



ASSOCIATION
OF COLLEGES

AoC College Workforce Survey

Summary of findings - 2017/18

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1. Introduction

Welcome to AoC's annual College Workforce Survey for the academic year 2017/18. AoC is the national organisation for colleges and the employer organisation for FE colleges. We collect and publish employment data on colleges, including this publication. 124 colleges in England completed the survey this year, which is approximately half of the sector. The survey is not a statistical sample but based on these responses, we estimate that colleges employ 182,000 people (some part-time), that 61% of college employees are female, that colleges employ 9 apprentices on average, that 4% of college staff come from the European Union (excluding UK) and that staff turnover in the last 12 months has averaged 18.2%. There is much more information in the rest of the report. I hope you find it useful.

The survey focuses primarily on the key headline performance indicators and benchmarks that HR departments in colleges frequently report on:

- staff composition and headcount
- staff turnover
- difficulties with recruitment
- key terms and conditions
- workforce development budget
- sickness absence.

The survey questions are broadly the same as last year's report. The information complements that gathered in the Education and Training Foundation [Data Insights report](#) to provide a more comprehensive view of the FE sector workforce.

The data collated will be used to support AoC's work representing colleges and will also be useful benchmarking data for member colleges.

The AoC College Workforce Survey was conducted in spring 2019. The census period for the majority of the workforce data collection is the period 1 September 2017 - 31 August 2018 (i.e. the 2017/18 academic year). For other sections the census date is 1 September 2018 or current practice.

A copy of the notes for completing the survey can be found in Appendix A of this report.

If you have any suggestions for improving the survey or questions about any of the data, please contact [Geeta Halai](#), AoC's Research Officer.

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2.Key findings

These key findings are based on responses from 124 colleges in England (of 251 – a response rate of 49%).

2.1 Workforce composition and headcount

We estimate that the total college workforce headcount (excluding agency workers) in England in 2017/18 was 182,000 employees. This comprises an estimated 69,000 teachers, 14,000 management staff (including teaching staff with management responsibility, senior post holders and senior management teams) and 100,000 support staff (including instructors and demonstrators).

We calculate a full-time equivalent (FTE) figure of 129,000 staff in colleges in England in 2017/18 (13,000 management staff, 49,000 teaching staff and 67,000 support staff).

63% of college employees in England are female and 37% are male. 56% of managers, 58% of teachers and 69% of support staff are female.

The survey shows that 99% of colleges use flexible contracts and the average college has 20% of its staff on flexible contracts.

The average college in England employs 9 apprentices. This is approximately 2,400 in the sector as a whole, accounting for 1.3% of college employees.

51% of colleges that responded expect that their college will be able to spend its full apprenticeship levy in 2019/20. This compares with 68% who reported in 2016/17 that they expected to fully spend their levy in 2018/19.

For delivery at Level 2 and 3, almost all colleges plan to use the apprenticeship levy on support services. At Levels 5 and 6, a higher proportion of colleges plan to use the apprenticeship levy on teaching/delivery.

66% of colleges reported having less than 5% (but greater than zero) of staff from the EU (excluding UK). There were regional variations – for example in London 23% of colleges reported having less than 5% (but greater than zero) of staff from the EU (excluding UK), 38% reported having 6%-10% and 23% reported having 11%-15%.

Almost half (48%) of colleges said less than 5% (but greater than zero) of their staff were employed on work permits or visas.

The average college in England has 29 staff from the EU (excluding UK), roughly 7,000 in the sector as a whole, accounting for approximately 4.0% of total college employees.

2.2 Staff turnover and reasons

Staff turnover was reported to be higher across all categories of staff in 2017/18 compared with 2016/17.

In 2017/18, the average staff turnover for all staff was 18.2% (15.0% for management staff, 17.4% for teaching staff and 19.7% for support staff). In comparison, overall staff turnover in 2016/17 was 17.4% (12.8% for management staff, 16.0% for teaching staff and 18.3% for support staff).

Overall, turnover is highest in London (21.4% on average) and lowest in the East Midlands (14.6% on average).

The main reason for turnover of management staff and teaching staff was 'resignation – job change within the sector'. The main reason for turnover of support staff was 'resignation – reason not known'.

67% of colleges reported having voluntary redundancies and 63% reported having compulsory redundancies in 2017/18.

2.3 Recruitment difficulties

95% of colleges reported having difficulty filling posts in 2017/18. This is a 5 percentage point increase on 2016/17. The average college had 18 vacant posts at the start of the academic year (1 September 2018).

