



**STAFF
HANDBOOK**



**Personnel Unit
September 2009**

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Introduction

Welcome to Stafford College and to this handbook setting out the main terms and conditions governing the relationship between the College and its employees.

Stafford College is the fourth largest employer in the County town, with around 870 members of staff. Nearly 20 per cent of our employees are based off the campus, delivering part-time courses in village halls, schools and community centres throughout Staffordshire.

The College has approximately 3,000 full-time students, as well as around 12,000 part-time enrolments each year. An average of 1,200 learners support our popular adult and community courses each term. With Junior College catering for children aged as young as six and dedicated classes for people in retirement, the student body is diverse, vibrant and cosmopolitan.

Outstanding facilities have recently benefited from an investment of £8 million. Plans are currently in place for further re-development of the campus.

Our campus in the heart of the town centre now offers impressive sports amenities as well as industry-standard vocational areas including recording studios, engineering workshops, art studios, computer suites and beauty salons established with the support of one of the Midlands' leading health spas. Excellent restaurants cater for staff and students and a new arts centre provides a self-contained base for creative courses. A new Technology Centre, close to the main campus, houses Construction, Engineering and Motor Vehicle programmes and a newly refurbished purpose built nursery adjacent to the College.

The publication of the latest Post-16 Performance Tables established the College as the area's top performing centre and we have also received a very positive report from OfSTED inspectors placing the college in the top 25% of colleges nationally. Ongoing improvement has been fostered by staff development recognised with the award of the Investors in People Standard.

Stafford College is an exceptional place in which to work and to learn. I hope that you enjoy your time here.

Stephen Willis
Principal

THE COLLEGE'S MISSION STATEMENT

**'Stafford College will meet learner aspirations through excellence
in education and training'**

The aims of the college are to:

- Raise standards
- Optimise learner opportunities for the broadest range of learners
- Realise staff potential
- Optimise physical and financial resources
- Develop and maintain effective external partnerships
- Contribute to the economic and cultural prosperity of the community
- Provide an inclusive College committed to the principles of equality and diversity

3 YEAR DEVELOPMENT PLAN

This document can be found on the Intranet under Quality /College development /strategic plan [2009 -2012](#)

THE [COLLEGE CHARTER](#)

Click on the link and this will take you to the student handbook where the college charter is to be found on the student intranet, in addition to it being displayed in the College reception area. It details College commitments to students, parents and guardians of students under 18 and employers and explains what students can expect from their course of study.

EQUALITY AND DIVERSITY POLICY STATEMENT

Stafford College is committed to the implementation of a policy to achieve equality of opportunity for all staff and students while responding to the needs of the community it serves. Therefore, the College will actively work to achieve equality regardless of, for example, age, race, skin colour, disability, gender, marital status, sexual orientation or faith.

The College will ensure that all concerned parties including governors, staff, students, agents and sub-contractors are aware of the policy's existence and of their rights and responsibilities under the policy and the law. See Staff Intranet/Quality/Policies/[POL/007/000](#)

USEFUL CONTACTS

- Your **Line Manager** is the first point of contact – he/she will have been involved in employing you and will be able to answer most of your queries - see [Appendix C](#)
- **Reception** in the Earl Street entrance (ext 3218) is the next place to direct you to the most suitable person to contact
- **Staff Intranet /Phone directory** explains people's jobs/extension number/external line number/room number –see below for how to get on the staff intranet
- **Senior Management Team** – see [Appendix B](#)
- [Useful contact names](#) – see Appendix A

ACCESS TO THE COLLEGE COMPUTER SYSTEM /STAFF INTRANET

To access a computer you need to obtain a **log in request form**. Your **Line Manager** is the best person to ask or go to **T309** (ITU office) and request a form for a log in number.

Phone ext 3121 (IT help desk) for help on how to use the computer and the internal communication e-mail system. Alternatively, drop into the Staff Development Resource Centre SDRC (E216b) for E-learning training and development (see below).

Access to a computer –

- in your staffroom which, if it is shared, should be logged off from a colleague's area after use.
- in the SDRC (E216b)
- and in the Libraries and Study Centres
-

Once you have managed to log on, the computer will open up at **Stafford College Student Intranet**. Use the Staff Intranet to access lots of useful information by typing in the box at the top of the screen:

Username: staff

Password: staff_guest

The homepage of the staff intranet directs you to useful information such as this Staff Handbook, a list of the First Aiders and the College evening duty rota in addition to Faculty/Unit information. The Quality section lists all the Policies and Procedures in addition to other quality assurance documents such as external and internal inspection reports.

COLLEGE OPENING HOURS

The official opening hours of the College in term times are as follows:-

Monday to Wednesday 6.00 am - 10.00 pm
Thursday and Friday 6.00 am – 6.00 pm
Saturday 9.00 am – 12 noon (except for special classes)

The College is usually closed on Sundays except in instances where special events have been arranged.

If, for any exceptional reason, you have an important commitment and need to have access to the premises outside the above times, you should, if possible, give at least 24 hours' notice to the Head of Corporate Services (Jane Pountney – tel. ext.3102) who will endeavour to accommodate reasonable requests.

During the longer vacation periods opening hours may vary and access to certain buildings could be restricted (for further details contact Reception on 01785 223800 or tel. ext. 3218).
Security tel. no. (after 8pm) 07979 592051

OFFICE OPENING HOURS

The normal hours of opening of the Offices are as follows:-

Reception Desk	Earl Street Building	
	Term-time	Monday to Wednesday 8.00 am - 8.00 pm Thursday 8.00 am – 6.00 pm Friday 8.00 am - 4.30 pm Saturday 9.00 am – 12 noon
	Non Term-time	Monday to Thursday 8.30 am - 5.00 pm Friday 8.30 am - 4.30 pm

Finance and Payroll (T315 and T315A)
(Tel. 275433/434 or ext. 3111) Monday to Friday 8.30 am - 5.00 pm (4.30 pm Friday)

Personnel (T318) Monday to Thursday 8.30 am - 5.00 pm (4.30 pm Friday)
(Tel. 275428 or ext. 3104)

Library & Information Services – please refer to current library guide
(Tel. 275438 or ext. 3171)

A telephone directory and a map of the college layout are available from Reception on request or an on-line directory and map is to be found on the Staff Intranet home page.

E stands for Earl Street, B = Broad Street, L = Link building, BE = Broad Eye,
W = Workshops and T = Tenterbanks.

Ground Floor rooms begin with the number 1, First Floors = numbers begin with 2 etc.

SMOKING POLICY

Smoking is prohibited throughout all of the College sites as the College has adopted a "No Smoking Policy".



COLLEGE ORGANISATIONAL STRUCTURE – [Appendix B](#)

All staff belong to either a Faculty or Unit as shown on the organisation chart shown in Appendix B which shows the names of the managers. Every member of staff has a line manager (see [Appendix C](#)). Managers in the Faculties liaise with and are supported by staff in the cross-college Units. For example, the tutoring role is supported by Skills for Life and the admissions role is supported by Student Services.

CURRICULUM

The core curriculum work of the College is divided up into four Faculties: Arts, General Education and Care, Professional Studies and Technology.

For more detailed information about the College and the courses that are offered please access Stafford College home page at: www.staffordcoll.ac.uk and then click on 'about us' and the Freedom of Information sections. You can download the full-time and part-time prospectuses from Section 7.2. (Teaching and Learning).

The Faculties are supported by a number of cross-college units such as Personnel, Finance, Marketing, Information Systems, and Learning Development – ([Appendix C](#)).

Your line manager and/or your Head of Faculty will explain your roles and responsibilities within each Faculty or Unit.

BRIEF INTRODUCTION TO THE FACULTIES

Faculty of Arts

The Faculty of Arts consists of 3 distinct areas: Art and Design, Media, Music and Performing Arts and LLDD (Learners with Learning Difficulties and Disabilities). The nature of its courses are primarily vocational and include: Fine Art, Interactive Media, Graphic Design, Photography, Fashion and Textiles, Sculpture, 3D Design, Illustration, Media, Music Technology, Performing Arts, Independent Living Skills, Skills for Working Life and an Introductory Diploma.

The purpose built Broad Eye building has specialist facilities including a print room, ceramics and sculpture studios, fashion studios, photography suite, 3D workshop and several Apple Mac suites. Media, Music and Performing Arts are located in Tenterbanks, where resources include a media recording studio, industry standard music technology studios, specialist dance studios and a theatre. LLDD courses are based in Earl Street, but learners access a wide range of other resources across college and on location, for example, woodwork, cookery, sport and gardening.

Many of the staff are practitioners in their own right, working and exhibiting in their own specialist area. The faculty prides itself on encouraging students to celebrate what they achieve during their course through a range of shows, performances, exhibitions and presentations.

Faculty of Professional Studies

The Professional Studies faculty in the college offers a huge range of courses in subjects ranging from Beauty, Hair and Holistic Therapies to Business, Hospitality, Tourism and Leisure, Travel and Sports Studies. Beauty courses are delivered in a working beauty salon developed in partnership with Hoar Cross Hall. Hospitality students gain valuable experience in an industry standard restaurant and a new sports hall with lecture space is a prestigious facility for students on a sports course.

The wider College community and members of the public can take advantage of the Zest beauty salon and College catering facilities.

Faculty of Technology

The Faculty offers a wide range of courses including Engineering, Motor Vehicle Mechanics, Electrical Installation, Carpentry, Brickwork, Plumbing, and Construction Plant. In addition, Computing and Information Technology training - both in the classroom and in the Community, are delivered. The Faculty also offers work-based learning activities in close partnership with local employers. Courses are also delivered to young people aged 14 - 16, who combine their schoolwork with training towards qualifications in a range of practical skills.

General Education and Care

This is one of the largest faculties in the college which specialises in courses leading to a qualification in Health and Social Care and Childcare. As part of the childcare area the college supports a successful day nursery and crèche. This faculty is also responsible for 'A' Level and 'GCSE' delivery and forms part of Stafford Collegiate – a collaboration between College, the Chetwynd Centre and local high schools to ensure that all students have access to the full range of subjects offered at the various centres. Access courses act as a stepping stone for adults who wish to return to education in order to improve their skills but may lack confidence or the right qualifications in order to do so straightaway.

Community Learning Unit (CLU)

The college also offers an extensive range of leisure courses both in the Community e.g. in village halls and local schools and at College. The courses range from languages and art classes to belly dancing and yoga classes. Junior college clubs welcoming children from the age of six also run in College. Contact tel. ext. 3160 for information.

Learning Development Unit (LDU)

The LDU embraces the following functions: Staff Development, Quality monitoring and improvement, e-learning, teacher training and tutorial monitoring. For further information on the full range of teacher education and support programmes provided by the LDU please contact tel. ext. 3118.

