



**NSW
TEACHERS
FEDERATION**

TAFE

TEMPORARY TEACHERS, COORDINATORS AND COUNSELLORS

KNOW YOUR AWARD RIGHTS AND YOUR WORKING CONDITIONS

Conditions for TAFE Temporary Teachers, Coordinators and Counsellors are contained in *TAFE Temporary Teachers – Conditions of Employment Policy – published in the supplement insert of TAFE Gazette No. 12 dated Wednesday 20 July 2005*, and the *Crown Employees (Teachers in TAFE and Related Employees) Salaries and Conditions Award 2006*. *Temporary TAFE Teachers are established under the Award by subclauses 2.35 and 2.45.*

Copies of the Award are available from Head Teachers, College Libraries, Institute Human Resource Managers and Federation Representatives

(When gazetted the Award will be available with Teachers Federation advice in the Members' Area of the Federation website www.nswtf.org.au, and on the Department's website www.det.nsw.edu.au).

SCHEDULE 1 – COMMON INCREMENTAL SALARY SCALE

Current Salary Steps	Salary From the first pay period to commence on or after 1.1.2006	Salary From the first pay period to commence on or after 1.1.2007	Salary From the first pay period to commence on or after 1.1.2008
Increase	4.5%	4.5%	4%
Step 13	69,334	72,454	75,352
Increase	3%	3%	3%
Step 12	64,798	66,742	68,744
Step 11	62,341	64,211	66,137
Step 10	59,888	61,685	63,536

SCHEDULE 2 - ALLOWANCES

Current Salary Steps	Rates From the first pay period to commence on or after 1.1.2006	Rates From the first pay period to commence on or after 1.1.2007	Rates From the first pay period to commence on or after 1.1.2008
Increase	4%	4%	4%
Teacher nominated as teacher in charge	3,128	3,253	3,383
Counsellor nominated as counsellor in charge	1,390	1,446	1,504

HOW IS A TAFE TEMPORARY POSITION CREATED?

Section 35.22 of the TAFE award as made 17 January 2006 states that part time casual teachers, counsellors and coordinators are eligible to apply for temporary appointment to positions advertised in the TAFE Gazette No 12 dated 20 July 2005

8.2.2 A temporary TAFE teacher will be recruited where a program at one institute is required for 19 or more hours for 12 or more consecutive weeks in a semester.

The approved program can include coordination duties as well as teaching duties within the Institute. Seek advice from your TAFE organiser about the composition of the approved program.

TAFE managers should consult with relevant head teachers, immediate supervisors and teaching staff including affected part time casual teachers.

Can be "single discipline" designation or a "cross discipline" designation.

Part time casual teachers who work across more than one teaching section need to self identify to relevant head teachers or immediate supervisors of their program.

The continuity of "12 or more consecutive weeks in a semester" is not broken by non teaching weeks and/or vacation periods that occur during a semester and during which the teacher may or may not be employed.

The program of 19 or more hours per week for 12 or more consecutive weeks in a semester must not be disaggregated to avoid the obligation under paragraph 8.2.2 to employ a temporary teacher.

Teachers who have been teaching 19 hours or more should contact the Teachers Federation if any attempt is made to evade the obligation to create a temporary position by reducing their hours.

"Cross discipline" designations are used where the position will teach a program across a range of disciplines within a broad industry area in a campus/college or across a number of different campuses/colleges within the Institute.

EXCEPTIONS

A part time casual teacher may be employed instead of a TAFE temporary teacher where:

1. recruitment to employ a TAFE temporary teacher is finalised, or
2. a TAFE temporary teacher is not able to be employed following recruitment action.

HOW LONG DOES A TAFE TEMPORARY POSITION LAST?

Positions may only be created for up to 12 months at a time. Approval is needed to extend at the end of each 12 month period.

Where the Institute extends the position beyond 2 years consideration should be given to creation of a permanent TAFE teacher position.

TAFE temporary positions may not be created across Institutes (this may change in the future but is not available at present).

TAFE TEMPORARY TEACHERS ARE TO BE EMPLOYED IN THE FOLLOWING ORDER:

Phase 1:

Applicants from long serving part time casual teachers and/or TAFE temporary teachers where they have worked for 240 hours or more (on average) per year for 2 consecutive years in the Institute where the vacancy exists.

Phase 2:

Other long serving part time casual teachers and/or TAFE temporary teachers.

