

ANNUAL WORKPLAN REVIEW GUIDELINES FOR MANAGERS

Victorian TAFE Teaching Staff Agreement 2018

MID YEAR REVIEW (June/July)



This is a Guideline only and should be amended to suit individual Institute processes, strategic requirements and delivery models

The Victorian TAFE Teaching Staff Agreement 2018 (MEA) was developed and negotiated to replace the Victorian TAFE Teaching Staff Multi-Enterprise Agreement 2015. The Agreement was built on the principles of ensuring the long term sustainability of the public TAFE system and facilitating the provisions of responsive, relevant and the highest quality vocational education and training that meets the needs of students and the modern economy. In doing so, it acknowledges that Teachers should have the opportunity to perform all of their duties within a reasonable timeframe and have fair and reasonable conditions and students should have ready access to their teachers. In this context, the work allocated to a Teacher should, as far as practicable, provide for an equitable distribution of work across all Teachers.

With that in mind the new MEA allows for more transparency and accountability for a teachers work. The removal of scheduled and unscheduled duties means that all hours are clearly accountable.

When reviewing workplans and workloads with your teachers you should consider the following:

Evidence - What evidence is there for work performed, especially in the **non-teaching delivery** (i.e., balance of 1200 teaching duties) and **teaching related duties**.

Evidence might include:

- Institute Systems and Reporting
- Developed teaching and learning resources or curriculum items
- Completed compliance documentation or preparations
- Minutes/notes from professional learning community meetings
- A professional development plan and progress against it
- Applied research project plans, notes or products

Continuous Improvement - We should all commit to Continuous improvement. The MEA provides space and recognition for enhancing professional teaching and vocational skills. How have these been developed; how have they been shared with colleagues; and how have they improved teaching and/or the student experience? Where are there gaps, and how will these be addressed in the next ½ year or in the future?

Working Smarter - Workplans allow for both teacher and management to have an increased line of sight into each teacher's work. What can be learned from these insights that can help us work smarter and better in the future? Where is there blockages or wastage? What could be improved (systems, processes, collaboration, etc) that will allow time and effort to be directed towards productive pursuits?

Industry Connectivity - The MEA lists several categories of work that support the connectivity of teaching to industry and community. How is the teacher relationship with industry being improved or enhanced through applied research, vocational currency activities or industry/community engagement? How is this improving teaching and learning?

Have the following documents ready when reviewing workplans:

- Agreed or Default Workplan
- Timetables
- Student numbers
- Program Delivery Model and any changes

CHECKLIST

Teaching Duties

1. Teaching Delivery face to face, online or by other means; and supervision of students to a maximum of 800 hours annually:

<input type="checkbox"/>	Are timetables still current?
<input type="checkbox"/>	Were classes cancelled?
<input type="checkbox"/>	Does teaching delivery average no more than 21 hours of teaching delivery per week over the 21 week teaching period?
<input type="checkbox"/>	Were 400 teaching delivery hours timetabled and delivered or on track to meet 800 hours for the year?
<input type="checkbox"/>	Will teaching delivery average no more than 21 hours of teaching delivery per week over the second 21 week teaching period?
<input type="checkbox"/>	Reviewed student numbers
<input type="checkbox"/>	Reviewed method of delivery

2. Preparation, Planning, curriculum development and assessment undertaken prior to, during and at the completion of a student's course of study

<input type="checkbox"/>	Review preparation, planning, curriculum development against reviewed timetable and classes
<input type="checkbox"/>	Review assessment requirements against directed TAS and student numbers

Teaching Related Duties

Review progress and accountabilities for Teaching Related Duties allocated in the Agreed or Default Workplan including but not limited to:

SAMPLE ONLY – insert any Institute specific description or categories which are teaching related duties to align with your Institute Workplan

Category	Output/tasks	Due date	completed
Institute and regulator compliance;	1 2		
Industry and community engagement	1 2		
Planning and curriculum development	1 2		
Maintaining teaching and vocational currency	1 2		
Program related applied research and innovation	1 2		
Other duties including relevant travel and meetings.	1 2		

Adjust workplan if required and sign off or reset default.