Quality

The college seeks to ensure continuous improvement in the quality of its work - QUALITY is everyone's responsibility. Quality drives college quality initiatives and ensures adequate systems and structures are in place:

- To monitor the quality of service provided for learners
- To make sure that previous areas of strength are being maintained and improved upon
- To identify areas that need improvement and implement measures for them to improve

The Quality Manual is a working guide to the quality assurance processes which operate across College and is found on the Staff Intranet under Quality/Various Documents.

Results for the last Ofsted/ALI inspection are to be found at: www.ofsted.gov.uk

SELF ASSESSMENT REPORTS (SARs)

Self assessment reports review progress of the past year and aim to devise a Quality Improvement Plan (QIP) in order to improve provision. There is a SAR folder on the pool drive (p) where updated SARs should be kept (having been checked with your line manager first). The SAR guidance and checklist booklet to help you and your colleagues complete their SARs is to be found here as well.

For information concerning Quality Assurance contact the Quality Manager in E411a.

HEALTH & SAFETY PROCEDURES

SAFETY

Stafford College recognises its statutory and moral responsibilities to ensure, as far as is reasonable, the safety, health and well being of employees, students, contractors on site and members of the public. The Vice Principal (Resources) is responsible for health and safety in the College. Additionally there is a Health & Safety Advisor who will give advice on any safety matters – Room L308 ext 3161. However, it is worth stating that all staff are expected to take reasonable care of their own health and safety and that of their students.

The College's Health and Safety Policy Statement is available on the Staff Intranet (Quality/Policies/[POL/008/000](#)). The Health & Safety procedures are to be found on the Staff Intranet under Quality/Procedures/[QAL/026/000](#) and are constantly being updated. They contain relevant documentation and information as to where accident report books are located.

ACCIDENTS

An Accident Book Form must be completed, available from Reception and other locations – see [QAL/026.02/000](#) by a member of Staff, Learner, Visitor, Contractor or Member of the Public

- Obtain Accident Book Form – available from various locations;
- Complete all details required on the Accident Book Form;
- Sign and date the Accident Book Form;
- Forward the Accident Book Form to the Health and Safety Unit (L308);
- All accidents or incidents should be reported to the Health and Safety Unit no longer than two days after the incident. In the cases of employees or learners being taken to hospital a report by phone or e-mail should be made immediately.

NOTIFICATION TO PARENTS AND/OR EMPLOYER

The appropriate Head of Faculty is responsible for taking all reasonable steps to notify the student's parents and/or employer of illness/accident. If the Head of Faculty or Faculty Manager cannot be contacted then you should make every effort to contact his/her parents and/or employers and notify the Head of Faculty of your actions as soon as possible.

FIRST AIDERS

- A list of First Aiders is available behind the Reception desk and on the Home page of the Staff Intranet.
- Security may be contacted on their mobile no. 07979592051 if Reception is not available.
- For detailed First Aid procedures including a First Aid treatment form click on [QAL/026.11/000](#) (Staff Intranet under Quality/Procedures)
- First Aid Boxes are located throughout all the buildings.

HAZARDS

You should report any hazard or near misses to verbally to Reception in an emergency and / or the Health & Safety Officer on the appropriate form, available from Reception.

ALARM AND EVACUATION PROCEDURES - please read the **Emergency and Evacuation procedure** (Staff Intranet under Quality/Procedures/[QAL/026.10/000](#))

Fire Alarm is a continuous ringing alarm and everyone should follow the signs showing the nearest available exit out and assemble at Victoria Square (between the Crown Court and The Hogshead). The lecturer should take and check the register. Await instructions to re-enter the building.

Bomb Alert Warning is intermittent and is never practised. Evacuation is as above but take all accountable bags with you and do not return to the college for 1 hour.

CATERING FACILITIES FOR STAFF & STUDENTS

Tempting prices, tasty treats, a friendly atmosphere, and a choice of dining experiences.

Food Zone 1

Food Zone 1 is on the second floor of Earl Street. Here you can find a great range of value-for-money meals and snacks - as well as access to the Internet. It is a lively and informal setting and is open to everyone between the hours of 8.30am - 6.00pm. Breakfast service is available from 8.30am until 11.30am with lunch available from 11.30am to 2.00pm.

“Megabites” Internet Café

Megabites is a café where the prices are as tempting as the menu! Access to the Internet and email is also available, free of charge through a number of computer terminals. Megabites is open from 10.30am to 2.00pm Monday - Friday to all students, staff and members of the public. Lunch available from 11.30am to 1.30pm.

Matt Davies Restaurant

This Restaurant is run by our BTEC National Diploma Students and is open on Tuesday evenings from 6.30pm – 8.30pm. A varied menu is offered with individual priced items, allowing you to choose how you would like to dine. This is open to Students, Staff and Visitors and is located on the Second floor of Earl Street. It is very popular booking is usually essential – ring extension 3156 or e-mail trainingrestaurants@staffordcoll.ac.uk

Earls Rooftop Restaurant

Earls is located high above the hubbub of the town centre on the third floor of Earl Street. It's the College's main formal training restaurant, offering valuable experience for hospitality students and a superb restaurant facility for diners. Earls has an excellent word-of-mouth reputation for great cooking and service at affordable prices. It is open for lunch Tuesday, Wednesday, Thursday and Friday from 12 noon, with last orders at 12.30pm. It is also open for dinners twice weekly from 7.00pm, with last orders at 7.30pm. Earls is so popular booking is usually essential – ring extension 3156 or e-mail trainingrestaurants@staffordcoll.ac.uk

The Atrium Coffee Bar Fairtrade Café

Wake-up and smell the coffee! The Atrium Coffee Bar is the centrepiece of a new-look entrance to the College. It has a light, bright, contemporary feel, making it the perfect place to start the day or take a break. The Atrium is situated in the brand new entrance area from Earl Street and is open to students, staff and visitors to the College. Details of the opening times of the Atrium are displayed on College notice boards.

Drinking Water

There are drinking water dispensers in a number of different locations throughout the College - Library Information Services (Earl Street and Link Centre), E128, Enrolments (opposite Reception), Broad Eye (by vending machine), Link Building (by L201), Sports Hall, Skills Centre, Zest and the new Stafford College Technology Centre on Castle Street.

Vending Services

There are vending machines situated around the campus in each of the main buildings Earl Street, Broad Eye, Broad Street, Tenterbanks, Sports Hall, and at the new Stafford College Technology Centre on Castle Street)

Please note: if Vending Machines fail to operate, contact ext 3156

ESTATES & FACILITIES

The Unit is responsible for the provision of a safe, secure and clean College environment. You may need to contact them in relation to:

For cleaning, maintenance and repair, purchasing budgets, security, caretakers, reprographics, car parking arrangements and delivery of the post.

They are based in Tenterbanks room no. T321 or telephone ext 3206/3232.

Car parking

Disabled parking application forms may be obtained from the Estates and Facilities office (T321 - see college layout) or by logging onto the Staff Intranet and clicking on useful forms. Personal parking spaces are allocated during the time spent in college. Badges must be clearly displayed on the car windscreen. There are limited parking spaces available for full-time staff on college sites and permission to use these must be obtained through the Estate and Facilities office.

Staff teaching in the evening may apply for a parking permit on the main site by applying to the Estate and Facilities office. In cases of theft on College premises you should report the matter directly to the Police and the Estates & Facilities Unit.

Cleaning /unsafe equipment

If in doubt, phone reception for guidance about cleaning problems or spillages and faulty equipment and they will be able to contact the correct people in the Estates and Facilities office for you.

Maintenance

All suggestions, complaints or reports of defects should, in the first instance, be directed to the Estates & Facilities Unit in written form. Forms can be found on the front of the Staff Intranet home page (Useful Forms) and are also available from the Estates & Facilities Office.

Photocopying

- Photocopiers are available as marked on the college plan (front of Staff Intranet home page) – the ones in the Earl Street Library, Link Block library, W206 and by Reception being the easiest to locate. Your Line Manager will give you a log in number (PIN) in order to use them.
- Orders for more than 50 copies should be sent to reprographics (W206) with requirements filled out on a copying request form (available from W206). 3 days notice should be given and copies will be returned back to your pigeonholes/staff room. This is more cost effective than using a photocopier.

Rooms for events, interviews or meetings

- Requests for rooms, giving adequate notice, should be made to the Information Services Assistant on tel. ext. 3115
- A small number of interview rooms are available in the Link Centre, which can be booked through Library & Information Services - tel. ext. 3171

Security

- Security no. after 8pm 07979 592051 or Room W200

Stationery

- Your Faculty/Unit secretary will inform you of the correct procedure depending on the items required.

Telephones

- The College telephone directory is available in your Staffroom, at Reception and on the Staff Intranet home page ([Phone directory](#)).
- For an outside line dial 9 before dialling the number you require.
- For private calls please inform Reception immediately after the call has been made. Members of staff will be invoiced at the end of the month for any personal calls made.

- To access the Voicemail messages dial 7000 followed by the extension number and # key followed by the password number (contact ext 3206 if you have any problems with access).
- A Fax machine service is available at the Reception desk.
- The telephone switchboard is open from 8.00 am to 8.00 pm daily (4.30 pm on Friday) during term time, and at normal office hours in holiday periods.

LIBRARY & INFORMATION SERVICES



Library and Information Services (LIS) provides College staff and students with access to a variety of services including books, journals, DVD's, PCs. and online resources. Resources are located in the Earl Street Study Centre.

A staff guide will automatically be sent to you by LIS after they have received your details from Personnel. This gives details of the resources, facilities available and opening times. A library card will be activated on your first visit and a staff tour and induction can be arranged with the library staff – Tel. ext. 3165

STAFF TRAINING AND DEVELOPMENT

As a learning organisation we have a well established tradition of commitment to staff development/training. To help you plan your training and development you will take part in a number of College processes including your [Annual Review](#) which will assist in formulating your Professional Development Plan. This can include a range of activities such as in-house and externally provided events, visits, work placements and personally initiated development.

For further details about professional development you should refer to the Learning Development Manager who is responsible for all aspects of staff development and training throughout the College – B500.

All staff wishing to attend courses/conferences, or to engage in other staff development activities should apply to the LDU having previously discussed their needs with their Line Manager.

There is a Policy and a Procedure for staff development on the staff intranet under Quality – [POL/028/000](#) & [QAL/028/000](#)

FINANCE

If you have any queries relating to financial matters please contact Finance – Room T315a – ext 3111/3112 or Payroll – Room T315 ext 3133/3132

Finance can assist you with:

- Purchasing arrangements
- Invoices
- Petty cash
- Income Collection
- Salaries
- Overtime payments
- Travel /Subsistence expenses and travel warrants

Salary payment dates are listed on the Staff Intranet under Staff Services/payroll.

