



ORKNEY
ISLANDS COUNCIL

Orkney Islands Council
NJNC Conditions of Service
UHI Orkney Academic Staff
October 2024



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Contents

Contents	2
Introduction.....	4
Equality in Employment	4
1. Pay	5
2. Working Hours Per Week and Working Arrangements.....	6
3. Continuous Service	6
4. Letter of Appointment	7
5. Class Contact Hours.....	7
6. Annual Leave	8
Annual Leave – Unpromoted Lecturing Staff	8
Annual Leave – Promoted Lecturing Staff.....	9
7. Salary Conservation	10
8. Transfer to Permanency	11
9. Periods of Notice	12
10. Sickness Allowance	12
11. Acting Appointments.....	13
12. Unpromoted Lecturing Staff Salary Placement and Progression	13
For Staff in the Sector on 1 April 2017	13
For Staff Commencing Employment from 1 April 2017 to 31 March 2019	14
Salary Placement on Appointment and Progression	14
For Staff Commencing Employment from 1 April 2019	15
Professional Gateway.....	15
For Staff Commencing Employment after 1 April 2019	16
Salary Placement	16
Awarding Additional Salary Points for Teaching Service	17
Salary Progression	18
For Staff Currently in the Sector (i.e., in employment prior to 1 April 2019).....	18
Salary Matching Applicable to All Staff.....	18
13. Professional Registration/Development.....	18
14. Trade Union Duties	21
15. Pension.....	21
16. Staffing Policies	22

Introduction

The National Recognition and Procedures Agreement (NRPA) between the EIS, GMB, UNITE, and UNISON and Scottish Colleges sets the areas of college staff's contracts that are negotiated nationally. The EIS is the recognised trade union by colleges for lecturing staff, for national bargaining at the NJNC and at colleges for the purposes of local bargaining. An extract of the NRPA is copied below:

"The Colleges agree to negotiate with the Unions at the National Joint Negotiating Committee for Colleges (NJNC) on the undernoted Contractual Terms and Conditions of employment applying to members of the Colleges' Defined Staff".

- Pay
- Working hours Class contact hours Sick pay
Annual Leave Maternity Policy Paternity Policy Family friendly policies
- Transfer to permanent status Grievance and Disciplinary Policies
- Additional terms and conditions can be included as agreed by the NJNC. The scope of this agreement will be reviewed annually.

The Colleges agree to consult with the Unions at the NJNC on other matters on national policy, and both Sides agree to provide guidance for implementation locally, appropriate to the need of each particular college. The NJNC may issue national policy advice and may share best practice for Colleges or local collective bargaining arrangements."

This National Working Practices Agreement – Staff Terms and Conditions (Lecturing) ('the NWPA') applies to the lecturing staff of all the Scottish colleges that have signed the NRPA.

Any dispute over the interpretation of any aspect of the NWPA should be referred to the NJNC Joint Secretaries for resolution. A joint response will be issued to all points of clarification. If no agreement can be reached by the NJNC Joint Secretaries, then the matter will be referred to the NJNC Side Table (Lecturing Staff) for resolution.

Jointly agreed Circulars are referenced within the document and hyperlinks to these are provided.

Until such times as contractual terms and conditions of employment referred to above under the NRPA have been agreed and incorporated in the NWPA (Lecturing), National Collective Agreements and Circulars, local terms and conditions will remain extant.

Equality in Employment

The colleges affirm that all staff should be afforded equal opportunities in their employment, irrespective of their sexual orientation, gender, gender reassignment, age, marital status, race, religious belief, disability, nationality, ethnic origin, trade union membership and activity, responsibility for dependents or employment status.

Colleges are committed to ensuring that equal pay underpins all aspects of pay and reward for the purposes of National Bargaining and the National Pay Scale (NPS) for unpromoted lecturing staff and the NPS fixed points for promoted lecturing staff provide the mechanism of delivering equal pay for lecturing staff.

To ensure equal pay within colleges, the following principles will be applied in individual colleges:

All pay and associated terms and conditions must deliver equal pay for work of equal value

All pay scales and points must be set in a way that is transparent and consistent with relevant equal pay legislation.

Supporting the achievement of equal pay for work of equal value, the application of national pay scales and terms and conditions to all lecturing staff will be consistent and fair.

The terms of the NWPA are applicable equally to all lecturing staff without differentiation. The colleges confirm their obligation to develop, embed and practise equal opportunities for all lecturing staff in full compliance with the terms of the Equality Act (2010) and other Equal Opportunities legislation.

All Agreements between the employing college and the EIS will be subject to an Equality Impact Assessment. Full details of Equality and Diversity Policies and Procedures are available from individual college Human Resources/Staffing departments.

1. Pay

There are five scale points on the NPS which applies to unpromoted lecturing staff and three fixed points on the NSP for promoted lecturing staff.

