



To the Chief Executive Officer of each Vocational Education Committee

5 April 2001

Circular M15/2001

Pay and Conditions for Full-time Adult Literacy Organisers

1. A structure for the employment of adult literacy organisers is being devised in the context of the expanding provision for adult literacy by the VECs. The structure covers communications, recruitment, and pay and conditions, as set out below, for full-time staff. Part-time staff will be the subject of a further communication.

2. **Recruitment**

The position of Adult Literacy Organiser is pivotal to the organisation and development of literacy provision. In that context, the position of the Adult Literacy Organiser should be made as secure as possible to ensure continuity and quality of response to literacy needs.

All new full-time ALOs (and existing staff with less than 1 year's service) will be subject to an initial probationary period of 1 year.

For **full-time ALOs not qualified as teachers** who have in excess of 1 year's service, the contract offered will be for a **fixed purpose** i.e employment will be continued subject to

- (a) the continued operation of the adult literacy service and
- (b) the scale of adult literacy provision approved in the VEC area being continued.

In the unlikely event of a particular adult literacy service having to cease, discussions on redeployment/transfer will take place with the TUI and IVEA.

Full-time ALOs who are qualified as teachers (under the Terms of Circular 32/92 and/or Memo V7) will be eligible for **conversion/appointment to permanent posts**. Subject to satisfactory service, any current full-time ALOs who are unqualified who subsequently acquire qualifications reckonable as teaching qualifications will be converted to permanent posts provided the VEC is satisfied that there is a continued need for the service at the level which applied up to that stage. This arrangement will also apply on an ongoing basis to future full-time unqualified appointments subject to the same conditions.

Suitability for conversion to permanent posts of full-time ALOs who are qualified as teachers will be determined by means of a confined interview conducted by a properly constituted Selection Board. Such boards should pay particular attention to the need to include expertise in adult education/adult literacy matters.

All existing full-time Adult Literacy Organisers will be required to gain the NALA/WIT National Certificate in Training and Development (Basic Education Management) or an equivalent adult education qualification within a period of 5 years.

3. Future Appointments

In the **recruitment and appointment** of Adult Literacy Organisers the following criteria will apply

- **Experience-** Minimum of 3 years working in Adult Literacy.
- **Qualifications** - NALA/WIT National Certificate in Training & Development (Adult Basic Education Management) or equivalent Adult Education Qualification as approved by the Department. An appropriate period of time (5 years) should be allowed to persons unable to access the specific qualifications at this time.
- **Other Relevant Experience-** Literacy Tutor Training, Education Management, Management of Volunteers and Participation in Adult Literacy In-Service Training or other equivalent education/training experience in adult, youth or community work.

Future entry requirements will be re-examined in the light of the outcome of a review of qualifications in the field of adult education and training which is proposed in the White Paper on Adult Education: Learning for Life.

4. Salary Scale - Full-time ALOs

Point	1.7.99	1.4.2000	1.10.2000	1.4.2001
1	£20,000	£20,200	£21,950	£22,389
2	£20,700	£20,907	£22,719	£23,173
3	£21,400	£21,614	£23,487	£23,957
4	£22,100	£22,321	£24,255	£24,740
5	£22,800	£23,028	£25,023	£25,523
6	£23,500	£23,735	£25,792	£26,308
7	£24,200	£24,442	£26,560	£27,091
8	£24,900	£25,149	£27,328	£27,875
9	£25,600	£25,856	£28,096	£28,658
10	£26,300	£26,563	£28,865	£29,442
11	£27,000	£27,270	£29,633	£30,226
12	£27,800	£28,078	£30,511	£31,121
13	£28,800	£29,088	£31,608	£32,240
NALA/WIT Certificate	£542	£547	£595	£607
NALA/WIT Diploma	£1,085	£1,096	£1,191	£1,215

Salary and allowances at the revised rates will be payable backdated to 1 July 1999.

5. Placement on incremental scale – full-time ALOs

Present incumbents in the position of Adult Literacy Organiser should gain entry to this scale at a point directly associated with the number of years of full-time service (e.g. 4 years service = scale point 5). Pro rata recognition will be given for part-time service in excess of 11 hours per week. The question of incremental credit for part time service below 11 hours per week will be considered in the light of developments emerging generally in this area in the context of EU directives.

