



Scheduled Duties

A scheduled duty is a duty or task which is required or directed or timetabled by the employer/manager and includes but is not limited to the following list. *Endorsed by AEU as a guide.*

	Annual Hours	Tasks/Duties	Hrs
Scheduled Duties (960) (Required or directed or timetabled duties)	800	Teaching	
		RCC/RPL	
	160	Course maintenance	
		Staff co-ordination	
		Staff selection panels	
		Ordering/stocktaking/purchasing	
		Curriculum design and development	
		Course advice – internal and external	
		Staff induction and mentoring	
		Assessment	
		Evaluation/validation	
		Moderation	
		Tender preparation	
		Project work	
		Course co-ordination	
		Performance appraisal	
		Information sessions	
		Student selection interviews and enrolment	
		Development of learning plans	
		Review and feedback on learning plans	
		Practical placement negotiation	
		Consultancy	
		Course co-ordination, maintenance, records	
		Trainees and apprentice co-ordination	
		VTAC liaison and processing	
		Practical placement organisation	
		Graduation organisation	
		Professional development (30 hours minimum)	
		Industry and community liaison	
		Promotions/marketing	
Exam supervision			
Institute committees			
Team / centre/ dept/ Institute meetings			
Open Day, displays, exhibitions			
Results, reporting & checking attendance, withdrawals and re-enrolments			
School visits			
Travel			
Audits/ Administration of surveys (scheduled)			
Other			
Unscheduled Duties (788)	388	Self directed professional duties	
		Preparation and planning departmental/ centre	
		Course documentation and resource selection	
		Liaison with student support workers	
		Student liaison/counselling	
		Meetings voluntary/ad hoc	
		Internal Institute liaison	
		Administration – e-mail, mail phones etc	
	Professional development (beyond the 30 hrs)		
400	Preparation and correction		