The top two most difficult to fill posts in 2017/18 were teaching jobs - in engineering and in construction. The third category was 'other' and while there was a variety of posts identified, this category was dominated by lecturers in business/accounting/administration and assessors (across a range of subjects).

The top three reasons for recruitment difficulties across all college staff were; looking for more pay than the college could offer, a lack of necessary specialist skills and no applicants. This follows a similar pattern to last year's survey.

2.4 Terms and conditions

The average standard full-time contractual working week for all college staff is reported as 37 hours a week. Average standard hours for teaching contact time are 24 hours per week which translates into an average figure of 884 hours per year, however the median hours come in at 860 hours per year.

Average paid holiday time is 34 days a year with 27 days on average for support staff (down to a minimum of 21 days in some colleges), 40 days for teaching staff (with a range from 28 to 65 days) and 35 days for management staff.

The majority (70%) of colleges expect to have 3-5 closure/efficiency days for all staff in 2018/19. In 64% of colleges, closure days are contractual.

87% of colleges reported that the maximum occupational sick pay payable to staff was 6 months full pay and 6 months half pay. 89% of colleges use a 12 months rolling period as the reference period to calculate eligibility to occupational sick pay.

Over three-quarters of colleges offer statutory pay for redundancy (77%) and over two-thirds offer statutory pay for shared parental leave (69%). 86% of colleges offer enhanced pay for maternity, whilst 59% offer it for paternity and 72% offer it for adoption leave.

93% of colleges offer an employee assistance programme or counselling service for staff. 69% of these colleges indicated that college governors can also access it.

Colleges spent an average of £109,000 on workforce development in 2017/18. This ranged from 0% to 3.8% of total income, but in the majority (71%) of colleges it was less than 0.5% of total income.

2.5 Sickness absence

The figures from this year's survey show an overall absence rate of 5.5 days per employee and a lost time percentage of 2.4% in 2017/18 (this compares to 5.6 days and 3.0% respectively in 2016/17)

Average support staff absence rates were higher at 5.9 days than teaching staff (5.2%) and management staff (5.0 days).

3. Background information

127 providers in England responded to the survey. 124 were colleges in England, of 251 – a response rate of 49%.

The other three responses were from sixth form colleges that have converted to academy status and a newly merged college where both partners submitted a response (where both partners responded only one was included in the response rate calculations).

In addition, one of the responses from England was for part of a recently merged college (i.e. one member of the group and therefore incomplete data for the newly merged college).

Data and summary tables shown are for colleges in England. Not all colleges responded to every question. The number of responses for each question is shown within or under each table/chart.

Responses by college type and region are shown in the tables below. More than half of all general further education and specialist colleges in England responded to the survey compared with only 17% of sixth form colleges.

Table 1. Response rate by college type

Type	Number of responses	Number of colleges in England	Percent within type	Percentage of total responses
General further education college	103	171	60%	81%
Sixth form college	9	54	17%	7%
Specialist college	12	26	46%	9%
Total England	124	251	49%	98%
Academy (sixth form college conversions)	2	23	9%	2%
Total	126			99%
Additional responses (other partner in merged college)	1			1%
Total survey responses	127			100%

Table 2. Response rate by region

Region	Number of responses	Number of colleges in region	Percent within region	Percentage of total responses
Eastern region	13	24	54%	10%
East Midlands	12	17	71%	9%
Greater London	13	37	35%	10%
North East	6	14	43%	5%
North West	19	42	45%	15%
South East	17	40	43%	13%
South West	15	24	63%	12%
West Midlands	15	25	60%	12%
Yorkshire and the Humber	14	28	50%	11%
Total England	124	251	49%	98%
Academy (sixth form college conversions)	2			2%
Total	126			
Additional responses (other partner in merged college)	1			1%
Total survey responses	127			100%

4. College staff and composition

4.1 College employees (excluding agency workers) - headcount

The 124 colleges in England that responded to the question employed approximately 90,000 staff (excluding agency workers) during the 2017/18 academic year – an average of 727 staff in each college.

Scaling this up to the total number of colleges in England provides a rough estimate of the total number of staff in colleges in England – approximately 182,000 in 2017/18.

Table 3. College employee headcount and estimate of college workforce (excluding agency workers) by category of staff, England 2017/18

England	Number of staff in colleges that responded	Number of responses	Average number of staff	Estimate for total in England	Percent
Management staff	6,778	124	55	13,719	8%
Teaching staff	33,972	124	274	68,765	38%
Support staff	49,366	124	398	99,925	55%
Total staff	90,147	124	727	182,474	100%

The gender breakdown for staff in colleges is shown below. Almost two-thirds of the college workforce in England is female.

