



## FALKIRK COUNCIL Local Negotiating Committee for Teachers

**Management Side**  
Education Services  
Suite 1A, Falkirk Community Stadium  
4 Stadium Way  
Falkirk FK2 0NZ

**Teachers' Side**  
5 Westhaugh Road  
Stirling  
FK9 5GF

Updated 26/09/24

Dear Colleague

### Accelerated Incremental Progression (AIP) Scheme Guidelines on NGT/22

The LNCT have agreed to issue the amended advice to Headteachers on the above matter and the attached paper should now be made available to SNCT staff.

Yours sincerely

Jill Pringle (Management Side)  
Colin Finlay (Teachers' Side)

**Joint Secretaries**



# Falkirk Council

## *Education Services*

### **ACCELERATED INCREMENTAL PROGRESSION (AIP) SCHEME**

### **GUIDELINES**

Reviewed September 2024 by LNCT Joint Secretaries



## **1. INTRODUCTORY STATEMENT**

The LNCT Joint Secretaries have reviewed the Accelerated Incremental Progression (AIP) scheme to take account of AIP requests and appeals.

The AIP guidelines are aligned with:

- LNCT/22 Salary Placement Regulations, agreed at the Local Negotiating Committee for Teachers (LNCT),
- SNCT 35 Salary Placement on to the main grade salary scale; and
- Para 1.24 of the SNCT Handbook “Awarding Additional Salary Points for Relevant Experience”.

## **2. SCOPE**

- The scheme is applicable to teaching employees (who are fully GTCS registered) who are returning to teaching in a permanent role.
- This process has been developed to consider AIP on the grounds of relevant non-teaching experience which can include periods of voluntary or other non-paid activities where they are wholly relevant to the experiences that teachers would expect to gain or have.
- Applications for AIP will be considered by the AIP Panel (see 2.3). The panel, if required will sit once per term and will consider applications in line with agreed protocol outlined below.

### **2.1 Guidance and Protocol**

Recognised non-teaching experience includes:

- experience which is relevant to the subject being taught (e.g. an industrial chemist teaching chemistry).
- Alternatively experience which is related to more general 'life skills' which have a bearing on the depth or quality of teaching being offered (e.g. where someone has been involved in aspects of children's care or in education and training, whether in the workplace or in educational establishments) can be considered.

Please note that

- The “work skills” gained must be clearly demonstrated as being over and above the “normal work skills” that all individuals could expect to gain and must be wholly relevant to the teaching post involved.
- AIP guidelines may vary between local authorities as implementation of this agreement is determined locally.

### **2.2 Membership of Panels**

#### AIP Panel

The AIP Panel comprises a representative of the Head of Education, Senior Employee Resources Adviser and two representatives from the LNCT. The LNCT representatives are nominated by the Staff Side of the LNCT.

## Appeals Panel

The Appeals Panel comprises of the 2 LNCT Joint Secretaries (Management and Staff side).

### **2.3 Roles and Responsibilities**

#### Applicant's Role

- Read the information in the AIP pack.
- Consider whether or not your previous experience is appropriate for consideration within the AIP remit.
- Complete and submit the application for consideration of additional salary points for relevant experience.
- Provide details of relevant employment experience, voluntary experience or other non-paid activities.
- Provide letters of confirmation of employment from previous employer(s) or letter from responsible person in voluntary group for period indicated.
- If appealing AIP Panel decision, provide additional information to the panel as requested.
- Submit application for AIP within 6 months of commencing employment (permanent or temporary) with Falkirk Council. Note: Applications submitted after this date will **not** be considered by the AIP panel.

#### Senior Employee Resources Role

- Acknowledge application for AIP within 10 working days.
- If no application and supporting information provided issue appropriate form with acknowledgement letter.
- Provide information regarding dates that the AIP Panel will sit to consider applications.
- Verify information provided and letters of confirmation with employer/voluntary organisation.
- Advise applicant of outcome in writing within 10 working days of the panel meeting. Where increment(s) awarded, advise applicant and on receipt of signed acceptance notify Payroll. Where increment is not awarded advise applicant of process to appeal decision.

