



## **National Joint Negotiating Committee Circular 03/18**

### **Unpromoted Lecturing Staff Salary Placement and Progression**

This Circular is issued under the provisions of the National Joint Negotiating Committee (NJNC) and is binding on the signatories of the National Recognition and Procedures Agreement (NRPA).

This Circular implements and provides further guidance on aspects of the May 2017 and November 2017 NJNC Agreements, not previously implemented through NJNC Circulars, recognising that where elements of the November NJNC Agreement supersede elements of the May 2017 NJNC Agreement, the November 2017 NJNC Agreement will apply.

This Circular provides direction for colleges on salary placement and progression for unpromoted lecturing staff and further guidance in respect of qualifications and professional registration.

The recognised lecturing qualification will be TQFE or equivalent to a minimum SCQF level 9. 'Recognised' lecturing qualifications for this purpose will be those recognised by GTCS for the purpose of registration in colleges or schools in Scotland or otherwise agreed by the NJNC.

As part of the agreed NJNC salary scale the professional gateway is at scale point 3 of the National Pay Scale ('NPS').

#### **For Staff Currently in the Sector**

The following applies to those staff in post on 1 April 2017:

- All lecturing staff in post as at 1 April 2017 holding a recognised lecturing qualification will migrate to scale point 5 of the NPS ('NPS 5'). This is an amendment to the existing agreed migration rules set out in NJNC Circular 01/17 and is likely to affect only a very small number of staff, as most TQFE-qualified staff will be covered by the 'top to top' rule.

The pay harmonisation process in NJNC Circular 01/17 is amended for all lecturing staff in post as at 1 April 2017 holding a recognised lecturing qualification by the application of the following rule:

The first harmonisation payment which was payable on 1<sup>st</sup> April 2017 will be amended to cover 25% of the difference between the salary of the lecturer on 31<sup>st</sup> March 2017 and NPS 5. Any payment made under NJNC Circular 01/17 prior to implementation of the provisions of this Circular will be taken into account when calculating the balance due to be paid as a result of this amendment to the pay harmonisation process.

The second annual instalment of 25% of the harmonisation process was payable on 1st April 2018 and the balance of any pay differential resulting from the migration to NPS 5 should be paid in the earliest possible pay period. Any payment made under NJNC Circular 01/17 prior to implementation of this Circular will be taken into account when calculating the balance due to be paid as a result of this amendment to the pay harmonisation process.

The final annual instalment of 50% of the pay differential is payable on 1st April 2019.

Part time staff will receive a pro-rata harmonisation payment relative to a 35 hour working week. The ratio will be amended to reflect any variation in the number of teaching hours during the harmonisation process.

- For those lecturing staff who achieve a recognised lecturing qualification before 1 April 2019, their migration point will be reviewed in the April following completion, and migration will be adjusted to NPS 5, harmonising to this point by 1 April 2019.

For those lecturing staff who achieve a recognised lecturing qualification between 1 April 2017 and 1 April 2018, the pay harmonisation process in NJNC Circular 01/17 is amended by the application of the following rule:

As at 1<sup>st</sup> April 2018 they will migrate to the first available point on the interim 2018 pay scale which has a final migration point of NSP 5.

Those lecturing staff who achieve a recognised lecturing qualification between 1 April 2018 and 1 April 2019 will migrate directly to NSP 5 on 1 April 2019. There will be no change to the harmonisation payments made with effect from 1 April 2017 and 1 April 2018.

Part time staff will receive a pro-rata harmonisation payment relative to a 35 hour working week. The ratio will be amended to reflect any variation in the number of teaching hours during the harmonisation process.

- Lecturing staff who do not hold a recognised lecturing qualification and who do not achieve this by 1 April 2019 are not affected by the qualification 'gateway'. There is however, an expectation that staff will achieve a recognised lecturing qualification and they will be given the same support to do so as new staff commencing employment after 1 April 2017 and as is outlined in the section entitled 'Support for Staff from Colleges' below.

