

SQA WORKLOAD CAMPAIGN

Audit and Planning Tools



Challenge SQA Workload

Workload App – Tracking Individual Workload

The workload app has been updated for the current session and an additional line added related to SQA generated workload. The app can be found here http://www.eis.org.uk/NQ_Industrial_Action/WLCalculator.htm along with a short “How to use” video. It is primarily to allow individuals to track their time commitments as an evidence base for raising concerns where time allocated is inadequate.

Members who used the app during our previous “Fortnight Focus on Workload” gave us the evidence we needed to demonstrate that on average teachers were working a 46.5-hour week; a figure that remains unchallenged by the Scottish Government and which has contributed to the pressure for change.

Working Time Agreement

As part of our industrial action members have been advised to adhere strictly to the school Working Time Agreement. Initial advice also suggested that reviewing the WTA against SQA time pressure might be a useful activity for the EIS campaign/action group. Some schools have already negotiated quite robust WTAs, of course, but in some cases there may have been a tendency simply to agree the same basic calendar as in the previous session.

The following audit process has been developed in Glasgow, and subsequently rolled out to a number of Local Associations, and might provide a useful approach to reviewing your own arrangements.

Its essential premise is based around looking at each 35-hour week rather than aggregating time over a full year. To make use of it you will need to populate the columns with details from your own agreement and the spreadsheet will then calculate the weekly hours required – showing clearly where the 35-hour limit is being exceeded.

Using the WTA School Core Calendar Spreadsheet

The WTA Calendar spreadsheet will help in plotting agreed core activities and ensure that members can adhere to the 35-hour week.

This is a basic check that, in any given week, there are not whole school activities which would automatically breach the 35 hours limit e.g. having a parents’ evening in the same week as a staff meeting.

In the 35-hour contractual week there are: 22 ½ hours maximum for class contact; 7 ½ hours for individual preparation and correction time; and 5 hours for all other professional activities.

The calendar is based upon 39 full time equivalent working weeks (195 hours) with 5 hours available per week for professional activities. Time for SQA activities including the marking of SQA unit assessments should NOT be considered as part of the individual teacher’s preparation and correction time. It should be accounted for in the

collegiate hours as part of the WTA.

The worked example should help as a guide for using the template spreadsheet:

1. Enter holidays and in-service days
2. Enter agreed WTA core (whole school) collegiate activities onto the spreadsheet These will include colour coded dates for Parents' Evenings, Whole School Meetings/CAT sessions, deadlines for Reports, tracking etc. The suggested list of activities is provided as an example
3. Enter time required in CC column
4. Enter balance of the 5 hours in DP column
5. This should then be matched with Department/Subject Calendars to identify action points.

SQA Workload Audit

One of the challenges of WTAs is that whilst the overall figures may theoretically allocate time for all relevant activities, within departments the time for many areas of work is insufficient to meet the actual time demands. Carrying out a departmental audit, therefore, is crucial to creating the evidence base for challenging excessive workload.

Branches should seek to organise a professional audit focusing particularly on SQA workload subject by subject. This may have been undertaken already.

The Subject/Department planning template is an additional resource to support the audit.

Professional Audit - Using the Subject/Department SQA Workload Spreadsheet

1. At subject/department level assess the time required for each element of SQA work – unit assessment marking for Nat 5 and Higher, verification, moderation and any SQA development work
2. Quantify the mean or average amount of time for a class set of marking
3. On the planning calendar spreadsheet under the column heading enter the data
 - *Identify the activity
 - *Deadline for completion
 - *Round up/down the hours
 - *What hours are available from 5 collegiate hours in a week to do this?
 - *Has any additional time been freed up for this?Note: Hours may be spread over several weeks and deadlines can be extended
4. Deficit column should read 0. If not action is required

The departmental planning calendar can also be used to audit and plot ALL department work, including department meetings, and should be matched against the school calendar.

Not Enough Time – Action Required

The worked example spreadsheet for 2015 – 16 shows time for SQA arrangements after the Core Calendar had been set. The Professional Audit process above will show whether the available time “left over” in the DP column is sufficient. If not, action is required.

The EIS WTA Spreadsheet Calendars can be found here http://www.eis.org.uk/NQ_Industrial_Action/CalendarSS.htm

EIS Actions

1. EIS Rep/Action Committee refer Action Points to the Headteacher and seek agreement on
 - *Professional Prioritisation
 - *Additional Time by removing other collegiate activities
 - *Freed up hours provided e.g. study leave, cover
2. Please share campaign actions with your Local Association Secretary.