



Ministry of Education document number 0206.6/55

Office of the Civil Service Commission

Ministry of Education, Bangkok 10300

January 22, 2014

Subject: Standard Staffing Criteria in Educational Institutions under the Office of the Vocational Education Commission

To the Secretary-General of the Vocational Education Commission

Attached: Standard staffing criteria for educational institutions under the Office of the Vocational Education Commission.

The Office of the Civil Service Commission has established new staffing standards for educational institutions under the Office of the Vocational Education Commission. Details are provided in the attached document.

This is for your information and compliance.

Best regards

(Ms. Siriporn Kitkuakool)

Secretary-General of the Civil Service Commission

Mission, policy, and personnel management system.

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**Standard criteria for staffing in educational institutions
under the Office of the Vocational Education Commission (sent**

together with the Office of the Vocational Education Commission's letter, No. Sor Thor. 0206.6/55, dated January 22, 2014)

Due to the lack of appropriateness of the existing staffing standards established by the Office of the Vocational Education Commission (OVEC) for the current vocational education management mission, to ensure staffing standards are consistent with the current educational management situation, the OVEC has revised the staffing standards for educational institutions under the Office of the Vocational Education Commission (OVEC). Details are as follows:

Assumptions in determining the standard criteria for manpower: 1. The

calculation of manpower must be divided into three groups according to the missions as follows:

- 1.1 Teacher group
- 1.2 School administrators group
- 1.3 Teaching support group

2. Teachers' group estimates the teaching staffing rate from the number of working hours.
(Work Loads) in one week as follows:

2.1 Teaching group in general subjects and professional subjects, commerce subjects, tourism industry subjects, industry subjects, home economics subjects, textile industry subjects, and teaching group for short courses

2.1.1 Perform teaching work

according to the teaching schedule.

– Vocational Certificate level, 18 hours

per week – Higher Vocational Certificate level,

15 hours per week

2.1.2 Work related to teaching, meaning work that is not teaching according to the teaching schedule, but is work that must be performed only by the teacher, such as making lesson plans, preparing for teaching, creating media/evaluation tools, checking teaching results and reporting results, supplementary teaching, etc., 10-13

hours per week

2.1.3 Perform other work that is not work of the teaching support group but is work assigned by the supervisor, such as working as a group leader, various meetings, etc., 2 hours per week

Total number of working hours (Work Loads) 30 hours per week



2.2 Teaching group in the professional category of arts subjects, agriculture subjects and fishing subject

2.2.1 Perform teaching work according to the teaching schedule.

– Vocational Certificate level, 15 hours per week

– Higher level than Vocational Certificate, 10 hours per week

2.2.2 Work related to teaching means work that is not teaching.

According to the teaching schedule, but it is a task that must be performed only by the teacher, namely making a teaching plan.

Preparing teaching materials, creating assessment media/tools, checking teaching results and reporting results

Additional teaching, etc., 13–18 hours per week

2.2.3 Perform other tasks that are not the work of the teaching support group but are work that

The supervisor assigns, such as working as a subject group leader, various meetings, etc., 2 hours per week.

Total number of working hours (Work Loads) 30 hours per week

2.3 Short-term course teaching group

2.3.1 Teaching work according to the teaching schedule, 18 hours per week.

2.3.2 Work related to teaching means work that is not teaching.

According to the teaching schedule, but it is work that must be done only by the teacher, including preparing teaching materials/

Evaluation tools, teaching performance reviews and supplementary teaching performance reports, etc., 10 hours per week.

2.3.3 Perform other tasks that are not the work of the teaching support group but are

As assigned by the supervisor, such as working as a course leader, attending various meetings, etc., 2 hours per week.

Total number of working hours (Work Loads) 30 hours in one week

3. The group of educational
institution administrators calculates the manpower rate from the educational institution administration workload by
Compare by number of classrooms

4. Teaching support group, calculated from the amount of work supporting the activities of the educational institution.

That affects the quality of education management, but is not a type of work directly related to education management. The workforce is
divided into 2 types:

4.1 The assistant teacher category has the duty to prepare teaching equipment in the workplace.

Assist teachers during practical hours, maintain teaching equipment and tools to ensure they are ready for use.

4.2 Types of work that support general teaching include accounting and finance work, and procurement work.

Administrative work,

etc. 5. Classroom thinking

5.1 Factors used to determine classrooms are as follows:

(1) Educational level, such as Vocational Certificate level. . Higher than Vocational Certificate level, etc.

(2) Type of subject studied, such as general subjects, professional subjects, etc.



3) Course type, such as short-term courses, etc.

5.2 Calculating the number of classrooms

(1) In the case where the number of students is less than the specified classroom size, if there is a number

No less than 15 people are counted as one classroom.

(2) In the case where there are students in number equal to or greater than the specified classroom size,

J Total number of students divided by the specified classroom size. If there is a remainder of at least

10 people can be counted as one more classroom.

