

# **Wales Negotiating Committee Further Education Joint Guidance on the National FE Contract: Version 1**

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## **1. National Contract**

### **1.1 No amendments to the National Contract**

The wording of the National contract may not be amended in any way. However, some key terms require an insertion (e.g. date of commencement, salary); these are clearly identified in the table at appendix 1.

### **1.2 Contract Type to match pay spine**

All managers on the management pay spine should be placed on a management contract.

All lecturers on the lecturers' pay spine should be placed on a lecturers' contract.

All support staff should be placed on a business support contract including trainers, instructor demonstrators and assessors<sup>1</sup>.

### **1.3 Changes in Holiday Entitlement: Business Support staff**

Business Support staff who have less than 5 years of continuous service will transfer to a contract with 28 days annual leave.

The service related increase in the National Contract annual leave entitlement from 28 days to 32 days plus statutory holidays (11.1) will happen in one single step, at the beginning of the holiday year (in September), following completion of five full years of continuous service from the employment start date.

Similarly, for term time only Business Support staff any changes in the annual leave calculation will take effect from September following the completion of 5 years of continuous service.

### **1.4 Payment for Hours above the Annualised Maximum**

Paragraph 5.3 of the lecturers' contract makes reference to hours in excess of the contracted annual teaching hours. Should a lecturer on a full time contract agree to such additional hours, the Corporations will determine the rate of pay for those hours.

Should a lecturer on a fractional contract agree to such additional hours the rate of pay will be based on the full time equivalent salary.

### **1.5 Harmonise incremental dates**

Colleges should consider harmonising incremental pay dates for all staff to the 1<sup>st</sup> August.

Appointments made after 31<sup>st</sup> January in each year will not attract an increment until the following year.

Should Colleges wish to retain the 1<sup>st</sup> April as the incremental pay date for business support staff, appointments made after 31<sup>st</sup> October each year will not attract an increment until the following year.

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<sup>1</sup> Corporations should be aware of the agreement on the Employment of Instructors/Demonstrators in FE Colleges and Institutions in Wales (web link). Any areas not covered by this agreement are to be determined by individual Corporations.

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## **1.6 Contract Types**

There are ten contract types which form the suite of contracts known as the Welsh National Contract for FE: Templates are provided for each of the 10 contract types for both Permanent and Fixed Term employment.

1. Management Spine Salaried Full Time
2. Management Spine Salaried Fractional
3. Lecturer Salaried Full Time
4. Lecturer Salaried Fractional
5. Lecturer Part time Hourly Paid
6. Business Support Salaried Full
7. Business Support Salaried Fractional
8. Business Support Salaried Term Time
9. Business Support Salaried Term Time Fractional
10. Business Support Part Time Hourly Paid

## **1.7 Fixed Term Contracts**

Staff employed on fixed term contracts have the right to be treated no less favourably than comparable permanent employees doing similar work, unless the treatment is objectively justified. As such, all fixed term staff should also be offered the relevant National Contract at the same time as a College makes it available to permanent staff.

Where a fixed term employee's contract is renewed or re-engaged after at least four years of continuous employment, in law, the renewal will take effect as if the contract were permanent, unless the employer can justify the fixed-term status on objective grounds. Colleges are therefore advised to consider issuing a permanent contract at this point in time.

The drafting group of WNCFE is currently working on a national agreement which we hope will be finalised early in the new academic year. Currently there is no requirement to provide written notice at the end of the fixed term period.

## **2. National Agreement on Lecturers' Workload**

### **2.1 Lunch Breaks and 32 hours on site**

The contract and workload agreement are silent on the issue of lunch breaks and tea breaks in general. What the contract does stipulate is that full time employees will work for 37 hours a week and in the case of a lecturer, 5 of those hours can be worked away from the institution. The timing of those five hours needs to be agreed with the line manager (7.8).

The 32 hours would normally exclude lunch breaks unless you are required by your line manager to stay on site for a particular purpose.

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## **2.2 Working Week for Lecturers: applicability of clauses to full-time/fractional/part-time hourly paid staff.**

The clauses in this section of the agreement are worded to address the nature of the working week for full-time lecturers.

The principles articulated in 7.1, 7.4, 7.5, 7.7 and 7.11 should apply regardless of the contract type.

Clauses 7.2, 7.3 apply to full-time lecturers only.

Clause 7.6 applies to full time and fractional lecturers. For clarification, "equivalent time off in lieu" is time to be taken within the same working week.

