



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

STAFF CPD POLICY



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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 30th 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 30th 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

Appendices

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

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

Appendix 2

Application to Céim Eile Staff for Continuous Professional Development leave

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

Appendix 3

Application to Tipperary ETB Staff Professional Development Fund

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

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

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: _____
(Applicant)

Date: _____

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 30th 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:	