

The Protocol National Handbook 2011/2012

ProtocolNational
Leaders in FE Recruitment Process Outsourcing



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Please note: Throughout this booklet we refer on occasions only to Protocol. This can refer to either Protocol National or Protocol Assessors. You should use the appropriate company in terms of how it relates to you and your role, and the subject being discussed.

Dear Colleague,

I would like to take this opportunity to welcome you to Protocol for the 2011/2012 academic year.

Working with learners of all ages is interesting, challenging and demanding. For some of you it will be a new experience, others will be "old hands".

Whether you are a Visiting Lecturer, an assessor or a Support Worker, the aim of this booklet is to provide you with basic information about working through us; I do hope that you find it an informative and useful source of reference. We have tried to make this a comprehensive document but if there is anything you think is missing, please tell us and we will consider it for the next edition.

It is important that you adhere to relevant College practices and procedures. This is particularly important when working with learners and also when providing the College with documentary evidence in respect of funding. If you have any queries, my colleagues are here to help so please don't hesitate to contact us.

I hope that your association with the College and with us will be a rewarding experience for you and for your learners.

With best wishes,



Philip Harrison
Chief Executive

1 Working with Protocol National

1.1 The Protocol National Support Line

The Protocol National Support Line is a dedicated number to help you with all queries including those relating to your contracts or fees.

The Support Line telephone number is **0115 911 1166** and is open from 8.30am to 6.00pm Monday to Friday.

Alternatively you may contact the Support Team via email: **vls@protocol-national.co.uk**

Our website can be found at:
www.protocol-national.co.uk

You'll find useful information on a number of topics. You can also view assignment opportunities across the UK.

1.2 What you can expect from us

Protocol National is an employment business providing self employed, part-time lecturers, assessors and support workers to education providers. Any assignments that you accept through Protocol National will be performed on client premises, under the direction and control of the client.

As an assessor, you will be expected to deliver these services to the required standards of the awarding body in a timely and professional manner. You will work primarily at the premises of the candidate's employer at times that coincide with the employees work pattern.

You will be paid based on the quality of the service being acceptable to the awarding body and all documentation being completed and returned as required. We are here to help you achieve the appropriate standards and service levels required.

We provide the following benefits to those who choose to work through us:

- Access to a wide range of opportunities in 267 FE Colleges across the UK, competitive fees, times and other arrangements and prompt communication of these to suitable Visiting Lecturers.
- Management of the issues surrounding self-employment including all taxation and reporting requirements.
- Prompt payment of fees and a Fee Payment Charter to help you determine what to expect if things do go wrong. **Details of the Charter appear on page 12.**
- A selection of briefing materials on College needs and requirements
- Access to our managers and our Support Line for advice and support.
- An inspection awareness pack.
- Guidance and assistance to achieve a teaching or assessing qualification, including discounted rates in many Colleges.
- Benefits including access to Professional Indemnity Insurance (PII), a stakeholder pension scheme and an exclusive eyecare offer through Specsavers.
- Regular newsletters and legislation updates.

This briefing document is an important part of our service to you. If you think we have overlooked anything, or if you can suggest other ways for us to improve our service to you, then please let us know

1.3 What we expect from you

Work within FE Colleges is interesting, challenging, rewarding and comes with responsibilities to the College, to students, to other workers and to us.

When you accept an assignment, your responsibilities are set out formally in our Terms & Conditions, but as a reminder:

- Although you are a self-employed contractor and not an employee, you must adhere to all relevant College policies. **These include matters such as punctuality, dress code, smoking arrangements, Safeguarding, Health & Safety and Equality & Diversity.**
- You are expected to complete any assignments you have agreed to undertake and you cannot take holiday at times when you have agreed to work. You must adhere to agreed deadlines. If you cannot attend a class or complete work due to sickness or as agreed you should give Protocol National and the college as much notice as possible. You will only be paid for the teaching hours you actually deliver under an assignment.
- You must comply with the College's procedures for confirming your working hours as well as keeping the student records that the College requires; **failure to do so may affect the payment of your fees.**
- You must ensure, where appropriate, the prompt return of students' work.
- Whilst delivering services on a client's premises you may be working with vulnerable students and you should act accordingly. You should also be mindful of your own safety with such groups and ask for advice or help if required.
- You must keep personal information relating to the College and its students confidential unless disclosure is required in the performance of your duties under the assignment. This applies during the course of your assignment as well as after it has finished.
- If you have any problems carrying out your assignment, contact the Protocol National Support Line immediately.

In the event that you are found to be in breach of the above responsibilities we reserve the right to take appropriate action. This may include removing you from the Protocol National database or, in certain circumstances, taking legal action.

1.4 Updating your personal details

It is very important to update the records we hold about you, for example if you change your contact details or gain additional qualifications. To make changes to the information we hold about you, either:

- Log on to the VL Zone at: **www.protocol-national.co.uk/vlzone**
- Phone the Support Line on **tel: 0115 911 1166**
- Contact the Protocol National Staffing Coordinator based at your college where available
- Email: **vls@protocol-national.co.uk**

Amendments to bank details must be forwarded in writing to: The Payroll Department, Protocol National, Castle Marina Road, Nottingham NG7 1TN.

