



Ministry of Education, Heritage and Arts
POLICY ON TEACHER REMUNERATION SETTING
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1.0 POLICY OBJECTIVE

- 1.1 The purpose of this policy is to detail the arrangements for the determination of remuneration for teachers employed by the Ministry of Education, Heritage and Arts.
- 1.2 This policy applies to all new and existing teacher appointments made by the Ministry where the salary band and length of employment contracts will be determined in line with relevant qualifications as per the Teacher Remuneration Setting Policy.

2.0 POLICY

- 2.1 Transparency and accountability in the administration of teacher remuneration is a key requirement in ensuring fair application of guidelines.
- 2.2 Providing documented policy and procedures for teacher remuneration will improve transparency and accountability and ensure that all teachers understand the remuneration arrangements applying to their positions.
- 2.3 All new teacher appointments are on the basis of an employment contract, for a period of up to five (5) years. Length of employment contracts will be determined in line with relevant qualifications as per the Teacher Remuneration Setting Policy (*Qualifications Table in Appendix 1*), MEHA Retirement Policy and in line with the forward planning calendar-indicative term dates to ensure contract end dates cover till end of the respective terms, in order to minimize disruptions in teaching and learning in between a school term.
- 2.4 Teacher remuneration is to be managed in accordance with the Fijian Civil Service Job Evaluation and Civil Service Remuneration Setting Guideline.
- 2.5 Performance assessment arrangements shall apply in accordance with guidelines and circulars as determined by Ministry of Civil Service from time to time.
- 2.6 Payment as a result of qualification upgrade will be effective from the new financial year in which the budget for salary upgrade is provided.
- 2.7 **Job Value**
 - 2.7.1 Job value for a Fully Qualified Teacher Secondary, Teacher Primary, Teacher Special and Inclusive Education and Teacher Technical has been determined as Band F. Fully qualified means a teacher holding the qualifications defined for each education sector in Appendix 1.
 - 2.7.2 Job value for an Assistant Teacher has been determined as Band E. An Assistant Teacher requires a teaching diploma as defined for each education sector in Appendix 1.
 - 2.7.3 Job value for a Classroom Assistant has been determined as Band D. A Classroom Assistant on Band D is defined as a person who does not meet the qualification requirements defined for each education sector in Appendix 1 for band E and F.

- 2.7.4 Salary upgrade as a result of qualification upgrade or any adjustment of salary will be as follows:
- i. Movement of salary for Fully Qualified Teachers will be on Band F Step 3.
 - ii. Movement of salary for Assistant Teachers will be on Band E Step 1.

2.7.5 Clause 2.7.4 will be effective from 01 August of the respective year in which budget is provided.

2.8 Salary band on appointment

2.8.1 A newly appointed teacher shall be appointed as stated below:

- i. A Fully Qualified Teacher will be appointed on Band F Step 3.
- ii. An Assistant Teacher will be appointed on Band E Step 1.
- iii. A Classroom Assistant will be appointed on Band D Step 1.

2.9 Movement between salary bands

2.9.1 An Assistant Teacher (Band E) may move to Fully Qualified Teacher Secondary/Teacher Primary/Teacher Early Childhood Education/Teacher Special and Inclusive Education/Teacher Technical (Band F) by completion of qualifications required for a Fully Qualified Teacher as defined in Appendix 1.

2.9.2 A Classroom Assistant (Band D) may move to Band E or F by completion of qualifications required for a Fully Qualified Teacher as defined in Appendix 1.

2.9.3 Payment on the higher band for movement of salary associated with completion of higher level qualifications as per qualification requirements in Appendix 1 for the different education sub-sectors will be effective from the new financial year in which the budget for salary upgrade is provided. There shall be no payment of arrears backdated to the date of completion/graduation.

2.9.4 Teachers with Bachelor in Education (Secondary) appointed as Assistant Teacher on Band E may be moved to Band F Step 3 after successful completion of Primary Teaching qualifications.

2.10 Approved Teacher Training Qualification (ATTQ)

2.10.1 An ATTQ must contain the following components:

- Practicum
- Educational Psychology
- Assessment and Evaluation
- Relevant teaching area content

2.11 Teacher Registration

2.11.1 The Ministry employs teachers with valid FTRA registrations.

2.12 Contract Length

2.12.1 Teachers will be expected to complete relevant qualifications within a 5 year period.

2.12.2 For new appointments, the contract duration as per Appendix 1 will apply.

2.12.3 Clause 2.12.1 and 2.12.2 does not apply to relieving appointments.

3.0 DEFINITIONS

3.1 Band means the salary bands defined in the Fijian Civil Service Job Evaluation and Civil Service Remuneration Setting Guideline.

3.2 FNU is the Fiji National University.

3.3 FTRA refers to the Fijian Teacher Registration Authority.

3.4 HR refers to the Human Resource.

3.5 Step means the step level within the Salary Band applicable to the position.

3.6 Teacher is any person employed to teach in a School.

3.7 USP is the University of the South Pacific.

4.0 RELEVANT LEGISLATIONS AND AUTHORITIES

4.1 Constitution of the Republic of Fiji

4.2 Fiji Education Act 1978

4.3 Fijian Civil Service Job Evaluation and Civil Service Remuneration Setting Guideline 2017

4.4 Fiji Teachers Registration Act 2008

5.0 PROCEDURES

5.1 Procedure for Salary Band Movement

5.1.1 A teacher who wishes to move to a higher salary band must submit certified true copies of graduation certificates, certified true copies of the completion letter and transcripts from the

university with a written request to the Head of HR. These documents need to be submitted on FEMIS before 30 April of each year so that your request is included in the budget submission for the following year.

