

Part 2

Staffing Standards for Vocational Education Institutions Under the Office of the Vocational Education Commission

The Teacher Civil Service and Educational Personnel Commission (TCSEPC) has established new staffing standards for vocational education institutions under the Office of the Vocational Education Commission (OVEC), as the previous standards have been in use for a long time and are no longer consistent with the current educational management conditions of institutions under OVEC. The details of the staffing standards are as follows:

1. Assumptions for Determining Staffing Standards

1.1 Staffing groups are divided into 3 categories: (1) Teaching Staff Group, (2) School Administration Group, and (3) Teaching Support Staff Group.

1.2 Teaching Staff Group — Staffing levels are calculated from the number of working hours (Work Loads) per week, as follows:

1) Group 1: General Subject Instruction, and Vocational Subject Instruction in the following types: Commerce, Tourism Industry, Industry, Home Economics, Textile Industry, and Short-Course Programs

1.1) Scheduled teaching hours:

– PBTC level: 18 hours/week

– Above PBTC level: 15 hours/week

1.2) Teaching-related work — duties that are not scheduled teaching but must be performed by teachers only, such as: lesson planning, preparation, creating teaching media/assessment tools, evaluating and reporting learning outcomes, supplementary instruction, etc.: 10–13 hours/week

1.3) Other duties assigned by supervisors (not teaching support work), such as: serving as subject group head, attending meetings, etc.: 2 hours/week

Total Work Load: 30 hours per week

2) Group 2: Vocational Subject Instruction in Arts, Agriculture, and Fishery

2.1) Scheduled teaching hours:

– PBTC level: 15 hours/week

– Above PBTC level: 10 hours/week

2.2) Teaching-related work (same categories as Group 1): 13–18 hours/week

2.3) Other duties assigned by supervisors: 2 hours/week

Total Work Load: 30 hours per week

3) Group 3: Short-Course Program Instruction

3.1) Scheduled teaching hours: 18 hours/week

- 3.2) Teaching-related work: 10 hours/week
- 3.3) Other duties assigned by supervisors: 2 hours/week

Total Work Load: 30 hours per week

1.3 School Administration Group — Staffing levels are calculated based on administrative workload, determined by comparing the number of classrooms.

1.4 Teaching Support Staff Group — Staffing levels are calculated from the volume of support activities that affect educational quality but are not directly related to teaching and learning management.

1.5 Classroom Calculation

1) Factors used to determine classrooms:

- 1.1) Education level (e.g., PBTC, above PBTC)
- 1.2) Subject type (e.g., general subjects, vocational subjects)
- 1.3) Curriculum type (e.g., short-course program)

2) Counting classrooms:

- 2.1) If enrollment is below the defined classroom size, a minimum of 15 students counts as one classroom.
- 2.2) If enrollment equals or exceeds the defined classroom size, divide total students by classroom size. A remainder of 10 or more counts as an additional classroom.

1.6 Weekly student learning hours follow the curriculum structure of the Office of the Vocational Education Commission.

2. Staffing Standards for Vocational Education Institutions

1) Calculating the Number of Teaching Staff

1.1) Regular Curriculum

1.1.1) General Subjects (All Institutions), and Vocational Subjects: Commerce, Tourism Industry

$$T = GC / L$$

Where:

T (Teacher) = Number of teaching staff

G (Group) = Number of classrooms, defined as follows:

- (1) PBTC: 40 students = 1 classroom
- (2) Above PBTC: 30 students = 1 classroom
- (3) A remainder of 10 or more students counts as 1 additional classroom

(4) If the institution offers subjects not aligned with the institution type, count classrooms only when the first room has at least 15 students

C (Curriculum) = Required learning hours per student per week, as follows:

- (1) General Subjects:
 - PBTC level: 7 hours
 - Above PBTC level: 6 hours
- (2) Vocational Subjects:
 - PBTC level: 21 hours
 - PBTS level: 25 hours
 - PBTS Special: 20 hours

L (Teaching Load) = Required teaching hours per teacher per week, as follows:

- (1) PBTC level: 18 hours
- (2) Above PBTC level: 15 hours

1.1.2) Vocational Subjects: Industry, Home Economics, and Textile Industry

$$T = GC / L$$

Where:

T (Teacher) = Number of teaching staff

G (Group) = Number of classrooms:

- (1) 30 students = 1 classroom
- (2) Remainder of 10 or more counts as 1 additional classroom
- (3) Minimum 15 students required for first classroom if subject type does not match institution type

C (Curriculum) = Required learning hours per student per week:

- (1) PBTC level: 21 hours
- (2) PBTS level: 25 hours
- (3) PBTS Special: 20 hours