1.5 Termination of contracts

All assignments are contracted on a fixed-term basis and you will be informed of the relevant dates in your contract offer. Colleges using Protocol National can cancel a contract with us at any time. This means we may cancel your contract with us at little or no notice, in accordance with our terms and conditions with you.

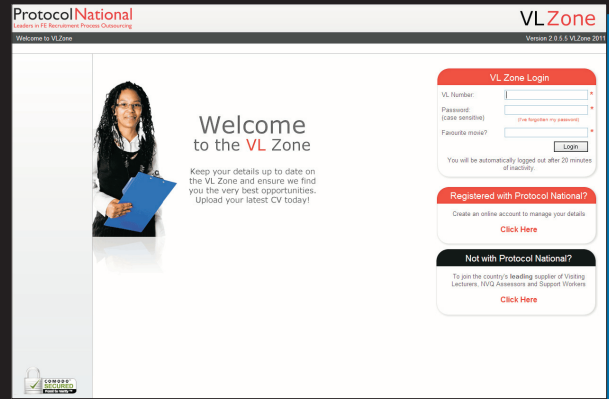
Kindly note that you are not entitled to payment for work that you do not undertake or compensation for cancelled contracts.

In certain limited circumstances a college may ask us to remove a Visiting Lecturer from an assignment. Depending on the circumstances, we may take further action.

1.6 The VL Zone www.protocol-national.co.uk/vlzone

You will have access to your very own secure area on the Protocol National website. Every day, Protocol National generates hundreds of new opportunities for Visiting Lecturers.

When a college asks us to fill a new assignment, they want it filled quickly. You can use the VL Zone to ensure we have your most recent details so that we can contact you quickly with relevant assignment opportunities. In particular, we need your mobile number and your email address.



On the VL Zone, you can also:

- **View and print your current and previous P6os.**
- **Access and update your personal information, including contact details, skills and experience, nature of work sought and health assessment.**
- **Update your availability.**
- **Ask questions and provide feedback on our service via online request forms.**
- **Confirm your Institute for Learning (IfL) registration number.**
- **Look at your assignment and pay details** - you have the opportunity to raise queries concerning your contracts, which means that Protocol National has the opportunity to deal with any contractual or pay queries before pay day.

Online Timesheets

We have been working with many colleges across the UK to introduce an easy-to-use online timesheet system. The new system replaces the need for you to complete paper timesheets manually, saving the environment and your time.

If you are required to submit electronic timesheets, we will let you know before your assignment commences. You will receive an email at the start of each month with instructions on what you need to do.



Our new online timesheets form part of our environmentally friendly initiative which will save over 100 trees each year!

Online Payslips

The VL Zone also allows you to view and print your current and previous payslips. Your online payslip will be available before the 28th of each month and we will email you to let you know when it becomes available.

Paper payslips are available on request at a charge of £5 per payslip. To request paper payslips, please email payrollinbox@protocol-national.co.uk.

Explanation of your Payslip

Page 1

Your tax code

Your Visiting Lecturer number

Month number of the Tax Year

Your National Insurance number

Date up to which hours being paid were worked

Date your account will be credited

Your sort code, account number and roll number (if applicable)

College at which the session is worked

Assignment number (click to view assignment details)

Adjustments to your pay

Deductions from your pay

Dates on which the sessions were worked

Assignment start and finish times

Total hours worked for each session

Hourly rate

Additions to your pay (including holiday pay)

Pay Advice

Mrs Anne Other
18 ANY STREET
ANYTOWN
ANY COUNTY
AN12 3TH

Visiting Lecturer reference: 16414256
For hours worked up to: 31-Jul-2010
Account will be credited on: 27-Aug-2010

Bank - Barclays Bank Plc
Sort Code: 21-24-23 Account No.: 69999999 Roll No.:

General Information
Tax Code: 647L Tax Period: 05 Number: JN479 PAYE Reference: 547203229

Assignment No.	College	Subject	Date	Start	Finish	No. Sessions	Hours	Hourly Rate	Total Fee
196715	City College Birmingham (East)	English - English As A Second Language	01.02.06.08.09	09:30	12:00	05	12.50	16.50	206.25
196715	City College Birmingham (East)	English - English As A Second Language	05.07	09:30	12:30	02	6.00	16.50	99.00
Total Fees									£305.25

Adjustment

Adjustment No.	Assignment No.	College	Description	Hours	Rate	Total
1773506	123456	City College Birmingham (East)		5.00	11.09	55.45
Total Adjustments						£55.45

Additions

Type	Amount
Holiday Pay	277.58
Total Additions	£277.58

Deductions

Type	Amount
Tax Paid	19.60
National Insurance Cat A	17.85
Professional Indemnity Insurance	10.28
Total Deductions	£47.73

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Your net pay this month - the amount that will be paid to your account

GROSS PAY £638.28

NET PAY £590.55

Cumulative totals for earnings and deductions in this tax year

Employer's contribution to National Insurance - this does not affect your pay

Earning figures from your previous employment (e.g. from your P45)

Cumulative

Type	Amount
Fees Payable	3,889.40
Holiday Pay	685.77
Tax Paid	375.00
Nilable Pay	4,575.17
National Insurance Cat A	241.46
Professional Indemnity Insurance	97.27

Previous Employment

Gross Pay	£0.00
Income Tax	£0.00
Employers NI Contribution	
This Period	£20.77
Cumulative	£280.98

Engineering Council



Our online payslips form part of our environmentally friendly initiative which will save over 100 trees each year!

