

JS/11/23

1 February 2011

Dear Colleague

SNCT JOB SIZING TRAINING

The SNCT has now completed its training of Job Sizing Co-ordinators from all councils. It has been agreed by the SNCT that responsibility for all future training of Job Sizing Co-ordinators will pass to LNCTs to undertake at local level.

A full set of training materials for future use by LNCTs/Job Sizing Co-ordinators is attached. The SNCT materials can be copied and used, in full or in part, within local training arrangements. A list of materials is also attached for ease of reference.

The training materials have been refined and there are minor changes in the answer sheets and in the presentation slides. Further clarification on the Guidance and Examples (SNCT Handbook, Part 2, Appendix 2.2, Annex A) was provided during the final course and this is detailed below:

- Page 6, 2.1: Probationers occupying a vacancy of any kind should be counted as 1FTE.
- Page 14, 3.3, under "Timetabled Classes" - any classes for which the post has responsibility in any one week should be counted.

It is recommended that each LNCT establishes further training, based on the SNCT materials, and retains a register of trained Job Sizing Co-ordinators. LNCTs must ensure that training is provided to sustain capacity for job sizing in the future as no further training can be provided by the SNCT. For actions required at LNCT level please refer to the checklist provided on slide 51 of the presentation.

A list of SNCT trained Job Sizing Co-ordinators is also attached to this letter for contact and networking purposes. Job Sizing Co-ordinators should check their contact details and if any amendment is required email Louise Wilson: lwilson@eis.org.uk.

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T: 0131 225 6244
F: 0131 220 3151
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Teachers Division
2C South Victoria Quay
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The Job Sizing Toolkit and Guidance remain in the ownership of the SNCT and they are not subject to local variation or amendment. Where any questions arise in the future they should be referred to the SNCT Joint Secretaries.

Yours sincerely

Tom Young (Employer's Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Government)

Joint Secretaries

To: Job Sizing Co-ordinators
Chief Executives
Directors of Education
Directors of Personnel
Directors of Finance
LNCT Joint Secretaries