

EMPLOYEE PROFESSIONAL DEVELOPMENT - APPLICATION FORM

(i) Eligibility

The further education/3rd level course should be directly related to the work performance and development of the staff member and should be subject to certification/award by an appropriate accreditation authority.

All courses of study must be sanctioned by Director/Head Office and payment of courses processed through Head Office.

Eligibility for paid and unpaid Study and Exam leave for staff other than Teachers/SNAs are set out in CL62/2021

(ii) Application Procedures

Applications must be made on this form and be submitted to the HR Department (T&D Unit).

Please give details of the course, the benefits of the course to the individual and to DDLETB (which should include a brief action plan from the course), the proposed duration and fees involved for the year. *Separate application/s for fee refund/s should be made for each year of approved course.*

(iii) Undertaking in respect of the Refund of Fees Scheme form should accompany the application.

(iv) You will not receive funding to study at a level of a qualification that you already hold.

(v) Applicants must have successfully completed their probationary period.

The ETB may agree to make a full or partial contribution. Approval in all cases will be subject to budgetary constraints. Each application will be treated separately and without undue reference to precedents.

SECTION 1: To be completed by applicant

Employee Name: _____

Dept/School/Centre: _____

Course Details: _____

Date(s) and

Duration of the Course: _____

**Benefits of the Course
to DDLETB:**

**(include action plan
from the course)**

Any other Details:

Fees Payable: _____ which represents Year ____ of the ____ year course.

Are you in receipt of payment and/or subsidy from another source towards the cost of the fees, which are the subject of this application?

Yes ☐

No ☐

If yes, please indicate (i) the source(s) and (ii) amount(s) _____

☐ I acknowledge I am fully familiar with and accept the terms of the [Refund of Fees Scheme](#) and I have completed DDLETB Undertaking in Respect of the Refund of Fees Scheme Form attached.

☐ I declare I will not claim Tax Relief in respect of the reimbursed amount.

Applicant: _____

Date: _____

SECTION 2: To be completed by Manager

Sanctioned by: _____
Manager Signature

Date: _____

SECTION 3: To be completed by Head of Dept / Director:

I have reviewed the application for funding for the course for the following staff member:

The application has been **Approved**

☐

Not Approved

☐

PARTIAL REFUND OF YEARLY FEE: _____%

FULL REFUND OF YEARLY FEE _____

CPD BUDGET CODE: _____

Signed: _____
Head of Department/Director

Date: _____

Please submit approved applications to the T&D Unit, HR Department - hred@ddletb.ie

UNDERTAKING in respect of the Refund of Fees Scheme

I am pursuing in my own time at _____
a course of education covering a term of _____ years leading to _____

Dublin and Dun Laoghaire ETB has accepted the said course of education as being relevant to my employment. DDLETB has agreed to make a full or partial payment towards the cost of fees paid by me at the end of each completed academic year or corresponding period of said course provided that such refund shall not be made more than once in respect of any one such academic year or corresponding course period and that I shall furnish to DDLETB a written statement from _____ certifying that during the relevant academic year or corresponding course period my attendance or participation in said course of education was satisfactory and that I underwent and passed all relevant examination and prescribed texts.

I hereby undertake that should I leave DDLETB before completing therein one year's service in respect of each academic year or corresponding period of said course for which a refund of fees shall have been made to me, such academic years or course periods not to reckon as service in this context, I will repay DDLETB such sum as shall be the amount of fees refunded to me as aforesaid for any year or periods in respect of which I shall not have completed a full year or years of service as the case may be as herein before provided.

I will also repay to DDLETB any sum paid to me under the scheme should it be found that the information provided by me is materially in error.

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____
Head of Department/Manager

Refund of Fees Scheme Policy

Dublin and Dun Laoghaire ETB operates a scheme to refund fees paid for attendance at part-time further education courses which are relevant and beneficial to the work of staff and the ETB.

Applicants are invited for advance approval under the scheme for courses to be undertaken.

Requirements

The refund scheme applies only to courses which are relevant to the work of the staff member and to the ETB. Courses must in general be pursued in the staff member's own time.

General Instructions

DDLETB may agree to make a full or partial contribution. Approval in all cases will be subject to budgetary constraints and approval of ETB management where applicable. Each application will be treated separately and without undue reference to precedents.

1. Refunds can be made only at the end of each completed academic year or course period. Proof of fees paid, of satisfactory attendance and having taken and passed exams (if any) will be required.
2. Refunds will not be paid for repeat years.
3. Applicants are required to undertake in writing to repay the refund if they leave the DDLETB before completing one year's service in respect of each academic year or course period for which a payment has been made, such academic years or course periods do not reckon as service in this context.