



TCFA form (the 'quarterly list') information sheet

Textile, Clothing, Footwear and Associated Industries Award 2010

The TCFA Form (the 'quarterly list') requires all principals registered under the Textile, Clothing, Footwear and Associated Industries Award 2010 (the TCF Award) to provide specific details on the principals/individuals that they give work out to. In addition to the name and address details required, your entity is also required to answer two questions (in the columns on the right hand side of the TCFA Form) under the headings: **'Written agreement'** and **'Do they have an arrangement with others to give work out'**.

Written Agreement? Y/N

The column headed *'Written Agreement?'*

Schedule F.2.4 and Schedule F.3 of the TCF Award requires a principal to have written agreements with all legal or natural persons they have an arrangement with to have work carried out on their behalf (other than direct employment of an employee who is not an outworker). Where such an arrangement is made with a worker,¹ the written agreements must detail a number of matters, including:

- specifying whether the principal will provide the worker with work on a full-time or part-time basis; and
- if part-time, the agreed number of hours of work per week.

If you have written agreements with each of the principals or individuals listed on the TCFA Form then please indicate **'yes'** on the form. If you do not have any written agreements as required then the answer is **'no'**.

Gives work to others? Y/N

The column headed *'Do they have an arrangement with others to give work out?'*

If the principals/individuals that you have an arrangement with subsequently pass on any, or all of the work (which is the subject of the arrangement) to any other person to perform, then the answer to that questions is **'yes'**. If the principals that you give work to, perform all of the work themselves then the answer is **'no'**.

Note: Failure to abide by these obligations may be in breach of the TCF Award and you and/or your principal may be exposed to prosecution in a court of competent jurisdiction.

¹ Schedule F.3.1 provides that a principal must comply with this clause where the principal makes an arrangement with a worker or with a body corporate owned or managed by the worker or member of their family.