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education trade union



# **National Qualifications Action Short of Strike**

## **Action Checklist for School Reps**

1. Organise and publicise a school EIS meeting to brief members on the action at the start of session 2016-17
2. You may choose to use the powerpoint as a guide for the meeting. Include the ballot result for action, the nature of the action and its target as well as the importance of pursuing the campaign collectively.
3. Ensure that all members have copies of the school WTA, calendar and School Improvement Plan.
4. Ensure that all members have a copy of the initial advice to members, issued last term.
5. Establish an EIS Action Committee.
6. With the agreement of members take a photo of the school EIS membership holding *EIS Taking Action on SQA Workload* posters. Pass on to LA Secretary for social media campaigning.

7. Coordinate an EIS school audit of SQA workload subject by subject covering unit assessment marking requirements, verification and SQA development work. Use the templates as a guide. Plot findings against the WTA Calendar to identify action points.
8. Make members aware that the Workload App is available from the EIS website for individual tracking of workload, and with a specific line now added for SQA activities.
9. Request action meetings with management to raise action points.
10. Come to an agreement with management for identifying when members of staff are out of school on SQA related business and indicate that EIS Members will not cover in these instances.
11. Provide regular action updates to members and pass on action points to the LA Secretary.
12. Contact the school parent Council and offer to attend a meeting and explain the action. See template letter.