



**CÉIM EILE,  
TEMPLEMORE COLLEGE OF FURTHER EDUCATION  
(TCFE)**

**STAFF CPD POLICY**



Policy Area	Youthreach Centres
Document Reference Number	TCFE.CE/Staff CPD/074/0
Version No.	1
Document Drafted by	Céim Eile , TCFE
Date previous version adopted by TETB	N/A
Reviewed/Amendment	<b>Reviewed by – BOM 28<sup>th</sup> May 2019</b>  <b>Amendment – N/A</b>
Date (Review/Amendment) adopted / implemented by TETB	11 <sup>th</sup> June, 2019
Date of Withdrawal of Obsolete Document	n/a  Document Ref. No.  Version No.





## **Staff Continued Professional Development Policy**

Céim Eile endeavour to assist and support its staff in accessing Continuous Professional Development through time and financial support available on an individual basis with restrictions on budgeting costs and staff availability.

As per 7.4 of the Youthreach Operator Guidelines, April 2015, the support of staff and the maintenance and development of their skills are the responsibility of TETB. TETB are allocated an annual budget for Continuing Professional Development. They use this budget to provide training and upskilling opportunities for their programme staff based on an assessment of local needs.

There are two types of CPD available to staff:

1. Non-Pay Courses offered and given to staff through PDST, DES and other agencies
2. Paid Courses selected by staff.

Both courses will follow different procedures as outlined below.

## Procedures

### **Application Process for non-pay courses offered and given to staff through PDST, DES and other agencies**

These courses may include attendance at training, short courses, conference and CPD events during the academic year, all of which are funded from Centre/Programme budget.

The application process is carried out as follows:

- ✓ **Permission sought through an application form with required info to the Manager/Co-ordinator of Céim Eile. Please see Appendix 1.**

#### **1. Terms and Conditions**

It is recognised that from time to time, employees may be requested to attend these courses by their managers.

Employees may also request to attend at these types of events where they believe that they are of value. In such cases, employees should request permission to attend directly from their Manager. In the case of events which may be of interest to more than one team/employee, and there is the possibility that other members of staff may also wish to attend, the Manager will consult with his counterparts to discuss the issue, and an agreement will be reached in relation to who should attend. It is recommended that not more than two staff are away from the centre at any given time.

Attendance at these approved courses are treated as per normal working time, **with appropriate travel expenses and subsistence allowable.**

Staff who attend such activities, in particular conferences and CPD courses, may be required to prepare a summary report to discuss with colleagues, in order to share the information from the course. Where appropriate, any course materials received may also be shared with colleagues (subject to copyright restrictions.).

These courses are not part of the TETB application process for paid courses.

## **Application Process for paid courses selected by staff.**

The application process is carried out and approved in two stages:

- 1. Permission sought through an application form with required info to the Manager/Co-ordinator of Céim Eile. Please see Appendix 2.**
- 2. A fully completed, approved and authorised application form to TETB. Please see Appendix 3.**

### **1. Permission sought through an application form with required info to the Manager/Co-ordinator of Céim Eile**

This form should be received by Coordinator/Manager by the 30<sup>th</sup> of March each year, conditional on the following:

- ✓ The staff member must have at a minimum one year's continuous employment with Céim Eile and/or TETB.
- ✓ Course details must be attached.

### **2. A fully completed, approved and authorised application form to TETB**

This form should be received by Tipperary ETB HR Manager, Western Rd., Clonmel by the 30<sup>th</sup> of April each year, conditional on the following:

- ✓ All in part 1.
- ✓ The nature of the employment contract will be taken into account in making an award.
- ✓ Incomplete application forms, or those without relevant attachments or local authorisation, will not be considered.
- ✓ Any course undertaken must be relevant to either the current or future needs of TETB.
  - Due to the limited nature of the budget available and the requirement to assign such funding in the most effective way, this policy cannot cover qualifications which are solely or primarily for the purposes of personal development, or which do not benefit the Organisation or the employee's performance in his/her role directly.
- ✓ This application only pertains to courses taking place over an academic year.
- ✓ Staff must complete an application form each year for the course they are pursuing, as provision of funding in one year does not guarantee funding in future years.
- ✓ Four years is the maximum duration of support for any qualification.
- ✓ Funding support will only be given based on successful completion of course. In addition, where courses qualify for tax relief, the applicant must only apply for the cost of the course less any tax relief received.
- ✓ Availability of staff to cover member while on course.

### 3. Terms and Conditions

Applicants are required to accept the following terms and conditions in order to receive payment under this policy. Employees must indicate acceptance of same in the relevant section on the application form.

### 4. Successful Completion of Course

Staff members must submit transcripts on completion of the course (or at the end of each year, where the course is of more than one year's duration), to show that they have completed and passed the course.