#### AIP Panel Role

- Agree panel dates at the start of each session.
- Meet as per agreed dates once per term (if required).
- Consider AIP applications and supporting information.
- Where the AIP Panel fail to agree, refer the application to the Joint Secretaries for a decision.
- Advise Senior Employee Resources of outcome of AIP Panel recommendations and Appeal Panel recommendations.
- Increments will be backdated to the start of the session in the year of application, or the employees start date if they commence employment with Falkirk Council mid-session.

#### Appeal Panel Role

- Consider AIP application where there is a failure to agree by the AIP Panel.
- Consider AIP appeals as required and as a maximum once per term.
- Advise the AIP Panel of Appeal Panel recommendations.

## 2.4 Implementing AIP - Process

### Stage 1

Once the application for AIP has been received a letter of acknowledgement will be issued within 10 working days with confirmation of the process. If an application form and supporting information has not been provided at this stage, the relevant form will be issued to the applicant for completion. At application stage the employee will be asked to provide evidence of their experience with reference to either related work, e.g. industrial chemist - chemistry teacher, or with reference to life skills.

The applicant will also be requested to provide letters of confirmation of periods of employment or voluntary work. The application will not be progressed unless all relevant supporting information is provided.

At the first stage the AIP Panel will consider the application and supporting information in accordance with agreed protocol. Increments awarded will be as follows:

No. of Full Years Experience	Award
1 - 5	1 increment
6-10	2 increments
11-15	3 increments
15 plus	4 increments

### Failure to Agree

If the AIP Panel fails to agree a decision the matter will be referred to the Joint Secretaries of the LNCT.

### Appeal Stage

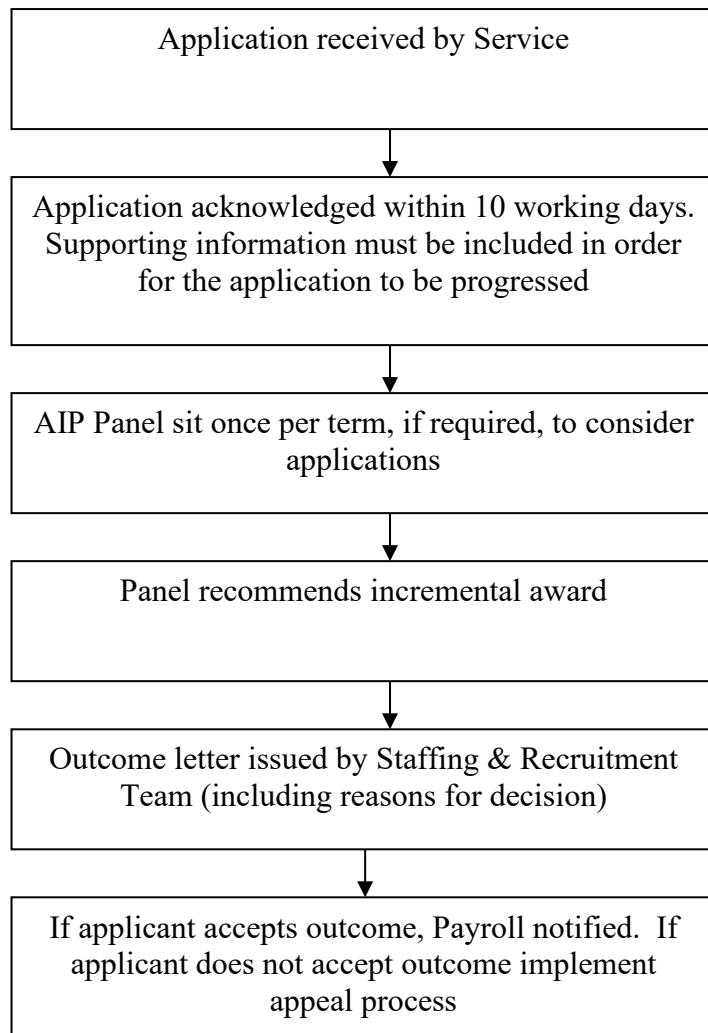
Applicants will have the opportunity to appeal the decision of the AIP Panel. The Joint Secretaries of the LNCT will hear appeals. Applicants must submit appeal in writing and any additional information provided at this stage. The Appeal Panel sits periodically as required.