Clause 7.8 will apply to fractional contracts on a pro rata basis if a request is made by the member of staff.

Clause 7.9 applies to staff who have a full allocation of teaching hours i.e. 835.

Clause 7.10 applies to all staff. The 10% (or pro rata equivalent) dispensation may count towards the requirement to undertake 30 hours of continuing professional development (pro rata) as referred to in clause 5.1.1. Colleges' CPD policies should set out the arrangements in respect of part time hourly paid staff.

## **2.3 Working Week for Lecturers: Entitlement to work for up to 5 hours away from the institution**

The full time and fractional lecturers' contracts state at 10.4 that lecturers will be "entitled to work up to 5 hours [pro rata] per teaching week away from the Corporation's premises. The timing of these hours will be subject to agreement by your line manager."

The entitlement is to the five hours; what has to be agreed with the line manager is the precise timing of those hours that are worked away from the institution. The purpose of this clause is to allow staff un-interrupted time to complete preparation and marking.

## **2.4 Workload for lecturers**

The national agreement on workload is not comprehensive and there are areas covered by local collective agreements not included in the national agreement. It is the case that these arrangements can be added to the national workload agreement at a local level, see clause 1.2 in the National Agreement. Local unions and the HR department will need to discuss how this will be done at a local level.

## **2.5 CPD hours**

CPD hours will not count towards annual teaching hours of 835 unless specifically agreed in writing by the college.

## **2.6 Fractional Contracts**

Individual Colleges will determine the exact value of Fractional contracts offered to staff in accordance with the needs of the curriculum and the individual's formal schedule of teaching.

### **3. Implementation Agreement**

#### **3.1 Existing Local Collective Agreements**

The introduction of the national contract in Wales does not affect existing local collective agreements. The implementation agreement is clear on this point - existing local collective agreements will continue to apply until such time as the matter is covered by a national collective agreement (6.4).

For a variety of reasons, Colleges may wish to review and update local collective agreements before a national agreement has been negotiated. This is acceptable, provided it is in negotiation with locally recognised unions.

However, Colleges ought to seek to avoid renegotiating agreements that are on the agreed list of priorities for the national negotiating agenda for the current academic year.

#### **3.2 Transfer to new contract**

Under the provisions of the Implementation Agreement (7.4 and 8.1), and the 'Prior and Subsequent Agreements' clause in current employee contracts, all employees will have to transfer to the National Contract by 1 September 2016; refusal to do so would place employees in breach of contract.

These provisions are binding on all Colleges, and on all employees, whether or not they are a member of a trade union.

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**GUIDANCE ON DEFINITIONS OF CONTRACT TYPES AND KEY TERMS**

**A: Management Salaried Full-Time**

Clause	Key Terms	Type of Term	Guidance
1.1	Employment Commencement Date	<b>Standard</b>	For current staff transferring to the National Contract, the date will be determined by each Corporation unless the employee elects to defer until 1 <sup>st</sup> September 2016.  New Staff - Individual date.
1.2	Date of Continuous Service	<b>Individual</b>	To be entered for each employee
3.	Probationary Period 6 months	<b>Standard</b>	Strike through if issuing to current staff who have already passed probationary period.
4.1	Job Title	<b>Individual</b>	To be entered for each employee
5.1	Salary Scale (Management Spine)	<b>Individual</b>	Enter the employee's full-time salary & grade.  Grade = the point or range on the Management Spine.
6.1	Primary place of work	<b>Individual</b>	(i) Show Primary place of work (i.e. fixed base),  (ii) select / delete option to set out other locations
9.1	Teaching Qualification Requirement	<b>Individual</b>	Select / delete clause as appropriate to the post.
10.1	Working hours per week 37	<b>Standard</b>	
	Teaching hours per annum	<b>Individual</b>	Teaching Commitment should be set out in the letter of appointment
11.1	Holiday Entitlement – 37 days	<b>Standard</b>	
13.	Pension	<b>Individual</b>	Select / delete LGPS / TPS as appropriate to the Individual / Post
35.1	Notice Period from Corporation - the greater of 3 months or statutory (i.e. 1 week for each year of service up to max. of 12).	<b>Standard</b>	
35.2	Notice period from	<b>Standard</b>	

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	employee - 3 months		
42.	Post termination Restrictions	<i>Individual</i>	Select / delete reference to Appendix 2 as appropriate to the Individual / Post.