Where an employee does not submit transcripts, or has failed to complete or pass the course, funding support will not be granted. (\*any unforeseen personal circumstances affecting completion will be dealt with on an individual basis by the Staff Development Committee.)

**The funding awarded for course fees will be subject to available funds, with final approval with TETB Staff Development Committee.**

**In the event of applications being over-subscribed, the amount of support received will be based on the total number of applications and the cost of the course.**

Applicants will need to submit proof of payment.

Payment will be made in Euro **directly into the bank account used for payroll purposes.**

Travel and Subsistence allowance will not be paid.

### 5. Study and Exam Leave

Study/exam leave is leave available to staff other than teachers/SNAs for the purposes of facilitating employees in sitting examinations for courses they are pursuing and/or preparing for same, where such courses are being funded (partially or fully) by Tipperary ETB.

Staff pursuing courses for which they are receiving fee reimbursement (partial or total) may be allowed 10 days paid study leave for the entire period of the course, with the ability to spread the days over the various course examinations, with a maximum limit of 5 days in each academic year. This arrangement also applies to all third level courses which last for 3 years or longer.

For shorter third level courses 3 days paid study leave may be allowed for each year of the course.

If additional leave beyond the limits set out above is required, employees should use a mix of holidays/flexi leave and make arrangements with their line manager as appropriate.



## **6. Teachers**

Fee reimbursement for teaching staff registered with the Teaching Council is managed directly by the Teacher Fee Refund Scheme, run by the Marino Institute of Education on behalf of the Department of Education and Skills. This scheme provides funding toward the cost of course participation and examination fees of professional development courses that are directly relevant and of benefit to schools, and that are subject to certification/award by an appropriate accreditation authority recognised by the Department of Education and Skills.

Applications and fee refunds are made retrospectively for a course undertaken in the previous academic year. Full details and procedures regarding the Teacher Fee Refund Scheme are published by the Department of Education and Skills annually via Circular Letter, usually in January or February each year. The latest circular at the time of issue of this policy is [CL 0008/2016](#).

## **7. Repayment of Fees**

In the event of an employee leaving TETB (within a two year period post completion of course), the employee must reimburse TETB for all payments received under this policy. The outstanding balance will be deducted from his/her final pay or where this is not sufficient, the employee must reimburse TETB directly.

## **8. Staff Development Committee**

The TETB Staff Development Committee will review all applications submitted and their decision regarding funding will be final. This Committee will comprise of the Relevant Director and other senior staff.

For more information go consult with you line manager or go to the TETB website at [www.tipperaryetb.ie](http://www.tipperaryetb.ie)

**Appendices**

**Appendix 1** Application to Céim Eile Coordinator for leave to attend PDST/DES workshop

<b>Name</b>		<b>Contact Phone No.</b>	
<b>Tipperary ETB/TCFE Email Address</b>		<b>Academic Year</b>	
<b>Current work with Céim Eile</b>	<ul style="list-style-type: none"> <li>• Tutor/Teacher <input type="checkbox"/></li> <li>• Resource Person <input type="checkbox"/></li> <li>• Other (please specify) <input type="checkbox"/> _____</li> </ul>		
<b>* Please specify subject/areas you teach or work in</b>	_____		
<b>Status</b>	<ul style="list-style-type: none"> <li>• Permanent/Temporary Whole-time <input type="checkbox"/></li> <li>• Part-time * <input type="checkbox"/></li> </ul> * Number of hours/week _____		
<b>Title of course which you wish to attend</b>	_____		
<b>Name of College and Location of Course</b>		<b>Dates of course</b>	
<b>Relevance and Benefit of course to your work in Céim Eile</b>			
_____			
_____			
_____			
_____			
_____			
<b>Signature: _____</b> <i>(Applicant)</i>		<b>Date: _____</b>	
Please submit completed form to: David Young, Ceim Eile, TCFE, Templemore, Co Tipperary.			
<b>To be completed by Principal/Coordinator/Manager</b>			
I support do / do not support this request.			
Comments			
_____			
Signed: _____		Date: _____	
<b>Principal/Coordinator/Manager</b>			



