

Rannóg Múinteoirí Iarbhunioideachais,
An Roinn Oideachais agus Eolaíochta,
Cor na Madadh,
Baile Átha Luain,
Co. na hIarmhí.



AN ROINN | DEPARTMENT OF
OIDEACHAIS | EDUCATION
AGUS EOLAÍOCHTA | AND SCIENCE

Post-Primary Teachers Section,
Department of Education and Science,
Cornamaddy,
Athlone,
Co. Westmeath.

To the Chief Executive Officer of each Vocational Education Committee

Circular Letter No. 4/01

Vocational Education (Amendment) Act 2001

VEC teacher appointments/promotions from the 2001/02 School Year

The Vocational Education Amendment Act, 2001 provides that each VEC shall, subject to such directions as may be given by the Minister, appoint such and so many persons to be members of the staff of the VEC as it may from time to time determine. The requirements stipulated in the existing Memorandum V7 and in Department Circulars in regard to teacher appointments and promotions by VECs will continue to apply under the new legislative requirements subject to the provisions of this letter.

Under the former legislative requirements, the Department has operated a set of checks and controls on individual VEC teacher appointment and promotions. It is now considered that such detailed control of the discharge by VECs of their functions is no longer necessary or appropriate.

The establishment of permanent teaching posts within approved allocation and levels of permanency and all teaching appointments by VECs with effect from the 2001/02 school year will no longer require individual approval by the Department. Appointments and promotions will be made by the VEC subject to compliance by the VEC and its Chief Executive Officer with all necessary requirements including prescribed teacher allocation limits, maximum levels of teacher permanency, qualification requirements for posts, selection procedures, appeals procedures etc. This will enable VECs to manage personnel resources in line with best practice and strategic planning and accountability frameworks.

The VEC will maintain effective procedures to ensure that teacher appointments are made in accordance with its scheme's identified needs and in compliance with all requirements. Certified evidence of compliance with requirements will be retained on file by the VEC for accounting and audit purposes. Reports on the general utilisation of teaching resources will be required by the Department on an annual basis for statistical and management information purposes.

Each VEC will maintain a certified list with details of new teacher appointments, re-appointments and promotions in respect of the relevant school year. A copy of the form that should be used for this purpose is attached;- see appendices 1a and 1b. The VEC will provide a copy of this form to the Department if requested.

The overall limits which govern teacher appointments by VECs will continue to be set out in the teacher allocation letters issued annually by this Department.

The number of permanent posts which may be filled within the VEC main scheme teacher allocation will continue to be determined on the basis set out in the relevant circular 16/97 (ie up to 95% of the initial allocation). In this context full provision for permanent teachers on leave of absence, career break, job sharing, secondment must be made within the 95% limit. Forthcoming retirements may be taken into account for planning purposes but are subject to the retirement actually taking place.

The procedures for the advertisement, selection and appointment of teachers will also continue as heretofore as set out in Memorandum V7 and in various circulars previously issued to VECs.

The qualification requirements for teachers for appointment are set out in Memorandum V7 and various Circular letters including 32/92, 21/00 and 47/00. Only teachers who meet these prescribed qualification requirements may be appointed. In exceptional circumstances, where there is doubt about the qualifications of a teacher who is proposed by a selection board for appointment, clarification of the position should be obtained from the Department of Education and Science (Post Primary Teachers' Section, Qualifications Unit). Details of information which will be required to be submitted to the Qualifications Unit in such cases are outlined in Appendix 2.

To assist VECs in determining whether particular qualifications may be recognised, CEOs may refer to the list of qualifications recognised by the Registration Council for the purpose of admission to the Register of Secondary School Teachers. While this document refers to Secondary school teachers it may be applied as appropriate to relevant appointments in the VEC sector also. A copy of this document is enclosed herewith.

These new arrangements will come into effect in respect of all appointments and promotions for the 2001/02 school year and thereafter.

