



ASSOCIATION
OF COLLEGES

AoC College Workforce Survey 2017

Summary of findings

May 2018

Table of contents

List of tables	3
1. Introduction.....	5
2. Key findings	6
3. Background information	8
4. College staff and composition	10
4.1 College employees (excluding agency workers)	10
4.2 HR staff by function	11
4.3 Flexible contracts.....	11
4.4 Apprenticeships.....	12
4.5 EU and non EU staff numbers	13
5. Staff turnover	14
5.1 Staff turnover by category of staff.....	14
5.2 Reasons for turnover	15
6. Redundancies.....	16
7. Vacant and hard to fill posts	17
7.1 Vacant posts.....	17
7.2 Hard to fill vacancies.....	17
7.3 Reasons for recruitment difficulties	18
8. Terms and conditions	20
8.1 Contractual working week	20
8.2 Paid holiday entitlement	20
8.3 Closure/efficiency days.....	21
8.4 Occupational sick pay	21
8.5 Statutory and enhanced pay	22
8.6 Employee assistance.....	23
9. Workforce development budget	24
10. Sickness absence	25
10.1 Overall absence rates and lost time.....	25
10.2 Reasons for sickness absence.....	27
Appendix A – notes for completion	28

List of tables

Table 1. Response rate by college type.....	8
Table 2. Response rate by region.....	9
Table 3. College employee headcount and estimate of college workforce (excluding agency workers) by category of staff, England 2016/17	10
Table 4. College employee headcount (excluding agency workers) by gender, England 2016/17	10
Table 5. HR staff by function.....	11
Table 6. Proportion of college staff on flexible contracts between 1 September 2016 to 31 August 2017	11
Table 7. Average number of apprentices (headcount) employed in England, 2016/17 ...	12
Table 8. Use of apprenticeship levy at each skill level in 2018/19	12
Table 9. Estimate of college staff that were (a) from the EU (excl. UK) and (b) on work permits in 2016/17	13
Table 10. Staff turnover by category of staff, 2012/13 - 2016/17.....	14
Table 11. Staff turnover by category of staff and region, 2016/17	14
Table 12. Three main reasons for staff turnover, 2016/17	15
Table 13. Voluntary and compulsory redundancies in colleges in 2016/17	16
Table 14. Vacant posts on 1 September 2017.....	17
Table 15. Hard to fill posts, 2016/17.....	18
Table 16. Three main reasons for staff recruitment difficulties, 2016/17	19
Table 17. Standard full-time contractual working week, 1 September 2017	20
Table 18. Average standard hours for teaching contact time, 1 September 2017	20
Table 19. Contractual paid holiday entitlement, 1 September 2017.....	20
Table 20. Number of closure/efficiency days, 2017/18	21
Table 21. Average number of closure/efficiency days for all staff, 2017/18	21
Table 22. Maximum occupational sick pay payable to staff	22
Table 23. Rolling period used as the reference period to calculate eligibility to occupational sick pay.....	22
Table 24. Statutory or enhanced pay for each of the following	23
Table 25. Services included as part of employee assistance programme or counselling service	23
Table 26. College income allocated to workforce development in 2016/17	24
Table 27. Workforce development spending as a percentage of total income in 2016/17	24
Table 28. Absence rate and lost time percentage, 2012/13 – 2016/17	25

Table 29. Absence rate by category of staff, 2016/17	25
Table 30. Lost time percentage by category of staff, 2016/17	25
Table 31. Absence rate (days per employee) by category of staff and region, 2016/17...	26
Table 32. Lost time percentage by category of staff and region, 2016/17	26
Table 33. Three main reasons for sickness absence, 2016/17	27

1. Introduction

Welcome to AoC's annual College Workforce Survey for 2017. 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. 138 colleges in England completed the survey this year, which is more than half of the sector. The survey is not a statistical sample but based on these responses, we estimate that colleges employ 180,000 people (some part-time), that 63% of college employees are female, that colleges employ 9 apprentices on average, that 3.5% of college staff come from the rest of the European Union and that staff turnover in the last 12 months has averaged 17.4%. 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 the almost the same as last year's report but the 2017 survey did not include questions on pay because these will be covered in a separate pay survey to be carried out in 2018 and we did not want to duplicate information. It also seeks to complement information 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 2017 was conducted during November 2017 to January 2018. The census period for the majority of the workforce data collection is the period 1 September 2016 - 31 August 2017 (i.e. the 2016/17 academic year). For other sections the census date is 1 September 2017 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 Patel](#), AoC's Research Officer.