Table 4. College employee headcount (excluding agency workers) by gender, England 2017/18

Staff category	Male	Female
Management staff	44%	56%
Teaching staff	42%	58%
Support staff	31%	69%
Total staff	37%	63%

Base: 121 colleges

4.2 College employees – full-time equivalent (FTE)

122 colleges provided data on full-time equivalent staff numbers. Scaling this up to the total number of colleges in England, we calculate a full-time equivalent figure of 129,000 staff in colleges in England in 2017/18 (13,000 management staff, 49,000 teaching staff and 67,000 support staff).

Table 5. College employee full-time equivalent (FTE) and estimate of college workforce (excluding agency workers) by category of staff, England 2017/18

England	FTE staff in colleges that responded	Number of responses	Average number of FTE staff	Estimate for total FTE in England	Percent
Management staff	6,432	122	53	13,234	10%
Teaching staff	23,780	122	195	48,924	38%
Support staff	32,378	122	265	66,613	52%
Total staff FTE	62,570	122	513	128,729	100%

4.3 Flexible contracts

99% of colleges that responded use flexible contracts. This category comprises contracts typically referred to as fixed-term, zero-hours and variable hours contracts. It does not include agency workers. The average college has 20% of its staff on flexible contracts; the range is shown in the table below.

Table 6. Proportion of college staff on flexible contracts between 1 September 2017 to 31 August 2018

Proportion of college staff on flexible contracts	Number of responses	Percent
0%	1	1%
Less than 5%	11	9%
5%-9.9%	18	15%
10%-14.9%	20	16%
15%-19.9%	21	17%
20%-24.9%	20	16%
25%-29.9%	11	9%
30%-34.9%	7	6%
35%-39.9%	5	4%
40%-44.9%	3	2%
45%-49.9%	2	2%
50% or more	4	3%
Total	123	100%

4.4 Apprenticeships

119 of the 127 colleges that responded to the survey employed apprentices during 2017/18 – this is 94% of colleges.

The average college in England employs 9 apprentices. This is approximately 2,400 in the sector as a whole, accounting for 1.3% of college employees in England.

Table 7. Average number of apprentices (headcount) employed in England, 2017/18

Number of apprentices (headcount) employed in England in 2017/18	
Total number of apprentices employed in colleges in England (that responded to survey)	1,144
Average number of apprentices employed in these colleges	9.4
Number of responses	122
Estimate of total number of apprentices employed in colleges in England	2,353
Estimate of percent of college workforce in England	1.3%

51% of colleges (62 out of 122) that responded to the question expect that their college will be able to spend its full apprenticeship levy in 2019/20, this compares with 68% of colleges who expected to be able to spend their full apprenticeship levy in 2018/19.

Colleges provided a range of additional comments on whether or not they would be able to spend the full apprenticeship levy in 2019/20, the key points were:

- "Lack of suitable roles."
- "Limited capacity within workforce."
- "Currently developing provision."
- "College budget cannot accommodate additional new posts"

For delivery at Level 2 and 3, almost all colleges plan to use the apprenticeship levy on support services. At higher levels 5 and 6, a higher proportion of colleges plan to use the apprenticeship levy on teaching/delivery.

Table 8. Use of apprenticeship levy at each skill level in 2019/20

Level	Support services	Teaching / delivery
Level 2	99%	16%
Level 3	100%	30%
Level 4	86%	45%
Level 5	65%	74%
Level 6	54%	79%
Level 7	73%	65%

Some colleges also indicated that they plan to use the apprenticeship levy for other purposes, these include:

- "Graduate recruitment"
- "Upskilling/CPD for current employees"
- "For niche roles"
- "Exploring possibilities"

4.5 EU and non-EU staff numbers

As shown in the table below, 11% of colleges said they had no staff from the EU (excluding UK). 66% of colleges that responded reported having less than 5% (but greater than zero) of staff from the EU (excluding UK).

46% of colleges that responded did not employ any staff on work permits and 48% said that less than 5% of their staff were employed on work permits.

The average college in England has 29 staff from the EU (excluding UK), roughly 7,300 in the sector as a whole, accounting for approximately 4% of total college employees¹.

Table 9. Estimate of college staff that were (a) from the EU (excl. UK) and (b) on work permits in 2017/18

Percent of staff	(a) Percent of colleges with staff from EU (excluding UK)	(b) Percent of colleges with staff on work permits or visas
0%	11%	46%
1% - 5%	66%	48%
6% -10%	8%	1%
11%-15%	3%	0%
16%-20%	0%	0%
More than 20%	2%	0%
Don't know	10%	5%
Total	100%	100%

A few colleges commented that had “insufficient data” or “data is based on self-disclosure of information”.