Travel expenses forms for work related travel can be obtained from the Payroll Office (T315- rack outside) in agreement with your line manager.

Please click on <http://www.staffordcoll.ac.uk/freedom.html> for information on Financial Resources.

PERSONNEL

The Personnel Unit is responsible for advice on Personnel Policies and Procedures, general employment law queries and any individual personal issues. They can be contacted in T318 or on ext 3103.

It is important that the Personnel Unit is informed of any changes to your personal details e.g. name, address, telephone number, qualifications. Your address and telephone number will be retained for official College use only and will not otherwise be disclosed except in an emergency.

A flexible Work Option Pack is also available from Personnel to accommodate work life balance options. This contains information on the following:

Absence Management
Holiday Entitlement
Pension
Working Time Directive

Family Leave Policy

Adoption Leave
Counselling & Support
Emergency & Compassionate Leave
Fertility Treatment
Maternity Leave
Paternity Leave
Parental Leave
The Right to Flexible Working for Parents
Time of for Dependants

JURY SERVICE

If you receive a summons to serve on a Jury you should inform your Line Manager. It is important that you keep your Line Manager informed of the dates you **actually** attend Court and also confirm with him/her your date of return to work.

As a Juror you must claim the allowance for loss of earnings to which you are entitled under the Jurors' allowances regulations currently in force. This allowance will then be deducted from your salary. Please contact Payroll for further details.

PUBLIC/EXTRANEIOUS DUTIES

You can claim time-off with full pay for the performing of the following duties:-

- Service as a Justice of the Peace
- Membership of a Local Authority
- Membership of any statutory tribunal
- Membership of a Regional or Health Authority
- Membership of a Governing Body of an educational establishment within the public sector
- Membership of a Water Authority
- Membership of a Board of Visitors for Prisons, Remand Centres and Young Offender Institutions
- Examining or moderating for university, college or other examining board or bodies
- Performing the duties of a Lady Mayoress or The Lady Escort of the Chairman of the District Council
- Serving as a co-opted member of a committee or sub-committee of a Local Authority
- Serving as a member of a committee, panel or other similar body appointed by a Minister of Association of Local Authorities

To apply for such leave you should obtain Form PERS 19 from the Personnel Unit and submit it to your Line Manager.

OTHER

Any other aspects of leave which is not covered by the above should, in the first instance, be discussed with your Line Manager.

DISCIPLINARY AND GRIEVANCE PROCEDURES

The College's Disciplinary and Grievance Procedures can be found in Appendix D and Appendix E at the back of this Handbook or click on [QAL/038/000](#) and [QAL/039/000](#)

RESIGNATION

You should write to the Personnel Manager giving notice in accordance with your conditions of service.

If you are a member of the teaching staff your period of notice is two months.

If you are a member of the support staff your period of notice is one month.

If you are a member of the sessional (hourly paid) staff your period of notice is two weeks.

RETIREMENT

Details of the College's Retirement Procedure can be found on the Staff Intranet under Quality/Procedure/[QAL/042/000](#)

IDENTITY BADGES

In order to improve College security all staff (part-time as well as full-time) are asked to wear a photographic identity badge at all times as College attendants may ask you to identify yourself. Badges are issued by the Personnel Unit where you will have your photograph taken.

TRADE UNIONS

The Corporation has recognised the University and College Union (UCU), the Association of Teachers and Lecturers (ATL) and UNISON as the recognised Trade Unions for consultation and negotiation. Copies of the Recognition and Procedures Agreement are available in the Staff Development Resource Centre and Chetwynd Library.

Surgeries are held in W209. For details of Surgery hours or if you are interested in joining one of these Trade Unions you should contact the appropriate Branch Secretary who can be contacted outside the surgery hours as follows:

Steve King Ext 5650 Direct line: 275650 s.king@staffordcoll.ac.uk UCU Branch Secretary

Liz Morris Ext 5653 Direct line: 275653 e.morris@staffordcoll.ac.uk Unison Representative

MARKETING AND PUBLICITY

The College Marketing Unit is based in the student services area in Earl Street. Its activities include researching demand for courses and building relationships with schools, employers and community organisations. More visibly, the unit also plans the College advertising, produces the prospectuses, organises the open events, implements direct mail campaigns and handles media relations.

Colleagues should contact the unit if they would like help promoting a specific course, if they require stocks of promotional literature or if they have identified something which might be of interest to the press – good or bad!

The Marketing Unit, in common with Student Services, is managed by the Marketing Manager.

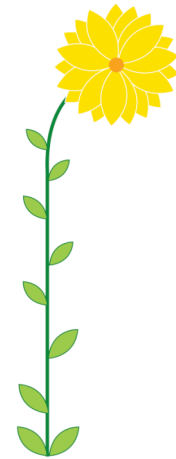
Student Services offers assistance to students from the point when they first express interest in the College until they progress on to university, employment or further study at the end of their course. It co-ordinates pre-enrolment interviews, provides financial advice (including information on the Educational Maintenance Allowance) to students and incorporates a **Connexions** office where students can talk to an advisor.

Student Services also incorporates the **Reception and Counselling services** – if a student needs to speak to our counsellor in confidence, please ring ext. 3141. The counsellor is based in E128 and the service is staffed most days.



Butterflies

Day Nursery



Butterflies Day Nursery is situated next door to Stafford's landmark windmill at Broad Eye. Its location in the heart of Stafford makes it a convenient choice for parents working or visiting the town centre. The fine teaching nursery offers the peace of mind that comes from knowing your child is getting a wonderful start in life.

The nursery is registered with Ofsted as a provider of full day care for a total of 53 children aged 0-5 years.

Nursery Rooms

To ensure that children receive the appropriate care and resources, they are grouped according to their age or stage of development into the following nursery rooms:

Tulips Babies' Room – This cosy, colourful room is for infants aged 0-1 year. There is a staff ratio of just 1:3 and a maximum number for each session of 9 babies.

Daffodils Babies' Room – A stimulating, fun environment for infants once they have reached their first birthday. This room caters for a maximum of 12 babies at a time.

Daisies Toddlers' Room – This vibrant, exciting space provides a stimulating environment for children aged between two and three years.

There is a staff ratio of 1:4 and a maximum of 16 toddlers in each session.

Sunflowers Pre-school Room - The perfect preparation for 'big school', this room caters for children aged between three and five years. Giving the children an excellent grounding for school in terms of social confidence as well as knowledge, it has a staff ratio of 1:8 and a maximum of 16 children in each session.

Qualified and caring

All members of staff are qualified Early Years Practitioners with high-level qualifications up to level six. Additionally, Butterflies is a teaching nursery and provides a number of training places offering valuable work experience for people working towards level three qualifications in the field of Early Years Care & Education.

Opening times

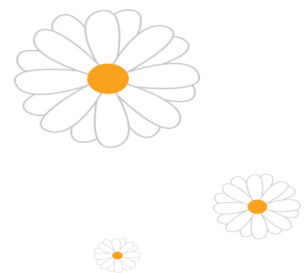
Full time – Monday to Friday 8.30 am to 5.30 pm

Part time – Mornings 8.30 am to 1.00 pm

Afternoons 1.00 pm to 5.30 pm

Lunch provided in morning sessions

For further details please contact
Susan Tatler,
Nursery Manager
Butterflies Day Nursery
Victoria Park
Tenterbanks
Stafford ST16 2QP
Telephone 01785 229805
Email s.tatler@staffordcoll.ac.uk

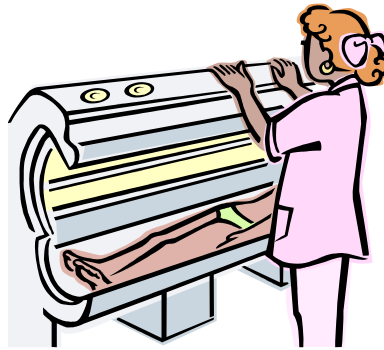


SPORT FACILITIES

Membership forms are available from the sports hall and enables staff to use the gym and the sports hall for activities listed below. There is an annual charge of £20.

OPENING TIMES - Monday - 8.30-4.30, Tuesday - 7.30-4.30, Wednesday - 8.30-6.30 (boxercise 4.15-5.00), Thursday - 8.30-6.30 (Sports hall free from 4.30-6.30- Badminton, football, basketball etc) and Friday - 7.30-3.30

BEAUTY ACADEMY



The Beauty Academy is run by students who are studying on the Beauty and Holistic Therapy courses and offers the opportunity for salon-quality treatments at a fraction of the High Street price.

Appointments are available throughout the day and evening and our students will be supervised at all times by fully qualified members of staff. We also retail a variety of products linked to the treatments we offer, as well as starter kits and gift packages.

For appointments or further advice contact the Beauty Academy on 01785 275514 or extension 3238 or drop into the Reception which is in the Tenterbanks entrance of Stafford College.

ADDITIONAL INFORMATION FOR TEACHING STAFF

ADDITIONAL LEARNING SUPPORT

The types of Additional Learning Support provided for learners may include:

- Additional teaching (e.g. one-to-one support in, or out of class)
- Classroom support assistant (for one or more learners within a group)
- Personal care support assistant (usually assigned to an individual learner with specific needs, e.g. toileting, mobility)
- Examinations support (e.g. reader, note-taker, amanuensis or additional time)
- Communication support worker (e.g. for a deaf learner or visually impaired learner)
- Materials adaptation worker (e.g. to adapt learning materials for an individual learner)
- Restricting the size of a teaching group

Phone the Additional Learning Support office on ext 5139 or 3225 for information, or call in E124 (opposite Student Services). (Staff Intranet Quality/Policies/[POL/021/000](#))

ASSESSMENT AND VERIFICATION PROCEDURES

Standardised assessment and monitoring procedures of accredited courses must be followed which your Line Manager will advise you on. For guidance on paperwork refer to the Staff Intranet under Quality/Procedures/Internal Verification Procedures and External Verifier Procedures ([QAL/003/000](#) and [QAL/002/000](#))

CLASSROOMS

See College layout for location – Staff Intranet homepage

- How do you open a locked classroom? Your Line Manager will explain the particular procedure for your Faculty or Unit. They may need to provide you with your own key or a staff room key. Phone Reception (ext 3128) if the room is locked and ask them to inform Security/Caretaker who will provide access.
- Specific rooms may be booked by telephoning ext 3115 (Room T321) during daytime hours.

COMPUTING

Refer to Access to the Intranet on page 5



In terms of quality and quantity we have an impressive range of computing equipment which is accommodated in various locations across the College. Any of the Open Access rooms are available for staff use. All computers have standard Microsoft software plus other College packages and access to the Internet and Intranet. It is required that all users abide by the Information Systems Policies on computer use. The Information Technology Unit runs a Help-Desk which may be contacted for further information regarding I.T. resources – Tel ext 3121 Room T309.

