



Circular Letter 46/00

To the Management Authorities of each Second Level School

## **SELF FINANCING PART-TIME ADULT EDUCATION PROGRAMME**

1. Following consultation with the interested parties, agreement has been reached on the following revised arrangements for the delivery of the self-financing part-time adult education programme in second level schools.

The Minister for Education and Science hereby authorises the implementation of the arrangements in question.

### **2. Definition**

- 2.1 Enrolment hours on the following courses may be included for the purposes of determining, the level of allowances payable to Directors and the number of additional posts of responsibility;
  - Personal and social development
  - Hobby and leisure courses of an academic or practical nature
  - Second chance courses.
- 2.2 Second chance courses are defined as adult education programmes of a non-hobby or leisure nature e.g. personal development, literacy/numeracy or vocational disciplines for those with less than upper secondary education.
- 2.3 The number of enrolment hours will be determined by the number of people who have registered for an approved course and in respect of whom a refund has not issued, multiplied by the course duration.
- 2.4 Courses designed for students below school-leaving age are specifically excluded from the terms of this circular.

### **3. Adult Education Start-Up Grants**

- 3.1 A pilot project has been in place since 1992 under which a sum of money is provided annually to the ASTI for distribution by it, in conjunction with the Joint Managerial Body, among selected voluntary secondary schools for the purpose of providing Adult Education. This money was used to provide initial

grants for equipment and materials for Adult Education, to prepare accommodation, to cover administration costs and to allow fees to be waived in the case of students who cannot afford them.

- 3.2 It is intended that the scheme will continue to apply on a once-off basis to schools in a start-up situation, but that it will terminate at the end of 2006 when the National Development Plan 2000-2006 has been completed. Schools in the Community & Comprehensive and Vocational sectors which have not previously been involved in providing an adult education programme may also apply for the grant of £5,000 on a once-off basis. Schools will be selected on a phased basis, with the size of the fund increasing to £160,000 per annum to accommodate an increased number of grants each year. The grant may now also be used for staff training purposes.
- 3.3 Applications and any enquiries about this grant may be made to the Department of Education and Science, Further Education Section, Block 4, Irish Life, Dublin 1. A monitoring committee consisting of representatives of teacher unions, school management and the Department of Education and Science will examine applications and make recommendations to the Minister for Education and Science.

#### **4. Fee Income**

- 4.1 The fees should be set at a level to cover all costs other than post of responsibility allowances. These would include costs of tuition, secretarial and caretaking services, lighting, heating, equipment, advertising, etc.
- 4.2 Fees should be pitched at a level which equals at least 130% of the tuition cost.
- 4.3 For second chance courses, there are exemptions which allow for a reduction in fees to 30% of tuition costs for the unwaged.
- 4.4 As adult education activities will be required to self-finance all costs (with the exception of post of responsibility allowances) there is a case that they be allowed retain any surplus remaining after current operating costs are met for re-investment in the adult education programme. Arrangements will be examined whereby such surpluses could be made available to the school/VEC to assist the development of the adult education programme and to subsidise participants where a reduction in fees is warranted. In the case of VECs it is envisaged that surplus funds generated by individual schools will, in the main, be returned by the schemes to those schools. Appropriate accounting arrangements will need to be put in place.

#### **5. Structures**

5. 1 A post of responsibility of Director of Adult Education may be established in each school offering a part-time adult education programme for a minimum of 1,500 enrolment hours. The level of allowance payable to the Director will be determined by reference to the number of enrolment hours in the preceding year. Details of the allowances are set out in Appendix A.

- 5.2 Posts of responsibility of Assistant Directors of Adult Education may be established with allowances at Assistant Principal and Special Duties Teacher level as shown in Appendix A.
- 5.3 Appointments as Directors and upgradings from Special Duties Teacher level to Assistant Principal level may be made with effect from 1 January, 1999 where there is certification that appropriate duties were being carried out from that date. All other appointments will take effect no earlier than 1 September, 2000.
- 5.4 Post-holders will be required to undertake appropriate duties in the night school. Should the provision of the adult education programme cease such post-holders will be assigned appropriate duties in the day school and will be taken into account in determining the overall level of posts in the school. Payment of the allowance will cease in the event of a post-holder resigning from the post.

## **6. Reduction in Teaching Hours**

- 6.1 It is proposed to allow a reduction in teaching hours to Directors of Adult Education with a level of enrolment in excess of 12,000 hours in the preceding year. Details of the hours reduction are set out in Appendix A. The date of implementation will be the 1st September, 2000.
- 6.2 The level of reduction may increase or decrease annually having regard to the level of enrolment in the preceding year but will not drop below the threshold of 4 hours per week
- 6.3 A reduction of 4 hours will also be allowed in the case of Assistant Principal level appointments.

## **7. Principals**

- 7.1 In recognition of the role of the Principal in supporting and developing the adult education programmes, it is proposed to pay an adult education allowance of £750 to the Principal of each school offering a part-time adult education programme. The allowance will be payable with effect from 1 January, 1999 where it can be certified that an adult education programme has been operating since that date. The allowance will not be payable where the school ceases to deliver an adult education programme or the Principal resigns or transfers from the school.

## **8. Transitional Arrangements**

- 8.1 A small number of schools currently may, for various reasons, have levels of posts-holders over and above the proposed quota outlined in Appendix A. Such post-holders will continue to hold these allowances on a personal basis and will be allocated duties in the night school commensurate with their present allowance.

## **9. Impact of the present system on the operation of the day school**

- 9.1 A system operates at present which allows a reduction in the teaching hours in the day school to an Assistant Principal post-holder involved in the night school without any recompense to the day school. The Department will now compensate the day school for the loss of teaching hours by way of a concession in the allocation of the annual number of teaching hours to the school.