¹ Approximate calculations based on college estimates of the proportion (percentage bands) of total staff from the EU (excluding UK)

5. Staff turnover

5.1 Staff turnover by category of staff

The table below shows the trend in staff turnover in each category and overall. Note however that due to a new methodology being applied in 2015/16, only the last three years' data is directly comparable.

In 2017/18, the average turnover across all three categories of staff was 18.2%.

Table 10. Staff turnover by category of staff, 2013/14 - 2017/18

Year	Turnover			
	Management staff	Teaching staff	Support staff	All staff
2013/14	14.6%	16.9%	18.4%	17.9%
2014/15	18.8%	19.5%	21.7%	21.0%
2015/16	15.1%	18.2%	18.0%	18.2%
2016/17	12.8%	16.0%	18.3%	17.4%
2017/18	15.0%	17.4%	19.7%	18.2%

Note: 2015/16, 2016/17 and 2017/18 figures are not directly comparable with the previous two years due to a change in methodology from 2015/16

Base: Varies by staff category and year.

The following table shows a regional breakdown of staff turnover in 2017/18 in each category and overall.

Table 11. Staff turnover by category of staff and region, 2017/18

Region	Turnover			
	Management staff	Teaching staff	Support staff	All staff
Eastern region	13.2%	18.2%	18.4%	17.9%
East Midlands	12.6%	14.5%	14.9%	14.6%
Greater London	21.7%	17.6%	22.0%	21.4%
North East	12.4%	21.6%	18.6%	19.1%
North West	13.8%	15.8%	18.1%	16.9%
South East	10.9%	18.4%	22.6%	19.7%
South West	12.9%	15.8%	21.6%	18.3%
West Midlands	13.7%	17.3%	19.3%	17.2%
Yorkshire and the Humber	22.9%	19.3%	20.2%	18.7%
Total	15.0%	17.4%	19.7%	18.2%
Number of responses	121	122	122	123

Base: Varies by region and category.

5.2 Reasons for turnover

Colleges were asked to indicate the three main reasons for staff turnover across each category, the responses are shown in Table 12.

The main reason for turnover of management staff and teaching staff was (1) resignation – job change within the sector'. For management staff, this was followed by (2) 'resignation – reason not known' and (3) 'other'. For teaching staff this was followed by (2) 'resignation – reason not known', followed by (3) 'resignation – job change outside of sector'

The main reason for turnover of support staff was (1) 'resignation – reason not known'. This was followed by (2) 'resignation – job change outside of sector' and (3) 'resignation – job change within the sector'.

The main 'Other' reason cited by colleges for staff turnover was "end of fixed term contract". Some of the other reasons include: "compulsory redundancy", "relocation", "settlement agreement" and "TUPE".

Table 12. Three main reasons for staff turnover, 2017/18

Three main reasons for staff turnover	Management staff	Teaching staff	Support staff
Resignation - job change outside of sector	33%	33%	52%
Resignation - job change within the sector	53%	58%	36%
Resignation - low level of pay	7%	20%	27%
Resignation - heavy workload	4%	13%	2%
Resignation - personal / family circumstances	21%	26%	33%
Resignation - reason not known	48%	53%	58%
Retirement	32%	27%	23%
Voluntary redundancy	23%	23%	21%
Other	35%	31%	33%

Base: 111-120 colleges (that had turnover of staff - varies by category of staff)

In November 2018 the DfE published a research report entitled [College Staff Survey 2018](#) which devotes a section to recruitment and retention in general and specialist further education colleges.

6.Redundancies

As shown in the table below, 67% of colleges that responded reported having voluntary redundancies and 63% reported having compulsory redundancies in 2017/18.

Table 13. Voluntary and compulsory redundancies in colleges in 2017/18

Redundancies	Yes	No
Voluntary redundancies	67%	33%
Compulsory redundancies	63%	37%

Base: 116-120 colleges

The key themes in the comments provided by colleges on voluntary or compulsory redundancies were:

- "Small scale"
- "Restructure in line with changing student numbers and finances"
- "Restructure due to change in curriculum provision"
- "Restructure following college merger"

7. Vacant and hard to fill posts

7.1 Vacant posts

The table below shows that the average college had 18 vacant posts at the start of the academic year (1 September 2018).

