be extended beyond thirty school days.



- (ii) A temporary teacher appointed to meet a sudden emergency who is employed for half a school day, shall be paid \$12.75.
- (iii) A temporary teacher employed part-time as an instructor in special classes shall be paid \$16.05 for each session.

#### 11. Miscellaneous Allowances.

In addition to the salaries prescribed in this Regulation, the following allowances shall be paid where appropriate:—

##### (a) Teachers Temporarily Transferred.

A member currently in receipt of one of the following allowances shall continue to be paid such allowance whilst occupying the position, but no further allowances shall be authorized in respect of these positions.

	\$
(i) Information Assistant .. ..	205
(ii) Curriculum Assistant .. ..	205
(iii) Research Assistant .. ..	205
(iv) Assistant to Recruitment Officer ..	137

##### (b) Teachers Engaged in the Training of Students.

\$306 a year or \$102 a term.

Provided that no allowance shall be paid to members of the Principal Class.

##### (c) Teachers Undertaking Overtime.

- (i) The following rates shall be paid:—

	Two-hour session.
Group A subjects (up to and including Higher School Certificate level) .. ..	\$16.05
Group B subjects (Tertiary level) .. ..	\$19.25

- (ii) The following shall be the rate for Continuation Classes in English for Adult Migrants—\$8.00 an hour.

##### (d) Persons Employed to Conduct Approved Courses.

- (i) Members of the Teaching Service employed to conduct courses approved by the Director-General shall be paid at the rate of \$9.60 an hour for lectures or tutorial duties performed outside their normal hours of duty, subject to the prior approval of the Director-General for such employment and for the nature of the tutorial duties involved.
- (ii) Persons other than members of the Teaching Service may in special circumstances and with the prior approval of the Director-General be employed to assist in conducting approved courses and shall be paid at such rates as are approved by the Tribunal from time to time.

#### 12. Higher Duties.

- (a) Where the Director-General assigns a member of the Teaching Service to a position for which the remuneration prescribed is higher than that applicable to his current position he shall be paid a higher duties allowance in accordance with the terms and conditions of this clause if such assignment is for a period of more than two weeks.

- (b) No member shall be assigned the duties of a position unless at least one half of the duties of such position are to be performed.
- (c) Where less than the full duties of a position are performed payment of the allowance shall be proportionate to the extent of the duties carried out.
- (d) Notwithstanding the proviso to paragraph (ii) of sub-clause 5 (c), a member may be assigned the duties of a higher position if he is eligible to progress to subdivision 12. However, where the needs of a school permit, the duties of a higher position shall be assigned to an appropriately qualified permanent member.
- (e) Assignments shall commence from the date of taking up duty and shall cease at the conclusion of the school year.

Provided that a member carrying out the duties of a higher position to which he has been assigned for at least one month prior to the end of the school year shall be paid to the 31st December of that year.

Provided further that if the member is reassigned the duties of that position as from the first day of the succeeding school year he shall be paid the appropriate higher duties allowance from the 1st January of that year.

- (f) Subject to sub-clause (c) higher duties allowances shall be calculated on the following bases:—
  - (i) *Positions in respect of which responsibility allowance shall be paid:*

Allowance for recognized post of responsibility as prescribed in paragraph (ii) of sub-clause 5 (c) in addition to the base salary of the assignee.
  - (ii) *Other positions:*

An allowance which will raise the member's remuneration to the minimum salary prescribed for the position.
- (g) In special cases the Director-General may, with the prior approval of the Tribunal, assign duties to a member on conditions other than those provided in this clause.

13. *Students in Training.*

- (a) Students in training shall be paid the following allowances:—

YEAR OF COURSE.				
1st	2nd	3rd	4th	5th and thereafter
\$	\$	\$	\$	\$
<i>Students living at home.</i>				
1,785	1,785	2,121	2,331	2,331
<i>Students living away from home.</i>				
1,885	1,885	2,221	2,431	2,431
<i>Students having a wife or child wholly dependent.</i>				
3,536	3,536	3,536	3,536	3,536

- (b) The following terms and conditions shall apply to students recruited to pursue an approved course or courses who have completed at least the first year of the appropriate course without cost to the Education Department:—

- (i) The completed years of course at date of recruitment shall be as determined by the institution which the studentship holder will attend.
- (ii) University courses for graduates or undergraduates shall be as approved by the Director-General but other courses shall be as approved by the Tribunal.
- (iii) Former students in training whose studentships were terminated shall not be entitled to the rates set out hereunder unless the Director-General considers that special circumstances led to such termination.
- (iv) The Tribunal may determine special rates for students who have completed approved courses other than those of a recognized university.
- (v) Schedule of rates:—

YEAR OF COURSE.