Lecturing Staff in post on 1 April 2017 who have indicated a willingness to undertake a recognised lecturing qualification but who have not started the course will be given priority to enrol in such a course over staff commencing employment from 1 April 2019.

## **For Staff Commencing Employment from 1 April 2017 to 31 March 2019**

### **Salary Placement on Appointment and Progression**

The current local arrangements for salary placement on appointment will apply until 1 April 2019. The NJNC will have agreed the principles of salary placement on appointment to be applied from 1 April 2019 and a Circular providing guidance on this will be issued in advance of that date. It is recognised, that to facilitate transferability of lecturing staff across the FE sector in Scotland, the principle of matching salary will apply.

If a lecturer achieves a recognised lecturing qualification whilst occupying a scale point lower than NSP 4, then upon achievement, the lecturer will move immediately to NSP 4 on the 1 April following completion.

Those lecturing staff who commence employment between 1 April 2017 and 31 March 2019 and who are undertaking a recognised lecturing qualification will be given the support as is outlined in the section entitled 'Support for Staff from Colleges' below.

Lecturing Staff commencing employment between 1 April 2017 and 31 March 2019 who have indicated a willingness to undertake a recognised lecturing qualification but who have not started the course will be given priority to enrol in such a course over staff commencing employment from 1 April 2019.

## **For Staff Commencing Employment from 1 April 2019**

### **Professional Gateway**

There is a contractual requirement for any lecturer commencing employment on or after 1 April 2019 and who does not hold a recognised lecturing qualification, to successfully complete such a qualification within two years of taking up a position in any Scottish FE college, subject to local operational requirements. Local operational requirements will take account of, factors such as, the ability of the college to release the lecturer for the period of study, the abilities of providers to accommodate the number of lecturers seeking to obtain a recognised lecturing qualification and any extenuating personal circumstances of the lecturer.

Colleges will facilitate opportunities for all lecturers not holding a recognised lecturing qualification to complete such a qualification within two years of commencing employment. Equally, there is an expectation that lecturers will commit to successfully completing the qualification within the provider's stipulated timeframe.

Where lecturers face barriers to completing the qualification within the provider's stipulated timeframe (e.g. part time staff, staff with extenuating personal circumstances), this may be reasonably adjusted to allow completion over a longer period of time in consultation with the staff member, the provider, the EIS and the college.

Where a college is unable to facilitate a lecturer completing a recognised lecturing qualification within two years (either due to local operational factors, extenuating personal circumstances of the lecturer or as a result of limited availability from providers), the individual lecturer will not be subject to an artificial barrier to progression on the pay scale, will be entitled to progress to the next point on the NSP on an annual basis and will be supported to complete the qualification as soon as is practicable.

Those lecturers who commence employment from 1 April 2019 will be given the support as is outlined in the section entitled 'Support for Staff from Colleges' below.

### **Support for Staff from College**

The provision of support will involve the payment of all associated fees by the college. In addition, all lecturers undertaking a recognised lecturing qualification will receive remission on the basis of:

- 150 hours reduction in class contact time over an academic year. Line managers will ensure that lecturers have one full day with no class contact for the duration of the course.

The total remission from class contact will apply regardless of duration of study period and/or fraction of contract. Where additional time to complete the qualification has been agreed, the individual lecturer should not be subject to an artificial barrier to progression on the pay scale and will be entitled to progress to the next point on the NSP on an annual basis.

An unpromoted lecturer on a fixed term or temporary contract with continuity of employment will receive no less favourable treatment than part time or full time unpromoted lecturers and will be subject to the provisions of this Circular.

### **Professional Registration**

Linked to the review of future workforce requirements, lecturing staff in our workforce for the future will require professional registration similar to GTCS. Requirements for such registration will be agreed and in place from 1 April 2019. A Circular providing further guidance will be issued on this in due course.

If any clarification is sought, this should be directed to the Joint Secretaries, [john.gribben@collegesscotland.ac.uk](mailto:john.gribben@collegesscotland.ac.uk) and [akeenan@eis.org.uk](mailto:akeenan@eis.org.uk). A joint response will be provided to all points of clarification.

NJNC Joint Secretaries

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