Mary Vine-Morris
Area Director (London) and National Lead Employment
Association of Colleges

2. Key findings

Based on responses from 138 colleges in England, we estimate that the total college workforce in England in 2016/17 was 179,000 employees. This is a headcount and excludes agency workers.

Our estimate is that the college workforce in England includes 71,000 teachers, 14,000 management staff (this includes teaching staff with management responsibility, senior post holders and senior management teams) and 95,000 support staff (including instructors and demonstrators).

63% of college employees in England are female and 37% are male. 57% of managers, 58% of teachers and 69% of support staff are female.

HR staff make up approximately 1.5% of staff in colleges in England and Wales.

The survey shows that 95% of colleges use flexible contracts and the average college has 21% 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 1.4% of college employees.

68% of colleges that responded expect that their college will be able to spend its full apprenticeship levy in 2018/19.

For delivery at Level 2 and 3, almost all colleges plan to use the apprenticeship levy on support services. At higher levels (5, 6 and 7), a higher proportion of colleges plan to use the apprenticeship levy on teaching/delivery.

59% of colleges reported having less than 5% (but greater than zero) of staff from the EU (excluding UK). Two-fifths (40%) 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 23 staff from the EU (excluding UK), roughly 6,000 in the sector as a whole, accounting for approximately 3.5% of total college employees.

In 2016/17, the average staff turnover was 17.4% across all three categories of staff (12.8% for management staff, 16.0% for teaching staff and 18.3% for support staff). Staff turnover in 2015/16 was 18.2%. Overall, turnover is highest in the South West (19.9% on average) and lowest in the West Midlands (14.7% on average).

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

67% of colleges reported having voluntary redundancies and 63% reported having compulsory redundancies in 2016/17.

90% of colleges reported having difficulty filling posts in 2016/17. The average college had 16 vacant posts at the start of the academic year (1 September 2017).

The top three most difficult to fill posts in 2016/17 were teaching jobs in engineering, construction and mathematics (this was also the case in the previous two surveys – though maths came second followed by construction).

The top three reasons for recruitment difficulties across all college staff were lack of necessary specialist skills, looking for more pay than college could offer and no applicants (this was closely followed by insufficient experience). Again this follows a similar pattern to last year's survey.

The 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 872 hours per year.

Average paid holiday time is 33 days a year with 27 days on average for support staff (down to a minimum of 19 days in some colleges), 41 days for teaching staff (with a range from zero to 65 days) and 35 days for management staff.

The majority (76%) of colleges expect to have 3-5 closure/efficiency days for all staff in 2017/18. In 65% of colleges, closure days are contractual.

84% of colleges reported that the maximum occupational sick pay payable to staff was 6 months full pay and 6 months half pay. 90% of colleges use a 12 months rolling period as the reference period to calculate eligibility to occupational sick pay.

Three-quarters of colleges offer statutory pay for redundancy (74%) and two-thirds offer statutory pay for shared parental leave (65%). 84% of colleges offer enhanced pay for maternity, whilst 56% offer it for paternity and 71% offer it for adoption leave.

93% of colleges offer an employee assistance programme or counselling service for staff.

Colleges spent an average of £104,000 on workforce development in 2016/17. This ranged from 0% to 4.4% of total income, but in the majority (67%) of colleges it was less than 0.5% of total income.

The figures from this year's survey show an overall absence rate of 5.6 days per employee and a lost time percentage of 3.0% in 2016/17 (this compares to 5.8 days and 3.1% respectively in 2015/16)

Average support staff absence rates were higher at 6.0% than teaching staff (5.2%) and management staff (4.7%).

3. Background information

148 providers in England and Wales responded to the survey. 138 were colleges in England – a response rate of 50%; five were colleges in Wales – a response rate of 36%.

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

In addition, five of the responses from England were 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 and Wales unless specified otherwise. 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 23% of sixth form colleges.