Completed year of course at date of recruitment.	2nd	3rd	4th	5th and thereafter
	\$	\$	\$	\$
<i>Students without dependants.</i>				
1st	2,279	2,604	2,814	2,814
2nd		3,171	3,497	3,497
3rd			4,064	4,200
4th				4,800
<i>Students having a wife or child wholly dependent.</i>				
1st	3,536	3,536	3,536	3,536
2nd		3,696	3,696	3,696
3rd			4,379	4,379
4th				4,800

- (c) Students in training who enter upon courses at the beginning of an academic year shall be paid allowances from the 1st January of that year.

Provided that where a studentship has been terminated under circumstances within the control of the student the allowances payable under any subsequent studentship awarded shall commence from a date to be determined by the Director-General.

- (d) Students in training who have been admitted by the Director-General to the second, third, fourth, or fifth year of any approved course shall be eligible to receive the allowance appropriate to the year of the course in which they are engaged.
- (e) The following total allowances shall be paid to students undertaking "sandwich courses":—

Students living at home.	Students living away from home.	Students having a wife or child wholly dependent.
\$	\$	\$
1,407	1,481	2,247

- (f) An allowance of \$306 shall be paid to students while undertaking approved industrial experience.
- (g) Students who are undertaking a course of teacher training at the Technical Teachers' College shall be paid an allowance equivalent to the minimum salary paid to members with equivalent qualifications and experience.

- (h) Any reference to 1st year of course in this clause is to the year of study following Form VI. level or the Preliminary year of a diploma course, or the equivalents of such years.

J. J. KENNEDY, Alternate Chairman.  
A. F. LE CLERCQ, Secretary.

Office of the Teachers Tribunal,  
Melbourne, 23rd May, 1974.

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SCHEDULE "A"

The commencing and terminating salary subdivisions within the salary ranges prescribed in paragraph (i) of sub-clause 5 (c) shall be as follows for the more commonly held qualifications:—

Qualification.	Subdivisional Range.
(a) Fully Qualified.	
(i) Approved course of teacher training together with—	
Approved three-year university degree	
or	
Fellowship Diploma of Art .. ..	7-14
(ii) Approved three-year or four-year diploma post Form VI. level together with—	
The Trained Technical Teacher's Certificate	
or	
The Trained Trade Instructor's Certificate	
or	
The Trained Technician Instructor's Certificate	
or	
An approved course of teacher training together with suitable industrial experience as approved by the Tribunal	7-14
(iii) Approved course of teacher training (inclusive of related academic studies) of four or more years' post Form VI. level study ..	7-14
(iv) Approved course of teacher training together with an approved post Form V. diploma and an additional two years of approved industrial experience .. .. .	6-14
(v) Approved course of teacher training together with an approved four-year post Intermediate diploma and an additional two years of approved industrial experience ..	6-14
(vi) The Trained Trade Instructor's Certificate together with an approved post apprenticeship course .. .. .	6-14
(vii) The Trained Technician Instructor's Certificate	6-14
(b) One Year of Study Less than Fully Qualified.	
(i) The Trained Trade Instructor's Certificate ..	6-12
(ii) Approved course of teacher training together with—	
Approved three-year or four-year diploma post Form VI. level .. ..	6-12
Approved two-year diploma post Form VI. level with a minimum of two years' approved industrial experience ..	5-12
Two years of an approved university degree .. .. .	5-12
(iii) Approved course of teacher training (inclusive of related academic studies) of three years' post Form VI. study .. .. .	5-12

(c) *Lesser Qualifications.*

Without approved course of teacher training—

- (i) Trade course, together with five years' approved industrial experience and an approved post apprenticeship course  
 or  
 Certificate course or equivalent, together with six years' approved industrial experience, and including eligibility for the Trained Technician Instructor's Certificate course  
 or  
 Fellowship Diploma of Art  
 or  
 Approved three-year or four-year diploma post Form VI. level, together with approved industrial experience . . . . . 6
- (ii) Trade course together with five years' approved industrial experience . . . . . 5-6
- (iii) Approved university degree  
 or  
 Approved three-year or four-year diploma post Form VI. level . . . . . 5
- (iv) Two years of an approved university degree  
 or  
 Approved two-year diploma post Form VI. level, together with approved industrial experience . . . . . 4