For the purpose of reckoning part-time ALO service, the number of hours employed per week will be taken as a proportion of a 35 hour week and a 219 day/1533 hour working year (excluding leave) e.g employment of 5 hours per week for 30 weeks would equal

$$\frac{1 \text{ year} \times 30 \text{ weeks} \times 5 \text{ hrs}}{1533} = 9.78\% \text{ of 1 year}$$

= 36 days incremental credit.

Under current arrangements, for the purpose of reckoning part-time teaching service, (which may be reviewed in the light of the EU directive on part-time work) the number of teaching hours per week will be taken as a proportion of a 22 hour week and a 735 hour year, subject to a maximum of 1 increment for any particular year.

In the event of full-time adult literacy organisers transferring or taking up duty as teachers within further or second level education, they will be placed on the relevant teaching scale on the salary point immediately above the rate of basic salary which applied when they left service as an adult literacy organiser. In the event of staff within the teaching service or Youthreach/Traveller service transferring to the post of full-time adult literacy organiser, they may be placed on the salary point of the ALO scale at a salary point immediately above the rate of basic salary which applied when they left teaching/Youthreach/Traveller service.

Where individual full-time Adult Literacy Organiser's have heretofore been paid higher salaries than those shown in this circular, they may be continued on a personal basis as an exceptional matter.

6. Qualification Allowances – Full-time ALOs

In recognition of the additional benefit to the Adult Literacy Service advanced training and qualifications achieved by ALO's would provide, the Qualification Allowances set out in Paragraph 4 above should be applied from 1.7.99.

***All other qualification allowances will apply as per C.L. 23/99 – Table 3 of Department of Education & Science** – (effective from July, 1999), updated as appropriate by subsequent pay increases. In general, allowances may not be combined and only the highest rate of qualification allowance applicable will be paid. However, persons with a degree who subsequently gain the NALA/WIT certificate or diploma shown above may combine allowances subject to a maximum rate being paid equal to a primary degree (pass or honours) plus a H.Diploma in Education (pass) as specified from time to time in Department Circulars.

7. Hours of Attendance – Full time ALOs

Adult Literacy Organisers should work for 35 hours per week. Attendance shall be at such times as necessary for the delivery of the Adult Literacy Service. Attendance outside of normal office hours will be by prior agreement with the Adult Education Organiser/Education Officer/Chief Executive Officer and will be offset against normal office hours attendance. **Where at least 25% of annual attendance time is outside of normal office hours, an additional three days annual leave will be allowed in the year in question.**

8. Superannuation

Service will be pensionable under the conditions set out in the Local Government Superannuation Scheme. (Full PRSI co-ordinated scheme)

9. Annual Leave/Sick Leave

Adult Literacy Organisers shall have **30 days Annual Leave** excluding public holidays. Sick Leave arrangements will apply i.e full pay for certified sick leave up to a maximum of six months in one year, (or 183 days) followed by half-pay thereafter for a maximum of twelve months total sick leave (or 365 days) in any period of 4 years or less. Absences for minor uncertified indispositions may not be allowed exceeding 7 days in a year.

10. Travel and Subsistence Allowances

Allowances in respect of travelling and subsistence will be payable in respect of approved journeys on adult literacy business at rates approved from time to time by the Minister for Education and Science.

11. Duties of ALO

- Maintain an ethos appropriate to adult learning.
- Plan, develop, and manage the literacy service in consultation with the Adult Education Organiser/Education Officer.
- Recruit, assess and match students and volunteer tutors and assist as appropriate in the recruitment of paid tutors
- Support, develop, and manage tutors and students.
- Ensure the provision of initial and in-service training for paid staff and volunteers.
- Manage resources, e.g. finance, materials, premises, etc.
- Keep records and prepare reports and submissions in consultation with the AEO/EO/CEO as appropriate.
- Promote the literacy service through networking, raising awareness, and publicity.
- Enhance own expertise through training, development, and networking with NALA and the Adult Literacy Organisers Association.

- Liaise with relevant voluntary and statutory bodies, including the literacy referral networks.

12. Implementation

You are requested to make arrangements to introduce the terms of the circular and to pay arrears due as soon as possible. The required funds will be included in the overall allocation of adult literacy funds to the VEC.

Discussions are continuing regarding the pay and conditions for part-time adult literacy organisers, and a further communication will issue as soon as possible.

M Kelly, P.O.
Further Education Section