

National Agreement on Lecturer's Workload Allocation for Further Education Colleges in Wales

Ballot Version 13 September 2013

1. Context

- 1.1 This Scheme forms part of the National Agreement on the Further Education Common Contract. This agreement has been reached between the recognised trade unions and ColegauCymru.
- 1.2. The Workload Allocation Scheme sets out workload requirements relating to the National Contract. This Scheme may only be varied by the Wales Negotiating Committee Further Education (WNCFE). This scheme may be supplemented by further arrangements at College level.

2. Scope and Purpose

- 2.1 The purpose of this scheme is to ensure that the workload allocation for lecturing staff is fair and reasonable,
- 2.2 This scheme aims to:-
 - achieve a high standard of learning and teaching;
 - create a working environment which is conducive to a healthy work-life balance;
 - enable the allocation of work to be carried out fairly, consistently and transparently;
 - recognise the professional contribution which lecturing staff make to teaching excellence and learner support.

3. General Principles

- 3.1 All lecturers have a responsibility to enhance the quality of the educational provision. They must also endeavour to promote individual learner progression through the stages of learning and into employment or further study.

- 3.2 It is the intention to balance the teaching and other duties of lecturers and ensure that staff skills and expertise are utilised to best possible effect.
- 3.3 Managers and individual lecturers are in the best position to assess all the factors which affect an individual's workload.
- 3.4 Lecturers can expect to enter into discussions relating to their personal programme at the appropriate time in the college planning cycle.
- 3.5 Subject to the college's enrolment numbers, the programme for each lecturer will be determined in advance and recorded on the lecturer's timetable, allowing sufficient time for the lecturer to prepare for his/her teaching commitment.
- 3.6 A lecturer's formal scheduled teaching hours and any remitted time recognised for other duties will be dependent on the lecturer's specific role and responsibilities and determined in accordance with the College's arrangements for remission.

4. Professional Duties and Responsibilities

- 4.1 The duties and responsibilities of lecturing staff are of a professional nature, are wide ranging and will vary according to the experience and responsibilities of individuals as outlined in individual and generic job descriptions. They may include, but are not restricted to the following:-
 - 4.1.1 All forms of pedagogic work including classroom teaching, tutorial work and associated outreach duties, residential, open and distance learning courses and student work placements. This will normally entail associated organisational administrative work, preparation and assessment, internal verification, student tracking, student support and appropriate welfare and academic counselling responsibilities.
 - 4.1.2 Continuous professional development (CPD) including the conduct of and participation in staff appraisal / performance management and review and in-service training based on an assessment of individual and college needs (see section 5).

- 4.1.3 Curriculum development work including identification of learner requirements, planning, development and evaluation of courses and course materials and supervision of course provision.
- 4.1.4 Management and administrative work including administration of courses or of education and training programmes or of significant facets or subdivisions of any of these; responsibilities related to marketing, publicity and public relations; enrolment and school liaison; participation in appropriate team and committee meetings; course management including interviewing and guidance, induction, assessment, retention and attendance, achievement and attainment of good examination results, student progress, placement and destination, monitoring, review and evaluation.
- 4.1.5 Invigilating examinations
- 4.1.6 Participation in quality assurance, internal and external control procedures, evaluating modules and courses, and participating in/leading self assessment processes.
- 4.1.7 Student counselling and welfare work including all specific student welfare and non-academic counselling work and assisting in identifying external sources of specialist support.
- 4.1.8 Taking part in the liaising with employers and other agencies to identify local skills deficits and demands, to assist the planning of appropriate future provisions.

5. Continuous Professional Development

- 5.1 You are required to take part in continuing professional development in accordance with the College's policy and which includes:
 - 5.1.1 A requirement to undertake 30 hours of continuing professional development every year (pro-rata arrangements will apply for fractional and part-time hourly paid staff);

5.1.2 Agreeing such a programme of CPD with your line manager to accord with college, departmental and personal CPD requirements determined at staff appraisal / performance management and review.