6. The number of study hours per week for students is based on the curriculum structure of the

Office of the Vocational Education Commission

Subject type	Number of credits and study hours per week according to the curriculum					
	Vocational Certificate level (6 parts)		Vocational Certificate level (4 parts)		Special Vocational Certificate level*	
	credit	hour	credit	hour	credit	hour
1. Industry 2.	104	167	93	124	93	157
Commerce/Tourism	102	167	85	124	85	157
3. Arts	102	167	85	124	85	157
4. Home economics	102	167	87	124	87	157
5. Agriculture/fisheries	102	167	86	124	86	157
6. Textile Industry *Special	105	167	93	124	93	157

Vocational Certificate is a Vocational Certificate program that provides Vocational Certificate level education to individuals who have completed Vocational Certificate level studies.

Those who do not study in the field of study at the vocational certificate level or have completed high school must have study hours.

In the basic adjustment subjects, the number of study hours according to the curriculum is higher than the normal Vocational Certificate curriculum.

From the table showing the number of credits and study hours per week according to the curriculum, you can find

The average number of hours of study per course per week is as follows:

Subject type	Number of credits and study hours per week according to the curriculum					
	Vocational Certificate level (6)		Vocational Certificate level (4)		Special Vocational Certificate level* (6 semesters)	
	credit	semesters) hours	credit	semesters) hours	credit	hour
Number of hours		28		31		26
Study according to		General vocational subjects		General vocational subjects		General vocational subjects
course		7		6		6
per week		21		25		20

From this concept, it can be used to set standards for staffing in educational institutions.

As follows



Standard criteria for teaching staff in educational**institutions 1. Calculation of the number of teaching staff in educational institutions****1.1 Regular curriculum**

1.1.1 General subjects in all educational institutions and professional subjects in the fields of commerce and tourism industry.

$$T = \frac{GC}{L}$$

Where T (Teacher)

= Number of teaching personnel = Number of classrooms as

G (Group)

follows:

(1) Vocational Certificate, number of students 40 people, equal to 1 classroom.

(2) Higher than Vocational Certificate, number of students 30 people equals 1

classroom. (3) The remainder of the number of students from 10

people or more is calculated as 1 more classroom.

(4) If the educational institution teaches in a subject category that is not consistent

For the type of educational institution, the number of classrooms can

be calculated only if the first classroom has at least 15 students.

C (Curriculum)

= The number of hours that students must study according to the curriculum in 1 week as follows:

(1) General subjects -

Vocational Certificate level equal to 7

hours - Higher Vocational Certificate level equal to 6

hours (2) Professional

subjects - Vocational Certificate level equal

to 21 hours - Higher Vocational Certificate

level equal to 25 hours - Special Higher Vocational

Certificate level equal to 20 hours L (Teaching Load) = Number of teaching hours of 1 teacher who must teach in one week as follows: (1)

Vocational Certificate level equal to 18 hours (2)

Higher Vocational Certificate level equal to 15 hours



1.1.2 Category of professional subjects in industry, home economics and textile industry

$$T = \frac{GC}{L}$$

Where T (Teacher)

= Number of personnel performing teaching duties

G (Group)

= Number of classrooms is as follows:

(1) Number of students: 30 people equals 1 classroom.

(2) The remainder of the number of students is 10 or more.

Add one more classroom

(3) If the educational institution teaches in a subject category that is not consistent

With the type of educational institution, the number of classrooms can be calculated.

Only if the first class has at least 15 students.

C (Curriculum)

= Number of hours students must study according to the curriculum

In 1 week as follows:

(1) Vocational Certificate level equals 21 hours.

(2) Vocational Certificate level equal to 25 hours.

(3) Special Vocational Certificate level equal to 20 hours.

L (Teaching Load) = Number of teaching hours of one teacher who must teach in

One week is scheduled as follows:

(1) Vocational Certificate level equals 18 hours.

(2) Higher level than Vocational Certificate, equal to 15 hours.

1.1.3 Vocational category: Arts, Agriculture and Fisheries

$$T = \frac{GC}{L}$$

Where T (Teacher)

= Number of personnel performing teaching duties

G (Group)

= Number of classrooms is as follows:

(1) Number of students: 30 people equals 1 classroom.

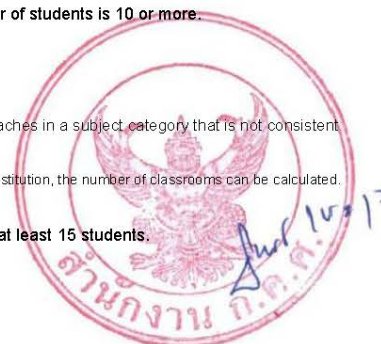
(2) The remainder of the number of students is 10 or more.

Add one more classroom

(3) If the educational institution teaches in a subject category that is not consistent

With the type of educational institution, the number of classrooms can be calculated.

Only if the first class has at least 15 students.