Table 14. Vacant posts on 1 September 2018

Vacant posts in colleges on 1 September 2018	
Total number of vacant posts	2,253
Average number of vacant posts	18
Number of colleges in sample	122
Minimum	0
Maximum	121

7.2 Hard to fill vacancies

95% of colleges (119 out of 125) that responded to the question said they had difficulty filling posts during 2017/18.

As shown in Table 15, two of the top three most difficulty to fill posts in 2017/18 were in teaching – engineering and construction. The third ranked most difficult to fill post was ‘other’, followed by teaching posts in mathematics.

The proportion of colleges that said they had difficulty recruiting to teaching posts in mathematics was significantly lower than those that indicated engineering and construction. This was also the case in the previous survey.

‘Other’ posts mentioned by colleges as being difficult to fill were varied but some mentioned multiple times included: “assessors”, “business/accounting/economics”, “catering staff”, “land based specialisms”.

Table 15. Hard to fill posts, 2017/18

Posts that have proven most difficult to fill	Number of responses	Percent	Rank 3 main reasons (with 1 being the most difficult)		
			Rank 1	Rank 2	Rank 3
Management - leadership posts	2	2%	1	1	0
Management - management posts	12	10%	2	4	6
Teaching - construction	74	63%	39	30	5
Teaching - engineering	78	66%	43	30	5
Teaching - English	12	10%	3	1	8
Teaching - health, social care and public services	12	10%	1	4	7
Teaching - information and communication technology	21	18%	3	8	10
Teaching - maths	32	27%	0	15	17
Teaching - science	22	19%	4	5	13
Learning support - technical	6	5%	3	0	3
Learning support - teaching	9	8%	2	3	4
Other support - professional staff, e.g. librarians, accountants, welfare and guidance staff	13	11%	0	5	8
Other support - administrative/ clerical staff	8	7%	0	1	7
Other	36	31%	17	5	14
Total	118				

7.3 Reasons for recruitment difficulties

Colleges were asked to indicate the three main reasons for any recruitment difficulties in all categories of staff during the 2017/18 academic year, the responses are shown in Table 16 below.

The top three reasons were 'looking for more pay than the college could offer', 'lack of necessary specialist skills', and 'no applicants'.

Table 16. Three main reasons for staff recruitment difficulties, 2017/18

Top 3 reasons for any recruitment difficulties (for all categories of staff)	Number of responses	Percent
No applicants	70	59%
Insufficient experience	49	41%
Lack of necessary specialist skills	84	71%
Insufficient relevant qualifications	31	26%
Looking for more pay than you could offer	90	76%
Other (please specify)	4	3%
Total	119	

'Other' reasons given by colleges for any recruitment difficulties experienced in 2017/18 include:

- "A lack of quality/experienced applicants."
- "Private sector offers better pay and conditions / salary not competitive with industry (e.g. construction and engineering)"

8. Terms and conditions

8.1 Contractual working week

The table below shows the average, minimum and maximum standard full-time contractual working week (in hours) per category of staff in colleges at the census date of 1 September 2018.

Table 17. Standard full-time contractual working week, 1 September 2018

Standard full-time contractual working week (in hours) per category of staff	Average	Minimum	Maximum	Number of responses
Management staff	36.9	32.5	40.0	124
Teaching staff	36.2	25.0	39.0	124
Support staff	36.9	35.0	39.0	124
All staff	36.7	33.3	39.0	121

The following table shows the average, minimum and maximum standard hours for teaching contact time in the colleges that responded.

Table 18. Average standard hours for teaching contact time, 1 September 2018

Average standard hours for teaching contact time	Average	Minimum	Maximum	Number of responses
Standard hours per week	24	15	28	112
Standard hours per annum	884	773	1,400	115

8.2 Paid holiday entitlement

The following table shows the average, minimum and maximum contractual paid holiday entitlement per year (exclusive of bank/public holidays and closure days) for current staff in each category at the census data of 1 September 2018.

Table 19. Contractual paid holiday entitlement, 1 September 2018

Current contractual paid holiday entitlement per year (exclusive of bank/public holidays and closure days) for current staff in each category	Average	Minimum	Maximum	Number of responses
Management staff	35	25	60	123
Teaching staff	40	28	65	120
Support staff	27	21	35	116
All staff	34	21	64	98

8.3 Closure/efficiency days

As shown in the tables below, the majority (70%) of colleges expect to have between three and five closure/efficiency days for all staff in 2018/19, with the average being 4.5 closure/efficiency days.

64% of colleges (79 out of 123) that responded to the question said that closure/efficiency days are contractual.