Table 1. Response rate by college type

Type	Number of responses	Number of colleges in England / Wales	Percent within type	Percentage of total responses in England	Percentage of total responses
General further education college	109	185	59%	79%	74%
Sixth form college	15	65	23%	11%	10%
Specialist college	14	26	54%	10%	9%
Total England	138	276	50%	100%	
Colleges in Wales	5	14	36%		3%
Academy (sixth form college conversions)	2				1%
Total	145				
Additional responses (other partner in merged college)	3				2%
Total survey responses	148				100%

Table 2. Response rate by region

Region	Number of responses	Number of colleges in region	Percent within region	Percentage of total responses in England	Percentage of total responses
Eastern region	14	29	48%	10%	9%
East Midlands	11	18	61%	8%	7%
Greater London	21	38	55%	15%	14%
North East	8	16	50%	6%	5%
North West	16	47	34%	12%	11%
South East	25	46	54%	18%	17%
South West	15	24	63%	11%	10%
West Midlands	11	30	37%	8%	7%
Yorkshire and the Humber	17	28	61%	12%	11%
Total England	138	276	50%	100%	
Wales	5	14	36%		3%
Academy (sixth form college conversions)	2				1%
Total	145				
Additional response (other partner in merged college)	3				2%
Total survey responses	148				100%

4. College staff and composition

4.1 College employees (excluding agency workers)

The 138 colleges in England that responded to the question employed approximately 90,000 staff (excluding agency workers) during the 2016/17 academic year – an average of 649 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 179,000 in 2016/17.

Table 3. College employee headcount and estimate of college workforce (excluding agency workers) by category of staff, England 2016/17

England	Number of staff in colleges that responded	Number of responses	Average number of staff	Estimate for total in England	Percent
Management staff	6,816	138	49	13,632	8%
Teaching staff	35,408	138	257	70,816	40%
Support staff	47,335	138	343	94,670	53%
Total staff¹	89,559	138	649	179,118	100%

For Welsh colleges the sample size is too small (five out of 14 colleges) to estimate staff numbers in the country.

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

Table 4. College employee headcount (excluding agency workers) by gender, England 2016/17

Staff category	Male	Female
Management staff	43%	57%
Teaching staff	42%	58%
Support staff	31%	69%
Total staff	37%	63%

Base: 139 colleges

¹ The total number of staff in colleges in England is likely to be an underestimate as the figures are based on incomplete data for five colleges that are part of a 'Group'

4.2 HR staff by function

146 colleges in England and Wales provided information on the number of HR staff by function. More than half of the HR staff in these colleges were in a 'HR only' role. HR staff make up approximately 1.5% of staff in colleges in England and Wales.

Table 5. HR staff by function

HR function	Number of HR staff in colleges that responded	Proportion within HR	Percent of total staff in colleges in England and Wales
HR	801	55%	0.9%
Payroll	214	15%	0.2%
Health and safety	135	9%	0.1%
Staff development	131	9%	0.1%
Other	175	12%	0.2%
Total (i.e. in all functions)	1,452	100%	1.5%

Base: 146 colleges

4.3 Flexible contracts

95% of colleges that responded use flexible contracts. The average college has 21% 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 2016 to 31 August 2017

Proportion of college staff on flexible contracts	Number of responses	Percent
0%	7	5%
Less than 5%	8	5%
5%-9.9%	25	17%
10%-14.9%	20	14%
15%-19.9%	21	14%
20%-24.9%	23	16%
25%-29.9%	17	11%
30%-34.9%	9	6%
35%-39.9%	9	6%
40%-44.9%	5	3%
45%-49.9%	0	0%
50% or more	4	3%
Total	148	100%

4.4 Apprenticeships

133 of the 148 colleges that responded to the survey employed apprentices during 2016/17 – this is 90% of colleges. The average college in England and Wales employs 8 apprentices.

The average college in England employs 9 apprentices. This is approximately 2,400 in the sector as a whole, accounting for 1.4% of college employees in England.