**Appendix 2** Application to Céim Eile Staff for Continuous Professional Development leave

<b>Name</b>		<b>Contact Phone No.</b>	
<b>Tipperary ETB/TCFE</b>		<b>Academic Year</b>	
<b>Email Address</b>			
<b>Current work with Céim Eile</b>	<ul style="list-style-type: none"> <li>• Tutor/Teacher <input type="checkbox"/></li> <li>• Resource Person <input type="checkbox"/></li> <li>• Other (please specify) <input type="checkbox"/> _____</li> </ul>		
<b>* Please specify subject/areas you teach or work in</b>			
<b>Status</b>	<ul style="list-style-type: none"> <li>• Permanent/Temporary Whole-time <input type="checkbox"/></li> <li>• Part-time * <input type="checkbox"/></li> </ul> * Number of hours/week _____		
<b>Title of course which you wish to attend</b>		<b>Name of College and Location of Course</b>	
<b>Qualification to be obtained on successful completion</b>		<b>Is the course full-time or part-time. (If part-time, contact hours per week)</b>	
<b>Dates of course</b>		<b>Fees per annum</b>	
<b>Relevance and Benefit of course to your work in Céim Eile</b>			
_____ _____ _____ _____ _____			
<b>Signature: _____</b>		<b>Date: _____</b>	
<b>(Applicant)</b>			
Please submit completed form to: David Young, Ceim Eile, TCFE, Templemore, Co Tipperary.			
<b>To be completed by Principal/Coordinator/Manager</b>			
I support do / do not support this request.			
Comments			
_____			
Signed: _____		Date: _____	
<b>Principal/Coordinator/Manager</b>			

**Appendix 3**

**Application to Tipperary ETB Staff Professional Development Fund**

<b>Academic Year</b>			
<b>Name</b>			
<b>Address</b>			
<b>Contact Phone No.</b>			
<b>Staff Number</b>			
<b>Tipperary ETB Email Address</b>		_____ (Please note correspondence will be made to your Tipperary ETB email)	
<b>Name of College/Centre/ Programme/ Office in which you are currently based</b>		_____	
<b>TETB Commencement Date</b>			
<b>Current work with Tipperary ETB</b>		<ul style="list-style-type: none"> <li>• Tutor/Teacher <input type="checkbox"/></li> <li>• Manager/Principal <input type="checkbox"/></li> <li>• Administrator <input type="checkbox"/></li> <li>• Caretaker <input type="checkbox"/></li> <li>• Other (please specify) <input type="checkbox"/></li> </ul> Please Specify _____	
<b>* Please specify subject/areas you teach</b>		_____	
<b>Status</b>		<ul style="list-style-type: none"> <li>• Permanent/Temporary Whole-time <input type="checkbox"/></li> <li>• Part-time * <input type="checkbox"/></li> </ul> * Number of hours/week _____	
<b>Current qualification(s)</b>		_____	
<b>Other certified courses for which you received funding from Tipperary ETB (course, year, and amount awarded)</b>			
<b>Title of course for which you are applying for financial support</b>			



<b>Qualification to be obtained on successful completion</b>		<ul style="list-style-type: none"> <li>• Post-Graduate Degree <input type="checkbox"/></li> <li>• Post-Graduate Diploma <input type="checkbox"/></li> <li>• Primary Degree <input type="checkbox"/></li> <li>• National Diploma/Certificate <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> </ul> <p>Please Specify _____</p>
<b>Duration of course</b>		_____
<b>Is the course full-time or part-time. (If part-time, contact hours per week)</b>		_____
<b>Course commencement date</b>		_____
<b>Please attach course prospectus</b>		_____
<b>Fees per annum</b>	€ _____	
<b>Have you applied to any other Organisation for funding?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, please specify Organisation and amount granted</b>		_____
<b>Relevance and Benefit of course to your work in Tipperary ETB:</b>		
_____		
_____		
_____		
_____		
_____		

**Please tick to indicate your acceptance of the following Terms and Conditions:**

- I confirm that the above information is accurate, complete and correct.
- I understand that the Fee Refund Scheme is on the basis of successful completion of the course / academic session and confirm that in accordance with relevant Circulars, I will submit my exam results for verification of successful completion as soon as they are available from the examining body.
- I accept the Terms and Conditions outlined in the Tipperary ETB Staff Development policy and agree that in the event of my non-completion of the course, or failure to pass, that any fees paid on my behalf or reimbursed to me will be recouped by means of salary deduction over an agreed period of time, and that if I leave or retire before the amount is fully recouped, deduction of the outstanding amount will be made from my final pay or retirement lump sum.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Applicant)

**To be completed by Principal/Coordinator/Manager**

I support  / do not support  this request for reimbursement of fees.

Comments

\_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Principal/Coordinator/Manager**

**Please submit completed form to: HR Manager, Tipperary ETB, Western Rd., Clonmel, Co. Tipperary by 30<sup>th</sup> April**

**To be completed by HR Manager and Relevant Director**

Application Approved  Application Declined  Reimbursement Level Agreed: \_\_\_\_\_

Study Leave No. of Days Granted: \_\_\_\_\_ Reasons: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 HR Manager

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Director**



## Review

This policy will be reviewed by the Board of Management once in every school year.

Submitted to Staff:	
Submitted to Board of Management:	
Submitted to ETB Board:	