The values of the NPS points will be reviewed through the NJNC, with any increase effective from 1 September each year.

Part-time staff will be paid pro rata to the full-time salary on the basis of a 35-hour week.

The salary receivable by a lecturer accrues daily at 1/365 of the annual rate of salary. Deductions and payments in respect of a days' pay will be made at 1/365 of the annual rate of salary.

2. Distant Islands Allowance

It is an agreed local condition of service for UHI Orkney Academic staff that Distant Islands Allowance shall continue to be paid, aligned to Scottish Joint Council Terms and Conditions of Service, until such time as the NJNC National Conditions of Service for UHI Orkney Academic Staff may be amended to include payment of Distant Islands Allowance.

3. Working Hours Per Week and Working Arrangements

All lecturing staff will be expected to work such hours as are reasonably necessary for the proper performance of duties and responsibilities, within a working week of 35 hours, full time equivalent exclusive of a lunch break and inclusive of morning and afternoon breaks to be determined locally.

The NJNC seeks to develop a flexible, modern college workforce to deliver the educational ambitions of the Scottish Further Education sector.

The college will be the normal venue for working hours. A lecturer may work out with the college up to a maximum of seven hours per week, offered as a minimum half day block. The timing of such arrangements would be determined by the line manager in consultation with the lecturer, taking cognisance of the exigencies of the service. All working hours spent out with college must be spent on appropriate college activities.

The college will ensure that duties are allocated to members of staff commensurate to the grade of the post and the contractual working hours.

The length of college sessions and academic year will be determined locally, and college timetables determined in line with such arrangements. Teaching should be timetabled during the day whenever possible; where there is an operational requirement for an evening class then evening work will be allocated equitably, taking cognisance of individual circumstances, contractual arrangements and local collective agreements. No lecturer will be compelled to work for the morning, afternoon and evening in the same day nor work more than two evenings per week.

The college will ensure that every lecturer has at least one-half day with no class contact to provide a continuous period for additional professional duties, i.e., preparation, curriculum development, marking or professional development.

4. Continuous Service

For statutory employment rights the period of continuous service dates from the date of commencement of employment with the college.

For the purposes of calculating entitlement to redundancy payment, sickness allowance and notice periods, the period of continuous service dates from the start of continuous service with any college or other employer referred to under the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification Order) 1999 as amended from time to time unless there is a break of service of four weeks or more.

For fixed term contract holders any natural period of time between teaching assignments shall not be deemed a break in service. Any agreed secondment or agreed period of unpaid leave will not be considered a break in service.

Where an employee has been in receipt of a severance/redundancy payment, this will constitute a break in service for the purposes of further redundancy rights.

5. Letter of Appointment

All staff will be issued with a letter of appointment and a statement of the terms and conditions of employment, including National Collective Agreements made in terms of the NRPA, in compliance with current employment legislation and statutory requirements. This will include reference to the effective date of commencement of employment, the relevant period of continuous service and a specific work location for those colleges with more than one campus.

The letter of appointment will also state that lecturing staff's national conditions may only be changed by agreement at the NJNC and that any variation will be notified by NJNC Circular.

6. Class Contact Hours

The level and definition of Class Contact Hours for unpromoted and promoted lecturing staff is set out in the [Ner 2017 NJNC Agreement](#) and [NJNC Circular 01/18](#).

Class Contact Hours Promoted Lecturing Staff

Class contact time for level 1 promoted lecturing staff will be up to 17 hours per week (FTE), for level 2 promoted lecturing staff up to 12 hours per week (FTE) and for level 3 promoted staff up to 9 hours per week (FTE). The time periods specified for each level of promoted lecturer will be applied pro rata to part time staff.

This national position for class contact time for all levels of promoted lecturer posts will be applied from 1 August 2018. In the interim period, local arrangements will continue to apply.

There will be no detriment for staff in post as of 31 December 2017. This means that a promoted lecturer who was contracted to less than the national position for his or her matched level at that time, will retain that class contact hours and arrangements.

New promoted lecturers appointed between 1 January and 31 July 2018 to a new contract which extends beyond 1 August 2018, will be contracted on existing local class contact time, with specific provision being made that the class contact hours will change to the new national position on 1 August 2018. This will apply in all colleges irrespective of the current level of class contact being either higher or lower than the national position. Promoted lecturers in these circumstances will be made aware of this position at an early stage in the recruitment process.

The transitional arrangements referred to in the paragraph above will not apply to anyone working in the sector on a temporary, fixed term or other non-permanent contract on 31 December 2017 and whose contract is renewed or who is transferred to an equivalent post after 1 January 2018.

Class Contact Definition.