Booking of computer rooms must be made as follows:

Room number	Booking number
Computer Main Locations	
B210	3115
B211	3115
B209b	3115
Earl Street study centre	3165
Broad Eye for Apple Macs	Head of Arts Faculty tel. ext. 2102
Staff Development Resource Centre (SDRC) – E126b	Available for staff to use during office hours and some evenings – tel. ext. 3233 – no need to book usually.

COURSE LEADER HANDBOOKS

These are to be found on the staff intranet under Quality/Course Leader Guidance/Quality guidance designed to help Course Leaders responsible for organising specific qualifications.

DISCIPLINARY PROCEDURES

Details of the Student Disciplinary Procedure and the Faculty and Unit Student Disciplinary Procedure are to be found on the Staff Intranet under Quality /Procedures/[QAL/005/00](#) and [QAL/035/000](#)) and information is also available from Student Services. Details are given at students' induction.

ENROLMENT PROCEDURE

Prospective students are required to complete an Enrolment Form (from the enrolment desk – E126), and pay the appropriate fees (if applicable) before attending classes. A student may only be admitted to a class when an Enrolment Form has been completed. Proof of enrolment is by the production of a receipt or by a receipt number/enrolment number having been inserted on the register.

EXAMINATIONS/ REGISTRATION AND CERTIFICATION PROCEDURES

The Exam Office will advise you of the correct procedures (ext 3205/3123 Room E128) or click on the Staff Intranet under Quality/Procedures/[QAL/043/000](#)

Staff are responsible for entering their students for the relevant qualifications through the Examinations Office, giving the subject, level, examination date and names of students. Monthly timetables for room allocations are e-mailed by the Examination Office.

EXTERNAL VISITS

Click onto the Staff Intranet and then Useful Forms/Procedures/[Student Visit Administration](#) procedures for a downloadable version of H & S Procedures [QAL/026.25/000](#)

FINANCIAL SUPPORT e.g. EMA

Information on the Educational Maintenance Allowance is to be found on the home page of the student intranet under Learner Support Fund. Please contact tel. ext. 3234 for specific enquiries or help.

KEY SKILLS

Information with regard to Key Skills is to be found on the Student Intranet homepage. There is a Key Skills Co-ordinator within each Faculty who will advise on their delivery and the registration dates for exams.

LIBRARY AND INFORMATION SERVICES – FACILITIES FOR LEARNERS

Earl Street Study Centre

The Earl Street Library is divided into ten subject related study centres, each providing a range of resources for specific subject areas. Subjects covered are caring, psychology, social sciences, business law and management, catering and hospitality management, beauty and holistic therapies, modern languages, tourism, sport and leisure and natural sciences. There is a quiet area for those who want to use a computer in a reasonably quiet environment, and a silent study area. Staff and education resources are located in E223 near the centre issue desk – tel. ext. 3165

Induction/User Education/Information Skills

Library and Information Services, like many academic libraries, offer an initial Library tour and induction session to all new staff and students. They also offer a structured User Education Programme tailored to meet the needs of individual groups of students.

Also, library staff are always available to answer enquiries, and to assist students and staff in finding information on demand – tel. ext. 3165

Online Services

Subscriptions are held to a number of online database services, some of which can be accessed from home. If you require access for yourself or any of your students, please contact the Library and Information Services for a full list of services available and an Athens account and password.

Further information, opening hours, contact details and access to the library catalogue can be found on the LIS Intranet pages.

MINI – BUS/COLLEGE CAR

- The College possesses a Mini Bus which seats 17 people including the driver and is available for College approved use by College authorised drivers.
- Contact the Estates & Facilities Unit for details of the driver assessment scheme, Mini Bus Booking Forms and College Car Booking Forms.

REGISTERS

There are procedures which have to be followed when dealing with student registers:-

Maintenance of Attendance Registers	QAL/008/000
Reporting Changes to Learning Programmes	QAL/009/000

Please check these procedures thoroughly with your line manager as it is imperative that registers are correct for student tracking purposes. If you have any queries please contact the Management Information Services Supervisor (tel. ext. 3208 or Room T312).

Your Line Manager will explain the location of Registers and how they should be completed and returned for checking. These are legal documents and should not be taken out of College unless you are teaching in the Community.

ROOMS FOR TEACHING - ALLOCATION/TIMETABLING

- The allocation and timetabling of **College rooms** are the responsibility of the Faculty Managers.

SKILLS FOR LIFE

All new full-time students complete Initial Assessment exercises to enable College to assess whether any extra support is required. Additional Mathematics and English classes are available which can lead to an extra qualification in Literacy, Numeracy or English as a second or other language (ESOL). Contact Tel. ext. 5126 or 3220 for more information.

STAFF DEVELOPMENT RESOURCE CENTRE (SDRC)

IT development sessions are available in E216A which is open until 5pm and some evenings until 8pm. Staff are available to help you update your IT skills and show you how to use the interactive whiteboards and Moodle as useful teaching aids. More information can be obtained by clicking on the Staff Intranet on e-learning or telephoning ext 3233/3224.

TEACHING AND LEARNING SUPPORT

The Learning Development Unit (LDU) provides a number of support opportunities to help teachers develop and practise their repertoire of teaching skills. These include:

- A programme of Continuing Professional Development – this consists of a series of focussed inputs on topics associated with successful teaching techniques such as differentiation, personalisation, questioning skills and assessment for learning. These can contribute to an incentivised programme of professional development.
- Mentoring. All new teaching staff are offered the opportunity to be supported by a mentor. This is usually an experienced member of staff who is familiar with the mentee's area of work and can offer help and support in planning and delivering learning. Staff can avail themselves of an opportunity to observe an experienced teacher as part of the process.
- Advanced Practitioners (APs). The College has a team of over 30 APs – these are staff recognised for their exceptional teaching skills. They often act as mentors and are involved in assuring quality in teaching and learning through 1-1 support, observations and constructive feedback.
- Subject Learning Coaches (SLCs). There are currently 7 SLCs in the College who have completed, or are undertaking a programme of training through the Learning and Skills Improvement Services (LSIS). They represent another mode of support for teaching staff through the media of practical coaching and use of bespoke resources.
- Learning Improvement Facilitator Team (LIFT). A team of 4 staff was created in 2009. These are staff given time to help their colleagues in improving teaching and Learning.
- E-learning. The College e-learning team operates within the LDU and is led by the E-learning Co-ordinator. The team can be found next to the Staff Development Resource Centre (SDRC), in E216a, and are there to provide training and individual support to teaching staff wishing to extend their e-learning skills.

TEACHING TIMETABLES

If you are a member of the lecturing staff your annual workload will be determined by your Faculty Manager and Head of Faculty. He/she will take into account your contractual obligations and the necessity of giving you a fair workload.

Your Head of Faculty will keep a running total of your planned and actual teaching hours on the timetabling software CMIS.

TURNITIN

This is described in full in procedure [POL/056/000](#), available on the Staff Intranet. Turnitin Staff and Student user guides are also to be found under Quality on the staff intranet.

From 1st September 2008 there will be a phased introduction of electronic submission by email or by uploading to Turnitin - the college's plagiarism detection system. The marker/assessor will inform students of which method to use, and will provide the necessary guidance. The marker/assessor may also request that the student submits a printed copy

as well. Heads of Faculty/Unit will inform staff of the start date for particular courses.

TUTORING

If you have tutorial responsibility your Head of Faculty will provide you with a Tutor Resource Pack which will cover essential procedures for tutors and will include useful information about student disciplinary procedures; use of Individual Learning Plans (ILPs), destinations/withdrawals; records of achievement; writing references for HE; student services and College Policies.

(Staff Intranet /Quality/Policies/[POL/001/000](#))

WHITEBOARDS

- The SDRC above will train you to use the interactive whiteboards – phone ext 3210. They are not available in all classrooms. Please click on [QAL/026.15/000](#) for the H & S policy with regard to the correct use of interactive whiteboards.
- Keys are available from Reception and your Line Manager will also advise you of their location for your Faculty or Unit.

Appendix A

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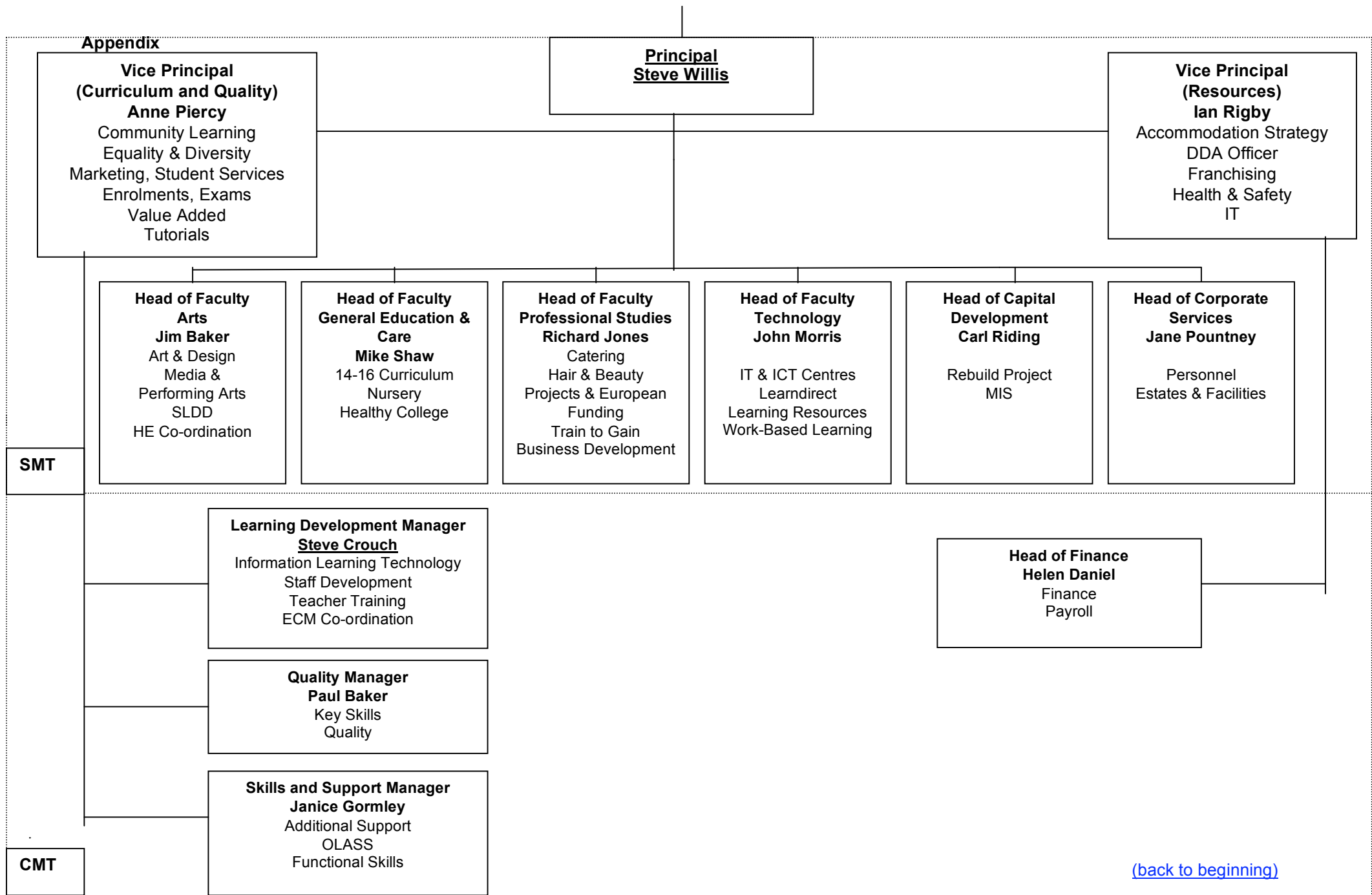
USEFUL CONTACTS – quick reference

