



Non-attendance time: TAFE Queensland

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Non-attendance time (NAT) is defined in the TAFE Queensland Award – State 2016 as:

"those periods of time where educators are not required to be in attendance at a campus".

The following award conditions apply to NAT.

- All educators, excluding casual employees, are entitled to five weeks' non-attendance time for each completed calendar year of service with TAFE Queensland.
- NAT is allocated on a pro-rata basis for part-time employees and employees who have completed less than one calendar year of service.
- NAT timing is approved at the discretion of the General Manager in consultation with the teaching team, taking into consideration efficient operation of programs.
- Unless the employee agrees to a lesser time frame, a minimum of four weeks' notice must be provided by the General Manager.
- Educators must take NAT in blocks of between one and four weeks.
- Educators must take a minimum of two periods of NAT per year, separated by a maximum of 21 weeks.
- NAT can be taken with recreation leave (up to a maximum of eight weeks).
- Up to two weeks of NAT can be deferred to the next calendar year, as long as it is agreed at least two weeks prior to 1 January and is taken within six months.
- NAT is exclusive of any public holiday that falls during the period of NAT taken by the

employee.

- Unused NAT is paid out on a pro-rata basis on resignation.

Purpose

NAT is intended to provide TAFE educators with time off-campus to complete all of the work required prior to the commencement of education delivery.

The [TAFE Queensland Educators Certified Agreement 2016](#) makes it clear that educators use their discretion to determine how they will utilise NAT.

How NAT can be used

In the past, there has been a common misunderstanding that managers in TAFE can require an employee to complete particular tasks during NAT.

The certified agreement, part 7, clause 29 gives employers and employees clarity around this.

"29.a Educators will use their discretion to determine how they will utilise non-attendance time. Educators may choose, but are not required to, conduct their normal programmed time duties during non-attendance time."

The only obligation that teachers have in relation to NAT is that they must return after their NAT leave prepared to commence delivery for the semester, as required under clause 28 of the certified agreement.

If a teacher has undertaken all necessary preparation for the commencement of delivery at some other time (for example on week nights or weekends), then NAT can be taken as leave.

Preparation expectations

Under the certified agreement, TAFE Queensland

is obligated to ensure the yearly plan and delivery timetable for the six months after return from NAT are agreed and available to educators no less than four weeks prior to the commencement of NAT.

TAFE educators are required to have completed all preparation tasks outlined in clause 28 of the certified agreement upon return from NAT leave.

The relevant clause is as follows:

“28 Preparation

Consistent with clause 29, educators will ensure all necessary activities as required for the half yearly plan and delivery timetable, are completed prior to the commencement of delivery including:

- (a) confirming understanding of the packaging rules and requirements of the training package and/or accredited course units to be delivered and ensuring that planned training activity will meet those requirements
- (b) review, update and/or develop course-related information at a qualification and/or unit level, including but not limited to:
 - (i) qualification guide
 - (ii) unit of study guide/s
 - (iii) learner guide/s
 - (iv) competency based training assessment instruments, including benchmarks
 - (v) content delivery schedule/lesson plans
 - (vi) learning and training resources
 - (vii) course orientation materials for existing or future programs; and
 - (viii) preparing for workplace learning, such as ensuring the templates for provider risk assessments and the logbook for vocational placements are up to date for future issues.
- (c) Uploading all relevant learning and assessment resources and undertake all other requirements for the learning management system ready for delivery and assessment or organise printing of resources ready for distribution.”

Not required during NAT

During NAT, A teacher/tutor cannot be directed to:

- undertake normal work duties from home, such as online delivery, RPL, marking

assessments, communicating with students

- develop product for new training packages, competencies, assessments for the team or institute
- attend professional development
- attend mandatory or other forms of staff training (should not be scheduled during NAT)
- be required to stay in the state or country or inform TAFE if they are not (and they cannot be refused NAT if they are not staying in the state or country)
- be contactable at all times.
- supply a list of activities they intend to complete during NAT
- undertake preparation for classes that were not programmed four weeks prior to the commencement of NAT
- attend if recalled back to the institute - a teacher may attend at their convenience and the NAT will be reversed for that period
- Advised that NAT accrues over the year.

Further references

TAFE Queensland Educators Certified Agreement 2016

http://www.qirc.qld.gov.au/qirc/resources/pdf/certified_agreements/cert_agreements/2016/ca213_2016.pdf

TAFE Queensland Award – State 2016

http://www.qirc.qld.gov.au/qirc/resources/pdf/awards/t/tafe_queensland.pdf