

# Secondary Schools – Replacement of Non-contact Time

Developed in collaboration with the Queensland Teachers' Union (QTU) and the Department of Education and Training (DET)

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## Key Principles

- The *Teaching in State Education Award – State 2016* (Award) non-contact time (NCT) entitlement for secondary teachers is no less than 3 hours and 30 minutes per week. Part-time teachers receive NCT on a pro-rata basis.
- NCT will be allocated in blocks which are no less than the length of the school teaching period.
- The main function of Award NCT is to undertake the necessary planning, preparation and correction to effectively carry out the role as teacher. Teachers make decisions about what tasks they will complete in the NCT provided for by the Award. These tasks may include:
  - (a) collaborative preparation, planning and correction;
  - (b) planning for class and group teaching instruction;
  - (c) curriculum planning;
  - (d) setting and correction of assessment items;
  - (e) evaluating and assessing;
  - (f) compilation of assessment records; and
  - (g) planning for excursions.
- NCT may fall below this entitlement in any one week due to emergent circumstances and events outside of a school's control (e.g. public holidays, sick leave, student-free days, emergency or natural disaster) or planned school activities.
- Planned school activities are those events which form part of the school calendar. These may include; excursions, school camps, sports carnivals, school assemblies, graduations, exam blocks, required professional development, emergency management procedure drills including fire evacuation drills and lock down drills.
- Only Award NCT entitlement lost due to planned school activities needs to be replaced. Where the loss of Award NCT due to planned school activities is less than the school teaching period, arrangements between the principal, or officer/s responsible for the management of NCT, and the teacher to replace this time should be collaborative in nature and reasonably take into account the time lost in relation to the length of the school teaching period.
- NCT does not have to be replaced in the week in which it is lost. However the teacher needs to have access to the full Award NCT entitlement as soon as possible and where practicable, should be replaced by the end of the term during which the loss has occurred.

- The Local Consultative Committee (LCC) is the key mechanism for managing workload at the school level. Schools may reach agreement through their LCC in regard to the banking and replacement of Award NCT which has been lost due to planned school activities.
- NCT which has been lost due to planned school activities may be prepaid if explicitly identified and arranged. This means that the NCT may be provided in advance where a planned school activity would prevent a teacher from accessing their Award NCT entitlement.
- When arranging replacement NCT, the timing of the replacement NCT should take into consideration the importance of providing teachers with opportunities to adequately undertake planning, preparation and correction.