Table 7. Average number of apprentices (headcount) employed in England, 2016/17

Number of apprentices (headcount) employed in England in 2016/17	
Total number of apprentices employed in England	1,177
Average number of apprentices employed	8.8
Number of responses	134
Estimate of total number in colleges in England	2,400
Estimate of percent of college workforce in England	1.4%

68% of colleges (97 out of 143) that responded to the question expect that their college will be able to spend its full apprenticeship levy in 2018/19. This compares with 85% of colleges who expected to be able to spend their full apprenticeship levy in 2017/18.

Colleges provided a range of additional comments on whether or not they would be able to spend the full apprenticeship levy in 2018/19, the key points were:

- “Lack of suitable vacancies.”
- “Currently reviewing options.”
- “We have not transitioned across to standards for all our apprenticeships.”
- “Initial focus is on providing existing staff with training and development via the apprentice levy. This will not use the full levy.”
- “The additional cost of employing apprentices will put an extra strain on pay budget.”
- “Whilst the levy pays for training, we are not always in a position to create / replace leavers with apprenticeship posts.”

For delivery at Level 2 and 3, almost all colleges plan to use the apprenticeship levy on support services. At higher levels (5, 6 and 7), 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 2018/19

Level	Support services	Teaching/delivery
Level 2	99%	23%
Level 3	99%	41%
Level 4	88%	51%
Level 5	68%	79%
Level 6	65%	69%
Level 7	72%	67%

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

- “In-house management CPD”
- “Assessor Training”
- “To encourage graduates into teaching, particularly from hard to recruit subjects”
- “For plans for graduate recruitment, particularly when teaching standards are available to use”
- “Still under discussion”

4.5 EU and non EU staff numbers

As shown in the table below, 17% of colleges said they had no staff from the EU (excluding UK). 59% of colleges that responded reported having less than 5% (but greater than zero) of staff from the EU (excluding UK).

55% of colleges that responded did not employ any staff on work permits and 40% said that less than 5% of their staff were employed on work permits.

The average college in England has 23 staff from the EU (excluding UK), roughly 6,300 in the sector as a whole, accounting for approximately 3.5% of total college employees².

Table 9. Estimate of college staff that were (a) from the EU (excl. UK) and (b) on work permits in 2016/17

Percent of staff	(a) Percent of colleges with staff from EU (excluding UK)	(b) Percent of colleges with staff on work permits
0%	17%	55%
1% - 5%	59%	40%
6% -10%	6%	0%
11%-15%	1%	0%
16%-20%	1%	0%
More than 20%	2%	0%
Don't know	13%	5%
Total	100%	100%

A few colleges commented that they “do not capture this data” and “may begin to collect this information in the future depending on changes in legislation”.

² 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 two years' data is directly comparable.

In 2016/17, the average turnover across all three categories of staff was 17.4%.

Table 10. Staff turnover by category of staff, 2012/13 - 2016/17

Year	Turnover			
	Management staff	Teaching staff	Support staff	All staff
2012/13	10.0%	17.1%	17.7%	18.2%
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%

Note: 2015/16 and 2016/17 figures are not directly comparable with the previous three 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 2016/17 in each category and overall.

Table 11. Staff turnover by category of staff and region, 2016/17

Region	Turnover			
	Management staff	Teaching staff	Support staff	All staff
Eastern region	11.6%	16.3%	20.9%	18.9%
East Midlands	12.9%	16.0%	18.0%	17.1%
Greater London	15.7%	14.8%	21.4%	18.2%
North East	12.1%	17.1%	12.9%	16.2%
North West	16.1%	16.4%	15.9%	15.6%
South East	12.4%	18.3%	19.8%	18.8%
South West	11.4%	16.0%	22.6%	19.9%
West Midlands	12.8%	14.0%	16.8%	14.7%
Yorkshire and the Humber	12.6%	16.6%	15.1%	16.8%
Total	12.8%	16.0%	18.3%	17.4%
Number of responses	139	137	139	141

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'. This was followed by (2) 'resignation – reason not known' and (3) 'retirement'. The main reason for turnover of support staff was (1) 'resignation – reason not known', 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: "Dismissal", "Compulsory redundancy", "Limited internal progression", "Relocation", "Settlement agreement" and "TUPE".

