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TAFE Workload Instructions 2

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

Compliance / Scoping / Quality Documentation

Issue: Members are consistently reporting that additional work as a result of changes to training packages (for example, development of new programs, scoping, KADs, learning materials and new blackboard shells, TACMs) is largely being done outside of paid hours of work.

- The Agreement stipulates that a lecturer's current allocation of ARD is to support the units that they are currently delivering (see Appendix A of the Agreement).
- Development work for new qualifications and units is PA not ARD. ARD time must be preserved for planning, preparation and marking for a lecturer's current classes and current student cohort (see Appendix A of the Agreement), remembering that a lecturer is allocated 34 minutes ARD for each hour of teaching specifically to support that hour of teaching.
- That leaves only 4 ½ hours per week of PA – most of which will have to be taken up answering emails, attending meetings and some of the other duties listed under PA in Appendix A of the General Agreement. See also Clause 35.14 of the Agreement.
- Members should not do development/compliance etc work "in your own time" or during leave periods.
- Members should work in a team to ensure adequate paid time is available to undertake development work.
- Management must quantify the time needed to undertake the work before the work is allocated and undertaken.
- For full-time lecturers - this may mean reducing timetabled teaching hours, thereby increasing Professional Activities time (PA) to accommodate the additional work, or if already timetabled to teach 21 hours, approved overtime (PA) is required. See clause 40.5 of the Agreement.
- For part-time lecturers - this may mean reducing timetabled teaching hours, thereby increasing Professional Activities time (PA) in order to accommodate the additional work, or if already teaching at the load indicated for their fraction, they must have their fraction increased to accommodate the additional work.

Please note that as a result of the union lobbying DTWD, colleges have been provided with some funding to support the scoping process and the development of resources needed as a result of training package changes.

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