

# COLLEGE COLLABORATION FUND – DESIGNING SECTOR LEADING REPORTS

## STAFF UTILISATION

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### Purpose

The purpose of this guide is to provide an exemplar for FE providers to monitor the utilisation of their teaching staff. This is a key metric to ensure a provider is maximising its teaching financial efficiency.

### Background

A small group of colleges have collaborated to produce this short guide for FE providers, which recommends reporting approach, data preparation and design considerations, as an exemplar for the sector. Consideration is given to the different teaching roles within the sector and variability of components such as delivery hours and local remission arrangements. As well as the staff utilisation metric, college managers will consider other aspects over staff recruitment and retention to determine the level of utilisation that they wish to achieve.

### Definitions used in this guide

#### Staff Utilisation

The amount of teaching hours planned divided by the amount of teaching hours expected.

#### Teaching staff

Teaching staff represents those members of staff with a non-zero teaching commitment. It will also include hourly paid Sessional Staff and those curriculum managers, who may have zero contractual hours but will provide cover.

#### Delivery hours

Delivery hours are the number of hours that each member of staff is contracted to teach. These hours would likely encompass in-person group teaching, individual one-to-one sessions, small group activity and online delivery where applicable. It would not include hours such as marking, lesson preparation, applicant interviewing.

#### Remission

Remission represents a deduction from overall contractual hours. The extent to which this is used within an FE provider will vary significantly from one organisation to another. Examples of which may include deductions for union duties, lesson observation duties, verification responsibilities, managerial responsibilities etc.

#### Courses

A course is an object onto which students can enrol.

### Calculation Method

#### Curriculum planning

As part of the curriculum planning process, an FE provider will determine the volume of courses it plans to run and what its planned staff base requirement is. This will give an overall department resource position which will help to determine potential recruitment or redundancy considerations.

Towards the latter part of the process, an FE provider will timetable its courses. With the assistance of the MIS Department, reports can be run to ensure the requisite number of hours have been timetabled for each group and the number of timetabled hours for each member of staff. MIS will ensure errors such as double counting when groups are infilled are accounted for in the calculations. Whilst Departmental hours required and resourced may balance, this individual level of analysis will ascertain the utilisation by staff member. Failure to review this could lead to some staff being under timetabled and others being over hours, that could result in the additional cost of overtime payments.

#### Target and acceptable levels of utilisation

An FE provider will set its own target and acceptable levels of utilisation. It is likely that an organisation will have an overall acceptable level of utilisation in totality but may also have departmental levels that vary. Additionally, a department may find recruitment much more challenging and so an FE provider may take a more tolerant view on lower levels of utilisation in that area. Unacceptable levels of staff utilisation may result in re-timetabling and potentially staff reductions.

## Timing

There are three distinct periods in the preparation, updating and use of this report.

- Planning (before the commencement of the next Academic Year) (see above);
- Enrolment (at the start of the Academic Year).

Once Enrolment is complete, demand levels will be known. At that point, a provider will be able to confirm the number of groups required which should be reflected on the Staffing Utilisation Report.

- Operational (during the Academic Year)

During the course of the year, changes will happen within the staff base. Staff contracts (and contact hours) may change. A number of staff will go on maternity leave, long term sick, resign (and leave) or return on phased returns or be recruited. The Staffing Utilisation Report needs to be a 'live' document, owned and updated by HR, and accessible and periodically reviewed by MIS and Curriculum Managers.

## Report Exemplar

### Ownership

Our recommendation is that the ownership of this Report is within the FE providers' HR Department. HR will have access to the most comprehensive details on individual staff, including such aspects as contractual and remission hours, phased returns, forthcoming maternity leave, reduced working hours as well as the departure and appointment of staff over the course of the year. MIS teams will need to work closely with HR colleagues to ensure data connectivity between MIS and HR systems. Similarly, both Senior and Curriculum Managers should have access to either the entire report or relevant sections respectively.

### Recommended format

There is no specific format recommended but we suggest that the report summarises staffing resource and curriculum hour requirements by area, an example of which is provided below.

Surname	First Name	Fine Art Department	FTE	Contractual Hours	Hours at Start of Year	Remission Hours	Other In Year Adjustments	In Year Departure / Reductions	In Year Arrival / Additions	NET	Updated Timetabled Hours (from MIS)	Individual Utilisation	Target Utilisation	Issue?		
WHITE	Monty	Lecturer in Fine Art	1.00	860	860	(90)	0	0	0	770	700	91%	90%	No		
GREEN	Sarah	Lecturer in Fine Art (left Feb HT)	0.80	688	688	0	0	(344)	0	344	330	96%	90%	No		
MORRIS	Sasha	Lecturer in Fine Art (joined Feb HT)	0.80	688	0	0	0	0	344	344	330	96%	90%	No		
BLACK	Alan	Practitioner in Fine Art	0.50	250	250	0	0	0	0	250	210	84%	90%	Under		
BROWN	Caroline	Sessional		60	60	0	0	0	0	60	80	133%	100%	Over		
<b>Staffing Hours Available</b>											<b>1,768</b>	<b>1,650</b>				
<b>Serviced Out to Photography</b>											<b>-250</b>	<b>-250</b>				
<b>NET Staffing Hours Available</b>											<b>1,518</b>	<b>1,400</b>				
<b>COURSE HOURS REQUIREMENT</b>																
Full Time FE																540
Full Time HE																660
Part Time and Full Cost																200
Apprenticeships																0
<b>Vocational Hours Teaching Required</b>																<b>1,400</b>
<b>DEPARTMENT UTILISATION</b>																<b>92%</b>