6.0 GUIDELINES

6.1 This policy will be implemented by the HR Section of MEHA.

7.0 EFFECTIVE DATE.....14/08/22.....

8.0 REVIEW DATE.....14/08/23.....

9.0 KEY SEARCH WORDS

Graduation certificates, Transcripts, Certified copy of the completion letter and transcripts, Approved Teacher Training Qualification Requirements, Teacher Registrations, Band.

10.0 ENDORSED



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PREMILA. DEVI. KUMAR

MINISTER FOR EDUCATION, HERITAGE & ARTS

DATE:14/8/22.....



Ministry of Education, Heritage & Arts

Appendix 1: Salary on Appointment for Teachers

1. The table below details the salary band and step levels applicable for appointment of teachers.
2. Appointment to Band E or Band F requires Provisional /Full Teacher Registration; appointment to Band D requires Limited Authority to Teach.
3. Fully qualified Teacher Secondary, Teacher Primary, Early Childhood Education, Teacher Special and Inclusive Education and Teacher Technical on Band F must have Bachelor level qualification in the relevant education level.
4. Qualification requirements specified for Special and Inclusive Education are based on current arrangements and may change when the qualifications framework is completed.

Category	Band	Qualification Requirements	Contract Term
Secondary Education Teaching Positions			
Fully Qualified Teacher Secondary	Band F	<ul style="list-style-type: none"> • <u>Bachelor</u> of Education/Teaching (Secondary) with relevant subjects • <u>Bachelor</u> in subject fields plus Diploma of Education/Teaching (Secondary) 	5 years
Assistant Teacher Secondary	Band E	<ul style="list-style-type: none"> • <u>Diploma</u> of Education/Teaching (Secondary) with relevant subjects • <u>Diploma</u> of Education/Teaching (Secondary) plus Diploma in subject fields 	5 years
Classroom Assistant Secondary	Band D	<ul style="list-style-type: none"> • Does not meet qualification requirements for Band E and F 	5 years
Primary Education Teaching Positions			
Fully Qualified Teacher Primary	Band F	<ul style="list-style-type: none"> • Bachelor of Education/Teaching (Primary) 	5 years
Assistant Teacher Primary	Band E	<ul style="list-style-type: none"> • Diploma of Education/Teaching (Primary) • Bachelor of Education (Secondary) or Bachelor in subject fields plus Diploma of Education/Teaching 	5 years

Category	Band	Qualification Requirements	Contract Term
		(Secondary)	5 years
Classroom Assistant Primary	Band D	<ul style="list-style-type: none"> Does not meet qualification requirements for Band E and F 	5 years
Early Childhood Education Teaching Positions			
Fully Qualified Teacher ECE	Band F	<ul style="list-style-type: none"> Bachelor of Education/Teaching (ECE) 	5 years
Assistant Teacher ECE	Band E	<ul style="list-style-type: none"> Diploma of Education/Teaching (ECE) 	5 years
Classroom Assistant ECE	Band D	<ul style="list-style-type: none"> Does not meet qualification requirements for Band E and F 	5 years
Special and Inclusive Education Teaching Positions			
Fully Qualified Teacher Special and Inclusive Education	Band F	<ul style="list-style-type: none"> Bachelor of Education/Teaching (Primary or Special Education) 	5 years
Assistant Teacher Special and Inclusive Education	Band E	<ul style="list-style-type: none"> Diploma of Education/Teaching (Primary or Special Education) 	5 years
Classroom Assistant Special and Inclusive Education	Band D	<ul style="list-style-type: none"> Does not meet qualification requirements for Band E and F 	5 years
Technical and Vocation Education Teaching Positions			
Fully Qualified Teacher Technical/Vocational	Band F	<ul style="list-style-type: none"> Bachelor in Education/Teaching (Adult Education) with relevant subjects Bachelor in subject field plus Diploma of Education/Teaching (Adult Education) A recognized Trade Qualification plus Diploma of Education/Teaching (Adult Education) Qualification in a Trade plus Certificate IV in Professional Training, Assessment & Evaluation 	5 years
Assistant Teacher Technical/Vocational	Band E	<ul style="list-style-type: none"> Diploma of Education/Teaching (Adult Education) with relevant subjects 	5 years
Classroom Assistant Technical/Vocational	Band D	<ul style="list-style-type: none"> Does not meet qualification requirements for Band E and F 	5 years

Additional Notes to Appendix 1

1. Lautoka Teachers College (LTC) and Corpus Christi Teachers College (CCTC) Certificates be recognised at Band E level for Primary, Special & Inclusive Education and ECE with 5 year contracts to be issued.
2. Secondary Teacher Training Certificate [(STTC) be recognised as equivalent to Diploma in Education (Secondary), if held in conjunction with a relevant Bachelor or Diploma in subject field.
3. Graduate Certificate in Education (USP, FNU) or Graduate Diploma in Teaching/Post Graduate Diploma in Teaching from University of Fiji (UoF) are recognised teaching qualifications and considered as equivalent to Diploma in Education (Secondary), if held in conjunction with relevant Bachelor or Diploma in subject field and will be assessed on case by case basis based on programme components.
4. For existing teachers, qualifications will be verified and assessed in line with Teacher Remuneration Setting Policy for contract renewal purpose. Teachers who have attained overseas qualification need to have their qualification equivalency assessed with FTRA for any salary upgrade and contract renewals.
5. Early Childhood Education teachers will be paid on an hourly rate of the respective band for five hours per day.
6. Teachers are encouraged to submit their qualifications with all relevant documents within one month of their graduation/completion date or by end of April each year.