**B: Management Salaried Fractional**

Clause	Key Terms	Type of Term	Guidance
1.1	Employment Commencement Date	<i>Standard</i>	For current staff transferring to the National Contract, the date will be determined by each Corporation unless the employee elects to defer until 1 <sup>st</sup> September 2016.  New Staff - Individual date.
1.2	Date of Continuous Service	<i>Individual</i>	To be entered for each employee
3.	Probationary Period 6 months	<i>Standard</i>	Strike through if issuing to current staff who have already passed probationary period.
4.1	Job Title	<i>Individual</i>	To be entered for each employee
5.1	Salary Scale (Management Spine)	<i>Individual</i>	Enter the employee's full-time equivalent salary, grade and also the pro-rata salary.  Grade = the point or range on the Management Spine.
6.1	Primary place of work	<i>Individual</i>	(i) Show Primary place of work (i.e. fixed base),  (ii) select / delete option to set out other locations
9.1	Teaching Qualification Requirement	<i>Individual</i>	Select / delete clause as appropriate to the post
10.1	Working hours per week	<i>Individual</i>	Show the number of hours to be worked per week  Show the proportion of a full-time post calculated based on a full-time working week of 37 hours.
No contractual provision available	Teaching hours per annum	<i>Individual</i>	Teaching Commitment should be set out in the letter of appointment
11.1	Holiday Entitlement	<i>Individual</i>	Show the pro-rata holiday entitlement based on the proportion identified in 10.1 of a full-time post, and a FTE entitlement of 37 days annual leave
13.	Pension	<i>Individual</i>	Select / delete LGPS / TPS as

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			appropriate to the Individual / Post
35.1	Notice Period from Corporation - 3 months or statutory (i.e. 1 week for each year of service up to max. of 12).	<b>Standard</b>	
35.2	Notice period from employee - 3 months	<b>Standard</b>	
42.	Post termination Restrictions	<b>Individual</b>	Select / delete reference to Appendix 2 as appropriate to the Individual / Post.

**C:Salaried Lecturer Full time**

Full-time staff on these contracts may be qualified or non-qualified and are paid a monthly salary derived from the appropriate published ASL / Main Grade / UP published scales.

Clause	Key Terms	Type of Term	Guidance
1.1	Employment Commencement Date	<b>Standard</b>	For current staff transferring to the National Contract, the date will be determined by each Corporation unless the employee elects to defer until 1 <sup>st</sup> September 2016.  New Staff - Individual date.
1.2	Date of Continuous Service	<b>Individual</b>	To be entered for each employee
3.	Probationary Period 9 months	<b>Standard</b>	Strike through if issuing to current staff who have already passed probationary period.
4.1	Job Title	<b>Individual</b>	To be entered for each employee
5.1	Salary Scale  (ASL or MG Lecturers Scale )	<b>Individual</b>	Enter the employee's full-time salary & grade.  Grade = Specify the point and the relevant ASL or MG /UP Scale. .
6.1	Primary place of work	<b>Individual</b>	(i) Show Primary place of work (i.e. fixed base),  (ii) select / delete option to set out other locations
9.1	Teaching Qualification Requirement	<b>Standard</b>	
10.1	Working hours per week 37	<b>Standard</b>	

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10.2	schedule of teaching may include up to two evenings per week and no more than five days per week.	<b>Standard</b>	
10.4	Entitled to work up to 5 hours per teaching week away from the premises.	<b>Standard</b>	
10.5	Entitlement to TOIL in the same week for teaching beyond 6.00 pm	<b>Standard</b>	
WAS: 6.1	Teaching hours per annum - 835 max hours	<b>Standard</b>	Teaching Commitment should be set out in the letter of appointment
11.1	Holiday Entitlement – 46 days	<b>Standard</b>	
13.	Pension	<b>Standard</b>	
35.1	Notice Period from Corporation - 2 months or statutory (i.e. 1 week for each year of service up to max. of 12).	<b>Standard</b>	
35.2	Notice period from employee - 2 months	<b>Standard</b>	
42.	Post termination Restrictions	<b>Individual</b>	Select / delete reference to Appendix 2 as appropriate to the Individual / Post.

**D:Salaried Lecturer Fractional**

Full-time staff on these contracts may be qualified or non-qualified and are paid a monthly salary derived from the appropriate published ASL / Main Grade / UP published scales.