Telephone directory available at reception or to be found on the staff intranet homepage

[Phone directory](#)

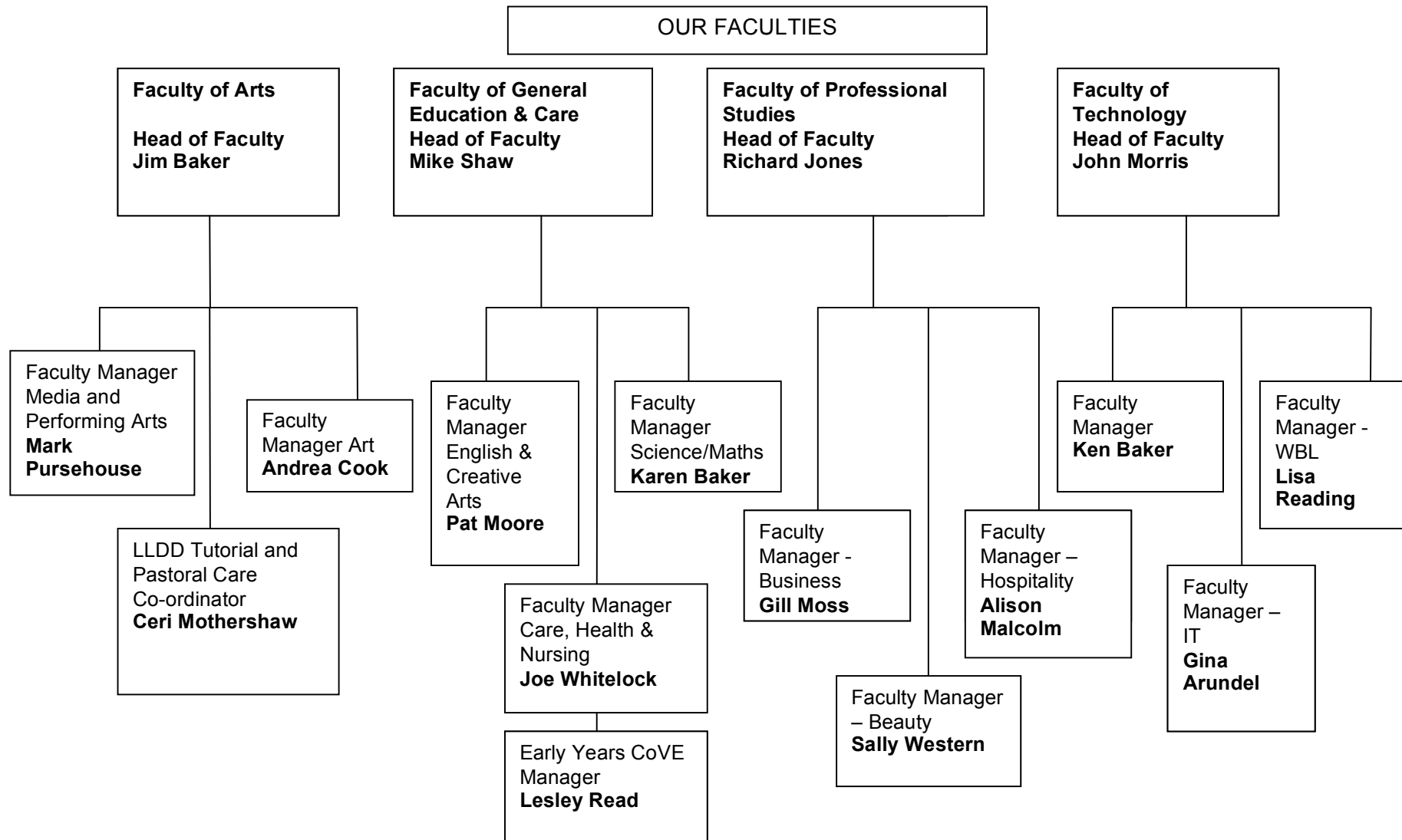
RECEPTION		Ext 3218
HEAD OF CORPORATE SERVICES	Jane Pountney	T318 Ext 3102
FINANCE MANAGER	Helen Daniel	T317 Ext 4103
PAYROLL	Jayne Moore	T315 Ext 3133
COMPLAINTS and ACCOLADES Complaints and Accolades Procedure - QAL-004-000	Paul Baker (Quality Manager)	E411a Ext 4104
E-LEARNING CO-ORDINATOR	Cheryl Howells	E216c Ext 3233
HEAD OF FACULTY OF ART	Jim Baker	Ext 2102
HEAD OF PROFESSIONAL STUDIES FACULTY	Richard Jones	Ext 5119
HEAD OF TECHNOLOGY FACULTY	John Morris	Ext 5113
HEAD OF GENERAL EDUCATION AND CARE FACULTY	Mike Shaw	Ext 5106
COMMUNITY UNIT MANAGER	Glenys Coombs	Ext 3199
LEARNING DEVELOPMENT UNIT MANAGER	Steve Crouch	B500 Ext 3183
ADDITIONAL LEARNING SUPPORT	Janice Gormley Carolyne Dixon	L214 / Ext 5126 E128 / Ext 3225
SKILLS and SUPPORT	Janice Gormley	L214 / Ext 5126
LLDD TUTORIAL AND PASTORAL CARE	Ceri Mothershaw	E103 Ext 3179
FACILITIES PURCHASING ASSISTANT/MAINTENANCE PROBLEMS		T321 Ext 3232
IT HELP DESK		T309 Ext 3121
SECURITY/CARETAKER SUPERVISOR	Barry Ingledew	W200 Ext 5104 Mobile: 07979 592051 -after 8pm
STUDENT SERVICES	John Charleton	E126 EXT 3191
MARKETING	Cathy Webb (Marketing Manager)	E123 Ext 3138
ENROLMENTS	Debra Mars (Enrolments Officer)	E116 Ext 3254
EXAMINATION OFFICE	Richard Harrison (Examination Officer)	E128 Ext 3123
RESTAURANT BOOKINGS	Jane Gibbons	E210a Ext 3156
STUDENT TRAVEL/SUPPORT	Kay Golland	E126 Ext 3234
STUDENT COUNSELLOR Staff details available from your Line	Deborah Shakespeare	E128 Ext 3130

Manager or Personnel	Marie Antoniou	
TRADE UNION REPRESENTATIVES	Steve King Branch Secretary UCU Elizabeth Morris UNISON Branch	B201 Ext 4108 W107 Ext 5646
WBL EMPLOYER ENGAGEMENT OFFICER	John Duggan	T314 Ext 5682
PRINCIPAL'S SUPPORT	Shirley Justice	T323c 3107/3106
NURSERY MANAGER	Sue Tatler	01785 229805
LIBRARY STUDY CENTRE MANAGER	Lynda Turner	E223 Ext 3168
ACCESS CO-ORDINATOR	Pam Stanway	B201 Ext 4108
QUALITY IMPROVEMENT FACILITATOR	Karen Pepper	B204 Ext 3167
TUTORIAL /EVERY CHILD MATTERS CO-ORDINATOR	Angela Ray	E126.B500 Ext 5177 / 3127
EQUALITY AND DIVERSITY CO-ORDINATOR	Tony Guest	E128 Ext 5691 / 5177
FACULTY SECRETARIES	Jenny Beale (Gen Ed + Care) Emma Key (Professional Studies) Ann Reece (Technology) Sue Green (Art) Jacqueline Goodman (LDU) Sue Harris (Community)	Ext 4105 Ext 3116 Ext 3114 Ext 3231 Ext 3118 Ext 3160
HEALTH & SAFETY OFFICER	Kim Mantle	L308 Ext 3161



Appendix C

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Appendix D

Learning Development Unit (Quality)

**DISCIPLINARY PROCEDURE FOR
COLLEGE STAFF
(other than Senior Postholders)**

POLICY NUMBER	QAL/038/000
APPROVED BY	Corporation
DATE	26 April 2007
AUTHOR	Jane Pountney



INVESTOR IN PEOPLE

DISCIPLINARY PROCEDURE FOR COLLEGE STAFF (OTHER THAN SENIOR POSTHOLDERS)

1 SCOPE AND PURPOSE

- 1.1 This procedure applies to all members of staff other than “holders of senior posts” as determined by the Corporation and does not confer any contractual rights.
- 1.2 This procedure will be applied in accordance with the Articles of Government of the Corporation and in accordance with the Advisory, Conciliation and Arbitration Services Code of Practice, ‘Disciplinary and Grievance Procedures’.
- 1.3 The purpose of the procedure is to help and encourage employees to achieve acceptable standards of conduct at work.
- 1.4 It is also designed to ensure consistent and fair treatment for all in relation to disciplinary action taken in response to allegations of unacceptable conduct.