1.7 Equal opportunities

Ensuring equal opportunities regardless of sex, sexual orientation, age, race, ethnic origin, religion, belief, philosophical belief or disability is very important to us. Our Equal Opportunities Policy is available on request.

We provide routine data to colleges and other organisations in respect of this, as well as undertaking internal audits of different aspects of our activity to ensure that we adhere to our own policies. Shared data is anonymous to protect each individual's privacy.

2 Bookings and Payments

2.1 Assignment bookings

Once a college has identified that it wishes to use our service, their first step is to book the details of the subject, hours and the minimum requirements for a suitable person to deliver the booking.

We will then go through a process of matching the booking/assignment details to an appropriate individual.

Once a suitable Visiting Lecturer or Assessor has been identified to deliver the assignment and agreed that he/she is willing to do the work on the dates and times advised, a contract will be raised and emailed to them.



Our paperless contracts form part of our environmentally friendly initiatives which will save **over 100 trees each year!**

In order to ensure that our database matches you to suitable assignments it is imperative that you inform us of changes and updates to your CV and qualifications.

When Protocol National offers you a lecturing assignment you will be given the 'activity band' for the work. The activity band defines the nature of the teaching as follows:

■ **Band 1 Facilitator/Invigilator**

Work may include helping students use equipment, explaining set work, helping solve problems and different approaches, invigilating and managing examinations.

■ **Band 2 Limited Teaching Role**

A limited teaching role that may involve setting assignments and some preparation.

■ **Band 3 Lecturer/Teaching Role**

A comprehensive teaching role encompassing the roles and responsibilities of a professional teacher. The fee rate for this band includes preparation and marking/assessment time.

■ **Band 4 Specialist Role**

Specialist provision including, for example, guidance and counselling, external liaison, consultancy, curriculum development or programme co-ordination.

As an assessor, you will be offered assignments either on an hourly paid or staged payment basis. This will be confirmed at the time of offer.

College meeting requirements are specified as part of your assignment offer and confirmed in your contract (you are usually required to attend one per term at each college you accept work in). An attendance fee will be paid for additional meetings, unless specified otherwise in the assignment confirmation.

Occasionally colleges may speak to you about extra work that is available. If this happens **you must inform us** and the college should book the assignment with Protocol National immediately to ensure that we have the details for your fee payment. **We are not obliged to pay you for any work you carry out unless we have issued you a contract**, so it is imperative that you do not undertake work without a contract being in place. Please note that college managers cannot agree fee rates with you, these are set by Protocol National.

If you are required to offer students tutorial support as part of an assignment it will be stated in the contract offer from Protocol National. Unless otherwise indicated, time spent on this activity will have been factored into the assignment fee.

You may be required to attend other meetings or curriculum updating sessions as part of an assignment. Unless otherwise agreed, these are paid at the meeting rate.

Protocol National Visiting Lecturers may be invited to participate in curriculum development activities. This is paid at Band 4 if the Visiting Lecturer is responsible for the curriculum development. Any other curriculum development activities will be paid at the appropriate rate.

Timesheets

To ensure you are paid accurately and on time, you may need to complete and submit timesheets on a monthly basis. These may be paper timesheets or electronic timesheets submitted through the VLZone.

Please contact your Protocol National Staffing Co-ordinator to find out more.

2.2 Fee Payment

Fees will be paid on the 28th day of the month following the month when an assignment began and on the 28th day of each subsequent month during the assignment. Protocol National sets the fee rate for your work and your payment reflects the contracted hours and fee rate on your contract. **You can check the details of your assignment(s) on the VL Zone at:**

www.protocol-national.co.uk/vlzone

If you cover a class under emergency cover arrangements, the college should book the assignment with Protocol National immediately to ensure that Protocol National has the details for your fee payment. It is essential that you do not accept work without a contract being in place or you may not be paid for the additional hours.

If your contract is incorrect, or your timesheet is not submitted in time, this could affect prompt payment of your fees.

The layout of the online payslip is illustrated on page 7. If you have any queries, please contact your Protocol National Staffing Co-ordinator where available or call the Support Team on 0115 911 1166. Please note that the college cannot help you with payment queries.

2.3 Holiday pay

Like all those in the teaching profession, you are required to take your holiday outside contracted time. Protocol National pays accrued statutory holiday pay at the end of assignments to coincide with the period of leave.

Payment will be made at the end of each assignment and will be shown as a separate item on your payslip. The minimum holiday entitlement for full-time workers is 5.6 weeks (28 days if you work a five day week).

2.4 Job Seekers Allowance

You are treated as if you are an employee for tax and National Insurance purposes only and are eligible to claim Job Seekers' Allowance when not working. It should be noted, however, that acceptance of claims is dependent on a wide range of criteria and definitive information on this and other state benefits should be obtained from the Department of Work and Pensions (DWP).

2.5 Statutory Sick Pay

SSP will be paid in accordance with SSP regulations if an individual has been sick for four consecutive days (including weekends). In this event you should obtain form SC1 (self certification) from your local DSS office, doctor's surgery or by contacting the Protocol National payroll department. Once completed this must be forwarded to the Protocol National Payroll Department in Nottingham, who will determine any claim and advise accordingly.

Payment will only be calculated when the certificate is received.