Clause	Key Terms	Type of Term	Guidance
1.1	Employment Commencement Date	<b>Standard</b>	For current staff transferring to the National Contract, the date will be determined by each Corporation unless the employee elects to defer until 1 <sup>st</sup> September 2016.  New Staff - Individual date.
1.2	Date of Continuous Service	<b>Individual</b>	To be entered for each employee
3.	Probationary Period 9 months	<b>Standard</b>	Strike through if issuing to current staff who have already passed probationary period.
4.1	Job Title	<b>Individual</b>	To be entered for each employee
5.1	Starting Salary		



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	(ASL or MG or UP Lecturers Scale )	<i>Individual</i>	Enter the employee's full-time equivalent salary, grade and also the pro-rata salary.  Grade = the point on the ASL / MG or UP Scale
6.1	Primary place of work	<i>Individual</i>	(i) Show Primary place of work (i.e. fixed base),  (ii) select / delete option to set out other locations
9.1	Teaching Qualification Requirement	<i>Standard</i>	
10.1	Working hours per week	<i>Individual</i>	Enter the total working hours per week (i.e. not just teaching hours).  Show the proportion of a full-time week, based on a full-time week of 37 hours.
10.2	Schedule of teaching may include up to two evenings per week and no more than five days per week.	<i>Standard</i>	This is not a pro-rata entitlement.
10.4	Entitled to work up to 5 hours (pro-rata) per teaching week away from the premises.	<i>Standard</i>	The pro-rata entitlement is calculated as the proportion shown in 10.1 of a 37 hour week.
WAS. 6.1	Teaching Hours per annum	<i>Individual</i>	The pro-rata entitlement is calculated as the proportion shown in 10.1 of a full-time annual teaching maximum of 835 hours.  <b><i>It is recommended that this is set out in the accompanying letter of appointment.</i></b>
11.1	Holiday Entitlement	<i>Individual</i>	Show the pro-rata entitlement in days and / or hours. Calculated by reference to the proportion shown in 10.1 based on a full-time entitlement of 46 days.
13.	Pension	<i>Standard</i>	
35.1	Notice Period from Corporation - 2 months	<i>Standard</i>	
35.2	Notice period from employee - 2 months	<i>Standard</i>	
42.	Post termination Restrictions	<i>Individual</i>	Select / delete reference to Appendix 2 as appropriate to the Individual / Post.

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### E: Hourly paid Part-time lecturer

These contracts will apply to part-time lecturers who are paid on an hourly basis to undertake a regular scheduled programme of teaching.

Clause	Key Terms	Type of Term	Guidance
1.1	Employment Commencement Date	<b>Standard</b>	For current staff transferring to the National Contract, the date will be determined by each Corporation unless the employee elects to defer until 1 <sup>st</sup> September 2016.  New Staff - Individual date.
1.2	Date of Continuous Service	<b>Individual</b>	To be entered for each employee
3.	Probationary Period 9 months	<b>Standard</b>	Strike through if issuing to current staff who have already passed probationary period.
4.1	Job Title	<b>Individual</b>	To be entered for each employee
5.1	Remuneration  (ASL or MG or UP Lecturers Scale )	<b>Individual</b>	Enter the point and the relevant scale (ASL or MG Scale_ that the hourly rate is derived from.  Set out the corresponding hourly teaching rate. (teaching rates are based on 20 minutes preparation and marking)  Suggest we attach as an appendix National hourly rates.
6.1	Primary place of work	<b>Individual</b>	(i) Show Primary place of work (i.e. fixed base),  (ii) select / delete option to set out other locations
9.1	Teaching Qualification Requirement	<b>Standard</b>	
10.1	Working hours	<b>Individual</b>	Set out the minimum number of [hours] of teaching per [week, term, year].  This prohibits zero hours contracts.
11.1	Holiday Entitlement	<b>Standard</b>	Pro-rata entitlement of FTE entitlement, to include Bank Holidays and efficiency days.
11.2	Holiday Pay	<b>Individual</b>	Set out the annual leave rate that corresponds to their pay point on the National ASL / MG

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			or UP point by reference to the National Part-time Teaching Rates
13.	Pension	<b>Standard</b>	
35.1	Notice Period from Corporation - 2 months or statutory (i.e. 1 week for each year of service up to max. of 12).	<b>Standard</b>	
35.2	Notice period from employee - 2 months	<b>Standard</b>	
42.	Post termination Restrictions	<b>Individual</b>	Select / delete reference to Appendix 2 as appropriate to the Individual / Post.