Several colleges commented that the closure days tend to be at Christmas – in some colleges “they are deducted out of annual leave entitlement” whilst in others “they are additional to annual leave entitlement”. In some colleges closure days vary between different categories of staff or between different colleges in a 'Group' structure.

Table 20. Number of closure/efficiency days, 2018/19

Number of closure/efficiency days expected for all staff	Number of responses	Percent
0	4	3%
1	5	4%
2	4	3%
3	21	17%
4	25	20%
5	41	33%
6	6	5%
7	10	8%
8	1	1%
9	2	2%
10+	4	3%
Other	3	2%
Total	126	100%

Table 21. Average number of closure/efficiency days for all staff, 2018/19

Number of closure/efficiency days for all staff	
Average number of closure/efficiency days	4.5
Minimum	0
Maximum	10
Number of responses	123

8.4 Occupational sick pay

The table below shows the maximum occupational sick pay payable to staff at colleges. The majority (87%) of colleges said this was 6 months full pay and 6 months half pay. In those colleges that answered ‘Other’ this was a varied combination of x months/days full pay and x months/days half pay.

Table 22. Maximum occupational sick pay payable to staff

Maximum occupational sick pay payable to staff	Number of responses	Percent
2 months half pay	0	0%
3 months half pay	0	0%
4 months half pay	0	0%
5 months half pay	0	0%
6 months half pay	0	0%
2 months full pay	0	0%
3 months full pay	0	0%
4 months full pay	0	0%
5 months full pay	1	1%
6 months full pay	1	1%
2 months full pay and 2 months half pay	1	1%
3 months full pay and 3 months half pay	3	2%
4 months full pay and 4 months half pay	0	0%
5 months full pay and 5 months half pay	2	2%
6 months full pay and 6 months half pay	110	87%
Other	8	6%
Total	126	100%

As shown in the table below, 89% of colleges use a 12 months rolling period as the reference period to calculate eligibility to occupational sick pay. Some colleges commented that they use “academic years of service”.

Table 23. Rolling period used as the reference period to calculate eligibility to occupational sick pay

Rolling period used as the reference period to calculate eligibility to occupational sick pay	Number of responses	Percent
12 months	112	89%
24 months	9	7%
36 months	1	1%
Other	4	3%
Total	126	100%

8.5 Statutory and enhanced pay

The following table shows the number and proportion of colleges that offer statutory or enhanced pay for redundancy, maternity, shared parental leave, paternity and adoption. Over three-quarters of colleges offer statutory pay for redundancy (77%) and 69% offer statutory pay for shared parental leave. 86% of colleges offer enhanced pay for maternity, whilst 59% offer it for paternity and 72% offer it for adoption leave.

Table 24. Statutory or enhanced pay for each of the following

Whether college offers statutory or enhanced pay for each of the following	Statutory pay	Enhanced pay	Total
Redundancy	97	29	126
Maternity	18	108	126
Shared parental leave	86	39	125
Paternity	52	74	126
Adoption	35	91	126
	Statutory pay	Enhanced pay	Total
Redundancy	77%	23%	100%
Maternity	14%	86%	100%
Shared parental leave	69%	31%	100%
Paternity	41%	59%	100%
Adoption	28%	72%	100%

80 colleges provided details (where offered) of the 'enhanced pay' for redundancy, maternity, shared parental leave, paternity and adoption. However, the responses received were too varied to pull together any meaningful summary.

8.6 Employee assistance

93% of colleges that responded to the survey offer an employee assistance programme or counselling service for staff. Out of those that offer this service, 69% of colleges indicated that college governors can also access it. The services included are shown in the table below. 80% of colleges have telephone counselling included and 73% have face-to-face counselling included.

Table 25. Services included as part of employee assistance programme or counselling service

Services included as part of employee assistance programme or counselling service	Number of responses	Percent
Telephone counselling service	94	80%
Face-to-face counselling service	85	73%
Other services	41	35%
Total	117	

'Other' services include: "email/on-line support and resources" and "well-being advisors in college". Colleges gave specific examples of the types of advice services available, these include: "financial advice"; "legal advice"; "health and wellbeing advice"; "mindfulness podcasts"; "GP helpline /health advice"; "occupational health service".

9. Workforce development budget

As shown in the tables below colleges spent an average of £109,000 on workforce development in 2017/18. This ranged from 0% to 3.8% of total income, but in the majority (71%) of colleges it was less than 0.5% of total income.

