

**MODEL LEARNING AGREEMENT
BETWEEN
COLLEGE
AND
THE EDUCATIONAL INSTITUTE OF SCOTLAND:
FURTHER EDUCATION LECTURERS' ASSOCIATION
(EIS-FELA)**

1.College agrees to promote CPD/lifelong learning opportunities for all members of academic staff. In consultation with Branch Officers advised by the trade union learning representative(s), the College will put in place the arrangements necessary to identify learning needs and will work towards meeting those needs through agreed access and funding arrangements. Colleges must be aware that Learning Representatives are not negotiators and do not have a representative role in any conditions of service or contractual matters.
2. The College welcomes trade union learning representatives and agrees to work with the trade unions to ensure that they operate successfully within the College.
3. The College acknowledges the potential benefits to both individual staff members and to the College in the provision of CPD/lifelong learning opportunities. The College will ensure that all staff groups are equally aware of the CPD/learning opportunities available to them and that they are offered equal access to them.
4. The College recognises that a commitment to CPD/lifelong learning should be linked to the Career Development Review and should include personal and professional development. The College gives a commitment that the identified learning requirements of individual members of staff will be met.
5.College agrees to support the training and operation within the College of trade union learning representatives and agrees to adopt the following guidelines as a minimum requirement.
 - 5.1. The College will allow reasonable paid time off for those trade union members (identified in advance by the trade unions) wishing to undertake the recognised training course to enable them to carry out the role of trade union learning representative
 - 5.2. EIS-FELA will have a minimum of one union learning representative per campus.
 - 5.3. The College will allocate to each accredited trade union learning representative a minimum of three hours remission time from class contact per week per week in which to carry out their role.
 - 5.4. The College will provide staff members with reasonable remission time from class contact in which to consult a trade union learning representative.

5.5. The College will establish ongoing arrangements to allow Branch Officer and the trade union learning representative(s) to liaise and share information on training and funding opportunities with college management in relation to the lifelong learning/staff development function.

5.6. As far as possible the following facilities will be provided by the College to allow trade union Branch Officers and learning representatives to operate within the college:

5.6.1. Use of a private room for interviews

5.6.2. Access to word processing, telephone and internet facilities

5.6.3. Appropriate facilities for record keeping and storage

5.7 This agreement can only be amended following negotiation and Agreement at the Joint Negotiating Committee (JNC) or equivalent Body.

Signed on behalf of College:	
Date:	
Signed by EIS-FELA Branch Secretary :	