In the event of the illness lasting for a period of eight calendar days or more, an original doctor's certificate dated no later than the 8th day of sickness will be required by the Protocol National payroll department.

2.6 Maternity/ Paternity/ Adoption Pay

You may be entitled to payment of Statutory Maternity, Paternity and Adoption pay (SMP, SPP and SAP) on production of the appropriate evidence. Please contact the Payroll Team for further details on tel: 0115 911 1130.

2.7 Taxation

Protocol National is, for both tax and NIC purposes, considered to be an employment agency and must operate both tax and NIC under the special rules relating to such agencies contained in Section 8 Income Tax (Earnings and Pensions) Act 2003 and the Social Security (Categorisation of Earners) regulations SI 1978/1689.

The effect of these provisions is that regardless of being considered self employed for employment law purposes, for tax purposes Visiting Lecturers and assessors are "deemed" to be employees and Protocol National is obliged to deduct PAYE and employee National Insurance from fees earned under any Protocol National assignment.

For Visiting Lecturers who are already registered as self-employed, we have been requested by HM Revenue and Customs to advise you as follows:

"Very occasionally, where professional workers such as engineers and draughtsmen undertake 'agency' work merely as an incidence in the carrying on of a private practice, the issue of an NT code will be appropriate where:

- **The duties in terms of time taken are small.**
- **The employment is in a field relating to the particular practice concerned.**

Any Visiting Worker wishing to seek advice or clarification of their position should contact the Accounts or Technical Inspector at their local HM Revenue and Customs office. They should advise the Inspector that they are enquiring about an 'NT Tax Code', details of which are covered in the Schedule E Manual SE03002."

In addition, anyone wishing to seek advice or clarification of their position should contact the Accounts or Technical Inspector at the HMRC office responsible for processing your Self Assessment Tax Returns.

2.8 Pension Arrangements

Under current government legislation you are not eligible to become a member of the Teachers' Pension scheme. However Protocol National has negotiated special terms with Origen (independent financial advisers) and AEGON Scottish Equitable for those who wish to take out a personal stakeholder plan.

The terms of the arrangement allow you to take out an AEGON Scottish Equitable Stakeholder Pension Plan, after advice from Origen, and to benefit from a 20% reduction in the Annual Management Charge from 1.0% to 0.8%

For further information, please contact:

John Evening, Origen, Pyramid House, Solartron Road, Farnborough, Hampshire GU14 7QL.

Tel: 0844 209 3190 or email:
johnevening@origenfs.co.uk

If you already receive a teacher's pension, any work that you undertake on behalf of Protocol National is as a self-employed person and will not affect your pension from the Teachers' Pension Agency (TPA) unless you retired on ill health grounds. You are not required to notify the TPA of any work with Protocol National.

If you have retired on the grounds of ill health you will have been granted a pension on the grounds that you are not fit to work as a teacher or lecturer. If you were granted a pension before 1st April 1997 it is your duty to inform the TPA if you undertake any work for Protocol National and the TPA will decide whether to review your entitlement.

If you retired on the grounds of ill health and are in receipt of a pension granted after the 1st April 1997 you are not permitted to undertake any teaching or lecturing work in any capacity.

2.9 Professional Indemnity Insurance (PII)

Professional Indemnity Insurance provides you with protection should a student claim to have suffered a loss as a result of negligent conduct.

Every Protocol National Visiting Lecturer and assessor **must have PII cover**. You have a choice whether to arrange this independently through an insurance broker or to buy cover under the policy maintained by Protocol National.

Benefits of the Protocol National policy include cover of £5 million for any one claim, generally considered to be more than adequate for professional teaching requirements, and no excess on claims. Subject to the insurers accepting the claim, the policy provides cover for areas such as:

- **Libel and Slander**
- **Loss of documents**
- **Negligence or breach of a duty of care**
- **Infringement of intellectual property rights**
- **Fidelity**
- **Unintentional breach of confidence**

A detailed copy of the PII policy is available on the Protocol National website (www.protocol-national.co.uk) which we recommend you read.

The rate for Professional Indemnity Insurance through Protocol National is 2.85% of total gross assignment fees per month. The amount paid by any individual will be capped at £25.00 per month. This maximum will apply even if you have a dual role with Protocol National.

Professional Indemnity Insurance premiums may be tax deductible. Contact your local tax office for further details.

2.10 Protocol National Fee Payment Charter

We know that it is important that we pay you the right amount of money at the right time and that we deal promptly and professionally with any queries and requests for fee information which may arise.

Our Fee Payment Charter sets out what you can expect from us and what we need from you in order to give us the best chance of giving you a top quality service.

What we expect from you:

- Ensure that you have received an assignment confirmation from us relating to the work that you expect to be paid for prior to starting the assignment.
- Ensure that you have complied with the attendance recording system in the College where you are working.
- Tell us as soon as you become aware of any problems relating to your fees.

You can expect us to:

- Aim to make your itemised payslip available online on or before the 27th day of the month so that you can plan accordingly or raise any queries.
- Pay fees on the 28th day of the month following the month when an assignment began and on the 28th day of each subsequent month during the assignment.

Please note, work undertaken for as an assessor must be carried out to the required standard of the relevant examining body. You will not be paid for work deemed not to meet this standard.