**F: Salaried Business Support - Full Time**

To be used for Full-time Business Support staff whose working week is 37 hours and whose working year extends over the full year (i.e. 52 weeks) inclusive of holidays and who receive a monthly salary.

Salary scales are role specific and as per local College scales pending introduction of harmonised pay scale across Wales for Business Support Staff.

Clause	Key Terms	Type of Term	Guidance
1.1	Employment Commencement Date	<b>Standard</b>	For current staff transferring to the National Contract, the date will be determined by each Corporation unless the employee elects to defer until 1 <sup>st</sup> September 2016.  New Staff - Individual date.
1.2	Date of Continuous Service	<b>Individual</b>	To be entered for each employee
3.	Probationary Period 6 months	<b>Standard</b>	Strike through if issuing to current staff who have already passed probationary period.
4.1	Job Title	<b>Individual</b>	To be entered for each employee
5.1	Salary Scale (Local Business Support Scale until National Scale is agreed).	<b>Individual</b>	Enter the employee's full-time salary & grade.  Grade = the point or range on the Pay Scale
6.1	Primary place of work	<b>Individual</b>	(i) Show Primary place of work (i.e. fixed base),

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			(ii) select / delete option to set out other locations
9.1	Qualification Requirement	<i>Individual</i>	Select / delete clause as appropriate to the post. Include details of any qualification requirement in the Letter of Appointment.
10.1	Working hours per week 37	<i>Standard</i>	
10.2	Normal pattern of work	<i>Individual</i>	<b><i>Include details of the normal pattern of work in the Letter of Appointment</i></b>
11.1	Holiday Entitlement –28 days rising to 32 days after 5 years continuous service	<i>Standard</i>	
13.	Pension	<i>Standard</i>	
35.1	Notice Period from Corporation - the greater of 1 month or statutory (i.e. 1 week for each year of service up to max. of 12).	<i>Standard</i>	
35.2	Notice period from employee - 1 month or statutory (i.e. 1 week for each year of service up to max. of 12).	<i>Standard</i>	
42.	Post termination Restrictions	<i>Individual</i>	Select / delete reference to Appendix 2 as appropriate to the Individual / Post.

**G: Salaried Business Support - Fractional**

To be used for Part-time Salaried Business Support staff whose working hours per week is less than 37 hours and whose working year extends over the full year (i.e. 52 weeks) inclusive of holidays and who receive a monthly salary.

Salary scales are role specific and as per local College scales pending introduction of harmonised pay scale across Wales for Business Support Staff.

<b>Clause</b>	<b>Key Terms</b>	<b>Type of Term</b>	<b>Guidance</b>
1.1	Employment Commencement Date	<i>Standard</i>	For current staff transferring to the National Contract, the date will be determined by each Corporation unless the employee elects to defer until 1 <sup>st</sup> September 2016.

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			New Staff - Individual date.
1.2	Date of Continuous Service	<b>Individual</b>	To be entered for each employee
3.	Probationary Period 6 months	<b>Standard</b>	Strike through if issuing to current staff who have already passed probationary period.
4.1	Job Title	<b>Individual</b>	To be entered for each employee
5.1	Salary Scale (Local Business Support Scale until National Scale is agreed).	<b>Individual</b>	Enter the Full-time equivalent salary for the post  Show the Grade Grade = the point or range on the Pay Scale  Show the Pro-rata salary  Missing Clause reference for proportion of FTE is Clause 10.1
6.1	Primary place of work	<b>Individual</b>	(i) Show Primary place of work (i.e. fixed base),  (ii) select / delete option to set out other locations
9.1	Qualification Requirement	<b>Individual</b>	Select / delete clause as appropriate to the post.  <b>Include details of any qualification requirement in the Letter of Appointment.</b>
10.1	Working hours per week	<b>Individual</b>	Insert the number of hours to be worked in a normal working week
10.2	Normal pattern of work	<b>Individual</b>	<b>Include details of the normal pattern of work in the Letter of Appointment</b>
11.1	Holiday Entitlement	<b>Individual</b>	Show the number of days and / or hours holidays as a proportion of the full-time entitlement of 28 or 32 depending on length of service
13.	Pension	<b>Standard</b>	
35.1	Notice Period from Corporation - the greater of 1 month or statutory (i.e. 1 week for each year of service up to max. of 12).	<b>Standard</b>	
35.2	Notice period from employee - 1 month	<b>Standard</b>	
42.	Post termination Restrictions	<b>Individual</b>	Select / delete reference to Appendix 2 as appropriate to the Individual / Post.