2 GENERAL PRINCIPLES

- 2.1 All reasonable efforts will be made to avoid the use of disciplinary action where alternatives are appropriate such as informally, by way of counselling, guidance or instruction or by informally cautioning the employee.
- 2.2 An employee has the right to be present and accompanied and represented by a representative of a trade union or workplace colleague at any stage of the formal disciplinary procedure.
- 2.3 In the interest of ensuring that disciplinary matters are resolved as speedily as possible, time limits are given for appropriate stages in this procedure. These are for guidance. If it is not practicable to adhere to these time limits, they may be amended, ideally by mutual agreement. Due regard will be given to the personal circumstances of all parties involved in the procedure.
- 2.4 It is recognised that disciplinary action against a trade union officer could be seen as a challenge on the union’s functions. Although normal disciplinary standards will apply to their conduct as employees, no disciplinary action should be taken until the circumstances of the case have been discussed with a full-time official.
- 2.5 A workplace colleague chosen to accompany a employee attending at a disciplinary hearing will be permitted to take paid time off during working hours to attend the hearing.
- 2.6 At least 5 working days in advance, a employee must alert the person considering the disciplinary matter to the identity and position of any person which the employee proposes to accompany him or her at a disciplinary hearing.
- 2.7 If a employee fails to attend without good reason a disciplinary hearing or appeal hearing which he or she has been instructed to attend, the hearing will take place and a decision made notwithstanding his/her absence. If the failure to attend is due to ill health a medical certificate from the employees general practitioner should be provided.
- 2.8 All reasonable steps will be taken to maintain confidentiality and written records of any disciplinary proceedings shall be kept and maintained by the College in accordance with the Data Protection Act 1998.
- 2.9 The use of recording devices to record the content of any meetings relating to the disciplinary procedure will not be permitted.
- 2.10 If the issue is a matter of child protection, it will be referred for guidance to The Child Protection Officer at the Children & Lifelong Learning Directorate, Staffordshire County Council. Under certain circumstances they will organise the investigation.

- 2.11 Any documents relating to the disciplinary process can be made available in an alternative format if requested.
- 2.12 The College has other policies which are relevant to disciplinary matters, such as the Equality and Diversity Policy – POL/007/000, Health & Safety Policy – POL/008/000, IT Acceptable Use Policy – POL/011/000, Harassment Policy – POL/034/000, etc. This procedure should be read as incorporating provisions relating to discipline within any other College policies or procedures (see section 13)

3 INVESTIGATIONS

- 3.1 No disciplinary action will be taken against an employee until the college has fully investigated the circumstances of the particular issue having regard to the employee's response to allegations. If appropriate, the college may suspend the employee, in accordance with Section 11 below, whilst the investigation is carried out.
- 3.2 If the College decides to investigate a complaint against an employee under this procedure, then that employee must be informed at the initial stage in writing.
- 3.3 An Investigating Officer will be appointed by the Head of Personnel or appointed deputy who will be a member of SMT/CMT, who has no previous connection with the case being investigated.
- 3.4 When a disciplinary matter arises which is likely to require consideration under the formal procedure, the relevant investigator will first establish the facts promptly before recollections fade and, where appropriate, will obtain statements from any available witnesses. The Investigating Officer will report the findings from the investigation to the Head of Personnel or appointed deputy who will decide whether to discontinue the matter, to arrange informal coaching or counselling or to arrange for the matter to be dealt with under the formal procedure.
- 3.5 An investigation carried out following a student complaint, staff complaint or grievance, or under any of the College's other procedures may form all or part of an investigation under this procedure as appropriate.
- 3.6 Any investigation would normally include an investigatory meeting. Where the investigator considers that an investigatory meeting is appropriate and a meeting is arranged with an employee and the employee fails to attend without good reason, the matter will be progressed without the investigatory meeting taking place.

4 PENALTY

- 4.1 No formal disciplinary penalty will be imposed without a disciplinary hearing. Other than in cases of gross misconduct, gross negligence or gross incompetence, when the penalty may be dismissal without notice or payment in lieu of notice, no employee will be dismissed for a first offence. In these rare instances when no hearing is undertaken the modified two step statutory discipline and dismissal procedure should be applied.
- 4.2 The modified two step statutory procedure would consist of the College writing to the employee after dismissal setting out the reasons for dismissal and to hold an appeal meeting, if the employee wants one.

5 STAGES OF THE PROCEDURE

- 5.1 Normally, the procedure will be followed in the order of the stages set out in Sections 6 and 7 below. However, offences of a serious nature may be brought into the procedure at any stage, if any earlier stage would not be severe enough or appropriate to deal with it (see 8.4).

6 THE PROCEDURE

Informal

- 6.1 Before taking formal disciplinary action, all reasonable efforts will be made by the line manager to resolve the matter by informal discussions with the employee, if appropriate.
- 6.2 Minor lapses from acceptable standards of conduct or work performance will usually be dealt with by the employee's immediate line manager giving informal oral warnings or reprimands, which will not be recorded on the Personnel Department's file relating to the employee. The line manager will normally confirm the discussion in writing and provide the employee with a copy.
- 6.3 If, despite informal discussions (or if informal discussions are not appropriate) the employee's conduct does not meet acceptable standards, the following formal procedure should be used.

7 DISCIPLINARY HEARINGS

Formal

- 7.1 If the College decides to hold a disciplinary hearing relating to the matter complained of, the employee will be advised in writing of the nature of the complaint against him or her at least 5 working days before such a hearing. Documentation to be used at the hearing should be exchanged by the employer and the employee at least 2 working days before such hearing. The recommended procedure for a disciplinary hearing is attached as Appendix 1.
- 7.2 However if the chosen representative of the employee is unavailable on the date of the initial hearing, the employee may delay the date of that hearing once up to 15 working days in exceptional circumstances to enable the chosen representative to attend. The location and timing of any alternative hearing should be convenient to both the employer and the employee.

Stage 1 - Oral Warning

- 7.3 If conduct or work performance does not meet acceptable standards, the employee will normally be given a formal ORAL WARNING by his or her Line Manager or nominated deputy.
- 7.4 The employee will be advised in writing of the reason for the warning, that it is the first stage of the formal disciplinary procedure; the action or improvement (if any) which is required of the employee.
- 7.5 If appropriate the timescale for implementing any such action; the consequences for the employee of not implementing the required action or of further misconduct; when the warning will cease to have effect and be removed from the file subject to satisfactory conduct (or performance). This will normally be after six months but a longer period may be stated in exceptional circumstances. A copy of the oral warning will be placed on the Personnel Unit's file relating to the employee.
- 7.6 The note will also remind the employee of their right to appeal against the decision as detailed in Section 9 below. All of these matters will be confirmed in writing by the Head of Personnel or nominated deputy.

Stage 2 - Written Warning

- 7.7 A WRITTEN WARNING may be given to the employee by his or her Line Manager, or appointed deputy if:
- (i) the employee commits a serious offence of misconduct or the standard of his or her work performance is seriously inadequate; or
 - (ii) the employee fails to achieve the required improvement within any time scale stated in the formal oral warning given under Stage 1; or

(iii) despite having been given, under Stage 1, a formal oral warning as the result of either misconduct or unsatisfactory work performance, the employee commits a further offence of misconduct or his or her work performance continues to be unsatisfactory during the currency of the warning.

7.8 This written warning will give a reason for the warning against the employee, the improvement required and the time limit within which such improvement must be achieved. It will state that it is the second stage of the College's Disciplinary Procedure.

7.9 In the case of misconduct, the warning will state that, if the employee commits a further offence of misconduct during the period specified in the warning, actions under Stage 3 will be considered which could be a final warning.

7.10 In the case of unsatisfactory work performance, the warning will advise the employee as to what steps he or she should take to improve and will state that, unless such improvement is achieved within the period specified in the warning, action under Stage 3 will be considered which could be a final warning.

7.11 A copy of the written warning will be placed on the Personnel Unit's file relating to the employee. The employee should be given a date when the warning will be spent, and will be removed from the Personnel Unit's file after twelve months, subject to the employee's conduct and work performance having been satisfactory throughout that period.

7.12 The employee will be informed by the Head of Personnel (or nominated deputy) of their right to appeal against the decision as detailed in Section 9 below and will be reminded that the College will make a positive commitment to support any employee who is attempting to improve his/her conduct/performance.

Stage 3 - Final Written Warning

7.13 A FINAL WRITTEN WARNING will normally be given to the employee by the Head of Personnel or nominated deputy in the following circumstances:

(i) if the employee fails to achieve the required improvement within any time scale stated in the formal written warning given under Stage 2; or

(ii) despite having been given, under Stage 2, a first written warning as the result of either misconduct or unsatisfactory work performance, the employee commits a further offence of misconduct or his or her work performance continues to be unsatisfactory; or

(iii) the employee's misconduct or unsatisfactory work performance, although not considered to be serious enough to justify summary dismissal, is sufficiently grave to warrant only one written warning (in effect both the first and a final written warning).

7.14 This final written warning will give reasons for the warning, the improvement required and the time limit within which such improvement must be achieved.

7.15 In the case of misconduct, the warning will state that, if the employee commits a further offence of misconduct during the time limit specified in the warning, his or her employment may be terminated.

7.16 In the case of unsatisfactory work performance, the warning will advise the employee as to what steps he or she should take to improve and state that, if such improvement is not achieved within the period specified in the warning, his or her employment may be terminated.

7.17 The College will make a positive commitment to support any employee who is attempting to improve his/her conduct/performance.

7.18 The employee will be told when the warning will be spent and removed from the Personnel Unit's file. This will be after twelve months (although, in exceptional cases, the period may be longer);

subject to the employee's conduct and work performance having been satisfactory throughout that period.

- 7.19 The employee will be informed by the Head of Personnel (or nominated deputy) of their right to appeal against the decision as detailed in Section 9 below.

Stage 4 - Dismissal

- 7.20 The Principal may, having complied with the procedure above, give notice of dismissal to the employee if:
- (i) the employee fails to comply with a final written warning given under Stage 3;
 - (ii) or despite having been given, under Stage 3, a final written warning as the result of either misconduct or unsatisfactory work performance, the employee commits a further offence of misconduct or his or her work performance continues to be unsatisfactory.
 - (iii) The employee commits gross misconduct, gross negligence or gross incompetence – refer to section 8 below.
- 7.21 Prior to being given such notice of dismissal, the Principal shall send to the employee a written statement setting out the alleged conduct, characteristics or other circumstances which led to that employee being considered for dismissal, and the employee shall be afforded a reasonable opportunity to respond to it in writing. The Principal shall invite the employee to a meeting with himself/herself and no disciplinary action, except paid suspension, shall be taken against the employee until that meeting has taken place. At this meeting the employee shall have the right to make oral or written representation to the Principal, for which purpose he or she may be accompanied and represented by a trade union representative, or workplace colleague.
- 7.22 After taking any representations into account, the Principal shall take such action as he/she considers appropriate, which may include dismissal, and shall communicate the decision to the employee concerned without unreasonable delay. The communication must be in writing, and if the decision is to dismiss, it will specify the reasons for dismissal and the date on which the employment contract will be terminated. The communication must also notify the employee of his/her right of appeal against the decision in accordance with Sections 10 and 11 below.
- 7.23 The dismissal will take effect upon the date of the dismissal by the Principal regardless of whether there is an appeal or not. Therefore, entitlement to pay will cease with effect from this date. Should the employee be reinstated following a successful appeal then a backdated payment will be made from the date of dismissal.