- Respond to most telephone fee queries informally within 4 hours and/or formally, in writing, within 5 working days where required. If our investigations take longer, we will advise you in writing of when you should expect a full response.
- Issue a P45 within 10 working days of request.
- Issue your P60 before the end of May each year.
- Respond to a request for earnings information within 20 working days of the request being received. This includes mortgage references, DSS enquiries, student loans queries, tax credit information and loan company and pension provider information.

We appreciate that accurate and timely payment is of paramount importance and we confirm that:

- If, due to our error, your fees are credited to your bank account late we will reimburse you for any charges incurred that relate to the period between pay day and the day your account is credited. (We will require documentary evidence to substantiate your claim)
- If, as a result of our error, you are underpaid in a month then we will arrange to pay an interim sum at the earliest available opportunity. Any adjustments as a result of the full calculation will be paid/reclaimed at the next fee run.

3 College Compliance Requirements

3.1 Enhanced CRB Disclosure

To comply with the Further Education (Providers of Education) (England) Regulations 2006, and the Safeguarding Children and Safer Recruitment in Education guidance, a new Criminal Records Bureau Check (CRB) must be obtained every 3 years.

In addition to the above, if you are working on a relevant activity* booking and you incur a working gap of 3 months or more, you are required to undertake a new CRB Check unless you can prove that you have worked in another relevant activity position elsewhere.

*A relevant activity is defined as regularly caring for, training, supervising or being solely in charge of persons aged under 18.

3.2 Protocol National Identity Cards

Why do I need an ID Card?

FE institutions are being subjected to the increasing demands of Government regulations and Protocol National is obliged to ensure that all aspects of its quality assurance systems are robust, up-to-date and fully compliant with changing sector requirements.

Protocol National is charged with helping colleges meet their obligations under The Further Education (Providers of Education) (England) Regulations 2006, which came into force on 1st January 2007.

This legislation was introduced as a result of the inquiry into the Soham tragedy and includes the following requirements:

1 that the identity of Visiting Lecturers and assessors is checked;

2 that a check is carried out to establish whether the Visiting Lecturer or assessor is subject to any direction made under section 142 of the Education Act 2002 (this was previously called 'List 99');

3 that a check is carried out to ensure that the Visiting Lecturer or assessor meets all relevant qualification requirements;

4 that a check is carried out to confirm that the Visiting Lecturer or assessor has a right to work in the United Kingdom;

5 that an enhanced criminal record check is carried out in respect of the Visiting Lecturer or assessor, an enhanced criminal record certificate has been applied for and a children's suitability statement submitted by Protocol National in respect of the Visiting Lecturer;

6 that an enhanced criminal record check is undertaken for any Visiting Lecturer or assessor who has not had such a check carried out in the three months preceding their assignment start date. This means that an individual could require multiple CRB checks in a single year. (If you have been working in a job in an English school or FE institution that required an Enhanced Disclosure within three months of the start of a Protocol National assignment, a fresh application may not need to be made to the CRB**).

**Providing CRB portability rules are met, please contact your local Staffing Coordinator or the Protocol National Support Team for details.

FE institutions are under a separate legal obligation to confirm the identity of any lecturer, even if Protocol National has already carried out these checks.

Is this the only ID Card I will need in college?

Protocol National Visiting Lecturers will need to carry their ID Card at all times. Some colleges may also require you to carry a college ID in addition to the Protocol National one.

Do I have to pay for my Protocol National ID Card?

No, we will issue you with your ID card **free of charge**

Do ID Cards carry an expiry date?

Yes, all ID Cards will expire on 31st July 2012. They will be renewed automatically at no charge when you accept your first assignment in the following academic year.

What do you need from me in order for an ID Card to be issued?

We need to take a photograph of you and we need to see some photo ID at the same time. This can be either your passport, a valid national identity card or your UK driving licence photocard. This can be done if you visit one of the colleges where our Staffing Co-ordinators are based, simply call and make an appointment (please see back page for details).

Alternatively, if this is not convenient, you can send a passport size photograph to our Nottingham office. However it must be accompanied by your passport, national identity card or your UK driving licence photocard (we cannot accept photocopies). We will then issue your ID Card.

What is the postal address of the Nottingham office?

The Protocol National Support Team, Protocol National, Castle Marina Road, Nottingham, NG7 1TN

What if I don't supply my passport / national identity card / UK driving licence photocard and a photograph?

If these items aren't supplied then we will be unable to produce an ID Card.

What happens if I lose my ID Card?

If you lose your ID Card then Protocol National reserves the right to make a charge of £5.00 for a replacement.

I don't want to send my passport in the post because I'm going on holiday soon.

We strongly recommend that any important documents like passports are posted to us by Royal Mail Recorded Delivery or Royal Mail Special Delivery. These services offer online tracking facilities and insurance. We do not retain important documents - we return them within 24 hours of receipt and we always return them by Royal Mail Recorded Delivery and Royal Mail Special Delivery.

3-3 The Safeguarding Children Initiative

The Safeguarding Children initiative is a key part of the OfSTED Inspection Framework. As a consequence, many colleges have circulated safeguarding guidance information and organised briefing sessions for Protocol National Visiting Lecturers.

When you start a new assignment at a college it is important that you familiarise yourself with the college's Safeguarding Policies and Procedures and identify the designated college safeguarding contacts.