The 23 hours (FTE) of class contact will be for:

- Teaching/assessment
- Supervision of students
- Tutorial teaching/support

Where appropriate and as directed by college management:

- Participating in agreed academic research
- Additional curriculum development

The additional 1-hour class contact (FTE) will be up to a maximum of 8 hours within any 12-week consecutive teaching week period (FTE). This will be for:

- Cover for sickness or other short-term absence;
- Where appropriate and as agreed with college management, the coordination/lead of internal verification.

This national definition of 'class contact' which will apply to all lecturing staff will apply from 1 August 2018. In the interim period, local arrangements will continue to apply.

The elements of the definition should be self-explanatory. It can be seen from the definition that covering classes for sickness or other short-term absence would form part of the definition of the additional plus one hour. Class contact is subject to the stated upper maximum according to whether you are an unpromoted or promoted lecturer. The definition of the 'plus one hour' is also subject to a maximum of 8 hours in any 12-week consecutive period (pro rata). The weekly maximum therefore includes all cover. For the avoidance of doubt, the 'coordination/lead of internal verification' where it is referred to in terms of the additional 1 hour does not refer to what would be considered normal participation in internal verification. Any issues of local difference of interpretation which cannot be resolved at college level should be referred to the Joint Secretaries.

7. Annual Leave

Annual leave provisions applicable to both unpromoted and promoted lecturing staff are set out in the [November 2017 NJNC Agreement](#) and [NJNC Circular 01/18](#).

Annual Leave – Unpromoted Lecturing Staff

Subject to paragraph 3 below, unpromoted lecturing staff will have 62 days annual leave entitlement. This is the new national position and will be applied from 1 January 2018. For those colleges which have a leave year commencing on a date other than 1 January and which are required to apply additional days during the transitional period from 1 January 2018 until the end of the annual leave year, a pro rata entitlement will require to be made for the appropriate part year period with the full amount being applied from the next college leave year.

The 62 days are inclusive of all scheduled college closure days and the timing of the leave will be determined according to local arrangements and will align to the UHI academic year as far as possible, with a normal pattern of leave being 2 weeks over October break, 2 weeks over Christmas break, 2 weeks over Easter, May Day and 6 weeks over summer holidays.

There will be no change in the annual leave entitlement for existing unpromoted lecturing staff who are in post on 31 December 2017 and who are in receipt of an annual leave entitlement in excess of 62 days. The principle of 'no detriment' means that they will retain their existing level of leave and there will be no change to their current leave arrangements.

Annual Leave – Promoted Lecturing Staff

Subject to paragraph 8 below, promoted lecturing staff matched to Level 1 in accordance with NJNC Circulars 02/17 and 04/17, will have 62 days annual leave entitlement.

Subject to paragraph 8 below, promoted lecturing staff matched to Level 2 in accordance with NJNC Circulars 02/17 and 04/17, will have 60 days annual leave entitlement.

Subject to paragraph 8 below, promoted lecturing staff matched to Level 3 in accordance with NJNC Circulars 02/17 and 04/17, will have 55 days annual leave entitlement.

The annual leave entitlements specified in paragraphs 1 to 3 above are the new national positions for promoted lecturer posts and will be applied from 1 January 2018.

For those colleges which have a leave year commencing on a date other than 1 January and which are required to apply additional days during the transitional period from 1 January 2018 until the end of the annual leave year, a pro rata entitlement will require to be made for the appropriate part year period with the full amount being applied from the next college leave year.

All annual leave entitlements are inclusive of scheduled college closure days.

Level 1 promoted lecturer posts will have the timing of their annual leave determined according to local arrangements and this will conform to the timing of annual leave for unpromoted lecturing staff as determined locally and will align as far as possible with the academic terms for UHI.

Level 2 promoted lecturer posts can take up to 5 days, out of the 60 days flexibly, subject to the operational exigencies of the service. Fixed days will be determined according to local arrangements and will align as far as possible with the academic terms for UHI.

Level 3 promoted lecturer posts will have the timing of the 55 days annual leave determined locally, aligning as far as possible with the academic terms for UHI. and according to the operational exigencies of the service.

There will be no change to annual leave for existing promoted lecturers who are in post on 31 December 2017 and who are in receipt of an annual leave entitlement in excess of the amount applicable to their matched level. The principle of 'no detriment' means that they will retain their existing level of leave and there will be no change to their current leave arrangements.

Leave for full time staff shall accrue as shown in the following table:

Lecturer												
Completed months of service	1	2	3	4	5	6	7	8	9	10	11	12
Leave entitlement in days – Unpromoted and Level 1 Promoted	5	10	16	21	26	31	36	42	46	52	57	62
Level 2 Promoted	5	10	15	20	25	30	35	40	45	50	55	60
Level 3 Promoted	5	9	14	19	23	27	32	37	41	45	50	55

A 'completed month' means the period between a date in one month and the immediately preceding date in the following month (for example, 15 February to 14 March inclusive).

