

Q&A's from Tutor/Assessor Consultation meetings 2nd and 3rd February 2010

- Q: Looking at Assessors it's clear they will be dropping down a scale in salary
A: The PCC salary staff pay scale does not refer to the Tutor/assessor pay scales

It was explained that after this consultation, individuals will meet separately with their Line Manager's, at which point they will be able to discuss the pay scales in more detail. Line Manager's they will then feedback to the Principal. Line Manager's will have a copy of the salary scales by next week.

This session was mainly to feedback on the proposal as a whole.

- Q: Is the Cert Ed an equivalent qualification to DTLLS
A: Yes it is

- Q: I felt slightly concerned after hearing that the E2E key workers post was disbanding, due to new funding streams. I feel that key workers have much more work to do than tutors and have larger groups of learners, which means they have less time to plan, because they have more contact time with learners
A: The split in content of the job may need to be looked at. The new JD for Tutor/key worker allows for up to 24 hours teaching

- Q: Could I ask for clarification on the Business Development role
A: As part of that job function you are expected to sell business opportunities for the whole organisation and not solely for a specific area e.g. just NVQ's

- Q: Overall the proposal looks well structured, but bottom line is, how well will salaries be structured
A: The principle was to slot everyone into the appropriate category. The more detailed information will be discussed in 1:1 meetings with Line Managers

The Principal explained that the exercise was to try and put a fair process in place and incentivise tutors/assessors to a qualification-based career structure.

The Principal explained that staff taking a drop in salary will be protected for rest of academic year and staff taking a rise in salary will be backdated to the beginning of the current academic year; 1 August 2009.

- Q: Could you please clarify that the change to pay will apply from the month following receipt of the official certificate from awarding body of qualification achievement
A: Yes – please see the flowchart in the proposal document.

- Q: I was not allowed to take the PTLLS qualification last year, however, another member of staff was and is currently doing it. Therefore, this new structure means that that member of staff will be paid more than I will even though we are doing exactly the same job
A: This proposed structure delivers career development opportunities that recognise achievement of qualifications and is an incentive. However, we may need to look at a fairer system giving all staff equal opportunities

- Q: Will Level 7 be offered by the college
A: This will need to be confirmed. Currently the College does not offer it, but should have a clearer picture by the time staff get to that stage

- Q: Will the College fund it and how long does the course run for
A: We are not sure at this time whether the College will fund it, but will find out more information

- Q: I'm currently taking the DTLLS qualification, however, it started very late and I have been told that I must complete 2 terms work in 1 term, which I feel is unfair to ask. However, if I don't achieve I will miss out on a salary climb
A: We will need to look into this further

