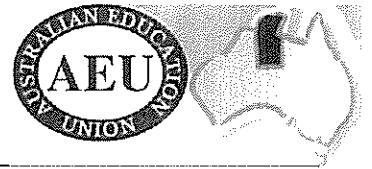

MEMORANDUM

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To: AEU Reps *for the attention of all AEU NT members at your workplace*

From: AEU NT – Matthew Cranitch

Ref. No. 230511039

Subject: **TEACHER WORKLOADS AND NON CONTACT TIME**

Given the volume of member queries regarding teacher release time during the working week, please refer to the quotas below. This information can be found in its entirety on page 63 (clause 42) of our current Teacher and Educator 2010 - 2013 Enterprise Agreement: http://www.aeunt.org.au/2010_2013_uca_t_e.pdf

- Primary school teachers are to receive a minimum of three hours non-contact time per week.
- Teachers of secondary students at Middle School, High School, Colleges and CECs work under the 91/38 document. That is, these teachers should be allocated at least 20% of student instruction time as their weekly non-contact time. This includes any internal relief classes delivered. Teachers in this sector should be receiving a minimum of 5 hours 20 mins per week release from formal timetabled classes (based on an assumption of schools conducting 26 hours 40 minutes instruction time per week).

It has come to our attention that some schools may not be operating within these guidelines. A Working Group is currently operating between DET and the AEU-NT to review the workloads of teachers and to revise the current 91/38 document outlining the roles and responsibilities of teachers in clear unambiguous terms.

Members are encouraged to advise an office holder of the AEU-NT (either sub branch, regional or full time officer) of any concerns they have in relation to workloads and instruction time as soon as possible to assist the members of this Working Party.