C (Curriculum) = Number of hours that students must study according to the curriculum
in 1 week as follows: (1)

Vocational Certificate level equals 21 hours (2)

Higher Vocational Certificate level equals 25

hours (3) Special Higher Vocational Certificate level equals 20 hours

L (Teaching Load) = Number of teaching hours of one teacher that must be taught in one week as
follows: (1) Vocational Certificate

level equals 15 hours (2) Level higher than

Vocational Certificate equals 10 hours.

1.2 Short-term courses

have the following steps to find the

staffing rate: 1.2.1 Find the number of classrooms in each course.

$$\text{Each course classroom} = \frac{\text{Number of participants in each training course}}{30}$$

Where

(1) the number of trainees in each course is less than 15 people, it is not included.

Calculate the teaching staffing rate by using the method of hiring experts.

(2) The remainder of the number of trainees of 10 or more people shall be rounded up.

Another classroom

1.2.2 Find_{Total teaching hours per year to be used in calculating the teaching and management staffing}
from rate. Total teaching hours per year = $G_1C_1 + G_2C_2 + G_3C_3 + \dots + G_nC_n$

or G_i when $i = 1, 2, 3, \dots, n = \bar{y}_i$

Where

(1) G_1 is the first course classroom.

G_2 is the second course classroom.

G_3 is the third course classroom.

G_n is the nth course classroom.

(2) C_1 is the number of teaching hours for Course 1.

C_2 is the number of teaching hours for the second course.

C_3 is the number of teaching hours for the 3rd course.

C_n is the number of teaching hours for the nth

course, so the total teaching hours for the year = the sum of the products of the classrooms and the number of teaching hours for each course.



1.2.3 Find the teaching staff rate for short-term courses.

$$\text{Teacher staffing rate} = \frac{\text{Teaching hours throughout the year}}{L}$$

L_y = Number of teaching hours a teacher teaches in one year.

$$\frac{18 \times 1,380}{30}$$

(828 hours is set from hours)

Conditions for using the teaching staff to perform teaching duties

(1) When calculating the number of teaching staff, how many are there?

The above shall be determined as the teacher personnel rate not exceeding 90 percent, the remainder shall be determined as

Government employees or contract teachers

(2) In the number of calculated personnel, the educational institution shall determine the number.

The staffing rate for each subject type is determined by the number of teaching hours in each subject type.

Educational institutions according to the curriculum structure of the Office of the Vocational Education Commission

2. Determination of the number of personnel to perform administrative duties in educational institutions

2.1 Determined from the number of classrooms as follows:

Number of classrooms (rooms)	Director of Educational Institution (person)	Deputy Director of Educational Institution (person)
1 – 2	1	1
3 – 15	1	1
16 – 25	1	2
26 – 36	1	3
37 and up	1	4

2.2 The number of classrooms shall be determined based on the number of students according to their educational level.

and professional category

Education level	Professional category	Number of students per room
Technical Certificate	1. Commerce 2. Tourism industry 3. Others	Use the calculation method of the teaching group. (40 : 1)
Technical Certificate	1. Industry 2. Home economics 3. Textile industry 4. Arts 5. Agriculture and fishing	Use the calculation method of the teaching group. (30 : 1)
Higher than Vocational Certificate	All types	Use the calculation method of the teaching group. (30 : 1)

2.3 In educational institutions that offer short courses without offering a vocational certificate or higher vocational certificate course, find the number of classrooms and determine the number of administrative staff as follows:

$$\text{Number of classrooms} = \frac{\text{Total teaching hours throughout the year}}{1,080}$$

with a remainder of 0.5 rounded up to add another

1 classroom (1,080 comes from 2 semesters x 18 weeks x 30 hours)

3. Calculating the Number of Teaching Support Staff 3.1 Concepts in Determining

Staffing The calculation of the number of teaching

support staff is based on the number of hours of teaching support work performed in the educational institution per week, which is 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). Once the number of teaching support work hours in the educational institution has been determined, it can be used to

determine the number of teaching support staff as follows:

$$P = \frac{aG\ddot{y}b}{30}$$

when

P = Number of teaching support staff in the educational institution; a = Number of teaching

support hours per week that increase if the number of students increases (value equal to

8.5).

G = Number of classrooms (use the number of classrooms according to the calculation results)

Classroom from the criteria for calculating the executive

classroom) b = number of hours of teaching support work per week

That does not increase or increases slightly despite the increase in the number of students

(equal to 24.5)

30 = Number of hours worked per week. **Conditions for using**

this criterion: Based on the

calculated number of teaching support personnel in an educational institution, an educational institution may assign other educational personnel as specified in Section 38 (2) only if the institution has 480 or more students. This number cannot exceed half. The remainder shall be designated as government employees or other contract employees. In educational institutions with fewer than 480 students, only government employees or contract employees shall be designated as contract employees. The selection of such personnel shall be based on the needs of the educational institution, considering the selection criteria based on the position standards for teachers and other educational personnel in the category of other educational personnel as specified in Section 38 (2). Various lines of work may be selected as appropriate.