## 3. MONITORING AND REVIEW

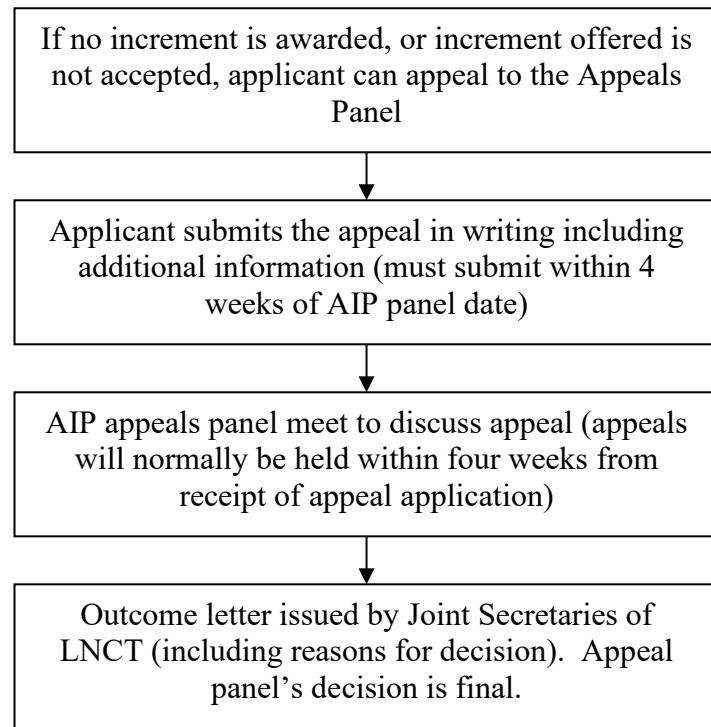
Falkirk Council LNCT will undertake a review of this scheme every two years. However, management or trade unions may propose amendments at any time by giving notice in writing to the Director of Children's Services.

## **APPENDIX 1**

### **APPLICATION FOR ACCELERATED INCREMENTAL PROGRESSION SCHEME**



## APPLICATION FOR ACCELERATED INCREMENTAL PROGRESSION SCHEME APPEALS PROCESS





**FALKIRK COUNCIL  
CHILDREN'S SERVICES  
APPLICATION FOR CONSIDERATION OF AIP**

**Applicant Details:**

<b>Name:</b>		<b>Employee Number:</b>	
<b>Address:</b>		<b>Start date with Falkirk Council</b>	
<b>GTC Reg. No:</b>		<b>Subject / Sector:</b>	

Please complete below and arrange authorisation or attach letter(s) of confirmation from your previous employer or from a responsible person in voluntary group etc. Please note that Children's Services may contact the organisation to verify the information provided. *(Copy and complete additional pages as required)*

**Previous Employment/Voluntary Work Details (complete for each period of employment/ volunteering):**

<b>Start Date:</b>		<b>End Date:</b>	
<b>Job Title:</b>		<b>Full-Time/Part-Time:</b>	
<b>Contact Person of Employer / Voluntary Group:</b>		<b>Address and Telephone Number of Contact Person:</b>	
<b>Brief description of key / relevant duties:</b>			
<b>State the reasons you think your experience is relevant to the subject / sector you teach</b>			
<b>To be signed by Employer/Voluntary Organisation:</b> I agree this is an accurate representation of the work / duties undertaken by the applicant :  <b>Name:</b> _____ <b>Position:</b> _____			
<b>Signed:</b> _____ <b>Date:</b> _____			
<b>To be signed by applicant :</b> I agree this is an accurate representation of the work / duties I undertook :  <b>Name:</b> _____			
<b>Signed:</b> _____ <b>Date:</b> _____			

PLEASE RETURN TO: Graham MacDonald, Children's Services, Suite 1A Falkirk Community Stadium,  
4 Stadium Way, Falkirk FK2 1EE or email to [graham.macdonald@falkirk.gov.uk](mailto:graham.macdonald@falkirk.gov.uk)



**FALKIRK COUNCIL  
CHILDREN'S SERVICES  
(AIP) APPEAL FORM**

**Applicant Details:**

<b>Name:</b>		<b>Employee Number:</b>	
<b>Address:</b>		<b>Start date with Falkirk Council</b>	
<b>GTC Reg. No:</b>		<b>Subject / Sector:</b>	

**Appeal Details:**

<b>Reason for appeal:</b>	
<b>Statement to support appeal including additional information:</b>	
<b>Signed:</b>	<b>Date:</b>

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