



TEACHER'S WORKLOAD AND ITS DISTRIBUTION IN VOCATIONAL EDUCATION



WORKLOAD

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PARAMETERS		HOURS <small>NOTE 1</small>
I	TEACHING WORKLOAD	720 hours/year/maximum 20 hours/week/average
	A - Courses and lessons (including the supervision of internships <small>NOTE 3</small>)	635 hours/year/average <small>NOTE 2</small>
	B - Remediation (make-up), organisation and supervision <small>NOTE 4</small>	85 hours/year/average
		720 hours
II	COMPLEMENTARY WORKLOAD	360 hours/year/maximum 7 hours/week/average
	<p>Includes, in particular:</p> <ul style="list-style-type: none"> › professional days <small>NOTE 5</small>; › supervision of the arrival and movement of students <small>NOTE 6</small>; › work committees; › preparation of courses and instructional materials; › correction of tests and examinations; › promotional activities not in the presence of students <small>NOTE 7</small>. 	1 080 hours
III	WORK OF A PERSONAL NATURE <small>NOTE 8</small>	200 hours/year/maximum 5 hours/week/maximum
	<p>Includes, in particular:</p> <ul style="list-style-type: none"> › work related to the general duties (13-15.02); › group meetings; › meetings with parents, where applicable. 	1 280 hours

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THE WORK YEAR	THE REGULAR WORK-WEEK
<p>Comprises 200 days.</p> <ul style="list-style-type: none">› from September 1 to June 30;› from August 1 to June 30;› in July only if the particular nature of the course requires (e.g., horticulture).	<p>In the absence of other agreement between the union and the school board,</p> <ul style="list-style-type: none">› 5 days a week;› from Monday to Friday;› 32 hours. <p>Note that there is no work on Saturdays and Sundays and that the 32 hours can be provided over less than 5 days.</p>

NOTE 1 : Hours

Vocational education workload can be annualised; this applies for the teaching workload, the complementary workload as well as the work of a personal nature. Consequently, all the **weekly** hours mentioned in this document represent an average time applicable for each teacher individually.

NOTE 2 : 635 hours

This is a collective time applicable yearly for all regular full-time teachers in a given school board. Consequently, the number of hours spent in remediation (make-up), in organisation and supervision represents on average 85 hours per regular full-time teacher.

NOTE 3 : The supervision of internships

With the exception of internships in the context of work-study programs, the supervision of workplace internships (included in the DVS and the AVS) is included as the **presentation of courses and lessons** for the portion of time spent with the student in the workplace where the internship occurs.

NOTE 4 : Supervision

This is the formal supervision assigned to a teacher. It consist of supervision of students for a given period of time (e.g., supervision during internal or external student activities such as exhibits, trade fairs, etc.). It is different from supervision of the arrival and movement of students (when students arrive at and move between classes) which is included in the complementary workload.

NOTE 5 : Professional days

The content of professional days is submitted to the participatory committee of the centre. The hours per year provided in this activity are counted in the 360 hours per year included in the complementary workload.

NOTE 6 : Supervision of arrival and movement of students

This is the supervision of students as they arrive at and depart from class. The time for this duty is determined locally.

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NOTE 7 : Not in the presence of students

Duties associated with the complementary workload do not occur in the presence of students. If they do, they are considered part of the teaching workload:

- ▶ as courses and lessons if the activity is considered teaching;
or
- ▶ as organisation, supervision and remediation (make-up) if the activity could be considered as such conducted in the presence of students.

NOTE 8 : Work of a personal nature

The teacher determines the nature of this work and determines when it will be provided, subject to certain terms and conditions.

Don't hesitate to consult your local union for any further information, particularly with respect to your local agreement.

This document was prepared in the winter of 2011. Modification by the government of the applicable laws and regulations is always a possibility.

This document was adapted and translated according to a form produced by the FSE-CSQ.

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