5.1.3 Maintaining and providing a copy of the record of the CPD you have undertaken; including details of the provider and if applicable any associated registration.

5.2 CPD as outlined in 5.1 which meets the needs of the college will be delivered within the total contracted hours and not incur a cost for the employee. This will not apply when an employee and the college agree to CPD which involves a personal financial contribution and/or which takes place outside contracted hours.

6. Workload Allocation: Definitions & Terminology

6.1 A normal full-time teaching commitment will be a maximum of 835 hours annually (pro rata for fractional staff)

6.2 The normal full-time working week is Monday to Friday and in some cases Saturday, by agreement. A lecturer will not be required to undertake a schedule of teaching of more than five days per week.

6.3 The normal full-time working day will consist of three teaching blocks, morning, afternoon and evening, the times of which will be determined by each College.

6.4 The duration of a teaching session will be determined by the individual college.

6.5 The working week will not exceed 24 sessions.

7. The Working Week

7.1 A full-time lecturer will be required to teach for a maximum of 24 hours in a normal working week.

7.2 A lecturer may be required to teach an additional 2 hours at the start of the relevant academic year for a period of up to 7 weeks in total (i.e. a maximum of 26 hours per week).

- 7.3 A lecturer will not be required to teach additional hours as referred to in 7.2 above if they are responsible for preparing and delivering significant new curriculum provision.
- 7.4 A lecturer will not normally be expected to teach for more than 10 blocks per week or for more than four consecutive blocks.
- 7.5 A lecturer may be required to teach up to two evening blocks per week (see also 6.3).
- 7.6 When a lecturer teaches beyond 6.00 pm, the lecturer will be entitled to take equivalent time off in lieu during the daytime, and within the same week, unless agreement to take it at some other time is reached between the lecturer and the manager. Any agreement must be in writing.
- 7.7 A lecturer would not be expected to teach for a continuous period of more than three hours without a break. This can only be exceeded in exceptional circumstances, and/or in the case of certain practical subjects, with the prior agreement of the lecturer.
- 7.8 A full-time lecturer will be entitled to take up to 5 hours per teaching week away from Corporation premises. The timing of these hours will be subject to approval by the line manager.
- 7.9 Probationary staff in their first year of teaching will be expected to deliver a maximum of 90% of the annualised contract and at least 10% of the contract (one block as defined in clause 6.3) per week will be kept free on the timetable.
- 7.10 Lecturers who are undertaking a professional teaching qualification at the request of the college will be expected to deliver a maximum of 90% of the annualised contract and at least 10% of the contract (one block as defined in clause 6.3) per week will be kept free on the timetable. This time is to be used to support the achievement of the qualification.
- 7.11 Total remission as set out in clauses 7.9 and 7.10 cannot exceed 10% in any one year.

8. Cover Arrangements

- 8.1 A lecturer can be asked to provide teaching cover for a colleague and this is subject to agreement by the lecturer. Teaching cover may require preparation and assessment activity associated with the time in the classroom.

9. Holiday Entitlement

- 9.1 The College calendar should clearly identify those weeks designated for administration, advice, enrolment, curriculum and staff development sessions and efficiency days so that staff are able to plan their holidays.
- 9.2 Colleges will consult and publish those periods where annual leave may or may not be taken in accordance with the specific needs of the College and its learners.
- 9.3 The timing of all holidays is subject to the agreement of the line manager. Outline schedules of the main annual leave periods should be submitted by 31st October each year where this is reasonably practicable.
- 9.4 Lecturing staff will be entitled to a period of 20 consecutive days' annual leave, the timing of which will be agreed in accordance with the needs of the College and the nature of the teaching programme.
- 9.5 The lecturer is required to record all holidays taken, in accordance with College procedures.

10. Right of Appeal

- 10.1 If a lecturer has concerns about the fairness of their timetable or the operation of this agreement, they should in the first instance discuss their concerns with their line manager.
- 10.2 If the line manager is unable to satisfactorily address these concerns, the individual may register a formal appeal in accordance with the Corporation's Grievance Procedures.