## **10. Provision of Adult Education in Outcentres**

- 10.1. Adult Education programmes are currently provided in a limited number of outcentres which are not attached to any school. A working group will be established to examine and report on the totality of the activities and the arrangements for posts and payments in the centres.

## **11. Appointment Procedures**

- 11.1 Appointments to the post of Director of Adult Education will be from applicants within the school and in accordance with the normal procedures for appointment to a Deputy Principal post.

The following arrangements will apply in the case of the first filling of these posts following this agreement:

- (i) Where a post-holder or post-holders are currently carrying out the duties the competition will be confined, in the first instance, to existing Assistant Principal holders in the night school.
  - (ii) In the absence of Assistant Principals in the night school the competition will be confined to existing Special Duties Teachers in the night school.
  - (iii) In such instances the following procedures will apply:
    - The post will be advertised within the school
    - Eligible candidates will apply for the post
    - The competition will be by way of competitive interview.
  - (iv) In the event that there is only one candidate, that candidate will meet with the Principal/CEO in the case of VEC schools and the Principal/Chairperson in the case of Community, Comprehensive and Voluntary Secondary schools with a view to clarifying and accepting the duties. Except in the case of an adverse report, the candidate will be appointed to the post following this process.
- 11.2 Appointments to the post of Assistant Director will be in accordance with the procedures operating within each sector for appointment to posts of responsibility at the appropriate level.

The following exceptions will apply in the case of the first filling of these posts following this agreement:

- (i) In the case of a vacant Assistant Director post at Assistant Principal level the competition will be confined to existing Special Duties Teachers in the night school.
- (ii) In such instances the following procedures will apply:
  - The post will be advertised within the school
  - Eligible candidates will apply for the post
  - The competition will be by way of competitive interview.
- (iii) In the event that there is only one candidate, that candidate will meet with the Principal/CEO in the case of VEC schools and the Principal/Chairperson in the case of Community, Comprehensive and Voluntary Secondary schools with a view to clarifying and accepting the duties. Except in the case of an adverse report, the candidate will be appointed to the post following this process.

## **12. Role of AEO**

- 12.1 The role of the Adult Education Organiser in the VEC includes organisation, supervision and reporting on adult education, out-of-school and part-time education programmes in the VEC area, and also facilitating co-operation between other agencies and services engaged in the provision of such programmes. The duties of the post include support, advice and co-ordination with programmes of adult education provision offered within the Community, Comprehensive and Voluntary Secondary schools sectors.

## **13. Duties of Director of Adult Education**

The appointee should carry out such duties as are assigned including but not limited to:-

- ◆ Responsibility, under the direction of the Principal, for the day-to-day operation, organisation and delivery of the adult education programme in the school including;
  - ◆ identifying and designing of course programmes in consultation with Principals, Boards of Management, and VEC Education Officers/Adult Education Organisers or CEOs as appropriate. and liaising with the local Adult Education Board
  - ◆ recruitment of students and collection of enrolment fees, maintaining participants' records in relation to enrolment, attendance, fees paid, progress and certification, where appropriate
  - ◆ entering students for assessment and certification as appropriate, and supervision of administrative duties related to this task
  - ◆ preparation of time-tables

- ◆ recruitment and payment of tutors, supervision of Assistant Directors and staff, enhancing the quality of the programme through annual review and ongoing team development
- ◆ preparation of accounts for audit
- ◆ managing the resources of the programme
- ◆ responsibility for securing the provision of appropriate caretaking and secretarial services
- ◆ making statistical and other returns to Department of Education and Science, and reporting to Principals, Boards of Management/VEC/ Adult Education Boards, as required.

#### **14. Annual Returns**

Each school/VEC will make an annual return on a prescribed form to the Department of Education and Science (Post-Primary Teachers Section with a copy to the Adult Education Section). The arrangements provided for in this circular will be implemented on the basis of the certified returns. A copy of the prescribed form for these returns will issue very shortly.

15. Copies of this circular should be given to representatives of teachers and parents.

John Dennehy,  
Secretary General.

November, 2000.

**APPENDIX 1**

**Self Financing Part-Time Adult Education Posts of Responsibility**

Category	Enrolment Hours	Enrolments	Director of Adult Education				Assistant Director			Tot Hrs Reduct	
			1,500-6,000	6,000-11,000	11,000-16,000	16,000-22,000	B 6,000-9,000	301-			
A	1,500-6,000	75-300	1,500	1,802	1,820	1,978					
B	6,000-9,000	301-450	2,277	2,357	2,381	2,587					
C	9,000-12,000	451-600	3,013	3,119	3,150	3,423					
D	12,000-16,000	600-800	3,773	3,906	3,945	4,287	4			4	
E	16,000-22,000	800-1,100	4,513	4,672	4,719	5,128	6			6	
F	22,000-28,000	1,100-1,400	5,285	5,472	5,527	6,006	8			8	
G	28,000-34,000	1,400-1,700	6,029	6,242	6,304	6,850	8	1	4	0	12
H	34,000-40,000	1,700-2,000	6,757	6,996	7,066	7,678	9	1	4	1	13
I	40,000-50,000	2,000-2,500	7,332	7,591	7,667	8,331	9	1	4	2	13
J	50,000-60,000	2,500-3,000	7,892	8,171	8,253	8,968	9	1	4	2	13
K	60,000-70,000	3,000-3,500	8,432	8,730	8,817	9,581	10	2	8	2	18
L	70,000-80,000	3,500-4,000	8,965	9,281	9,374	10,186	10	2	8	2	18
M	80,000+	4,000+	9,448	9,782	9,880	10,736	10	3	12	2	22