Staff appointed to a part time post will have their leave accrual determined on a pro rata basis with any fractional part of a day being rounded upwards to the nearest half day.

The leave year shall commence on 1 September and leave entitlements shall not normally be carried over from one leave year to the next. A lecturer leaving employment for reasons other than dismissal for misconduct shall be granted the balance of accrued holiday entitlement as shown above before the date of termination unless, at the requirement of the college or through unavoidable circumstances, such leave cannot be granted. If the balance of leave cannot be taken, the lecturer shall receive one day's pay for each full day of unused accrued leave.

Where a lecturer has received more than the accrued entitlement prior to the date of termination of employment, one day's pay for each day's leave received in excess of entitlement will be recovered, subject to meeting minimum statutory leave entitlements.

8. Salary Conservation

Salary Conservation provisions are set out in the [November 2017 NJNC Agreement](#) and [NJNC Circular 01/18](#)

Where a member of staff is currently in receipt of existing local salary conservation arrangements these will be retained.

Position from 1 January 2018 – 4 years conservation

[NJNC Circular 01/18](#)

The Colleges and the Unions are committed to striving for agreed outcomes. If, exceptionally, these cannot be achieved, any party may invoke the following dispute procedure:

Where it appears that all scope for progress through normal procedures has been exhausted, either the Colleges or any Union may give formal notice to all parties that it is applying this dispute resolution procedure;

Following receipt of such notification the parties i.e., of the Central Committee or Side Tables will agree meeting dates within 5 working days for at least two meetings to seek to resolve the dispute. Unless agreed otherwise, these meetings will take place within the following 10 working days;

The focus of these meetings will be on reaching a settlement of the issue(s) in dispute. Such settlement should also seek to include recommendations on how similar disputes might be avoided in the future;

Further meetings beyond this initial period may take place where that is agreed between the two sides;

If it has not been possible to resolve the dispute through this series of meetings, the parties will consider whether third-party assistance – normally using ACAS for mediation and conciliation – would be helpful. The matter in dispute may, with the agreement of the parties, be referred to ACAS for conciliation. A decision on this should be taken within 5 working days of the second meeting;

Throughout the period for dispute resolution meetings, and for any agreed third-party assistance, the Colleges will maintain the status quo ante and the Unions will refrain from taking any form of industrial action until the procedure has been fully exhausted;

Outcomes from any stage in the procedure will be communicated jointly.

9. Transfer to Permanency

The rules governing transfer to permanence are contained in the [November 2017 NJNC Agreement](#) and [NJNC Circulars 01/18](#) and [NJNC Circular 04/18](#).

[November 2017 NJNC Agreement and NJNC Circulars 01/18](#)

2 years – to be applied from 1 April 2019.

[NJNC Circular 04/18](#).

Lecturers working in the sector on a temporary, fixed term or other non-permanent contract and have completed 2 years continuous service by 1st April 2019 will move to a permanent contract.

This will be applied to all such temporary employees with continuous service on a rolling basis thereafter.

Such temporary employees in post on 31 December 2017 will have the principles of ‘no detriment’ applied.

Where staff have been employed continuously for two years on the same hours, they will move to a permanent contract on those hours worked.

Where staff have been employed continuously for two years on variable hours, they will move to a permanent contract on an average of the hours of work over the two previous years.

10. Periods of Notice

The minimum period of notice to terminate employment to be given to the college by a member of lecturing staff shall be as follows:

- Temporary staff, all groups – 1 week
- Permanent Unpromoted lecturing staff – 4 weeks
- Permanent Level 1 Promoted Lecturing staff – 4 weeks
- Permanent Level 2 Promoted Lecturing staff – 8 weeks
- Permanent Level 3 Promoted Lecturing staff – 12 weeks

The minimum period of notice to terminate employment to be given by the college to both unpromoted and promoted lecturing staff employed on a temporary basis shall be one week.

The minimum period of notice to terminate employment to be given by the college to lecturing staff employed on a permanent basis shall be:

- 1 week for each year of continuous service where total service is less than 12 years with a minimum notice of 4 weeks
- 12 weeks where continuous service is 12 years or more.

11. Sickness Allowance

Subject to satisfying conditions set out in local college sickness procedures, entitlement to sickness allowance will depend on length of service as follows:

Service at Commencement of Absence from Duty	Full Allowance for a period of	Half Allowance for a period of
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

12. Acting Appointments

Where a lecturer is formally appointed, on a temporary basis, to carry out the duties of a promoted lecturer, they will be paid in accordance with the salary for the appropriate level of post. The appropriate remuneration will be paid from the effective date of the appointment and will revert to the substantive salary when the acting appointment ends.