Table 12. Three main reasons for staff turnover, 2016/17

Three main reasons for staff turnover	Management staff	Teaching staff	Support staff
Resignation - job change outside of sector	29%	30%	51%
Resignation - job change within the sector	50%	59%	29%
Resignation - low level of pay	4%	16%	21%
Resignation - heavy workload	9%	20%	7%
Resignation - personal / family circumstances	22%	22%	26%
Resignation - reason not known	42%	48%	57%
Retirement	36%	31%	22%
Voluntary redundancy	19%	13%	14%
Other	27%	23%	31%

Base: 129-145 colleges (that had turnover of staff - varies by category of staff)

6.Redundancies

As shown in the table below, 70% of colleges that responded reported having voluntary redundancies and 61% reported having compulsory redundancies in 2016/17.

Table 13. Voluntary and compulsory redundancies in colleges in 2016/17

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

Base: 141-143 colleges

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

- "Small scale"
- "College undergoing change with restructures led by student courses and financial saving requirements"
- "Following college merger"

7. Vacant and hard to fill posts

7.1 Vacant posts

The table below shows that the average college had 16 vacant posts at the start of the academic year (1 September 2017).

Table 14. Vacant posts on 1 September 2017

Vacant posts in colleges on 1 September 2017	
Total number of vacant posts	2,352
Average number of vacant posts	16
Number of colleges in sample	146
Minimum	0
Maximum	200

7.2 Hard to fill vacancies

90% of colleges (133 out of 147) that responded to the question said they had difficulty filling posts during 2016/17.

As shown in Table 15, the top three most difficulty to fill posts in 2016/17 were all in teaching – engineering, construction and mathematics (this was also the case in the previous two surveys – though maths came second followed by construction).

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.

'Other' posts mentioned by colleges as being difficult to fill include: accountancy lecturers; animal/equine/agriculture/fisheries staff; assessors in construction; business studies lecturers; catering staff; nursery staff.

Table 15. Hard to fill posts, 2016/17

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	8	6%	0	2	6
Management - management posts	11	8%	3	5	3
Teaching - construction	70	53%	29	30	11
Teaching - engineering	89	67%	56	27	6
Teaching - English	26	20%	3	15	8
Teaching - health, social care and public services	24	18%	6	6	12
Teaching - information and communication technology	14	11%	2	7	5
Teaching - maths	36	27%	6	11	19
Teaching - science	28	21%	8	6	14
Learning support - technical	5	4%	1	1	3
Learning support - teaching	7	5%	1	1	5
Other support - professional staff, e.g. librarians, accountants, welfare and guidance staff	14	11%	6	1	7
Other support - administrative/ clerical staff	6	5%	0	1	5
Other	29	22%	11	8	10
Total	133				

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 2016/17 academic year, the responses are shown in Table 16 below.

The top three reasons were 'lack of necessary specialist skills', 'looking for more pay than college could offer' and 'no applicants' (this was closely followed by 'insufficient experience').

Table 16. Three main reasons for staff recruitment difficulties, 2016/17

Top 3 reasons for recruitment difficulties (for all categories of staff)	Number of responses	Percent
No applicants	69	52%
Insufficient experience	63	47%
Lack of necessary specialist skills	99	74%
Insufficient relevant qualifications	38	29%
Looking for more pay than you could offer	84	63%
Other (please specify)	4	3%
Total	133	

'Other' reasons given by colleges for any recruitment difficulties experienced in 2016/17 include:

- "A lack of quality applicants."
- "A number of candidates were unable to evidence educational requirements."
- "Pay more beneficial in the private sector. More buoyant market for trades people and pay more favourable (construction)."
- "Small pool of qualified teaching staff in construction, engineering & maths."

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 2017.

Table 17. Standard full-time contractual working week, 1 September 2017

Standard full-time contractual working week (in hours) per category of staff	Average	Minimum	Maximum	Number of responses
Management staff	36.7	32.4	40.0	145
Teaching staff	36.2	24.3	39.0	144
Support staff	36.8	35.0	39.0	144
All staff	36.6	33.3	39.0	142

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 2017

Average standard hours for teaching contact time	Average	Minimum	Maximum	Number of responses
Standard hours per week	24	16	37	141
Standard hours per annum	872	576	1,265	139

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 new staff in each category at the census data of 1 September 2017.

