

VISA PAK ISSUE 594 — 6 SEPTEMBER 2024

TEACHER SALARIES AND HOURS OF WORK

Guidance for assessing teacher's salaries and hours of work including the relevant clauses of the specific collective agreements.

The advice in this Visa Pak replaces the advice previously communicated to staff in Visa Pak [346](#) and should be read in conjunction with Visa Pak [588](#).

Immigration instructions [WA4.10](#) and [SR2.5](#) outline how staff should calculate remuneration for the purpose of assessing Accredited Employer Work Visa (AEWV) applications and Skilled Migrant Residence (SMR) applications.

This Visa Pak provides guidance for assessing teachers' salaries and hours of work for the purpose of assessing AEWV, Skilled Migrant Category, Straight to Residence and Work to Residence applications.

Accredited Employer Work Visas

There are instances where some teachers applying for an AEWV do not provide evidence of a confirmed final salary. This is often due to the application being submitted before a final salary assessment is completed by Education Payroll Ltd (EPL). EPL is contracted by the Ministry of Education to provide a final salary assessment for all teachers. In cases where the salary assessment has not been completed, EPL provides an interim assessment. This is sometimes submitted as part of the application.

All teachers in the state and state-integrated sector are covered by the terms and conditions in the collective agreements. The rates in the collective agreements are the market rates. If the applicant does not provide a finalised salary figure, please refer to the following collective agreements and relevant clauses to determine the applicant's salary range. If the interim salary amount or estimate of salary range provided by the applicant is within the range specified within the relevant collective agreement then staff can be satisfied that immigration instructions [WA4.10](#) are met.

If there is uncertainty regarding the skill level within the range outlined in the collective agreement (based on a face value assessment), please consult your Technical Advisor or Immigration Manager. Operations Support can provide further advice.

Residence applications

When assessing salaries for Straight to Residence applications ([SR4.10](#)), Skilled Migrant ([SR3.20](#)) and Work to Residence applications ([SR5.10](#)), staff should request salary information if the actual salary is not clear. It is not appropriate to estimate salary for a residence visa application.

Hours of Work

According to the collective agreement, full-time teachers are expected to be paid for 40 hours per week. This is averaged out across the whole year, taking into account school holidays. Timetabled hours during term time are 20/25 hours per week, with the remainder dedicated to lesson planning and all the associated administrative tasks of being a teacher.

The approach to calculating the hourly rate is to use 40 hours per week for full-time teachers.

Collective agreements

Please find below copies of the collective agreements with relevant clauses noted. The headings are hyperlinks to the agreements and relevant clauses have been listed.

[Primary School Collective agreement](#)

- Qualification group guidelines - clause 3.3
- Salary scale - clause 3.2

[Area School Collective agreement](#)

- Qualification group guidelines - clause 3.1.3
- Salary scale - clause 3.1.2

[Secondary School Collective agreement](#)

Salary scale and qualification group guidelines – clauses 4.1.1 and 4.1.2