We have an opportunity for you to gain a **FREE** qualification in safeguarding that can be undertaken on-line and which will also count towards your annual IfL CPD requirement. The qualification will require you to work through the first 2 training modules on-line and then complete the on-line assessment (safeguarding only). We estimate that this will take you around 2 hours in total.

This will be an excellent addition to your CV as we

believe attaining a qualification such as this will eventually become a requirement before we can put you forward for assignments at many colleges.

To access the training you will need to be registered with the LSIS Leadership Learning website. You can register for free at:

www.leadershiplearning.org.uk/login/signup.php

You will then receive an email containing instructions on how to activate your account. Once you have activated your account you can use your log in details to access the online training at:

www.leadershiplearning.org.uk/course/view.php?id=315

Once you have successfully completed the course, you will be electronically sent a certificate to confirm your achievement and we would ask that you email a copy to vls@protocol-national.co.uk so that we can update our records accordingly.

3.4 Agency Worker Regulations

The Agency Workers Regulations 2010 (AWR) are derived from European legislation and are designed to give temporary agency workers parity in the basic pay and employment conditions they would be entitled to had they been recruited directly by the hirer to do the same job.

The regulations will be implemented in the UK on 1st October 2011. From this date, Visiting Lecturers will be entitled to access vacancy information and collective facilities, such as staff canteens, childcare facilities and transport services.

After a qualifying period of 12 weeks, Visiting Lecturers will have the right to the same basic employment and working conditions (such as pay and holidays) as comparable employees of the college.

A comparable employee is an individual who is engaged in broadly similar work, but account can be taken of their skills and qualifications as this may justify a higher level of pay. They must work at the same or, if there is no comparable employee in the same workplace, in another of the hirer's workplaces. They must be currently employed by the college.

If you currently receive better conditions than a comparable employee the regulations will not require the retraction of these conditions.

The regulations exclude sick pay, maternity pay, paternity pay, redundancy, notice pay, payments related to pension entitlement and bonuses not based on individual performance.

More details, including how the qualifying period is calculated, can be found at:

www.protocol-national.co.uk/downloads

4 Teaching qualifications and Continuing Professional Development (CPD)

Colleges and teachers must now manage, record and monitor Continuing Professional Development (CPD). Teachers must maintain their own CPD and be registered with the Institute for Learning (IfL).

What is Continuing Professional Development (CPD)?

CPD is a process used across a number of professions from dentists to accountants and from lawyers to financial advisers. It is a continuous process of personal growth to improve the capability and realise the full potential of professional people at work. This can be achieved by obtaining and developing a wide range of knowledge, skills and experience which may not be acquired during initial training or routine work and which together develop and maintain competence to practise. It is owned by the individual, but should take account of organisational (college) needs.

What is a 'teacher'?

In the context of CPD we have used the term 'teacher' to encompass the roles of lecturer, teacher, tutor, trainer and assessor. It is these roles to which the new requirements for CPD apply. Learning support workers are not affected by the new requirements. Assessors are not affected by the new requirements unless part of their role includes teaching or CPD is a requirement of their awarding body.

Who has the responsibility to provide evidence for CPD?

As with any other profession, you are ultimately responsible for planning and evaluating your own CPD.

Why should I undertake CPD?

There are a number of reasons to consider:

- 1 It is a Government requirement for all new and existing teachers to demonstrate evidence of CPD.
- 2 By developing your professional knowledge and skills you will enhance your credibility with learners.
- 3 If you demonstrate your professional standing in the sector you will be increasing your chances of being offered work.
- 4 You will be able to add value to the learning experience you are providing to your learners.
- 5 It is possible to create a more satisfying lifestyle by growing and developing your expertise.
- 6 FE institutions will require evidence that you are fulfilling your CPD obligations and increasingly may not accept you for work if you do not.

What types of activities can be considered as being CPD?

The range of activities and experiences which contribute to a teacher's development is very wide and includes those which have progressed existing skills or those enhancing professionalism. The types of activities will also be shaped by your status as a Visiting Lecturer, however there are still numerous ways to obtain CPD, for example:

- Obtaining additional relevant qualifications
- Attending update courses
- Self evaluation and reflection
- Utilise the online resources on sites such as the Excellence Gateway to enhance the experience of your learners

How much CPD do I need to undertake annually?

You must undertake a minimum requirement of just 6 hours CPD per year if you work around 4 hours a week or less. This increases as the number of hours taught increases. Please refer to the following table:

Hours taught (per week)	CPD hours required (per year)
0-4	6
5-8	10
9-12	14
13-16	18
17-20	22
21-23	26
24+	30

For auditing purposes, you must maintain a record of your CPD and make it available to the IfL and each college you are contracted to work for. The IfL can assist with logging CPD. Log on to: www.ifl.ac.uk

You should refer to the Institute for Learning (www.ifl.ac.uk) for full information and advice.

Free learning resources

Free, high quality learning resources can be found on a wide range of websites. We recommend the following sites:

The Excellence Gateway
www.excellencegateway.org.uk

The Excellence Gateway is funded by the Learning and Skills Improvement Service (LSIS) and provides over 27,000 resources. The site also offers an unrivalled breadth of support and advice for anyone working in the post-16 learning and skills sector.

TES Connect
www.tes.co.uk

TES Connect offers thousands of learning resources for SLDD specialists and anyone working in the 14-19 learning and skills sector.