L (Teaching Load) = Required teaching hours per teacher per week:

- (1) PBTC level: 18 hours
- (2) Above PBTC level: 15 hours

1.1.3) Vocational Subjects: Arts, Agriculture, and Fishery

$$T = GC / L$$

Where:

T (Teacher) = Number of teaching staff

G (Group) = Number of classrooms:

(1) 30 students = 1 classroom

(2) Remainder of 10 or more counts as 1 additional classroom

(3) Minimum 15 students required for first classroom if subject type does not match institution type

C (Curriculum) = Required learning hours per student per week:

(1) PBTC level: 21 hours

(2) PBTS level: 25 hours

(3) PBTS Special: 20 hours

L (Teaching Load) = Required teaching hours per teacher per week:

(1) PBTC level: 15 hours

(2) Above PBTC level: 10 hours

1.2) Short-Course Curriculum

The staffing calculation procedure is as follows:

1.2.1) Finding the Number of Classrooms per Curriculum

Classrooms per curriculum = Number of trainees per curriculum / 30

Where:

(1) If the number of trainees in a curriculum is below 15, no teacher staffing is calculated — hire a specialist/expert instead.

(2) A remainder of 10 or more trainees counts as 1 additional classroom.

1.2.2) Finding Total Annual Teaching Hours

Total annual teaching hours = $G_1C_1 + G_2C_2 + G_3C_3 + \dots + G_nC_n = \sum G_iC_i$ (i = 1, 2, 3, ..., n)

Where:

(1) G_1 = classrooms for curriculum 1, G_2 = classrooms for curriculum 2, ..., G_n = classrooms for curriculum n

(2) C_1 = teaching hours for curriculum 1, C_2 = teaching hours for curriculum 2, ..., C_n = teaching hours for curriculum n

Therefore: Total annual teaching hours = sum of the products of classrooms and teaching hours for each curriculum.

1.2.3) Finding the Number of Teaching Staff for Short-Course Curriculum

Number of teaching staff = Total annual teaching hours / L_y

Where: L_y = annual teaching hours per teacher = 828 hours (derived from: $18 \times 1,380 / 30$)

Conditions for Using the Teaching Staff Quota:

- (1) Of the total calculated teaching staff positions, no more than 90% may be designated as civil servant teacher positions; the remainder shall be designated as government employees or contract teachers.
- (2) The institution shall allocate teaching staff positions by subject type, based on the learning hours per subject type according to the OVEC curriculum structure.

2) Determining the Number of Administrative Staff

2.1) Based on Number of Classrooms

No. of Classrooms	School Director (persons)	Deputy Director (persons)
1 – 2	1	–
3 – 15	1	1
16 – 25	1	2
26 – 36	1	3
37 and above	1	4

2.2) Classroom Count by Education Level and Subject Type

Education Level	Vocational Subject Type	Students per Classroom
PBTC	1. Commerce 2. Tourism Industry 3. Others	Teacher calculation method (40:1)
	1. Industry 2. Home Economics 3. Textile Industry 4. Arts 5. Agriculture & Fishery	Teacher calculation method (30:1)
Above PBTC	All types	Teacher calculation method (30:1)

2.3) For institutions offering only short-course curricula (no PBTC or above-PBTC programs), the number of classrooms for determining administrative staff is calculated as:

$$\text{Number of classrooms} = \text{Total annual teaching hours} / 1,080$$

A remainder of 0.5 or more rounds up by 1 classroom.

$$(1,080 = 2 \text{ semesters} \times 18 \text{ weeks} \times 30 \text{ hours})$$

3) Calculating the Number of Teaching Support Staff

3.1) Concept for Determining Staffing

The teaching support staffing calculation is based on the total weekly support hours at the institution, divided into: (1) hours that vary with the number of classrooms (a), and (2) hours that do not vary with the number of classrooms (b).

The formula for calculating teaching support staff is:

$$P = (aG + b) / 30$$

Where:

P = Number of teaching support staff at the institution

a = Weekly support hours that increase as student enrollment increases (value = 8.5)

G = Number of classrooms (as calculated using the administrator classroom formula)

b = Weekly support hours that do not increase (or increase only slightly) as enrollment increases (value = 24.5)

30 = Total working hours per week

Conditions for Applying the Criteria:

From the calculated teaching support staff total, positions may be designated as educational support personnel under Section 38 K.(2) only if the institution has 480 or more students, and only up to half of those positions may be so designated. The remaining positions must be government employees or other contract staff. Institutions with fewer than 480 students must designate all teaching support positions as government employees or contract staff only. The selection of specific position types shall be based on institutional need, choosing from the position standards for Section 38 K.(2) educational support personnel as appropriate.