Table 19. Contractual paid holiday entitlement, 1 September 2017

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	20	65	145
Teaching staff	41	0	65	144
Support staff	27	19	37	147
All staff	33	20	68	112

8.3 Closure/efficiency days

As shown in the tables below, the majority (76%) of colleges expect to have between three and five closure/efficiency days for all staff in 2017/18, with the average being 4 closure/efficiency days.

65% of colleges (92 out of 142) that responded to the question said that closure/efficiency days are contractual.

Several colleges commented that the closure days tend to be at Christmas - some said “they have to be deducted out of annual holiday entitlement” whilst others said that “they are additional to annual leave entitlement”. In some colleges there are a different number of closure/efficiency days for support staff and teaching staff.

Table 20. Number of closure/efficiency days, 2017/18

Number of closure/efficiency days expected for all staff	Number of responses	Percent
0	8	5%
1	4	3%
2	4	3%
3	60	41%
4	17	12%
5	34	23%
6	5	3%
7	7	5%
8	3	2%
9	2	1%
10+	2	1%
Total	146	100%

Table 21. Average number of closure/efficiency days for all staff, 2017/18

Number of closure/efficiency days for all staff	
Average number of closure/efficiency days	4
Minimum	0
Maximum	10
Number of responses	146

8.4 Occupational sick pay

The table below shows the maximum occupational sick pay payable to staff at colleges. The majority (84%) 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	2	1%
5 months full pay	1	1%
6 months full pay	3	2%
2 months full pay and 2 months half pay	1	1%
3 months full pay and 3 months half pay	4	3%
4 months full pay and 4 months half pay	1	1%
5 months full pay and 5 months half pay	3	2%
6 months full pay and 6 months half pay	124	84%
Other	8	5%
Total	147	100%

As shown in the table below, 90% of colleges use a 12 months rolling period as the reference period to calculate eligibility to occupational sick pay. In those colleges that answered 'Other' the responses were "4 months" and "academic/teaching staff from start of academic or financial year".

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	132	90%
24 months	9	6%
36 months	3	2%
Other	3	2%
Total	147	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. Three-quarters of colleges offer statutory pay for redundancy (74%) and 65% offer statutory pay for shared parental leave. 84% of colleges offer enhanced pay for maternity, whilst 56% offer it for paternity and 71% 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	107	38	145
Maternity	23	122	145
Shared parental leave	93	49	142
Paternity	63	81	144
Adoption	42	101	143
	Statutory pay	Enhanced pay	Total
Redundancy	74%	26%	100%
Maternity	16%	84%	100%
Shared parental leave	65%	35%	100%
Paternity	44%	56%	100%
Adoption	29%	71%	100%

90 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. The services included are shown in the table below. 79% of colleges have telephone counselling included and 72% 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	109	79%
Face-to-face counselling service	100	72%
Other services	30	22%
Total	138	

'Other' services include: "email/on-line support" and "well-being officer in college". Colleges gave specific examples of the types of advice services available, these include: "debt management"; "family care"; "financial advice"; "health and wellbeing advice"; "GP advice line"; "virtual doctor"; "health info site"; "legal advice" and "occupational health".

9. Workforce development budget

As shown in the tables below colleges spent an average of £104,000 on workforce development in 2016/17. This ranged from 0% to 4.4% of total income, but in the majority (67%) of colleges it was less than 0.5% of total income.

Table 26. College income allocated to workforce development in 2016/17

	Total	Average	Minimum	Maximum	Number of responses
Spending on workforce development	£13,782,617	£104,414	£0	£1,336,780	132
Workforce development spending as a percentage of total income			0.0%	4.4%	120

Table 27. Workforce development spending as a percentage of total income in 2016/17

Workforce development spending as a percentage of total income	Number of responses	Percent
Less than 0.5%	80	67%
0.5% to less than 1%	24	20%
1% or more	16	13%
Total	120	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 5.6 days per employee and a lost time percentage of 3.0% in 2016/17. 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 two years' data is directly comparable.

Table 28. Absence rate and lost time percentage, 2012/13 – 2016/17

Year	Absence rate	Lost time %
2012/13	8.4 days	3.8%
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%

Note: 2015/16 and 2016/17 figures are not directly comparable with the previous three 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 2016/17.

