

# EXAMPLE DUTIES

Note this is not an exhaustive list

Teaching Duties		Teaching Related Duties	
<b>Definitions</b>			
<p>Teaching in relation to a particular teacher means rostered teaching sessions in a documented course of study for which the teacher has primary responsibility for educational delivery and includes sessions of direct student instruction rostered or required for curricular or pastoral functions involving student supervision, student counselling and consultation.</p> <p>Teaching duties directly related to the teaching and learning program of the employee's students and or classes to an annual maximum of 1200 hours</p>		<ul style="list-style-type: none"> <li>(i) Institute and regulator compliance;</li> <li>(ii) Industry and community engagement;</li> <li>(iii) Planning and curriculum development;</li> <li>(iv) Maintaining teaching and vocational currency;</li> <li>(v) Program related applied research and innovation,</li> <li>(vi) Other duties including relevant travel and meetings</li> </ul>	
Teaching delivery face to face, online or by other means; and supervision of students to a maximum of 800 hours annually	Preparation, planning, curriculum development and assessment undertaken prior to, during and at the completion of a student's course of study (balance of 1200 teaching duty hours)	(balance of 1748 accountable hours)	
<ul style="list-style-type: none"> <li>• Delivery of units or courses</li> <li>• Instruction or supervision of students</li> <li>• Online unit or course delivery</li> </ul>	<p>Using Institute templates and systems and within timeframes:</p> <ul style="list-style-type: none"> <li>• Assessment of students (in class or out of class)</li> <li>• Assessing, marking or correcting class work or assignments</li> <li>• Development of individual learning plans</li> <li>• Maintain accurate records of student, progress and assessment</li> <li>• Prepare, develop and modify appropriate teaching and learning materials and resources for the current student cohort</li> <li>• Preparing lesson plans</li> <li>• preparing for class delivery</li> <li>• Preparation and correction and assessment for practical placement observations, recognition of prior learning (RPL), site observations (in or out of class).</li> </ul>	<p>Using Institute templates and systems and within timeframes:</p> <ul style="list-style-type: none"> <li>• Timetabling</li> <li>• Maintaining or updating learning materials</li> <li>• Assisting with audits</li> <li>• Attending department meetings</li> <li>• Results entering and amendments</li> <li>• Reviewing course materials</li> <li>• Curriculum design and development</li> <li>• Developing new units or courses</li> <li>• General administration (emails, filing)</li> <li>• Liaising with student employers at their site and by phone/email</li> <li>• Activity contributing to market/industry analysis and identification of partnering opportunities</li> <li>• Occupational Health and Safety Representative duties</li> <li>• Open day, exhibitions/information sessions</li> <li>• Ordering/stocktaking/purchasing</li> <li>• Organising student placements or study tours</li> <li>• Professional development</li> <li>• Project work (i.e., transition to moodle or online platform)</li> <li>• Promotions/marketing activities or events</li> <li>• Provide pre-course advice to students and participate in student selection and induction</li> <li>• Quality assurance of training products</li> <li>• Research, develop and improve curriculum, teaching and learning methods</li> </ul>	<ul style="list-style-type: none"> <li>• Responding to student enquiries</li> <li>• Staff induction and mentoring</li> <li>• Student liaison and pastoral support</li> <li>• Student selection interviews and enrolment</li> <li>• Tender preparation trainees and apprentice co-ordination</li> <li>• Validation of assessment tools</li> <li>• Vocational mapping</li> <li>• Student complaints</li> <li>• Review and update training assessment &amp; materials for current year ((i.e. not in transition) to reflect current industry standards for units timetabled to teach (this may be shared across teaching team).</li> <li>• Update all learning resource documents to reflect current training package</li> <li>• Review &amp; Update training &amp; assessment materials</li> <li>• Participate in validation sessions</li> <li>• Sourcing &amp; maintaining learning resources &amp; equipment</li> <li>• Source research and industry currency opportunities</li> <li>• Source, maintain and record industry contact &amp; networks in person and by phone/emails</li> <li>• Maintain own currency matrix</li> <li>• Assisting with staff coordination</li> <li>• Emails and phone calls directed</li> <li>• Exam supervision</li> </ul>