Table 26. College income allocated to workforce development in 2017/18

	Total	Average	Minimum	Maximum	Number of responses
Spending on workforce development	£12,586,754	£108,506	£10,000	£1,200,000	116
Workforce development spending as a percentage of total income			0.0%	3.8%	112

Table 27. Workforce development spending as a percentage of total income in 2017/18

Workforce development spending as a percentage of total income	Number of responses	Percent
Less than 0.5%	80	71%
0.5% to less than 1%	21	19%
1% or more	11	10%
Total	112	100%

10. Sickness absence

10.1 Overall absence rates and lost time

The absence rate is a measure of the average number of days of absence per employee during the year, while the lost time percentage is a measure of the proportion of available working time lost due to absence during the year.

The figures from this year's survey show an overall absence rate of 5.5 days per employee and a lost time percentage of 2.4% in 2017/18. The table below shows the trend in absence rates and lost time percentages. Note however that due to a new methodology being applied in 2015/16, only the last three years' data is directly comparable.

Table 28. Absence rate and lost time percentage, 2013/14 – 2017/18

Year	Absence rate	Lost time %
2013/14	8.1 days	3.7%
2014/15	7.4 days	3.1%
2015/16	5.8 days	3.1%
2016/17	5.6 days	3.0%
2017/18	5.5 days	2.4%

Note: 2015/16, 2016/17 and 2017/18 figures are not directly comparable with the previous two years due to a change in methodology from 2015/16

Base: Varies by staff category and year.

The following tables show the average absence rates (days per employee) and lost time percentages by category of staff in the colleges that responded in 2017/18.

Table 29. Absence rate by category of staff, 2017/18

Staff category	Average	Number of responses
Management staff	5.0 days	112
Teaching staff	5.2 days	113
Support staff	5.9 days	113
Total staff	5.5 days	119

Table 30. Lost time percentage by category of staff, 2017/18

Staff category	Average	Number of responses
Management staff	1.7%	106
Teaching staff	2.4%	104
Support staff	2.6%	105
Total staff	2.4%	111

The two tables below show the regional breakdown in absence rates and lost time percentages by category of staff in the colleges that responded in 2017/18. Note that there will be small samples sizes for the regional breakdowns.

Table 31. Absence rate (days per employee) by category of staff and region, 2017/18

Region	Absence rate (days per employee)			
	Management staff	Teaching staff	Support staff	Total staff
Eastern region	3.7	5.5	5.1	5.2
East Midlands	5.1	5.9	7.2	6.6
Greater London	2.8	3.2	3.3	3.4
North East	8.1	7.8	10.3	9.1
North West	6.0	6.4	5.8	6.0
South East	3.7	3.5	5.0	3.9
South West	5.7	4.3	5.8	4.9
West Midlands	4.2	5.6	5.0	5.4
Yorkshire and the Humber	6.3	6.4	7.3	6.9
Total	5.0	5.2	5.9	5.5
Number of responses	112	113	113	119

Note: Small samples sizes for regional breakdowns

Base: Varies by region and category.

Table 32. Lost time percentage by category of staff and region, 2017/18

Region	Lost time percentage			
	Management staff	Teaching staff	Support staff	Total staff
Eastern region	1.5%	3.0%	2.9%	2.8%
East Midlands	2.1%	2.8%	3.5%	3.2%
Greater London	1.1%	2.0%	2.2%	1.8%
North East	0.9%	0.9%	1.0%	0.9%
North West	2.5%	3.2%	3.0%	3.1%
South East	1.5%	2.3%	3.1%	2.5%
South West	2.4%	2.7%	3.1%	2.9%
West Midlands	1.8%	3.2%	3.3%	3.1%
Yorkshire and the Humber	2.7%	3.5%	3.9%	3.6%
Total	1.7%	2.4%	2.6%	2.4%
Number of responses	106	104	105	111

Note: Small samples sizes for regional breakdowns

Base: Varies by region and category.

10.2 Reasons for sickness absence

The three main reasons for sickness absence in 2017/18 were minor illness (94% of colleges), stress and mental ill-health (80% of colleges) and back pain and musculo-skeletal conditions (44% of colleges).

Table 33. Reasons for sickness absence, 2017/18

Top 3 reasons for sickness absence	Number of responses	Percent	Rank 3 reasons (with 1 being the main reason)		
			Rank 1	Rank 2	Rank 3
Minor illness (includes colds, flu, stomach upsets, headaches, asthma, angina and allergies)	116	94%	88	15	13
Back pain and musculo-skeletal conditions	54	44%	5	28	21
Stress and mental ill-health (e.g. non-work and work-related stress, clinical depression and anxiety)	98	80%	20	44	34
Acute medical conditions (i.e. stroke, heart attack and cancer)	38	31%	5	16	17
Injuries/accidents not related to work	8	7%	1	3	4
Work-related injuries/accidents	1	1%	0	0	1
Operations and recovery time	46	37%	4	14	28
Other	4	3%	0	2	2
Total	123				

Appendix A – Notes for completion

AoC College Workforce Survey – Guidance notes for completion

1. College groups

If you are part of a 'College Group' please could you supply one response for the whole group structure.