- Q: The pay scales do not mean anything to them

- A: The Principal explained that pay scales will be discussed at 1:1 meetings with Line Managers
The Principal added that most will benefit from the new structure
- Q: If someone isn't an assessor, only an IV, where will they fit
A: Depends on the individuals' highest qualification, as to where you will fall into the structure
- Q: Will there be an opportunity for individuals to voice their concerns
A: Yes, at the 1:1 with Line Managers
- Q: What happens if a JD requires up to three qualifications and some staff have all three, but some have maybe one or two
A: They may start higher on the pay scale, within the Grade. The JE relates to the job description rather than the individual
- Q: How long will it take to find out where individuals will be on the pay scales
A: Next week at 1:1 meetings
- Q: Will tutors/assessors, have the opportunity to gain higher qualifications than that required by their JD
A: Yes, it is important that we have the best qualified tutors/assessors, however, there will be no guarantee to a financial reward
- Q: What happens if an individual chooses to further their qualifications than those required
A: You will receive no financial gain. Your CPD will still be part of your progression but there will be no further pay award
- Q: If a DTLLS is the highest qualification required for your role, what happens if you want to do a Masters or a Doctorate for example
A: There is nothing stopping you gaining further qualifications, however, we will not fund the course. We would not recognise a Doctorate as part of the pay scale.
- Q: Would there be any opportunities for teaching staff to move across into management positions
A: Yes, this has always been a policy within the College and there is no change to that
- Q: If a tutor/assessor asked to do a qualification with a different role in mind, would they be given the opportunity to do it
A: Yes, they could ask, however, there are many factors involved and each situation would have to be looked at individually
- Q: Other FE Colleges offer the opportunity to do a DMS, does this College
A: No, there is no reason for us to require staff to progress this far
- Q: Have UNITE been consulted
A: No, however, MP can speak to union representatives if required
- Q: Are the JD's based solely on qualifications.
A: Yes, the variability of job requirements will be taken out. The fairer way seems to be that we have a commonality across everything. It also depends on what the awarding body requires you to have.
- Q: If a new starter came in with the required qualifications but no experience would they start on the same grade as someone with experience
A: Yes, they will start at the bottom of the scale but will be on same grade
- Q: Jobs were evaluated on our current JD. It states in the proposal that it is likely that some staff will, as a result of the JE process, be on a grading higher than that currently. As a result of the evaluation has this been taken into consideration
A: No, tutors have been taken out of the PCC pay scale structure and designed a new salary structure for going forward. Evaluations were found to be inappropriate and therefore this proposal has been put forward. Previous JE's will not be taken into account. To ensure that

there was an independent approach, ACER was contracted by PCAE to carry out the review and make recommendations as to how tutors should be treated

Q: If it is recognised that some staff are graded incorrectly, will we have an opportunity to correct it
A: Yes, there will be the opportunity at your 1:1 with your Line Manager. This forum is just the start of the Consultation.

Q: It feels like we have already jumped over hurdles and having to jump hurdles again, in pursuing grades that reflect our JD's

A: This is not about jumping hurdles it's about recognising a career structure which can be progressed through, which hasn't been in place before. Under the previous JE, qualifications wouldn't have necessarily been recognised

Q: We were pulled out of JE for good reasons, but has it disadvantaged us because staff have already received salary upgrades and tutors haven't

A: Salary increments and cost of living has still been received, so you have not missed out

Q: I haven't been given all the relevant information to know what has been going on. I felt out on a limb because I'm not full time and haven't been informed as I should have

A: Anything you need to know can be discussed at your 1:1. This will be your opportunity to discuss individual concerns with your Line Manager. If you are not happy with the outcome you can appeal. Unfortunately the process has taken longer than envisaged.

Q: I have felt a certain 'un-rest' for some time, over the whole situation, and from an individual point of view we are still no further ahead

A: No, on an individual note you will be no further forward until your 1:1 meeting with your Line Manager

Q: The flowchart needs adding a date of indication when LM have completed the process

A: The flowchart will be an ongoing process, to be followed when you gain new qualifications

Q: Who decides on the appropriate JD for us

A: The meeting with your Line Manager will discuss what JD you fall into and any concerns will be fed back to The Principal. This will be an opportunity to raise any concerns or put forward any suggestions to the content

Q: What happens if the flowchart is followed but the individual doesn't agree with the outcome

A: Paragraph at the bottom of the page states "any appeal regarding the outcome of the application should be made in writing to the Head of Service within 2 weeks of receipt of decision"

Q: The proposal states that salaries will be backdated to August 2009, however, all along the process we were told April 2007

A: Tutors/Assessors were completely removed from the JE process and this is a completely different proposal. You have continued to receive cost of living and salary increments

Q: In DR's e-mail of 24th March 2009 it clarifies that we had been taken out of the JE process, so it would be fair to say that any increase in salary should be backdated to March 2009

A: We were certain that you did not fit in with the PE process, but at that point we weren't sure how things would move forward

Q: Why August 2009. This new process started in March 2009 and there is no clear indication why it's not being backdated to March

A: We didn't know what changes would be implemented at that point

Q: At what point did you know we were going to be taken out of the existing JE process. You have never clarified that we wouldn't be backdated to 2007 until this meeting today