5 Qualified Teacher Learning and Skills (QTLS)

Qualified Teacher Learning and Skills (QTLS) indicates that a teacher working in the lifelong learning sector has had their professional standing confirmed by the Institute for Learning (IfL) and is licensed to practice

This can be achieved by either:

- gaining recognition for an existing teaching qualification, or
- undertaking a new teaching qualification and providing evidence of Continuing Professional Development (CPD).

The White Paper 'Further Education: Raising Skills, Improving Life Chances' sets out the Government's commitment to have a well qualified and professional workforce across all FE institutions

Initial Teacher Training (ITT) pathways and qualifications lead to:

- Associate Teacher, Learning and Skills (ATLS) status, and
- Qualified Teacher, Learning and Skills (QTLS) status (including specialist routes for Skills for Life).
- A requirement for all teachers, tutors, trainers and lecturers to undertake a minimum of just 6 hours CPD **per year** if they work around 4 hours a week or less. This increases as the number of hours taught increases. Please refer to the table on page 16.
- A requirement for all teachers, tutors, lecturers and assessors involved in underpinning knowledge to be registered with the Institute for Learning (IfL).

What are the relevant teaching qualifications?

The current awards are PTLLS, CTLLS and DTLLS. They are progressive, unitised qualifications, with credits awarded for each unit undertaken.

Preparing to Teach in the Lifelong Learning Sector (PTLLS)

It is a mandatory requirement that all new entrants to teaching in the learning and skills sector (full-time and part-time) will have to complete this level 3 award before they can practise in an unsupported manner.

PTLLS is designed to support those embarking on teaching, training, tutoring or lecturing careers within the learning and skills sector and will form the early part of the Initial Teacher Training programme.

If you haven't done so already, **you must embark on your PTLLS course within 6 weeks of starting an assignment with Protocol National.**

It must be completed within two years of starting your assignment during which time you may only be engaged in an Associate Teacher role, must be provided with 'appropriate support' and must not have sole responsibility for a group of learners. 'Appropriate support' could include, for example, working from existing lesson plans, schemes of work, pre-prepared materials, workbooks and so on, in conjunction with other members of the teaching team.

The award can either stand alone or be embedded within the CTLLS and DTLLS qualifications and will comprise:

- A minimum of 30 guided learning hours
- The identification of skills gaps in literacy, language, numeracy and e-skills and the creation of a professional development plan.

Following achievement of a PTLLS award, teachers will then progress to either the CTLLS (for those in an Associate Teacher role) or the DTLLS (for those undertaking a Full Teacher role)

Certificate in Teaching in the Lifelong Learning Sector (CTLTS)

The Certificate in Teaching in the Lifelong Learning Sector requires the completion of a minimum of 24 credits offered at Levels 3 or 4 and is appropriate for those wishing to undertake an Associate Teacher role.

Diploma in Teaching in the Lifelong Learning Sector (DTLLS)

The Diploma in Teaching in the Lifelong Learning Sector requires the achievement of a minimum of 120 credits offered at a minimum of Level 5 and is appropriate for those wishing to fulfil a Full Teacher role.

What is 'Licensed Practitioner' status?

As outlined in 'Success for All', it is intended that by 2010 all existing teachers without a recognised teaching qualification will become qualified by either:

- Gaining recognition for an existing qualification,
- or
- Undertaking a new qualification and consequently becoming Licensed Practitioners.

There will be two categories of Licensed Practitioner, corresponding to the two teaching roles:

- Associate Teacher, Learning and Skills (ATLS) - Associate Teacher role
- Qualified Teacher, Learning and Skills (QTLS) - Full Teacher role

Those completing either of these teaching qualifications will be regarded as Qualified Teachers. However they will not be Licensed Practitioners until they have successfully completed the additional requirement of 'Professional Formation' (see information on p22). It is not a requirement for qualified teachers currently within the sector to become Licensed Practitioners. However it is the intention of the Government that this should be the benchmark for the learning and skills sector and therefore that existing teachers will opt to become licensed. LLUK has compiled a tariff of legacy qualifications to aid this process.

What is the difference between an Associate Teacher and Full Teacher role?

Full Teacher Role

Someone who teaches fully and unsupported in all areas of teaching including curriculum design and development, assessment and delivery. This applies irrespective of whether the post is full-time or part-time, across one or more subject areas.

Associate Teacher Role

Someone who is supported in their teaching role. This applies irrespective of whether the post is full-time or part-time, across one or more subject areas. By the nature of their assignment based activity, Protocol National Visiting Lecturers will fulfil the role of Associate Teacher.

What is 'Professional Formation'?

The status 'Licensed Practitioner' will be conferred by the IfL (Institute for Learning) upon the successful completion of 'Professional Formation'. This process of workplace assessment is not expected to be time related, rather, it will be based upon evaluation and referral. The process to become a Licensed Practitioner will be confirmed by the IfL once the regulations are in place. A practitioner's licence will be renewable annually, will include a CPD obligation, and could be withdrawn or suspended by the IfL pending the outcome of an investigation of alleged misconduct.

How do the changes affect Skills for Life teachers?