P Burke
Assistant Secretary General

20th July 2001

Appendix 1a

Teacher Appointments by Vocational Education Committee

Name of Committee: _____

School Year: _____

CERTIFICATE

I certify that

- the information below is complete and accurate
- each of the appointments for the general main scheme has been made within the approved teacher allocation
- each of the appointments for the non main scheme has been made within the approved relevant allocation
- each of the general main scheme permanent appointments has been made within the approved 95% limit
- permanent appointments in the non main scheme are within the limits approved by the Department
- the prescribed procedures and requirements for the advertisement, selection and filling of the posts have been complied with
- in the case of fully qualified applicants, each appointee is fully qualified for appointment in accordance with the provisions of Memorandum V7, the relevant circulars, including 32/92, 21/00, and 47/00, or have had their qualifications for appointment approved by the Department of Education and Science
- signed conditions of service, evidence of good character and health have been obtained as required in each case
- academic and other qualification requirements have been verified by inspection of original evidence
- all other requirements in regard to these appointments have been met and that the appointments are in order in all respects
- the individual teacher appointment forms as prescribed by the Department of Education and Science and supporting documentation are retained for inspection and audit by the VEC

Signed

Chief Executive Officer

VEC

Date

Note: This Form must be certified and retained with full supporting documentation by the VEC for inspection and audit purposes.

Appendix 1b

Teacher Promotions by Vocational Education Committee

Name of Committee: _____

School Year: _____

CERTIFICATE

I certify

- the information below is complete and accurate
- each of the promotions has been made to a fillable vacancy within POR entitlement taking full account of blocking posts
- each of the appointees is a Permanent teacher and meets the stipulated requirements for promotion
- the prescribed procedures and requirements for the advertisement, selection and filling of the posts have been complied with
- qualification requirements have been verified by inspection of original evidence
- all other requirements in regard to these appointments have been met and that the appointments are in order in all respects
- the individual teacher appointment forms as prescribed by the Department of Education and Science and supporting documentation is retained by the VEC for inspection and audit as may be required

Signed
Chief Executive Officer
VEC

Date

Note: This Form must be certified and retained with full supporting documentation by the VEC for inspection and audit purposes.

No	Name	Grade (eg Prin, Class 3)	Post Title <i>(state also sector eg Prison Service)</i>	Date of Appointment
11	EPT Fully Qualified NEW appointments (general main scheme)			
1				
2				
3				
12	EPT Fully Qualified NEW appointments (non main scheme)			
1				
2				
3				
13	EPT NOT Qualified NEW appointments (general main scheme)			
1				
2				
3				
14	EPT NOT Qualified NEW appointments (non main scheme)			
1				
2				
3				
15	EPT Fully Qualified RE-appointments (general main scheme)			
1				
2				
3				
16	EPT Fully Qualified RE-appointments (non main scheme)			
1				
2				
3				
17	EPT NOT Qualified RE- appointments (general main scheme)			
1				
2				
3				
18	EPT NOT Qualified RE- appointments (non main scheme)			
1				
2				
3				

Teacher Appointments by Vocational Education Committee

Name of Committee: _____

School Year: _____

No	Name	Grade (eg Prin, Class 3)	Post Title <i>(state also sector eg Prison Service)</i>	Date of Appointment
1 Permanent Whole Time new appointments (general main scheme)				
1				
2				
3				
2 Permanent Whole Time new appointments (non main scheme)				
1				
2				
3				
3 Temporary Whole Time Fully Qualified NEW appointments (general main scheme)				
1				
2				
3				
4 Temporary Whole Time Fully Qualified NEW appointments (non main scheme)				
1				
2				
3				
5 Temporary Whole Time NOT Qualified NEW appointments (general main scheme)				
1				
2				
6 Temporary Whole Time NOT Qualified NEW appointments (non main scheme)				
1				
2				
7 Temporary Whole Time Fully Qualified RE-appointments (general main scheme)				
1				
2				
3				
8 Temporary Whole Time Fully Qualified RE-appointments (non main scheme)				
1				
2				
3				
9 Temporary Whole Time NOT Qualified RE- appointments (general main scheme)				
1				
2				
10 Temporary Whole Time NOT Qualified RE- appointments (non main scheme)				
1				
2				

Teacher Promotions to PORs by Vocational Education Committee

Name of Committee: _____

School Year: _____

No	Name	School/ Centre	Post Title (<i>eg Sp Duties, AP etc</i>)	Date of promotion to POR
Promotions to PORs (excluding Adult Education)				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Appendix 2

Information required by the Qualifications Unit to determine Qualifications for appointment

*Cases will be submitted by CEO's only where there is a doubt about the teacher's
qualification and where the teacher in question is proposed for appointment*

Post Title (as advertised in the press)

Sector (eg PLC, mainstream etc)

Job Description

Qualifications held

- Full title
- Awarding Body
- Date of award
- Subjects of award
- Course content
- Level of award

Relevant experience

**Certificate of Professional Recognition as a teacher in another EU
member state (where applicable)**