There is no entitlement to the increased salary until the acting appointment has been held for 20 working days. Once entitled to receive the increased salary, the lecturer will receive the payment backdated to when the appointment began. In the event that the lecturer is reappointed in an acting capacity to the same post following an interval of at least six months, the 20-day waiting period will again apply.

Where an acting appointment has been in place for a continuous period of two years and is anticipated to continue, the arrangement should be reviewed and the provisions of [Circular 04/18](#) applied. (Refer to Section 8 - Transfer to Permanency)

13. Unpromoted Lecturing Staff Salary Placement and Progression

These arrangements are set out in [NJNC Circular 03/18](#) and [NJNC Circular 01/19](#).
[NJNC Circular 03/18](#) -

For Staff in the Sector on 1 April 2017

The following applies to those staff in post on 1 April 2017:

All lecturing staff in post as of 1 April 2017 holding a recognised lecturing qualification will migrate to scale point 5 of the NPS (NPS 5). This is an amendment to the existing agreed migration rules set out in NJNC Circular 01/17 and is likely to affect only a very small number of staff, as most TQFE-qualified staff will be covered by the 'top to top' rule.

The pay harmonisation process in NJNC Circular 01/17 is amended for all lecturing staff in post as of 1 April 2017 holding a recognised lecturing qualification by the application of the following rule:

The first harmonisation payment which was payable on 1 April 2017 will be amended to cover 25% of the difference between the salary of the lecturer on 31 March 2017 and NPS 5.

Any payment made under NJNC Circular 01/17 prior to implementation of the provisions of this Circular will be considered when calculating the balance due to be paid as a result of this amendment to the pay harmonisation process.

The second annual instalment of 25% of the harmonisation process was payable on 1 April 2018 and the balance of any pay differential resulting from the migration to NPS 5 should be paid in the earliest possible pay period. Any payment made under NJNC Circular 01/17 prior to implementation of this Circular will be considered when calculating the balance due to be paid as a result of this amendment to the pay harmonisation process.

The final annual instalment of 50% of the pay differential is payable on 1 April 2019.

Part time staff will receive a pro-rata harmonisation payment relative to a 35-hour working week. The ratio will be amended to reflect any variation in the number of teaching hours during the harmonisation process.

For those lecturing staff who achieve a recognised lecturing qualification before 1 April 2019, their migration point will be reviewed in the April following completion, and migration will be adjusted to NPS 5, harmonising to this point by 1 April 2019.

For those lecturing staff who achieve a recognised lecturing qualification between 1 April 2017 and 1 April 2018, the pay harmonisation process in NJNC Circular 01/17 is amended by the application of the following rule:

As of 1 April 2018, they will migrate to the first available point on the interim 2018 pay scale which has a final migration point of NSP 5.

Those lecturing staff who achieve a recognised lecturing qualification between 1 April 2018 and 1 April 2019 will migrate directly to NSP 5 on 1 April 2019. There will be no change to the harmonisation payments made with effect from 1 April 2017 and 1 April 2018.

Part time staff will receive a pro-rata harmonisation payment relative to a 35-hour working week. The ratio will be amended to reflect any variation in the number of teaching hours during the harmonisation process.

Lecturing staff who do not hold a recognised lecturing qualification and who do not achieve this by 1 April 2019 are not affected by the qualification 'gateway'. There is, however, an expectation that staff will achieve a recognised lecturing qualification and they will be given the same support to do so as new staff commencing employment after 1 April 2017 and as is outlined in the section entitled "Support for Staff from College" below.

Lecturing Staff in post on 1 April 2017 who have indicated a willingness to undertake a recognised lecturing qualification but who have not started the course will be given priority to enrol in such a course over staff commencing employment from 1 April 2019.

For Staff Commencing Employment from 1 April 2017 to 31 March 2019

Salary Placement on Appointment and Progression

The current local arrangements for salary placement on appointment will apply until 1 April 2019. The NJNC will have agreed the principles of salary placement on appointment to be applied from 1 April 2019 and a Circular providing guidance on this will be issued in advance of that date. It is recognised, that to facilitate transferability of lecturing staff across the FE sector in Scotland, the principle of matching salary will apply.

If a lecturer achieves a recognised lecturing qualification whilst occupying a scale point lower than NSP 4, then upon achievement, the lecturer will move immediately to NSP 4 on the 1 April following completion.

Those lecturing staff who commence employment between 1 April 2017 and 31 March 2019 and who are undertaking a recognised lecturing qualification will be given the support as is outlined in the section entitled “Support for Staff from College” below.

Lecturing Staff commencing employment between 1 April 2017 and 31 March 2019 who have indicated a willingness to undertake a recognised lecturing qualification but who have not started the course will be given priority to enrol in such a course over staff commencing employment from 1 April 2019.

For Staff Commencing Employment from 1 April 2019

Professional Gateway

There is a contractual requirement for any lecturer commencing employment on or after 1 April 2019 and who does not hold a recognised lecturing qualification, to successfully complete such a qualification within two years of taking up a position in any Scottish FE college, subject to local operational requirements.

