

## **Technicians and Demonstrating Activities**

### **Purpose and Context**

This policy is designed to define demonstrating activities that may be undertaken by technicians, provide clarification on the difference between demonstrating and teaching activities, and establish a mechanism for reimbursement for the performance of demonstrating and teaching activities where appropriate.

### **Scope**

This policy applies to all University technicians, full and part-time, employed on permanent and fixed-term contracts.

## **1. Background**

- 1.1 The primary role of technicians is the provision of technical support. As part of their normal duties, technicians are required to give assistance, advice and/or guidance to both students and other staff, on a range of matters within their skill set, knowledge or expertise.
- 1.2 Demonstrating activities attract a particular grade and this may also be the substantive grade for the post holder undertaking these activities. Where technicians undertake demonstrating activities, additional reimbursement should be approved where the post holder's substantive grade is below the recognised grade for demonstrating activities.

## **2. Demonstrating**

- 2.1 The definition of demonstrating is to:
  - provide assistance, advice, guidance or support in a direct way to students in a timetabled activity where an academic member of staff has set and retains responsibility for a project brief or area of study which has clearly identified outcomes.
  - explain or show the use or application of equipment, systems, operations and techniques to provide an understanding of underlying operational and practical principles but not interpretation thereof, in order to achieve a given outcome.
  - translate practical and technical issues of student projects, designs or ideas.
  - instruct students in safe working practices and procedures within the technician's area of responsibility.
- 2.2 Demonstrating duties include:
  - the production of documentation in support of the learning process to assist students with their understanding of the processes or systems being used

- the development and production of samples, display boards and technical files as appropriate to illustrate structures and techniques
- 2.3 The above activities form part of a technician's substantive duties where the technician is a substantive Grade 6. Where a technician's substantive grade is Grade 5, all of the above activities must be undertaken to qualify for an additional payment for demonstrating.
- 2.4 Where the Technical Services Manager or School Manager approve additional demonstrating duties for a Grade 5 technician, they will receive a differential payment for the agreed number of hours calculated between their substantive point on the salary scale and the bottom point of Grade 6. Where technical staff undertake demonstrating duties for a minimum of 24 weeks in the previous academic year or 24 weeks over the previous 2 academic years, incremental progression will be applied to the differential calculation.
- 2.5 A summary of hours should be authorised by the Technical Services Manager or the School Manager on a monthly basis. These authorised hours should then be sent to the relevant HR Manager who will authorise payment via payroll.
- 2.6 Demonstration is not teaching (see 3.1 for definition).

### 3. Teaching

- 3.1 The main objective is to design and deliver lectures, seminars and tutorials as directed. The duties and responsibilities involved are to:
- Design teaching material and deliver teaching using appropriate teaching, learning support and assessment methods
  - Carry out teaching within a clear programme
  - Set and mark assignments, including examination papers
  - With support and supervision co-ordinate small modules, in own subject area
  - Attend and participate in module team meetings
  - Contribute to the development of examination questions
  - Keep up to date with knowledge of the subject
  - Contribute to internal and external quality assurance processes within the scope of the post
- 3.2 On occasion, because of specialist expertise, a technician may be required to contribute to teaching, rather than demonstrating. Any arrangement would need to be approved by the Head of Department, Technical Services Manager and School Manager. Following the standard principle that a member of staff may not be paid twice for the same hours the individual will be paid a differential payment based on the difference between their substantive grade and salary point and the bottom point of Grade 7 for each hour of work undertaken. Where technical staff undertake teaching duties for a minimum of 24 weeks in the previous academic year or 24 weeks over the previous 2 academic years, incremental progression will be applied to the differential calculation.

- 3.3 A summary of hours should be authorised by the Technical Services Manager and the relevant supervising academic member of staff on a monthly basis. These authorised hours should then be sent to the relevant HR Manager who will authorise payment via payroll.

#### **4. Health and Safety**

- 4.1 Academic staff retain overall responsibility for the health and safety of their students, even when not present in class, and must ensure appropriate risk assessments are undertaken for practical classes
- 4.2 Technicians undertaking demonstrating or teaching duties are responsible for the safe and effective use of equipment and for instructing students in safe working practices and procedures.

## POLICY SIGN-OFF AND OWNERSHIP DETAILS

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| <b>Document name:</b>                   | Technicians and Demonstrating Activities  |
| <b>Version Number:</b>                  | V1.3  |
| <b>Equality Impact Assessment:</b>      | November 2021   |
| <b>Approved by:</b>                     | Head of HR  |
| <b>Date Approved:</b>                   | September 2023  |
| <b>Next Review due by:</b>              | November 2026   |
| <b>Author:</b>                          | HR Manager  |
| <b>Owner (if different from above):</b> | Director of HR  |
| <b>Document Location:</b>               | <a href="https://www.hud.ac.uk/media/policydocuments/Technicians-And-Demonstrating-Activities.pdf">https://www.hud.ac.uk/media/policydocuments/Technicians-And-Demonstrating-Activities.pdf</a> |
| <b>Compliance Checks:</b>               | HRG regularly review to ensure compliance   |
| <b>Related Policies/Procedures:</b>     |   |

## REVISION HISTORY

| <b>Version</b> | <b>Date</b>    | <b>Revision description/Summary of changes</b>  | <b>Author</b> |
|----------------|----------------|---|---------------|
| V1.1           | October 2016   | Formatting updates (minor amends not requiring committee approval)                                  | HR Manager    |
| V1.2           | November 2019  | Formatting updates (minor amends not requiring committee approval) and transference to new template | HR Manager    |
| V1.3           | October 2021   | Formal review. Minor amends not requiring committee approval.                                       | HR Manager    |
| V.2            | September 2023 | Formal review. Minor amends to clarify different types of payments                                  | Head of HR    |