8 GROSS MISCONDUCT

- 8.1 An employee who is accused of serious or gross misconduct may be suspended from work, in accordance with the provisions of Section 11 below, whilst the College investigates the alleged offence. The Principal may summarily dismiss the employee if, on completion of an investigation and a disciplinary hearing carried out as stated above, it is established that the employee has been guilty of serious or gross misconduct.
- 8.2 If the Principal decides to suspend an employee from duty, he/she shall without unreasonable delay:
- (i) provide written notification of the suspension setting out the grounds on which the decision to suspend has been taken; and
 - (ii) invite the employee to a meeting for a short discussion of the reason for suspension.
- 8.3 An employee who is suspended from duty shall, throughout the period of suspension, continue to be entitled to his/her full pay unless there is a provision in the contract to the contrary.
- 8.4 If an employee is accused of serious or gross misconduct and the Principal considers that the

circumstances are such that the College would be entitled to summarily dismiss the employee without the need to undertake the process of investigation and hearing detailed above, then the Principal may dismiss the employee without undertaking any process of investigation or hearing. This will normally be confined to the most exceptional cases (that is, a small subset of serious or gross misconduct cases), where the evidence of the serious or gross misconduct is clear and compelling, and there is no realistic possibility that the employee can produce evidence which casts doubt on the fact of his/her being guilty of serious or gross misconduct, or by way of mitigation of possible penalty.

8.5 In the event of summary dismissal in the circumstances detailed in section 8.1 or 8.2, the Principal shall, without unreasonable delay, provide the dismissed employee with a written statement of the alleged misconduct which has led to the dismissal and the reasons why the Principal considers that the employee was guilty of such misconduct and notifying that employee of the right to appeal to the Corporation against the dismissal (see 10.1).

8.6 The following offences are examples of offences which are normally regarded as grounds for summary dismissal:

- Theft or unauthorised possession of any property or facilities belonging to the college, or to any employee or student.
- Serious damage deliberately sustained to college property.
- Deliberate falsification of college registers, reports, accounts, expense claims or self-certification forms.
- Bribery or corruption.
- Refusal to carry out duties or reasonable instructions or to comply with college rules.
- Serious acts of insubordination.
- Serious negligence/incompetence which causes unacceptable loss, damage or injury.
- Serious incapability as a result of being intoxicated by reason of alcohol or illegal drugs.
- Violent, dangerous or intimidatory conduct.
- Violation of the college's rules and procedures concerning health and safety at work.
- Sexual, racial or other harassment of another employee or a student.
- unauthorised use or access of computer or other IT systems
- misuse of e-mail or of the Internet (including downloading or transmission of material which is defamatory, offensive, obscene, malicious, sexist, racist or protected copyright material)
- A criminal offence, which may (whether it is committed during or outside the employee's hours of work for the college) adversely affect the college's reputation, the employee's suitability for the type of work he or she is employed by the college to perform or his or her acceptability to other employees or to students.

8.7 The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this procedure.

8.8 When the Principal is of the view that an employee may have been guilty of serious or gross misconduct, the Principal may suspend the employee from duty pending an investigation and the holding of a formal disciplinary hearing.

8.9 Such a suspension should only be imposed after careful consideration and it should be made clear to the employee that it is not considered a disciplinary act.

9 APPEALS AGAINST DISCIPLINARY PENALTIES OTHER THAN DISMISSAL

9.1 An employee who wishes to appeal against a formal oral warning, a written warning or a final written warning should inform the Head of Personnel in writing, within 5 working days of receipt of the decision which forms the subject of the appeal. The appeal will be heard by an appropriate level of Management as determined by the Head of Personnel or Principal.

9.2 The appropriate level of management will conduct an appeal hearing as soon as reasonably practicable after the notice to appeal has been received. At the hearing of the appeal, the employee will be given an opportunity to state his or her case and will be entitled to be accompanied and represented by the trade union representative or workplace colleague.

- 9.3 However, if the employee's representative is unavailable on the date of the initial Appeal, the employee may delay the date of the Appeal once up to 15 days to enable the chosen representative to attend.
- 9.4 At the appeal, the disciplinary penalty imposed will be reviewed, but it cannot be increased. The outcome of the appeal will be notified to the employee in writing without unreasonable delay following the appeal hearing.

10 APPEALS AGAINST DISMISSAL OR NOTICE OF DISMISSAL

- 10.1 An employee who wishes to appeal against dismissal or notice of dismissal should inform the Clerk to the Corporation in writing within 14 days of the date of the Principal's decision. This appeal will be heard by an Appeal Committee established by the Corporation and consisting of three members of the Corporation, excluding the Principal, the staff members and the student member.
- 10.2 The appeal hearing will take place as soon as reasonably practicable after the notice to appeal has been received by the Clerk to the Corporation. The employee will be given at least ten working days' notice of the date, time and place fixed for the appeal hearing (unless an earlier date has been mutually agreed). The Principal shall attend the appeal hearing if so requested by the Corporation. At the appeal hearing, the employee will be given an opportunity to state his or her case and will be entitled to be accompanied and represented by a trade union representative or workplace colleague of his or her choice. The Appeal Committee shall take into account any representations made by or on behalf of the employee and the Principal's decision, and take such action as it considers appropriate. The decision will be notified to the employee and, as appropriate to the Principal in writing without unreasonable delay.

11 APPEAL AGAINST SUSPENSION

- 11.1 An employee who has been suspended may appeal both in writing and orally to the Corporation against the suspension. Notice of such appeal shall be given in writing by the employee to the Clerk to the Corporation and the appeal shall be heard as soon as possible by an Appeal Committee established by the Corporation, consisting of three members of the Corporation, excluding the Principal, the staff members and the student members.
- 11.2 A suspension against which an appeal by an employee is made shall continue to operate pending the determination of the appeal.
- 11.3 Where an appeal against suspension is made by an employee to the Corporation, the employee shall be given at least five working days' notice of the date, time and place fixed for the hearing, unless an earlier date has been mutually agreed.
- 11.4 At the hearing of an appeal against suspension, the employee may be accompanied and represented by a trade union representative or workplace colleague of his or her choice.
- 11.5 Following the hearing of an appeal against suspension, the Appeal Committee appointed to hear the appeal may either confirm the suspension or lift the suspension. The decision of the Appeal Committee, and the reasons for the same, shall be confirmed by the Clerk to the Corporation in writing to the employee without unreasonable delay following the hearing of the appeal.

12. RECORDS PRODUCED

Confidential files

13. RELATED DOCUMENTS

Health & Safety Policy – POL/008/000
Harassment Policy – POL/034/000
IT Acceptable Use Policy – POL/011/000
Management of Change Policy – POL/013/000

14. DISTRIBUTION

All Staff

Appendix 1

RECOMMENDED PROCEDURE FOR DISCIPLINARY HEARING

During the hearing, adjournments may be requested by either party or by the Manager conducting the hearing and will not be refused unreasonably. Where such a request is denied, an explanation will be given.

The Manager conducting the hearing will ask whether any new evidence has been made available that could not be circulated prior to the hearing and will make a judgement as to whether an adjournment is necessary to allow consideration of such evidence.

The Manager conducting the hearing will introduce all those present.

ORDER OF HEARING

- (a) The Investigating Officer (IO) will introduce those present and explain their role at the hearing
- (b) The IO will explain the purpose of the hearing and present details of the allegation and a report on the investigation undertaken
- (c) The employee and his/her representative may question the IO
- (d) The Manager conducting the hearing or panel members may question the IO
- (e) The IO may call witnesses and ask questions of them
- (f) The employee or representative may question the witness
- (g) The Manager or panel members may question the witness
- (h) The employee and/or representative will present the case against the allegations and explain any special circumstances which may exist and the precise nature of the remedy sought
- (i) The IO may question the employee
- (j) The Manager may question the employee
- (k) The employee and/or representative will call any witness
- (k) The IO may question the witnesses
- (m) The Manager may question the witnesses
- (n) Should the Manager conducting the hearing wish to clarify any issue with either the employee or IO, or of the witness, they will do at this point
- (o) The IO will summarise the case against the employee without introducing any new factors
- (p) The employee and/or representative will summarise the case against the allegation.
- (q) The employee, representative, IO and any other management representative will withdraw and the Manager conducting the hearing will decide whether or not an offence has been committed. The manager may seek guidance from a member from Personnel on procedural matters.

- (r) If, in the opinion of the Manager conducting the hearing an offence has been committed, that Manager will take into account the following before deciding upon an appropriate disciplinary sanction
- any mitigating factors, eg health, domestic, bereavement;
 - current disciplinary record of the employee;
 - length of service at the college;
 - nature of the offence;
 - evidence produced by either party at the hearing;
 - statements and answers provided by witnesses;
 - any sanctions imposed in the past for similar offences.
- (s) Once that decision is made, the two parties will be recalled and advised of the decision
- (t) The employee will be advised of their right to appeal against the decision and informed who that appeal should be lodged with and in what timescale
- (y) Written confirmation of the decision will be sent to both parties within 3 working days of the hearing

[\(back to beginning\)](#)



Appendix E

Learning Development Unit (Quality)

**GRIEVANCE PROCEDURE
FOR COLLEGE STAFF
(other than Senior Postholders)**

PROCEDURE NUMBER	QAL/039/000
APPROVED BY	CORPORATION
DATE ISSUED	21 August 2007
AUTHOR	JANE POUNTNEY



GRIEVANCE PROCEDURE FOR COLLEGE STAFF (OTHER THAN SENIOR POSTHOLDERS)

1. INTRODUCTION

Grievances are concerns, problems or complaints that employees raise with their employers. Examples of these could be related to:

- terms and conditions of employment
- health and safety
- work relations
- new working practices
- working environment
- organisational change
- equal opportunities

Where possible, employees should aim to settle grievances informally with their line manager. However, if this is not possible, the procedure set out below should be adhered to.

2. SCOPE AND PURPOSE

This procedure shall apply to all members of staff other than "holders of senior posts" as defined in the College's Articles of Government. The procedure aims to help to resolve individual grievances in a manner which is as fair and expeditious as possible by the appropriate level of College Management.

It is the College's policy to find a solution to individual grievances as early in the procedure as possible.

Where the complaint is of harassment or bullying the employee should make use of the College's Harassment Policy (POL/034/000).

Where the grievance relates to a disciplinary decision taken against the employee, the College will usually ask the employee to use the disciplinary appeals procedure.

Employees who have a grievance, or those against whom a grievance is raised, have the right to be represented by an acknowledged trade union representative or a work colleague of their choice.

It is essential to the proper working of this procedure that any employee raising a grievance should continue to work normally whilst the procedure is being followed.

3. PROCEDURE

3.1 Stage 1

3.1.1 If an employee has a grievance relating to his/her employment, the matter should be raised initially with the aggrieved employee's Line Manager.

The grievance should be in writing. The employee must include a sufficient explanation of the basis for their grievance.

