

	<i>Sort out the problems solutions, ensure they are correct, and distribute to the other tutors. Coordinate collection of students' work and distribution to tutors.</i>	16
	Subtotal	18

Assessment	Detail of requirements	Hours
You will be employed by the College to contribute to student assessment as follows		
Setting formative assessed work		
Marking formative/ summative please state) assessed work and giving written feedback on assessed work		
	<i>Report student absences to the stage-two co-ordinator, and implement the decisions of Mitigating Circumstances Committee.</i>	6
	Subtotal	6

Student Feedback	Detail of requirements eg state any office hours required	Hours
	<i>Included in above requirements.</i>	
	<i>Ensure that tutors upload marks to ELE in a timely manner. Deal with queries from students.</i>	8
	Subtotal	8

PTA representative role		
	Subtotal	0

Total hours training	0.00
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Total hours work*	32.00
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* You must ensure that the total hours for full time students falls below 180 hours per year (and below 6 hours per week) as well as meeting any visa restrictions. For part-time students see the maximum hours permitted per year in the table below:						
PTA student FTE:	1	0.9	0.8	0.7	0.6	0.5
Study hours per week	37.5	33.75	30	26.25	22.5	18.75
Study hours per year	1650	1485	1320	1155	990	825
Maximum work hours permitted per year	180	345	510	675	840	1005
Study hours and work hours combined	1830	1830	1830	1830	1830	1830

Will the PG student be employed by another college or discipline at the same time as this contract?

please leave blank

please leave blank

please leave blank

Please note that the contract and payment may be delayed if HR are not made aware of scheduled work to be undertaken by the PG student for all colleges and disciplines.

Please check that the additional hours worked by the PG student for another college or discipline will not exceed their maximum permitted working hours per year or visa restrictions.

Please note that hours for PDR which will be applied to every position.

Form completed by - insert full name and job title:

Charles D H Williams (Director of Education)

Date {\$CONTRACT.