Victorian TAFE Teaching Staff Agreement 2018

Guide for Managers

Accountable Hours for Full time and Part time Employees

A full time teacher is accountable for 1748 hours per calendar year

	TIME FRACTION PER ANNUM (EFT)									
	Full-Time	Part Time								
	1	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2	0.1
Hrs Paid Per Week 30/42	38.00	34.20	30.40	26.60	22.80	19.00	15.20	11.40	7.60	3.80
Weekly attendance time	30.00	27.00	24.00	21.00	18.00	15.00	12.00	9.00	6.00	3.00

***Note - Although this table shows that weekly attendance time is only required 30 hours per week (pro rata part time employees) teachers are accountable for the other 8 hours (pro rata part time employees) and can be directed on what they do in that time.**

TEACHER WORK

ALLOCATION OF WORKLOAD PER ANNUM

	TIME FRACTION PER ANNUM (EFT)									
	Full-Time	Part Time								
Teaching Duties	800	720	640	560	480	400	320	240	160	80
Teaching duties (preparation, planning, curriculum development and assessment)	400	360	320	280	240	200	160	120	80	40
Total Teaching Duties	1200	1080	960	840	720	600	480	360	240	120
Teaching related duties	548	493.20	438.40	383.60	328.80	274.00	219.20	164.40	109.60	54.80
Total Annual Accountable Hours	1748	1573	1398	1224	1049	874	699	524	350	175

ALLOCATION OF WORKLOAD PER WEEK

	TIME FRACTION PER ANNUM (EFT)									
	Full-Time	Part Time								
Maximum teaching hours per week	21.00	18.90	16.80	14.70	12.60	10.50	8.40	6.30	4.20	2.10
Teaching duties (preparation, planning, curriculum development and assessment)	10.50	9.45	8.40	7.35	6.30	5.25	4.20	3.15	2.10	1.05
Total Teaching duties	31.50	28.35	25.20	22.05	18.90	15.75	12.60	9.45	6.30	3.15
Teaching Related Duties	6.50	5.85	5.20	4.55	3.90	3.25	2.60	1.95	1.30	0.65
Total accountable hours	38.00	34.20	30.40	26.60	22.80	19.00	15.20	11.40	7.60	3.80
Annual Leave	152	136.80	121.60	106.40	91.20	76.00	60.80	45.60	30.40	15.20
Public holidays	76									
Hours per year	1976									