

*This Guide is for Managers and Teachers on Workplans under the Victorian TAFE Teaching Staff Agreement 2024***

Accountable Hours

- Accountable hours are calculated on an annualised basis (38 hours × 52 weeks, less 4 annual leave and 11 public holidays).
- This guide outlines the arrangement for a full-time teacher, but accountable hours apply on a pro-rata basis for a part-time teacher, based on their contracted hours (Clause 32.2).
- Similarly, a teacher employed for less than 52 weeks is allocated accountable hours on a pro-rata basis (Clause 32.2). For example, a full-time teacher commencing on 1 July will have a 50% allocation of the accountable hours for that year.

All teachers should have the opportunity to perform all 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 allocation to a teacher should as far as practicable provide for an equitable distribution of work across all employees (Clause 32.3)

Work Plans

- Work plans are to be **finalised by 1 March** each year (Clause 32.9(e)) and are recorded in writing between the Teacher and Manager (Clause 32.9(a)).
- The work plan provides a general outline of the allocation of duties for the year, documenting the distribution of the 1740.4 accountable hours into the three components of teaching delivery, CAPPS and education-related duties.
- Under clause 32.4 the standard allocation is:
 - Teaching Delivery – up to a maximum 800 hours
 - CAPPS – 45 mins for each hour of teaching delivery (nominally 600 hours)
 - Education Related duties – remaining available hours (nominally 340.4 hours)
- CAPPS hours are expressed in relation to the teaching delivery hours allocation and will therefore be reduced where teaching delivery hours are less than 800 in a year. Education-related duties will vary consequently but are notionally 340.4 hours where a full teaching load applies.
- Where the relevant manager and teacher agree, the allocation of hours between the three components hours can be varied, provided that the maximum number of Teaching Delivery Hours will be 800 hours except where Excess Teaching Duty Hours (ETDH) apply (Clause 32.5).

This provides flexibility to manage non-standard circumstances, such as planned ETDH, additional time for travel, more time for curriculum development or assessments etc..

- A teacher must not perform more than 75 ETDH in a semester (Clause 33.5).
- When ETDH applies, it will result in a discussion and revision of the teachers workplan and a subsequent decrease in allocated duties.
- Refer to the OT & ETDH Information Sheet.

Nothing in this document changes the intention of the Agreement.

For further information on the Vic TAFE Teaching Staff Agreement 2024 please contact your Institute's HR Department or Australian Education Union <https://www.aeuvic.asn.au/> or phone: 1800 238 842

Developing Workplans

- The workplan is to include when annual leave will be taken in the year. Where a teacher is unsure about the timing, dates can be allocated when preparing the work plan – to support planning and to finalise the work plan – and the teacher can seek to vary the dates later (and the application will not be unreasonably refused).
- Taking more or less than 4 weeks annual leave in a year requires accountable hours to be adjusted, however a teacher cannot do more than 800 hours teacher delivery hours except as ETDH (Clauses 29.1 / 32.9(c) and 32.5)
- Where broad reference to attendance is to be included in a work plan, the maximum limit for requiring attendance is up to 30 hours per week and up to 42 weeks a year, except by agreement (Clause 31.1.).
- Workplans may be Agreed or Default (Clause 32.9(b)). A Default workplan is where the relevant Manager and teacher cannot complete an Agreed work plan, in which case a Default work plan that conforms with allocation of Accountable Hours and Duties is set by the Manager (Clause 32.16).
- To inform the preparation of a work plan the Manager will provide the teacher with relevant information, including: the institute's and work area's overall strategic priorities; anticipated student enrolment in the teacher's program area; and any anticipated changes in program delivery, such as new programs. The Manager may also facilitate a team discussion about the program of work for the team to deliver and discuss options for allocating work based on individual strengths, interests and organisational requirements (Clause 32.10).

For example, a team may discuss allocating less teaching delivery time to a team member skilled in curriculum design while other team members agree to ETDH to manage the teaching program.

- In preparing an **Agreed work plan**, the Manager and teacher will consider the following factors: the equitable distribution of work within the program area; relative importance of various types of work to be undertaken; the time required to do the work; the range and frequency of the tasks to be performed; the classifications, qualifications, training and experience of the teacher; and the work required under 32.4(b) CAPPS. (Clause 32.14).
- The allocation of teaching delivery hours in an Agreed work plan, other than where ETDH applies, must not exceed 21 hours per week when averaged over 21 weeks in a semester (Clause 32.7 - 32.8).
- When a Manager and teacher cannot agree on a workplan, then a **Default workplan** will be set by the Manager in accordance with 32.4 (Accountable Hours). The Manager will demonstrate in writing through the default workplan the following factors have been considered in the allocation of work: the experience of the teacher and their teaching and vocational needs; the number, level and timing of programs in which the teacher teaches and their preparation requirements; the nature of the student cohort; the stakeholder consultation and travel requirements of the work and the administrative requirements of the work. (Clause 32.17).
- In Default work plans, the maximum number of hours of teaching delivery in a week is 21 hours, except where otherwise agreed (Clause 32.8).

Workplans are point-in-time documents that provide a general outline of the duties and allocation of accountable hours to be completed over the teaching year. They are 'living' documents that should be reviewed and updated as relevant, in accordance with the requirements of the Agreement.

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