Local operational requirements will take account of factors such as, the ability of the college to release the lecturer for the period of study, the abilities of providers to accommodate the number of lecturers seeking to obtain a recognised lecturing qualification and any extenuating personal circumstances of the lecturer.

Colleges will facilitate opportunities for all lecturers not holding a recognised lecturing qualification to complete such a qualification within two years of commencing employment. Equally, there is an expectation that lecturers will commit to successfully completing the qualification within the provider’s stipulated timeframe.

Where lecturers face barriers to completing the qualification within the provider’s stipulated timeframe (e.g., part time staff, staff with extenuating personal circumstances), this may be reasonably adjusted to allow completion over a longer period of time in consultation with the staff member, the provider, the EIS and the college.

Where a college is unable to facilitate a lecturer completing a recognised lecturing qualification within two years (either due to local operational factors, extenuating personal circumstances of the lecturer or as a result of limited availability from providers), the individual lecturer will not be subject to an artificial barrier to progression on the pay scale, will be entitled to progress to the next point on the NSP on an annual basis and will be supported to complete the qualification as soon as is practicable.

Those lecturers who commence employment from 1 April 2019 will be given the support as is outlined in the section entitled “Support for Staff from College” below.

Support for Staff from College

The provision of support will involve the payment of all associated fees by the college. In addition, all lecturers undertaking a recognised lecturing qualification will receive remission on the basis of:

150 hours reduction in class contact time over an academic year. Line managers will ensure that lecturers have one full day with no class contact for the duration of the course.

The total remission from class contact will apply regardless of duration of study period and/or fraction of contract. Where additional time to complete the qualification has been agreed, the individual lecturer should not be subject to an artificial barrier to progression on the pay scale and will be entitled to progress to the next point on the NSP on an annual basis.

An unpromoted lecturer on a fixed term or temporary contract with continuity of employment will receive no less favourable treatment than part time or full time unpromoted lecturers and will be subject to the provisions of this Circular.

[NJNC Circular 01/19.](#)

Salary Placement and Progression

This Circular is issued under the provisions of the National Joint Negotiating Committee (NJNC) and is binding on the signatories of the National Recognition and Procedures Agreement (NRPA).

Circular 03/18 – Unpromoted Lecturing Staff Salary Placement and Progression, provided initial guidance on salary placement and progression for unpromoted lecturing staff. These Circular implements and provides further guidance on aspects of the May 2017 and November 2017 NJNC Agreements, not previously implemented through NJNC Circulars, recognising that where elements of the November NJNC Agreement supersede elements of the May 2017 NJNC Agreement, the November 2017 NJNC Agreement will apply.

This Circular provides direction for colleges on salary placement and progression for unpromoted lecturing staff and should be read in conjunction with NJNC Circular 03/18 – Unpromoted Lecturing Staff Salary Placement and Progression.

The recognised lecturing qualification will be TQFE or equivalent to a minimum SCQF level 9. 'Recognised' lecturing qualifications for this purpose will be those recognised by GTCS for the purpose of registration in colleges or schools in Scotland or otherwise agreed by the NJNC.

As part of the agreed NJNC salary scale the professional gateway is at scale point 3 of the National Pay Scale ('NPS').

For Staff Commencing Employment after 1 April 2019

Salary Placement

There are five scale points on the NPS for unpromoted lecturing staff and salary placement and progression for new entrants to the profession, on a full time or part time contract, after 1 April 2019 will be as follows:

Scale Point 1

This scale point will be applied to a new entrant to the profession who does not hold TQFE or equivalent to a minimum SCQF level 9 and who has less than two years relevant industry experience.

Scale Point 2

This scale point will be applied to a new entrant to the profession who does not hold TQFE or equivalent to a minimum SCQF level 9 and who has between two- and five-years relevant industry experience.

Scale Point 3

This scale point will be applied to a new entrant to the profession who does not hold TQFE or equivalent to a minimum SCQF level 9 and who has five years or more of relevant industry experience.

Scale Point 4

This scale point will be applied to a new entrant to the profession who holds TQFE or equivalent to a minimum SCQF level 9.

Scale Point 5

This scale point will be applied to a new entrant to the profession who holds TQFE or equivalent to a minimum SCQF level 9 and who in addition, has two years or more relevant industry experience.

Awarding Additional Salary Points for Teaching Service

A new entrant to the profession may be placed on a higher point on the NSP if additional salary points are awarded for teaching service in accordance with the undernoted paragraphs.

A week of teaching service comprises any week in which a lecturer is employed, as a lecturer by a college regardless of the numbers of hours worked. This includes periods of annual leave, public holidays, sickness absence, family leave or other special leave.