Where a matter affects a group of employees the College may suggest they ask an appropriate representative to raise the grievance on their behalf. This would usually be dealt with via the College's Recognition and Procedures Agreement.

In the event that the grievance relates to the Line Manager who would normally deal with a grievance at this stage, the grievance should be referred to the Personnel Unit who will pass it to the Head of Personnel or any member of the Senior Management Team, excluding the Principal.

- 3.1.2 The Line Manager will attempt to resolve the complaint. He/she shall enquire into the grievance and will discuss it with the complainant and will normally advise the complainant of his/her decision within five working days after the complaint is received.
- 3.1.3 The decision will be communicated to the complainant in writing within five working days.
- 3.1.4 The written decision will also inform the employee of their right to raise the grievance at Stage 2 if they are dissatisfied with the outcome. This should be progressed within five working days.
- 3.1.5 The employee must put in writing if they are dissatisfied with the outcome at Stage 1. This should be progressed within five working days.

3.2 Stage 2

- 3.2.1 If the grievance has not been resolved at Stage 1, the complainant may refer the grievance to the Head of Personnel. The Head of Personnel will nominate either himself/herself or another member of the Senior Management Team to deal with the grievance.

The complainant should set out in writing the grounds for complaint and reasons for dissatisfaction with the Stage 1 response.

- 3.2.2 The Head of Personnel or a member of the Senior Management Team will, as soon as possible, and in any event within five working days of receipt of the complaint, arrange a meeting at which all parties to the grievance will attend to discuss and seek to resolve the grievance.
- 3.2.3 The Head of Personnel or a chosen member of the Senior Management Team will consider all of the matters raised at the meeting and will issue a written decision within five working days. Copies of the decision will be sent to all of the parties.

3.3 Stage 3

- 3.3.1 If the complaint is not resolved to the satisfaction of the employee at Stage 2, the grievance may be submitted, in writing, to the Principal, or nominated deputy within five working days of receipt of the decision reached at Stage 2. Once again, this document should set out the grounds for complaint and reason for dissatisfaction with the Stage 2 decision.
- 3.3.2 The Principal will consider the grievance and may be supplied with all of the documentation submitted in relation to the earlier stages of the procedure.
- 3.3.3 The Principal will issue, and send to all parties, copies of a written decision within five working days of receiving the grievance in writing. Such decision will be final.

4. RECORDS PRODUCED

Confidential files.

5. **RELATED DOCUMENTS**

Staff Harassment Policy – POL/034/000

6. **DISTRIBUTION**

All staff via intranet
Staff Handbook



**PAY SCALE
AND ALLOWANCES
WITH EFFECT FROM
1 FEBRUARY 2009**

**PERSONNEL UNIT
February 2009**

COLLEGE BANDS FOR LECTURING STAFF

To reflect 3.2%, or £550 (whichever is the greater) pay award effective 1 February 2009

Scale	1.2.2008	SCP		1.2.2009
		AoC	College Increments	
Trainers/Assessors	£16,892	14	1	£17,442
	£17,926	16	2	£18,500

Training Officers	£19,590	19	1	£20,217
	£20,787	21	2	£21,452
	£22,056	23	3	£22,762

Lecturers	£19,590	19	1	£20,217
	£20,787	21	2	£21,452
	£22,056	23	3	£22,762
	£22,719	24	4	£23,446
	£24,105	26	5	£24,876
	£24,830	27	6	£25,625
	£26,347	29	7	£27,190
	£27,139	30	8	£28,007
	£27,954	31	9	£28,849

Lecturers with significant curriculum management responsibility	£27,954 **	31	1	£28,849
	£29,660 **	33	2	£30,609
	£30,551 **	34	3	£31,529
	£31,468	35	4	£32,475

* Unqualified Lecturer Scale is AoC pts 19,21,23. Lecturers can only progress to AoC point 24 and beyond once they are teacher qualified.

** A number of Lecturers, due to historical pay awards have been able to reach points 31 - 34 on the LSCMR scale and there will be no change for these individuals. From September 2008 only Lecturers with Significant Curriculum Responsibilities will be able to qualify for points 31-35

COLLEGE SCALE FOR TUTORS IN IT

	1.2.2008			1.2.2009
		AoC	College Increments	
	£19,019	18	1	£19,628
	£19,590	19	2	£20,217
	£20,180	20	3	£20,826
	£21,413	22	4	£22,098

Administrators (fixed point)	£14,566	9	1	£15,116
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COLLEGE BANDS FOR SUPPORT STAFF

To reflect 3.2%, or £550 (whichever is the greater) pay award effective 1 February 2009

Band	College Increments	AoC SCP	1.2.2008	1.2.2009
2 <i>Fixed Point</i>	2	5	£12,936	£13,486
3	1	6	£13,324	£13,874
	2	8	£14,139	£14,689
	3	9	£14,566	£15,116
4	1	10	£15,003	£15,553
	2	11	£15,453	£16,003
	3	12	£15,919	£16,469
5	1	13	£16,399	£16,949
	2	14	£16,892	£17,442
	3	15	£17,400	£17,957
	4	17	£18,464	£19,055
6	1	18	£19,019	£19,628
	2	19	£19,590	£20,217
	3	20	£20,180	£20,826
7	1	22	£21,413	£22,098
	2	23	£22,056	£22,762
	3	24	£22,719	£23,446
	4	25	£23,401	£24,150
8	1	26	£24,105	£24,876
	2	27	£24,830	£25,625
	3	28	£25,577	£26,395
	4	29	£26,347	£27,190
9	1	30	£27,139	£28,007
	2	31	£27,954	£28,849
	3	32	£28,795	£29,716
	4	33	£29,660	£30,609
10	1	34	£30,551	£31,529
	2	35	£31,468	£32,475
	3	36	£32,414	£33,451
	4	37	£33,389	£34,457

COLLEGE SCALE FOR MANAGERS

To reflect 3.2%, or £550 (whichever is the greater) pay award effective 1 February 2009

AoC SCP	College Increment	1.2.2008	1.2.2009
35	1	£31,468	£32,475
36	2	£32,413	£33,451
37	3	£33,389	£34,457
38	4	£34,394	£35,495
39	5	£35,428	£36,562
40	6	£36,492	£37,660
41	7	£37,588	£38,791
42	8	£38,716	£39,955
43	9	£39,881	£41,157
44	10	£41,078	£42,393
45	11	£42,311	£43,665
46	12	£43,583	£44,978
47	13	£44,892	£46,329
48	14	£46,240	£47,720
49	15	£47,629	£49,153
50	16	£49,058	£50,628
51	17	£50,533	£52,150
52	18	£52,049	£53,715
53	19	£53,612	£55,328
54	20	£55,224	£56,991
55	21	£56,880	£58,700
56	22	£58,590	£60,465
57	23	£60,349	£62,280
58	24	£62,159	£64,148
59	25	£64,024	£66,073
60	26	£65,946	£68,056
61	27	£67,927	£70,101
62	28	£69,965	£72,204
63	29	£72,067	£74,373

PART-TIME TEACHING CASUAL/SESSIONAL STAFF HOURLY RATES

Work Undertaken	AoC pt	College increments	FTE Wef 1.2.08	2008 Wef 1.2.08	FTE Wef 1.2.09	2009 Wef 1.2.09
	18	1	£19,019	£11.32	£19,628	£11.68
	19	2	£19,590	£11.66	£20,217	£12.03
	21	3	£20,787	£12.37	£21,452	£12.77
	23	4	£22,056	£13.13	£22,762	£13.55
LECTURERS	19	1	£19,590	£19.82	£20,217	£20.46
(extended to reflect 9 point teaching band)	21	2	£20,787	£21.03	£21,452	£21.71
	23	3	£22,056	£22.32	£22,762	£23.03
	24	4	£22,719	£22.99	£23,446	£23.73
	26	5	£24,105	£24.39	£24,876	£25.17
	27	6	£24,830	£25.12	£25,625	£25.93
	29	7	£26,347	£26.66	£27,190	£27.51
	30	8	£27,139	£27.46	£28,007	£28.34
	31	9	£27,954	£28.29	£28,849	£29.19
TUTORS/SUPERVISORS	18	1	£19,019	£12.45	£19,628	£12.85
	19	2	£19,590	£12.83	£20,217	£13.24
	21	3	£20,787	£13.61	£21,452	£14.05
	23	4	£22,056	£14.44	£22,762	£14.90
NON-VOCATIONAL	18	1	£19,019	£15.85	£19,628	£16.36
	19	2	£19,590	£16.32	£20,217	£16.85
	21	3	£20,787	£17.32	£21,452	£17.88
	23	4	£22,056	£18.38	£22,762	£18.97

*** Unqualified Lecturer Scale is AoC pts 19,21,23. Lecturers can only progress to AoC point 24 and beyond once they are teacher qualified.**

The above part-time rates are based on the salaries of full time staff.

Thus, a full time teacher will earn at the bottom of the scale £20,217 per annum (wef 1.2.09). Substantive and most sessionals will start at the bottom point of the 9 point lecturer scale (point 19 of the AoC scale). However, point 18, £19,628 per annum is used for Tutor/Supervisor and non-vocational work.

£19,590 pa ÷ 1680 hours		=	£12.03 (Plain time)
£19,590 pa ÷ 1680 hours	x 1.7 =		£20.46 (Lecturers)
£19,590 pa ÷ 1680 hours	x 1.1 =		£12.85 (Tutors/Supervisors)
£19,590 pa ÷ 1680 hours	x 1.4 =		£16.36 (Non-vocational)

PART-TIME SUPPORT CASUAL/SESSIONAL STAFF HOURLY RATES

Job Role	AoC SCP	1.2.2008	1.2.2009
Casual/Clerical Admin	5	£6.71	£6.99
Lower Invigilator Costume Model Basic Technician Support	5	£6.71	£6.99
Senior Invigilator Life Model Advanced Technician Support	9	£7.55	£7.84
Cleaner	5	£6.71	£6.99
Learning Centre Administrator	9	£7.55	£7.84
Beauty Technicians	6	£6.91	£7.19
Learning Support Assistants	10	£7.78	£8.06
Academic Assessors	T/A pt 1	£8.76	£9.04
	T/A pt 2	£9.29	£9.59
Tutor Assessors - Probation	Unqualified (Pt 18)	£9.86	£10.17
	Qualified (Pt 20)	£10.50	£10.79

OTHER ALLOWANCES

These rates do not routinely increase with pay awards

Car Allowance per Mile 40p (Staff Development 25p per mile)

Subsistence Allowance*	Up To		
Breakfast	£4.20	Tea	£3.25
Lunch	£6.75	Dinner	£8.00

* Receipts **must** be produced to claim an allowance and absence from centre must correspond with specified time limits.