eNews - 2 March 2022 (TAFE)

TAFE workload instructions

Members are to use these instructions to help regulate their workload and ensure current entitlements, as prescribed by the Western Australian TAFE Lecturers' General Agreement 2019, are respected and implemented.

Managing emails

Issue: Members have informed the SSTUWA that the total number of emails received each week is excessive and that they are receiving a large number of emails outside normal working hours.

Members are instructed to only use part of their allocated Professional Activities (PA) hours to respond to emails as PA time covers a range of responsibilities. See Clauses 11.6 (g), 35.14, 35.15 and Appendix A of the Agreement.

Undertaking Recognition of Prior Learning (RPL)

Issue: Members are reporting that they are not being allocated teaching hours or paid overtime to undertake RPLs.

Members are instructed to only undertake RPL when allocated and timetabled adequate teaching hours specifically to undertake RPL. RPL students cannot be allocated to classes and must be dealt with on an individual basis.

- For full-time lecturers - this will mean allocating hours from the 21 teaching hours, or if already timetabled to teach 21hours, approved overtime is required.
- For part-time lecturers - this will mean allocating hours from the teaching hours indicated for their fraction in Schedule L - Hours Chart of the Agreement, or if already teaching at the load indicated for their fraction, they must have their fraction increased to accommodate the RPL hours.

Authorised by Sally Dennis, General Secretary, The State School Teachers' Union of W.A.
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