A qualifying period of teaching service comprises 32 weeks or more of teaching service obtained within a salary year. A salary point will be awarded for each qualifying period of teaching service.

A salary year in which less than 32 weeks of teaching service has been obtained is described as a partial salary year. Where a lecturer's record of service contains more than one partial salary year, the teaching service from the first partial salary year will be added to teaching service from the following such year(s), whether consecutive or not, until it equates or exceeds 32 weeks. Where this total is achieved, a salary point will be awarded.

This process will be repeated, as necessary, for any remaining salary years in the lecturer's record of service. It is, however, subject to the condition that teaching service cannot be carried forward beyond the salary year in which service has contributed to a salary point being awarded.

Teaching service includes employment in a teaching role in a school, college, polytechnic or university or having relevant experience in education.

This advice on teaching service is solely in relation to salary placement and is not a definition of continuous service for other employment related and statutory purposes.

Salary Progression

Employees commencing employment on or after 1 April 2019 will not progress beyond NSP 3 until such times as TQFE or equivalent is achieved, subject to the provisions of NJNC Circular 03/18. In all other cases, incremental progression through the scale to the next NSP will take place on an annual basis on the anniversary of the date on which the employee commenced employment in the college sector.

For Staff Currently in the Sector (i.e., in employment prior to 1 April 2019)

Salary Progression

Incremental progression through the scale to the next NSP will take place on an annual basis on 1 April.

Salary Matching Applicable to All Staff

It is recognised that to facilitate transferability of lecturing staff across the sector, the principle of matching salary will apply for all staff.

A new entrant to a college who has previous continuous college service will be appointed to a scale point no less than that held prior to the new appointment during the academic year, or, if appointed at the start of the academic year, then at the salary they would have been at if they had still been at their previous college at that point in time.

14. Professional Registration/Development

Lecturing staff will require professional registration with the General Teaching Council (Scotland) (GTCS) as per the agreement. [Circular 03/18](#). Professional registration is a mark of teaching professionalism and will raise the status and standing of lecturer professionalism in colleges.

The role of qualified, experienced professional lecturing staff is central to teaching and learning. While attainment and retention are impacted by a complex range of personal, socioeconomic and cultural factors, a high-quality learning and teaching experience is central to raising attainment and learner success.

To this end, and in line with lecturer Professional Update, Professional Standards for Lecturers, GTCs Registration and agreed College procedures, lecturers will participate in Staff Development Reviews/Professional Review and Development processes, observation of learning, reflective practice, and professional learning.

NEW

The [May 2019 NJNC Agreement \(Terms and Conditions\)](#) makes it a contractual requirement for lecturing staff to register with GTC Scotland. This National Collective Agreement of the NJNC makes further provision in relation to the implementation of the registration process (Full Registration and Provisional (Conditional) Registration) for lecturing staff employed in the sector.

Full Registration

The NJNC – Side Table Lecturing agrees that subject to section 1 – paragraph (vii) below, lecturing staff who commenced employment in the sector:

- i **Between 1st January 1979 and 31st December 2004 inclusive and** hold a Teaching Qualification in Further Education (TQFE); a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent teaching qualification gained outside of Scotland are required to hold **full registration** with GTC Scotland **by 31st December 2025**.
- ii **Between 1st January 2005 and 31st December 2013 inclusive and** hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent reaching qualification gained outside of Scotland are required to **hold full registration** with GTC Scotland **by 31st December 2026**.
- iii **Between 1st January 2014 and 31st December 2019 inclusive and** hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent reaching qualification gained outside of Scotland are required to hold **full registration** with GTC Scotland **by 31st December 2027**.
- iv **Between 1st January 2020 and 31st December 2024 inclusive and** hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent reaching qualification gained outside of Scotland are required to hold **full registration** with GTC Scotland **by 31st December 2028**.
- v **Between 1st January 2025 and 31st December 2033 inclusive and** hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent reaching qualification gained outside of Scotland are required to hold **full registration** with GTC Scotland **by 31st December 2034**.

After 31st December 2033 and hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent teaching qualification gained outside of Scotland are required to hold **full registration** with GTC Scotland **within 12 months of commencement of employment in any Scottish Further Education college**.

Lecturing staff who come within the categories referenced in section 1 – paragraphs (i) to (vi) above and who:

- are subject to the GTC Scotland Fitness to Teach process; or
- hold Scottish Social Services Council (SSSC) registration as a requirement of employment

will not require to register within the timescales specified in section 1 – paragraphs (i) to (vi) above.