2. Census period

The census period for the majority of the workforce data collection is the period 1 September 2017 - 31 August 2018 (i.e. 2017/18 academic year).

For other sections the census date is 1 September 2018 or current practice.

3. Categories of staff and contract types

Number of staff (headcount and full-time equivalent) should include all employees in each category at your college - including staff on flexible contracts (however agency workers should be excluded).

Management staff (including leadership teams): this category is defined as full-time and part-time staff (including those on flexible contracts) that are on the management pay spine. This includes teaching staff with management responsibility, senior post holders and senior management teams (e.g. principals, vice/deputy/assistant principals and clerks).

Teaching staff: this category is defined as full-time and part-time staff (including those on flexible contracts). This includes associate lecturers and also teaching staff employed on an hourly-paid basis. If instructors and demonstrators fall into this category for your college, please exclude them from the teaching staff category and include them in support staff.

Support staff: this category is defined as full-time and part-time staff (including those on flexible contracts) who are employed on support terms and conditions, including instructors and demonstrators.

Flexible contracts: this category comprises contracts typically referred to as fixed-term, zero-hours and variable hours contracts. It does not include agency workers.

Apprenticeship contracts: this terminology refers to apprentices employed by the college under an apprenticeship contract. The college may also be the training provider

in this context but the number of apprentices that should be reported, for survey purposes, is the number of apprentices actually employed by the college.

Staff on multiple contracts:

Employees with multiple contracts should be counted as 'one' and included in the category where they are performing the most number of hours. Where an employee is engaged on two contracts both at the same number of hours, we recommend that you add them to the relevant category based on the seniority of the role.

4. Staff turnover calculations

For the purposes of this survey and the subsequent survey summary report, AoC use the following calculations for staff turnover:

Using the following formula for each category of staff:

$$\frac{\text{Headcount of leavers (excluding any compulsory redundancies in that category) during 2017/18}}{\text{Total headcount of staff employed (in each category) during 2017/18}^*} \times 100$$

* To calculate the total headcount of staff employed: ADD the number employed at the start of the period (i.e. 1 September 2017) to any new starters between then and 31 August 2018

EXAMPLE:

25 staff left the college during 2017/18, of which 5 were compulsory redundancies → total leavers = 25-5 = 20

100 staff employed on 1 September 2017 and 10 new starters between then and 31 August 2018 → total staff in 2017/18 = 100+10 = 110

Turnover = (20/110)*100 = 18%

5. Sickness absence calculations

Sickness absence: this includes all absences attributed to sickness, irrespective of length, absences due to industrial injury and absences of less than one day. Sickness absence excludes authorised absences for medical appointments, dental appointments, and maternity leave. It also excludes emergency leave, parental/dependents leave and compassionate leave.

Any half-day absence should be recorded on a pro-rata basis, i.e. 0.5 days.

Number of employees: employee numbers should be calculated using HEADCOUNTS. Note - for clarification: if an employee started or left part way through the year, they should still be counted as 'one'.

Sum of total possible working days: you will need to add up the total possible working days in 2017/18 for each employee and add this up to give an overall total for all staff in

each category. Note you will need to pro-rata the days for any staff that started or left part way through the year:

- e.g. for each full-time employee who worked 5 days per week, this would be: 365 calendar days - 104 weekend days = 261
- e.g. for someone employed 4 days a week, this would be 365 calendar days - 104 weekend days - 52 weekdays not worked = 209
- e.g. for a full-time employee that started half way through the year, this would be 183 calendar days - 52 weekend days = 131

Please provide your best estimate if you don't have exact figures to hand.

6. Further information on sickness absence calculations (not required for survey completion):

AoC uses the following calculations when reporting on the absence data:

- **Lost time percentage (LTP)**



This shows the percentage of the total time available which has been lost because of sickness absence from all causes in a given period:

$$\frac{\text{Total number of days of sickness absence in 2017/18}}{\text{Total possible working days in the period}} \times 100$$

- **Absence rate (AR)**

The absence rate shows the average number of working days lost due to sickness absence per employee:

$$\frac{\text{Total number of days of sickness absence in 2017/18}}{\text{Total headcount of employees during the period}}$$

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