

# CONTRACTING MODES FOR INSTRUCTORS WITH MINISTRY OF EDUCATION



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A PRESENTATION BY  
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# Background

- Role of Instructors in Co-Curricular Activities (CCA)
  - CCA is an integral part of students' holistic development and instructors are key partners that schools collaborate with, to nurture students' talents and develop their character.
  - It is important for school and instructors to work together to ensure a meaningful CCA learning experience for students.
- Industry Feedback in 2017 (provided by NTUC); Instructors requested for:
  - Longer term contracts to provide better continuity for both students and instructors
  - Greater clarity on cancellation policy
- To address the above feedback from industry, MOE has implemented the two new contracting modes for engagement of instructors. All quotations and tenders called from 1 Jan 2018 will offer either one of these two new contracting modes.

# MOE's Contracting & Payment Modes for Instructors

## Mode I: Hourly Mode

- Payment based on [actual utilization] + [hours cancelled with short notice]
  - Short Notice: Cancelled by School with < 4 working days' notice and with no make-up session conducted
  - Encourages school and instructor to achieve hours through make-up sessions
- Instructors are to note the following with regard to short notice cancellation by Schools:
  - For cancellations with <4 working days' notice and where no make-up session is possible, Schools are required to pay the instructors in full for the cancelled session.
  - Make-up session(s) is subject to mutual agreement with the instructors. Schools have been reminded during the Nov 2019 briefing session that Instructors are contractually not obligated to provide make-up session(s).

# MOE's Contracting & Payment Modes for Instructors

## Mode II: Monthly Payment; Annual Baseload

- Suitable for contracts with high training hours
- Commit to annual baseload and equal monthly payment
  - No adjustment to annual payment if actual utilisation is within [Baseload + X%]
    - Where X=10% if  $\leq 200$  hours; or 5% if  $> 200$  hours
    - Instructors quote an Over & Above (O&A) rate, where additional hours beyond [Baseload + X%] will be paid based on the O&A rate at the end of the contract year
- Motivates schools and instructors to forge better working relationship, by committing to training schedules and completing entire contract