The new professional standards for teachers, trainers, tutors and lecturers in the learning and skills sector apply to Skills for Life teachers (those teaching literacy, numeracy and ESOL) too. Skills for Life teaching is seen as a full teaching role and all new entrants to the profession will therefore have to gain a Diploma in Teaching in the Lifelong Learning Sector (DTLLS), in addition to a subject specific qualification at a minimum of level 4. These can be achieved separately or by an integrated approach. Teachers following this Skills for Life route of teacher training will not just be confined to teaching Skills for Life and could subsequently move into teaching other subjects if they have the appropriate subject expertise.

I am a Learning Support Worker. Am I affected by these changes?

Learning Support Workers are not affected by these changes and you do not have to register with the IfL.

What do I need to do now?

If you are a qualified teacher already working in FE in England and you teach 28 hours or more per year, you should be registered with the Institute for Learning (IfL) www.ifl.ac.uk (registration remains optional for those teaching in Scotland.)

- If you are already teaching in FE, without a recognised teaching qualification however you are working towards one, you will need to complete the qualification you are enrolled on and ensure you are registered with the IfL.

- If you started teaching in FE after September 2001 and have not yet gained or started to work towards a recognised teaching qualification, you must embark on a qualification. You still need to be registered with the IfL.

- If you are new to the sector, want to start teaching in FE and don't have a recognised teaching qualification, you must enrol on a teacher training programme and register with the IfL.

NB. Protocol National Terms and Conditions state that **you agree to embark on a recognised teaching qualification within six weeks of starting your first assignment with us.**

6 Inspections and Observations

From time to time, colleges at which you work will be inspected. You will receive a detailed briefing about any inspection that the college will be undergoing and what will be required of you.

As part of the quality assurance process, randomised classroom observations are carried out, usually by college staff, to ensure we

continually strive to improve standards of teaching and learning. The Visiting Lecturer will receive a copy of the graded Observation Record (graded 1-4 where 1 is Outstanding, 2 is Good, 3 is Satisfactory and 4 is Inadequate). The observation record will highlight good practice and areas for improvement. The process is constructive and supportive by nature.

Colleges provide a Contract Assessment for every Visiting Lecturer in relation to their assignment. The assessment form takes into account six areas contained within the Common Inspection Framework i.e. Assessing learners needs, planning effective teaching and learning, using a range of teaching and learning techniques, providing learners with support, assessing the outcomes of learner achievements and showing knowledge and technical competence and up-to-date expertise. Each area is graded 1-4 as per the Observations.

7 College Briefing Checklist

The purpose of this checklist is to ensure that you have understood all aspects of the college briefing and are able to understand your assignment(s) in a supportive environment.

Please tick each of the following boxes when completed:

- | | |
|--|--|
| <input type="checkbox"/> Protocol National Handbook read and understood | <input type="checkbox"/> Photocopying card issued where relevant |
| <input type="checkbox"/> Student records paperwork explained | <input type="checkbox"/> College ID pass issued where relevant |
| <input type="checkbox"/> Timesheets explained | <input type="checkbox"/> Keys issued where relevant |
| <input type="checkbox"/> Aware of first aid and accident reporting | <input type="checkbox"/> Quality Processes and responsibilities understood |
| <input type="checkbox"/> Aware of key tasks and responsibilities | <input type="checkbox"/> Health & Safety Policy received and understood |
| <input type="checkbox"/> Aware of relevant college policies provided with relevant paperwork | <input type="checkbox"/> Emergency evacuation / assembly point |
| <input type="checkbox"/> Introduction to college team | <input type="checkbox"/> Safeguarding Policies and Procedures received and understood. |
| <input type="checkbox"/> Introduction to work environment | |

Locations where you can have your documents processed in person

The following list shows the contact telephone numbers for Protocol National Staffing Coordinators based in colleges around the country. If you wish to have your documents processed in person rather than sending them to our Nottingham office, **please contact a Staffing Coordinator close to you and arrange a suitable time to visit.**

City College Birmingham

Tel: 0115 911 1271
or: 0121 204 0136

City of Sunderland College

Tel: 0115 938 8324

Cambridge Regional College

Tel: 0115 911 1287

Harrow College

Tel: 0208 909 6567

Liverpool Community College

Tel: 0115 938 8339

Accrington and Rossendale College

Tel: 0115 938 8331

The Oldham College

Tel: 0115 911 1285

Leeds City College

Tel: 0115 911 1277

Protocol National

Nottingham Office
Tel: 0115 911 1166

The Sheffield College

Tel: 0115 911 1278

Wiltshire College Trowbridge

Tel: 0115 938 8322

South Cheshire College

Tel: 0115 911 1280

Telford College of Arts and Technology

Tel: 0115 938 8346

Shrewsbury College

Tel: 0115 911 1279

New College Stamford

Tel: 0115 938 8332

Lewisham College

Tel: 0115 911 1274

Wakefield College

Tel: 0115 911 1282

Bournemouth and Poole College

Tel: 0115 938 8337

These may be subject to change at short notice so please call before you travel



Protocol National is an official sponsor of The Bloodhound Project, Britain's latest World Land Speed Record Attempt. Our involvement in this engineering adventure has created a surge in demand for teachers and lecturers of STEM subjects (Science, Technology, Engineering and Maths) across the UK.

If you have a background in these subject areas, would you like to pass on your skills using The BLOODHOUND Project to transform theory into reality? If so, call our team on 0115 911 1166.

You can find out more about The BLOODHOUND Project on our website: www.protocol-national.co.uk

