



Canberra Institute of Technology

RTO Code 0101 | CRICOS No. 00001K

Explanatory Notes to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019-2021

PURPOSE

The purpose of this document is to explain the major amendments to the current CIT teaching staff agreement, which is underpinned by the ACTPS common terms and conditions.

MAJOR PROPOSALS: CIT Specific Conditions

The following relates to changes specifically negotiated between CIT and employee representatives.

TYPES OF EMPLOYMENT (Clause 10)

- Sessional employment established.

SELECTION COMMITTEE (Clause 11)

- The Chief Executive may substitute the union nominated panel member of a JSC where delays are expected.

PROBATION (Clause 12)

- Probation reviews no longer require a panel to be established.

TEMPORARY TEACHER EMPLOYMENT ARRANGEMENTS (Clause 13)

- Clause revised to concentrate on the new Sessional employee arrangements. Normal temporary employment arrangements are covered by ACTPS legislation.
- The Clause defines all conditions uniquely applicable to Sessional employment.

CASUAL TEACHING ARRANGEMENTS (Clause 14)

- Introduced requirements for managers to engage employees as temporary employees where work will be regular and systematic work, and reasonable expected to continue longer-term.

HOURS AND ATTENDANCE (Clause 19)

- Added possibility for pooling arrangements to redistribute aggregate teaching hours.
- Established minimum standard attendance of 36 hours and 45 minutes over five days.
- Increased the maximum allocated teaching load for employees in EDS positions to 120 hours.
- Managers and employees may agree to work weekends.

DIRECT TEACHING ACTIVITY AND COORDINATION (Clause 20)

- Clause revised to remove duties other than teaching.
- Redefined direct teaching to include RPL.
- Established a requirement for managers to recognise hours spent performing non-teaching activity towards allocated annual teaching loads, only where the hours spent on non-teaching activity replaces actual time spent on direct teaching. Alternatively, a manager and employee may negotiate acceptable arrangements to exceed the standard weekly attendance requirement.

PAID NON-ATTENDANCE (Clause 26)

- Established a definition of Paid Non-attendance in recognition of variable workload and contribution required of CIT employees throughout the year.

PERFORMANCE MANAGEMENT FRAMEWORK (Clause 27)

- Amended terminology to align with WhoG – i.e. Setting My Direction Framework now replaced by Performance Management Framework.
- Restrictions that allowed Directors to view only specific sections an employee's performance plan has now been relaxed. Conditions relevant to information privacy remain in place.

APPROACH TO LEARNING AND DEVELOPMENT (Clause 29)

- The professional development reduction has been increased from 36 to 38 hours
- CIT may direct employees to utilise up to 14 hours of their professional development reduction for CIT-directed learning and development

QUALIFICATIONS REQUIREMENTS (Clause 40)

- Employees who do not obtain the required qualification in the required timeframe will be ceased as a result.
- The time allowed for new employees to obtain the Cert IV Training and Assessment has been increased to 18-months.
- Senior management levels, who do not perform any direct teaching activity no longer require vocational education and training qualifications; however they are highly desirable.
- Employees at the TL1.8 level and above no longer require the Advanced Diploma of Adult Learning and Development.
- Employees only teaching higher education or Year 12 do not require the Certificate IV Training and Assessment.

RESPONSIBILITY LOADING (Clause 50)

- Established a freeze on the loading, limiting it to existing Directors only.

CASUAL TEACHING RATES OF PAY (Clause 51)

- Introduced new definitions for rates of pay – i.e. Standard and Inclusive replace the existing Teaching and Non-teaching rates.
- The Standard Rate covers hour-for-hour engagements and may be used for teaching activity.
- The Inclusive Rate is a higher rate designed to compensate casuals for the additional tasks required that directly relate to their teaching activity that is not generally completed during their engaged hour. If the additional tasks are not completed or required, the Standard rate applies.

HOME-BASED WORK (Clause 67)

- Established approval protocols for Home-based Work (an increase in WHS protections). Allows CIT to require a WHS self-assessment (as a minimum) and the ability to withdraw approval should there be reasonable safety concerns.

SCHEDULING OF MEETINGS (Clause 69)

- Common Core wording has been adopted.

DEFERRED SALARY SCHEME (Clause 102)

- Scheme now unavailable to new applicants.

WORKPLACE HEALTH AND SAFETY (Clause 110)

- The WHS clause has been expanded to cover CIT's commitment to the mental health of employees.

CASUAL TEACHING FACILITIES (Clause 158)

- Requirements specific to casual staff have been removed, but the concept of providing adequate facilities has been introduced to cover all CIT employees more generally.

INCREASE IN LOAD FOR PERMANENT PART-TIME TEACHERS (Clause 160)

- Clause removed.

EDUCATION DELIVERY REVIEW PROCESS (Clause 161)

- Clause Removed.

GENERAL HOUSEKEEPING

- Minor amendments were made throughout to improve nomenclature and readability.