



## **EMPLOYEE DEVELOPMENT**

### ***Post Primary Teaching Staff***

#### **1. POLICY**

Employee training and development is an integral part of and one of the enabling vehicles through which the ETB's strategic priorities will be realised. It is the policy of the ETB that the principles and practices of equality of opportunity in relation to both on-the-job and off-site training and learning experiences should apply to all employees.

Employees are encouraged to acquire and maintain the skills, abilities and qualifications they need to:

- meet the ETB's strategic objectives.
- provide a quality service to internal and external customers.
- enhance career and personal development,

The ETB recognises that training and development must continue at all stages of an individual's career and is committed to providing training and development opportunities for employees to enable them to develop to their full potential. This includes the encouragement of and support for employees to pursue relevant further education and training in their own time.

#### **2. IN-SERVICE TRAINING**

- 2.1 Second level teachers should apply to school management for permission to attend In-Service courses etc. Each Financial year (Jan-Dec) schools will receive an allocation for In-Service. In this way it is hoped that In-Service will be organised in a planned way ensuring that resources are used to best advantage for the development of staff.
- 2.2 Board of Management may (i) authorise teachers to attend courses, conferences, seminars and meetings related to educational matters, (ii) recommend resources for course fees, travel and subsistence in accordance with Department of Education & regulations.

This authorisation is subject to the following conditions:-

- (a) That no teacher is released unless appropriate arrangements are made so that his/her pupils are not at a disadvantage as a result of the absence.



- (b) Paid substitutes may not be employed unless specifically authorised by the Department of Education.
- (c) That BOM ensures that only such teachers and courses are chosen as are appropriate to the needs of the school and welfare of students.
- (d) That unnecessary expenditure such as would arise from attendance of two teachers when one would suffice is avoided.
- (e) That prior to a course etc being undertaken, teachers submit a formal application, on the official form, to the ETB and that these applications set out, in specific terms, details of all costs involved and arrangements for service of classes where appropriate.
- (f) That teachers submit a report on the course and a certificate of attendance within one month of the completion of the course.
- (g) That application and reports be available to the ETB on request so that the educational efficiency of the course may be evaluated.
- (h) Between BOM meetings the Principal may approve attendance at short-term in-service courses and notify the Board subsequently.

### 2.3 **Course Fees**

Course fees are not payable on courses organised by the Department of Education. Financial assistance should not be approved for courses which lead to basic teaching qualifications (e.g. C.T.G.).

In the case of courses greater than three months the BOM's decision needs to be confirmed by the Principal in order to ensure that proper substitution arrangements are put in place and these arrangements comply with Department regulations.

- 2.4 Where notification of courses, meetings etc are not received in time to be considered by the BOM, the Principal should be authorised to approve attendance of teachers and expenditure up to €500 pending approval by the Board at its next meeting.

### 2.5 **Travel & Subsistence Allowances**

Teachers intending to claim allowances should sign the signature roll on the first and last day of the course or ensure that they are noted each day on the attendance register if one is kept. Allowances will not be paid to those who do not satisfactorily attend the completed course unless they show they had good reason for their absence.

Travel allowances will be paid at the lowest bus or train rate in effect at the time. If public transport is not available car allowance will be paid at approved rates. When travelling from home, the shorter of the distances from home/work to the destination should be claimed.

Travel allowances will only be payable when a teacher travels to and from a course each day. When a teacher travels to and from the course each day the amount of



travel allowance payable will not exceed the amount of travel and subsistence allowances which would have been payable if the teacher had to reside away from his/her usual residence.

Subsistence allowances will be paid at the sanctioned rates in respect of each night a teacher is required to reside away from his/her usual residence while attending a course.

When the course is a residential one participants must, themselves, pay the difference between the cost per person and the subsistence allowance. Subsistence allowances will be payable only to teachers whose attendance at courses necessitates their residing away from home, their usual residence.

Application for Travel & Subsistence allowances should be made on the ETB's online T&S system.

- 2.6 Principals who wish to attend courses etc should submit their applications to the CEO for approval.

The cost of in-service courses attended by Principals will not be charged against school in-service allocations. Such funding will be approved directly by the CEO.

### 2.7. **General Guidelines/Understanding**

Reimbursement of fees are subject to budgetary constraints and each application will be treated separately and without undue reference to precedents

- 2.7.1 If BOM/ETB require a teacher to undertake a training course then the full fees for the course should be considered in this regard.
- 2.7.2 Teachers attending Masters Degrees should receive no more than 25% of the fee.
- 2.7.3 Diploma/Certificate courses linking to professional development may receive up to 50% of course fees. In exceptional circumstances where Dip/Certs are encouraged by School Board of Management greater than 50% or full fee may be paid.
- 2.7.4 Short term in-service or professional development courses may qualify for full fee if ETB/Board recommends this.



### **3. Application Procedures**

All applicants should seek **advance approval** for courses to be undertaken.

Teachers should apply on the standard form “*Teacher Application for In—Service Courses*” in the normal way through the Board of Management of the School. The Principal should certify that application is in order and forward to Head Office, HR Department (ED Unit) for payment.

The following documentation should accompany teacher’s application:

- Receipt of course fees
- Certificate of attendance
- Completed Payment Request Form
- Signed Statement of Undertaking to Refund Fees (*if appropriate*).

Applications should be submitted to the HR Department as soon as possible after BOM meeting.

### **4. Other Subsidy Payment**

Where an applicant is already in receipt of payment or benefiting from another source towards the cost of the course fees in question, the amount of fees eligible for payment under the scheme will be reduced by the amount of such payments or subsidies.