PTA Assignment Schedule (HAT form)

Stage 1 Electronics Skills Demonstrator (Double)

03-Sep-20

Please complete this form for planned, regular, ongoing work. For casual, one off pieces of work please refer to the claims procedure.

Please send this completed form to HR at humanresources@exeter.ac.uk together with evidence of the Right to Work in the UK before any work commences, and cc the PG

Name of Postgraduate Student Student's IT username (e.g. AB123)

Contact email address (the contract will be sent to this email)

Please provide employee number or date of birth if previously employed at the University

Does the student hold a Tier 4 visa*?

*Tier 4 visas carry legal restrictions on the number of hours students can under and cannot be averaged over a longer period. Please ensure that Tier 4 students are never scheduled to work more than their weekly working limit (this includes additional ad hoc hours, voluntary work and/or any work undertaken for another employer).

College Discipline

Campus and work location

Line Manager for induction/probation/PDR and approval of timesheets

Cost code Module or other Module convener First day of employment Role activity period starts Role activity period finishes

Please note that all contracts will end on 31 August 2020.

Please note that no student will be allowed to start work until they have provided proof of their right to work in the UK.

| | {\$PGRS_TITLE | {\$PGRS_FORENAME} {\$PGRS_SURNAME} | | |
|----|---------------------|--|--|--|
| | {\$IT_USERNAI | ME} | | |
| | {\$EMAIL} | | | |
| | Emp No. | {\$EMP_NO} | | |
| | DOB | {\$DOB} | | |
| | {\$TIER4_VISA | | | |
| er | take paid or unpaid | d work. This is a maximum of 10 or 20 hours per week (depending on their visa) | | |

Engineering Mathematics and Physical Science Physics and Astronomy Streatham **Physics** A Usher or delegate, as advised.

0000 0000 0001 2562 1105 Stage 1 Electronics Skills A Usher Mon Week T2:00 (2021) Week T2:06 (2021) Week T2:11 (2021)

| Training | Please choose | Details | Hours | |
|--|-------------------|---|----------|--|
| Does the role need to complete LTHE Level 1? | Yes | LTHE Level 1 is the minimum requirement for new PTAs. If they do not currently hold Level 1, please ensure they register asap. | See note | |
| Does the student need to complete LTHE Level 2? | No | LTHE Level 2 is mandatory for PTAs responsible for planning and organising sessions and/or assessment. If they need Level 2 please ensure they register asap. | See note | |
| Does the student need to complete induction, mandatory training and probation? | Yes | New PTAs only will need an induction, to complete mandatory training and be subject to probation - see the Code of Practice for details. | See note | |
| PDR - mandatory for all students | Mandatory | All PTAs will receive a standard allocation of hours to cover their Performance Development Review (PDR). | See note | |
| Add any additional paid training | Detail of trainin | Hours | | |
| | | | | |
| | | 0 | | |

Note that separate HAT forms for the mandatory training and PDR element(s) hours are issued as required.

| Teaching and Learning Support You will be employed by the College to contribute to student learning as follows: | Detail of requirements, eg module, number of students, repeat sessions etc | Hours |
|---|--|-------|
| Lectures | | |
| Seminars | | |
| Tutorials | | |
| Workshops | Practical sessions (24 3-hour sessions, normally over 6 days) | 72 |
| Demonstrations | | |
| Fieldtrips/ Fieldwork | | |
| 1:1 student support | | |
| ELE | | |
| Membership of Board of Examiners | | |
| | | |
| | Subtotal | 72 |

| Preparation You have been allocated the following paid time for preparation for the above activities | Detail of requirements | Hours |
|--|--|-------|
| | Understand the practical work, assessment and feedback procedures. | 6 |
| | | |
| | Subtotal | 6 |

| Assessment | | | | | | | |
|---|---|------------------|-----------------|----------------|-----------|--------|--|
| You will be employed by the College to contribute to student assessment as follows | Detail of requirements | | | | ŀ | Hours | |
| Setting formative assessed work | | | | | | | |
| Marking formative/ summative please state) assessed work and giving written feedback on assessed work | Formative assessment and feedback carried out during laboratory sessions. | | | | ry | 0 | |
| | | | | | | 0 | |
| | | | | 51 | ubtotal | 0 | |
| Student Feedback | Detail of requiremen | nts eg state anv | office hours re | auired | Ī. | Hours | |
| | | | | | | | |
| | | | | Sı | ubtotal | 0 | |
| | | | | | ubtotai | U | |
| PTA representative role | | | | | | | |
| | | | | 0. | .64-4-1 | 0 | |
| | | | | 51 | ubtotal | 0 | |
| | | | | Total hours to | raining | 0.00 | |
| | | | | | g | 3300 | |
| | | | | Total hours | s work* | 78.00 | |
| | | | | | | | |
| * You must ensure that the total hours for full time students falls belowestrictions. For part-time students see the maximum hours permitted. | ed per year in the tal | ble below: | | | | - | |
| PTA student FTE: | 1 | 0.9 | 8.0 | 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 | |
| | ne same time as this | contract? | | | | | |
| Will the PG student be employed by another college or discipline at the please leave blank please leave blank please leave blank | | | | | | | |
| please leave blank please leave blank Please note that the contract and payment may be delayed if HR are | | scheduled work | to be undertak | en by the PG | student f | or all | |
| please leave blank please leave blank please leave blank | e not made aware of | | | • | | | |
| please leave blank please leave blank Please note that the contract and payment may be delayed if HR are colleges and disciplines. Please check that the additional hours worked by the PG student for | e not made aware of another college or o | | | • | | | |
| please leave blank please leave blank Please note that the contract and payment may be delayed if HR are colleges and disciplines. Please check that the additional hours worked by the PG student for per year or visa restrictions. | e not made aware of another college or o | | | • | | | |