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## Term Time Contracts

Term-time only staff are part-time workers and as such are covered by the *Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000*, which make it unlawful to treat part-time staff less favourably than comparable full-time staff in their terms and conditions of employment. Therefore, it is important to ensure that term time only staff receive pay and annual leave entitlement that is not less favourable than comparable full-time staff.

Contracts G & H are to be used for salaried employees who are not contracted to work over the whole year, but generally during term-time only. This means that these employees' pay is spread over 12 months in equal installments even though they only working during term time. Their salary also includes an additional element for annual leave. They are generally required to take their annual leave outside of the term-time.

Salary scales are role specific and as per local College scales pending introduction of harmonised pay scale across Wales for Business Support Staff.

***Guidance on calculating holiday entitlements and salary calculations for Term-time staff may be found on the AoC website.***

### H: Business Support Salaried Term-Time (Full-time)

Clause	Key Terms	Type of Term	Guidance
1.1	Employment Commencement Date	<b><i>Standard</i></b>	For current staff transferring to the National Contract, the date will be determined by each Corporation unless the employee elects to defer until 1 <sup>st</sup> September 2016.  New Staff - Individual date.
1.2	Date of Continuous Service	<b><i>Individual</i></b>	To be entered for each employee
3.	Probationary Period 6 months	<b><i>Standard</i></b>	Strike through if issuing to current staff who have already passed probationary period.
4.1	Job Title	<b><i>Individual</i></b>	To be entered for each employee
5.1	Salary Scale (Local Business Support Scale until National Scale is agreed).	<b><i>Individual</i></b>	Enter the Full-time equivalent salary for the post  Show the Grade Grade = the point or range on the Pay Scale  Show the Pro-rata salary inclusive of annual leave weeks as set out in clause 11.1
6.1	Primary place of work	<b><i>Individual</i></b>	(i) Show Primary place of work

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			(i.e. fixed base),  (ii) select / delete option to set out other locations
9.1	Qualification Requirement	<b>Individual</b>	Select / delete clause as appropriate to the post.  <b>Include details of any qualification requirement in the Letter of Appointment.</b>
10.1	Working hours per week - 37 hours	<b>Standard</b>	
10.2	Number of weeks per annum	<b>Individual</b>	<b>Insert the number of weeks per annum to be worked (excluding annual leave)</b>
10.5	Normal pattern of work	<b>Standard</b>	<b>Include details of the normal pattern of work in the Letter of Appointment.</b>
11.1	Holiday Entitlement	<b>Individual</b>	Show the number of weeks holidays as a proportion of the full-time entitlement of 28 or 32 depending on length of service. Include the pro-rata entitlement to Bank Holidays.  NB. The calculation of weeks does not include any pro-rata entitlement to the efficiency days.
11.2	You will be required to take your annual leave outside of term-time	<b>Standard</b>	
13.	Pension	<b>Standard</b>	
35.1	Notice Period from Corporation - the greater of 1 month or statutory (i.e. 1 week for each year of service up to max. of 12).	<b>Standard</b>	
35.2	Notice period from employee - 1 month	<b>Standard</b>	
42.	Post termination Restrictions	<b>Individual</b>	Select / delete reference to Appendix 2 as appropriate to the Individual / Post.

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**I: Business Support Salaried Term-Time (Fractional )**

Clause	Key Terms	Type of Term	Guidance
1.1	Employment Commencement Date	<b>Standard</b>	For current staff transferring to the National Contract, the date will be determined by each Corporation unless the employee elects to defer until 1 <sup>st</sup> September 2016.  New Staff - Individual date.
1.2	Date of Continuous Service	<b>Individual</b>	To be entered for each employee
3.	Probationary Period 6 months	<b>Standard</b>	Strike through if issuing to current staff who have already passed probationary period.
4.1	Job Title	<b>Individual</b>	To be entered for each employee
5.1	Salary Scale (Local Business Support Scale until National Scale is agreed).	<b>Individual</b>	Enter the Whole-time equivalent salary for the post i.e. the salary calculated by reference to someone working 37 hours per week over the same number of weeks.  Show the Grade Grade = the point or range on the Pay Scale  Show the Pro-rata salary inclusive of annual leave weeks as set out in clause 11.1
6.1	Primary place of work	<b>Individual</b>	(i) Show Primary place of work (i.e. fixed base),  (ii) select / delete option to set out other locations
9.1	Qualification Requirement	<b>Individual</b>	Select / delete clause as appropriate to the post.  <b>Include details of any qualification requirement in the Letter of Appointment.</b>
10.1	Working hours per week	<b>Individual</b>	Insert the number of hours to be worked in a normal working week
10.2	Number of weeks per annum.	<b>Individual</b>	<b>Insert the number of weeks per annum to be worked (not including holidays)</b>