Table 29. Absence rate by category of staff, 2016/17

Staff category	Average	Number of responses
Management staff	4.7 days	131
Teaching staff	5.2 days	132
Support staff	6.0 days	132
Total staff	5.6 days	140

Table 30. Lost time percentage by category of staff, 2016/17

Staff category	Average	Number of responses
Management staff	1.8%	121
Teaching staff	2.9%	120
Support staff	3.4%	121
Total staff	3.0%	126

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 2016/17. 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, 2016/17

Region	Absence rate (days per employee)			
	Management staff	Teaching staff	Support staff	Total staff
Eastern region	4.2	5.6	5.7	5.2
East Midlands	5.1	6.7	7.1	7.2
Greater London	5.8	3.5	5.4	4.8
North East	5.4	5.3	6.3	5.9
North West	5.2	5.8	7.6	6.2
South East	3.7	5.5	4.8	5.0
South West	4.3	3.8	5.3	4.7
West Midlands	5.1	5.0	6.2	5.7
Yorkshire and the Humber	5.1	5.9	6.8	6.4
Total	4.7	5.2	6.0	5.6
Number of responses	131	132	132	140

Note: Small samples sizes for regional breakdowns

Base: Varies by region and category.

Table 32. Lost time percentage by category of staff and region, 2016/17

Region	Lost time percentage			
	Management staff	Teaching staff	Support staff	Total staff
Eastern region	0.9%	3.1%	3.2%	2.8%
East Midlands	1.7%	2.7%	3.0%	3.0%
Greater London	2.6%	2.9%	2.6%	2.7%
North East	2.9%	3.4%	3.4%	3.3%
North West	1.2%	3.0%	4.4%	3.5%
South East	1.7%	3.6%	3.1%	3.0%
South West	1.8%	2.0%	2.8%	2.4%
West Midlands	2.1%	2.4%	3.6%	2.7%
Yorkshire and the Humber	2.3%	3.1%	3.8%	3.3%
Total	1.8%	2.9%	3.4%	3.0%
Number of responses	121	120	121	126

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 2016/17 were minor illness (92% of colleges), stress and mental ill-health (80% of colleges) and operations and recovery time (46% of colleges).

A few colleges gave 'other' reasons for sickness absence, these included - burns, dental, genealogical, pregnancy and other long term health conditions such as MS, fibromyalgia and diverticulitis.

Table 33. Three main reasons for sickness absence, 2016/17

Top three 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)	134	92%	110	17	7
Back pain and musculo-skeletal injuries	58	40%	7	29	22
Stress and mental ill-health (e.g. clinical depression and anxiety)	116	80%	18	54	44
Acute medical conditions (i.e. stroke, heart attack and cancer)	38	26%	0	14	24
Injuries/accidents not related to work	6	4%	0	1	5
Work-related injuries/accidents	2	1%	0	1	1
Operations and recovery time	67	46%	6	26	35
Other	7	5%	2	1	4
Total	145				

Appendix A – Notes for completion

AoC College Workforce Survey November 2017 – Guidance notes for completion

1. Census period

The census period for the majority of the workforce data collection is the period 1 September 2016 - 31 August 2017 (i.e. 2016/17 academic year).

For other sections the census date is 1 September 2017 or current practice.

2. Categories of staff and contract types

Headcount of staff 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 headcount category based on the seniority of the role.

3. 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:

$$\frac{\text{Headcount of leavers (excluding any compulsory redundancies in that category) during 2016/17}}{\text{Total headcount of staff employed (in each category) during 2016/17*}} \times 100$$

* To calculate the total headcount of staff employed: ADD the number employed at the start of the period (i.e. 1 September 2016) to any new starters between then and 31 August 2017

EXAMPLE:

25 staff left the college during 2016/17, of which 5 were compulsory redundancies →
total leavers = 25-5 = 20

100 staff employed on 1 September 2016 and 10 new starters between then and 31 August 2017 → total staff in 2016/17 = 100+10 = 110

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

4. 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 2016/17 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.

5. 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:

$$\frac{\text{Total number of days of sickness absence in 2016/17}}{\text{Total possible working days in the period}} \times 100$$

- **Absence rate (AR)**

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

$$\frac{\text{Total number of days of sickness absence in 2016/17}}{\text{Total headcount of employees during the period}}$$