Priority 1: Applicants who have worked as a part time casual teacher and /or TAFE temporary teacher for 240 hours or more, partly through service in the Institute where the vacancy exists and partly through service in other Institutes.

Priority 2: Applicants who have worked as a part time casual teacher and or TAFE temporary teacher for 240 hours or more (on average) for 2 consecutive years or more within an Institute (other than the Institute where the vacancy exists).

Phase 3:

All other applicants, including external applicants.

QUALIFICATIONS

Minimum entry requirements are those required for a permanent position in that designation.

The minimum qualifications are Certificate IV in Training and Assessment (or equivalent competencies), technical or professional qualifications and vocational and/or industrial experience as determined by the Managing Director.

Qualifications requirements change from time to time. The relevant curriculum centre will have current information.

Lesser qualifications may apply for an individual in special circumstances. Refer to the Gazette No. 12, 2005 at 8.5 for information.

For temporary teachers employed without the relevant teacher training requirement, TAFE NSW shall pay the administration fees and charges associated, and provide appropriate release for the teacher to complete the course requirement.

EMPLOYMENT

Temporary teachers can be employed on a full time/part time basis where the approved program is between 12 and 41 weeks. Employment is on a full time basis where the approved program is 30 hours per week.

Contract for a full year's employment shall be 41 weeks (to include 5 non teaching weeks). However, positions may be created on a part time basis.

Offers and acceptances are to be in writing prior to entry on duty.

COMMENCING SALARY AND SALARY PROGRESSION

Step 10 of the common incremental salary scale in Schedule 1 of the Award, except where a commencing salary along steps 11-13 is approved subject to the conditions in the TAFE Teachers Commencing Salary Policy (Gazette 32, 2003).

For progression refer to Award Subclause 6.2 and Gazette 32, 2001.

ANNUAL LEAVE

Pro rata entitlement of permanent teacher conditions. Clause 31.2 of the TAFE Teachers Award.

Paid agreed weeks of non attendance are also pro rata. Please see 8.8 of Gazette No. 12, 2005.

TRANSFER OF SICK LEAVE ENTITLEMENTS

If you have accrued entitlements of sick leave from permanent, part time casual and/or temporary teaching you can transfer this entitlement to your new employment as a TAFE temporary teacher.

The conditions for taking sick leave are outlined in TAFE NSW Sick Leave policy.

OTHER CONDITIONS OF EMPLOYMENT

Provisions in the Award which apply to TAFE temporary teachers include:

- Additional Responsibilities Allowance (subclause 5.1.1)
- Averaging (Clause 19)
- Accumulating Program (Clause 20)
- Professional Development (Clause 21)
- Time Credit (Clause 25)
- Excess Teaching Hours (Clause 26)
- Locality and Related Allowances (subclause 5.3) [paid in accordance with Schedule 3]

IN GENERAL

Policies that apply to Permanent TAFE teachers generally apply also to TAFE temporary teachers while they are engaged as such.

For more details see 8.11.2, 8.11.3 and 8.12 of the TAFE Temporary Teachers – Conditions of Employment Policy NSW TAFE Commission Gazette Issue No. 12 – Wednesday 20 July 2005.

Leave conditions Enhancements and Advancements arising from the Family Provisions test case and other negotiations are detailed in a separate leaflet.

NSW TEACHERS FEDERATION

TAFE temporary members have the same rights as full time members including Welfare, Legal Services, Teachers Credit Union, Teachers Federation Health, Taxforce, Federation Library, the Teachers Club and Trade Union Training.

- The Federation's TAFE contacts are the four TAFE Organisers and the Assistant General Secretary (Post School Education), who are contactable on 9217 2100 or 1300 654 369.
- For individual welfare matters, you should contact one of the Federation Welfare Officers on the same numbers.
- Advice at the college/campus level can be obtained from your Federation Representative. She or he should be contacted to ensure that you are kept informed of Federation policies and the TAFE Teachers Association activities, including local Branch/Region meetings and TAFE Teachers Association Council meetings.
- There is also a Federation TAFE Part Time Casual Teachers Special Interest Group (SIG) which all Part Time Casual Teachers can join by contacting Federation's SIG Secretary and requesting membership of the Group. Country members can be corresponding members of the SIG. Temporary teacher issues arise from time to time.
- As TAFE members, you are part of the TAFE Teachers Association. If you wish to participate in TAFE Teachers Association Council or other Association activities, you should contact the TAFE Teachers Association Secretary on 9217 2311 or linda@nswtf.org.au.

**For further information contact Federation
on the above phone numbers.**