2. Provisional (Conditional) Registration

The NJNC – Side Table Lecturing agrees that subject to section 2 – paragraph (vii) below, lecturing staff who commenced employment:

- i **Between 1st January 1979 and 31st December 2013 inclusive** and do **not** hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent teaching qualification gained outside of Scotland are required to hold **provisional (conditional) registration** with the GTC Scotland **by 31st December 2028**.
- ii **Between 1st January 2014 and 31st December 2019 inclusive** and do **not** hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent teaching qualification gained outside of Scotland are required to hold **provisional (conditional) registration** with the GTC Scotland **by 31st December 2029**.
- iii **Between 1st January 2020 and 31st December 2021 inclusive** and do **not** hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent teaching qualification gained outside of Scotland are required to hold **provisional (conditional) registration** with the GTC Scotland **by 31st December 2030**.
- iv **Between 1st January 2022 and 31st December 2022 inclusive** and do **not** hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent teaching qualification gained outside of Scotland are required to hold **provisional (conditional) registration** with the GTC Scotland **by 31st December 2031**.
- v **Between 1st January 2023 and 31st December 2023 inclusive** and do **not** hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent teaching qualification gained outside of Scotland are required to hold **provisional (conditional) registration** with the GTC Scotland **by 31st December 2032**.
- vi **Between 1st January 2024 and 31st December 2033 inclusive** and do **not** hold a TQFE; a GTC Scotland recognised primary or secondary teaching qualification gained in Scotland; or an equivalent teaching qualification gained outside of Scotland are required to hold **provisional (conditional) registration** with the GTC Scotland **by 31st December 2034**.

Lecturing staff who come within the category referenced in section 2 – paragraphs (i) – (vi) above and who:

- are subject to the GTC Scotland Fitness to Teach process;
- are in the process of achieving the Standard for Provisional Registration (Lecturers in Scotland’s Colleges) or
- hold SSSC registration as a requirement of employment,

will **not** require to register within the timescale specified in section 2 – paragraphs (i) to (vi) above.

Lecturing staff who commence employment **after 31st December 2033** will be required to hold **provisional (conditional) registration** with GTC Scotland **within six months of achieving the Standard for Provisional Registration (Lecturers in Scotland’s Colleges)**, provided none of the other exceptions contained within section 2 – paragraph (vii) above applies.

3. Priority of Enrolment

This NJNC Agreement amends the order of priority to be applied by colleges when supporting lecturers to enrol in a recognised lecturing qualification as set out in NJNC Circular 03/18.

Lecturing staff who hold provisional (conditional) registration will be given priority to enrol in a recognised lecturing qualification as defined in NJNC Circular 03/18. Thereafter, priority will be given to those lecturers employed in the sector prior to 1st April 2019.
Agreed at the NJNC – Side Table Lecturing on Thursday 13 June 2024.

15. Trade Union Duties

The NJNC Trade Union Facilities Time Agreement specifies the amount of time off with pay (including remission) provided for trade union representatives carrying out duties associated with National Bargaining. The college shall be responsible for the appropriate teaching cover.

Colleges will establish local agreements to cover the amount of time with pay (including remission) that will be provided for trade union representatives carrying out duties associated with local bargaining and representation. The college shall be responsible for the appropriate teaching cover.

16. Pension

The Scottish Public Pensions Agency (SPPA) provides a superannuation scheme for all lecturing staff. Any changes to your pension will be communicated to you by the college or the Scottish Teachers Pension Scheme (STPS).

17. Staffing Policies

The NJNC will oversee the development of and approval for a suite of National Staffing Policies for college staff.

National Staffing Policies will include, but not be limited to:

- Absence Management
- Family Friendly Policies (including Maternity, Paternity, Special Leave etc)
- Discipline and Grievance
- Flexible Working
- Professional Development.

Staffing policies approved by the NJNC may be supplemented by other policies and procedures agreed locally.

In the event of any conflict between any local Staffing Policy at any college and any NJNC Circular, then any provision of the NJNC Circular shall take precedence.

Appendix 1 – UHI Orkney Academic Post Salaries as of 01/09/24 – 31/08/25

Non-Promoted Lecturer		
Point	Annual Salary	Hourly Rate
Point 1	£40,170	£22.01
Point 2	£42,217	£23.13
Point 3	£44,264	£24.26
Point 4	£46,310	£25.38
Point 5	£48,357	£26.50

Promoted Lecturer (Fixed Points)

PL1	£52,257	£28.64
Posts	Non currently used	

PL2	£55,394	£30.35
Posts	Curriculum Leader	

PL3	£58,530	£32.07
Posts	Deputy Principal	
	Director or Research Institute	

Principal (non NJNC post)		
Fixed Point	£77,179	£42.29

Appendix 2 – UHI Orkney Academic Post Salaries 01/09/25 – 31/08/26

Non Promoted Lecturer		
Point	Annual Salary	Hourly Rate
Point 1	£40,170	£22.01
Point 2	£42,217	£23.13
Point 3	£44,264	£24.26
Point 4	£46,310	£25.38
Point 5	£48,357	£26.50

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