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10.5	Working Pattern	<b>Standard</b>	<b><i>Include details of the normal pattern of work in the Letter of Appointment.</i></b>
11.1	Holiday Entitlement	<b>Individual</b>	Insert the number of weeks holidays as a proportion of the full-time entitlement of 28 or 32 depending on length of service. Include the pro-rata entitlement to Bank Holidays.  NB. The calculation of weeks does not include any pro-rata entitlement to the efficiency days.
11.2	You will be required to take your annual leave outside of term-time	<b>Standard</b>	
13.	Pension	<b>Standard</b>	
35.1	Notice Period from Corporation - the greater of 1 month or statutory (i.e. 1 week for each year of service up to max. of 12).	<b>Standard</b>	
35.2	Notice period from employee - 1 month	<b>Standard</b>	
42.	Post termination Restrictions	<b>Individual</b>	Select / delete reference to Appendix 2 as appropriate to the Individual / Post.

**J: Hourly Paid Part-time Support Staff**

These contracts should be used for staff who will be regularly and routinely undertaking work for the College.

Typically in many Colleges, the following roles may be employed on such contracts: Assessors, Learner Support Assistants, Cleaners, Catering Assistants and Technicians.

The number of hours worked will vary according to the requirements of the College, however there is an ongoing employment relationship and a mutual obligation exists, whereby the College will provide work and the employee will undertake that work.

Such staff are paid on an hourly basis, usually through submitting a time-sheet of their hours on a weekly or monthly basis.

Pro-rata hourly rates are derived from the FTE salary.

<b>Clause</b>	<b>Key Terms</b>	<b>Type of Term</b>	<b>Guidance</b>
1.1	Employment	<b>Standard</b>	For current staff transferring to

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	Commencement Date		the National Contract, the date will be determined by each Corporation unless the employee elects to defer until 1 <sup>st</sup> September 2016.  New Staff - Individual date.
1.2	Date of Continuous Service	<b>Individual</b>	To be entered for each employee
3.	Probationary Period 6 months	<b>Standard</b>	Strike through if issuing to current staff who have already passed probationary period.
4.1	Job Title	<b>Individual</b>	To be entered for each employee
5.1	Salary Scale (Local Business Support Scale until National Scale is agreed).	<b>Individual</b>	Insert the hourly rate of pay.  Where the hourly rate of pay is derived from a FTE salary, there is the option to show the FTE salary.  If there is no FTE salary for the role, this section can be deleted.
6.1	Primary place of work	<b>Individual</b>	(i) Show Primary place of work (i.e. fixed base),  (ii) select / delete option to set out other locations
9.1	Qualification Requirement	<b>Individual</b>	Select / delete clause as appropriate to the post.  <b>Include details of any qualification requirement in the Letter of Appointment.</b>
10.1	Working hours	<b>Individual</b>	Insert the minimum number of hours to be worked in a normal week / term or year.
10.2	Working Pattern	<b>Standard</b>	<b>Include details of the normal pattern of work in the Letter of Appointment.</b>
11.1	Holiday entitlement	<b>Standard</b>	
11.2	Holiday pay	<b>Individual</b>	Set out the annual leave rate that corresponds to their hourly rate of pay.  Annual leave element should also include pro-rata entitlement for any closure days.
13.	Pension	<b>Standard</b>	
35.1	Notice Period from	<b>Standard</b>	

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	Corporation - the greater of 1 month or statutory (i.e. 1 week for each year of service up to max. of 12).		
35.2	Notice period from employee - 1 month	<b><i>Standard</i></b>	
42.	Post termination Restrictions	<b><i>Individual</i></b>	Select / delete reference to Appendix 2 as appropriate to the Individual / Post.