

Example Workload Impact Assessment

WORKLOAD IMPACT ASSESSMENT of

.....(insert name of policy under review)

Under the European Working Time Directive employers have a duty to monitor the workload of their staff.

Step		Yes	No
1.	Is this policy new or existing? <i>(delete as appropriate)</i>		
2.	Which staff does this policy affect?		
3.	Context Where has this policy originated from? What is this policy designed to achieve? Is this policy relevant?	Go to step 4	Do not adopt
4.	Is the policy compliant with the relevant Terms and Conditions Document (STPCD/SNCT Handbook/contract of employment etc.)?	Go to step 5	Do not adopt
5.	[England only] Does this policy comply with recommendations of the Independent Teacher Workload Review Group (TWRG)?	Go to step 6	Do not adopt
6.	Does this policy duplicate work?	Go to step 7	Go to step 8
7.	Can the work that this policy is duplicating be replaced with this policy?	Go to step 8	Do not adopt
8.	Does this increase workload?	Go to step 9	Go to step 10
9.	Approximately, how many hours per week will this policy generate? Can some other task be reduced or eliminated?	Go to step 10	Do not adopt
10.	Does the policy result in additional meetings?	Go to step 11	Go to step 12
11.	When will the work in this policy be expected to be undertaken? Is this in directed/working time?	If policy new, go to Step 12. If policy piloted or is existing, policy can be adopted	Do not adopt policy

12.	Which staff will the policy be piloted on?		
13.	How long will the pilot last for?		
14.	How will the pilot be assessed?		
15.	What recommendations arise from the pilot for the policy prior to Implementation?		
16.	Does the pilot reveal that extra workload is generated? (Go back to step 6 of Workload Impact Assessment)	Do not adopt policy	Go to step 17
17.	Is staff training needed?	Go to step 18	Policy is ready for adopting
18.	Does staff training generate extra workload? (Go back to step 7 of Workload Impact Assessment?)	Do not adopt policy	Policy is ready for adopting

What resources are needed before policy is adopted?

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Joint NASUWT and employer statement of impact on workload of this policy

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Date for review of policy? (NASUWT recommend an annual review)