A: Communication was kept to a limit due to ongoing changes in the process, recommendations were regularly being received. It was a long process and changes were continually going on

- Q: Would it be appropriate for backpay to go back to April 2007
A: No, that date was relevant to the JE process, which you are completely separate from now
- Q: Why did it take so long to discover that JE was not appropriate
A: It was right at the end of JE when the JE team communicated to say that there was no comparability with anyone in the PCC and also that it may have given rise to inequality between you and your part-time equivalents. It was expressed in a report that if one tutor was paid in one scheme and one in another, it would have been unfair treatment, therefore removed you from process. In time this proposal will also be used for part-time tutors
- Q: This new process started March 2009, isn't it relevant that backpay goes to March 2009 rather than August 2009
A: We will note this suggestion in the consultation
- Q: JD for SFL tutors requires additional diploma level 7 but we were told that additional diploma was level 5 (level 7 is a Masters)
A: We will need to clarify this.
- Q: We are rewarded by qualifications, but if we already have the qualification at Level 5 there is no further reward. After completing DTLLS Sfl tutors are expected to gain an additional specialism, 1 year course, but this is not recognised
A: The Specialism is at Level 5 also and is required to do the role of skills for life.
- Q: It seems unfair that Sfl tutors will have to do specialism but not everybody, which is an additional year required for some but not all and will have no additional reward for it. There is no financial incentive to do it
A: That is because they are at the same Level 5. Will look at this as a part of consultation
- Q: Were we told that CTLLS was a waste of time and wasn't a significant course, however, it is a required qualification on the JD
A: This pay structure is for all tutors new and existing. There may be people coming in who have this qualification, which we will recognise
- Q: There is an area that we will never be able to fit into because we have not been given the opportunity to do CTLLS, and will now not gain on the pay structure. This also relates to DTLLS, are people given the opportunity
A: Agree that you all need to have the opportunity to do the qualifications and this will need to be looked at as part of Consultation and taken to SMT
- Q: Will other qualifications be taken into account not necessarily teaching qualifications
A: Everything will be graded on the teaching experience, industry based experience will not be taken into account
- Q: The paragraph that states " Where a worker has significant skills and experience but has not gained the relevant professional qualification for the respective salary level, we propose to offer 12 months and appropriate support to achieve the necessary qualification before any change to salary is implemented" this is unrealistic, some of these qualifications are 2 year course
A: We will consider this
- Q: Will be given appropriate support, what does that actually mean
A: It could mean monetary, time and availability of course
- If this is the way forward and the College implements a qualification related pay scheme, there should be an opportunity for all staff to gain the relevant qualifications
- Q: Will we start at the bottom of the pay scales
A: The proposal is that you will be slotted into the grade as appropriate. If you are currently paid less than that grade you will start at bottom, if your current salary is in the middle you will be paid the nearest equivalent

AOC salary increase is effective in September. The increment from last year will automatically be included in your salary, the next one will be due in September 2010.

Q: If this proposal goes ahead what is the timescale

A: We hope to pay your new salaries in March pay, its cutting it fine, but that is our aim

Q: Are there any changes to our Terms and conditions

A: No, there are no changes to your pension or length of service. It is only your JD that will change

There may be changes for part-time tutors but this will be consulted at a different stage

Q: How do you decide what JD we fall under

A: Your new JD will depend on the level of job you do and qualifications you currently have. The JDs are cross college and does not reflect on the area you teach in

Q: Will SfL have extra preparation time in order to cope with ILPs

A: Every vocational subject will have to have an ILP when Foundation Learning comes in there will also be a requirement for tutorials. Full details will need to be ironed out and confirmed

Q: The JD for key worker doesn't fit with the generic tutor role of 24 hours teaching

A: The JD's are flexible to meet our needs

Q: What happens next

A: The next stage is your 1:1's with your Line Manager's, your opportunity to put forward any individual concerns

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