



Circular letter 45/02

To: Chief Executive Officer of each Vocational Education Committee

Pay and Conditions for Community Education Facilitators

1. Background

The employment of a national team of 35 Community Education Facilitators (CEF) is one of the measures announced in the Department's White Paper on Adult Education, "Learning for Life".

A structure for the employment of the Community Education Facilitators covering recruitment, and pay and conditions, as set out below, has been devised in the context of the expanding provision for Community Education.

2. Recruitment

Appointments to the position of Community Education Facilitator will be made by the Vocational Education Committees.

Suitability for appointment will be determined by means of an interview conducted by a selection board composed of

- 1 VEC representative (to be a member of a VEC)
- One CEO or nominee
- One representative of the broader sphere of educational or community interests.

Such boards should pay particular attention to candidates' expertise in Adult and Community Education.

In the recruitment of the Community Education Facilitators, the following criteria will apply

Qualifications - a third level qualification of at least National Certificate standard in the field of education or training, youthwork, community development or social science, or a teaching qualification as specified under Memo V7 and/or Circular 32/92. Where the area includes a Gaeltacht, it will also be necessary that the Selection Board be satisfied as to the appointee's competency in the Irish language.

For candidates with proven employment experience of at least 5 years in adult education or training, adult literacy, youth work or community development, suitable

candidates may be appointed subject to gaining the required qualification within 5 years of the date of appointment.

Future entry requirements will be reviewed 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.

Experience - Minimum of 3 years working in Adult or Community Education or training, youthwork or community development. The appointee should demonstrate a clear understanding and empathy with the philosophy and processes of Community Education. Candidates with the appropriate teaching qualifications whose experience is confined to first or second level education may be considered provided they can demonstrate a clear understanding of adult education and community education approaches, and a familiarity with the requirements of national assessment processes in the further education sector.

Other Relevant Experience - Teaching, education/training experience in adult or youth work.

Successful candidates will be subject to an initial probationary period of 1 year. Those with qualifications reckonable for recognition as teaching qualifications under Memo V7 or Circular 32/92 may be awarded permanent posts on satisfactory completion of the probationary period. In other cases, fixed purpose contracts may be awarded following successful completion of probation i.e employment will be continued subject to

- (a) the continued operation of the Community Education Scheme and
- (b) the scale of the Community Education programme approved in the VEC area being continued.

In the event of a Community Education programme no longer being required in a scheme, the issue will be the subject of national discussions between the Department, IVEA and TUI.

3. Salary Scale -- Community Education Facilitators

Scale Point	€€ (fr. 1.10.2001)	€€ fr 1.10.02
1	29991	31191
2	31043	32284
3	32091	33375
4	33141	34467
5	34190	35558
6	35242	36651
7	36290	37742
8	37340	38834
9	38389	39925
10	39441	41018
11	40489	42109
12	41689	43357
13	43188	44915

Qualification allowances

The following allowances may apply

National Diploma in Adult Education or Training, Youthwork, Community Development, Adult Literacy, or Guidance and Counselling	1.10.2001 €1628	1.10.2002 €1693
National Certificate in Adult Education or Training, Youthwork, Community Development, Adult Literacy or Guidance and Counselling	€813	€846

***All other qualification allowances will apply as per the allowances payable to teachers** 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 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 Higher Diploma in Education (pass) as specified from time to time in Department Circulars.

4. Placement on incremental scale

Incumbents will be placed on the first point of the salary scale.

In the event of staff within the teaching service or Youthreach/Traveller service or other relevant education or training or community services transferring to the post of Community Education Facilitator, they may be placed on the salary point of the CEF scale at a salary point immediately above the rate of basic salary which applied prior to the transfer.

5. Hours of Attendance

Community Education Facilitators should work for 35 hours per week. Attendance should be at such times as necessary for the delivery of the Community Education Service. Attendance outside of normal office hours will be by prior agreement with the CEO/EO/AEO 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.

6. Superannuation

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

7. Annual Leave/Sick Leave

Community Education Facilitators shall have **30 days annual leave** excluding public holidays. Sick Leave arrangements will provide for 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. Paid sick leave for absences for minor uncertified indispositions may be allowed up to a maximum of 7 days in a year, provided that absences exceeding 3 consecutive days are medically certified.

8. Travel and Subsistence Allowances

Allowances in respect of travelling and subsistence will be payable in respect of necessary journeys on community education business at rates not greater than those sanctioned by the Minister for Education and Science from time to time.

9. Duties of Community Education Facilitators

The duties of the post will include, under the direction of the CEO/EO/AEO of the VEC and in accordance with the overall plan for the service approved by the Adult Education Board, (or Local Adult Learning Board when established),

- Maintaining an ethos appropriate to adult learning
- Assisting the planning, development and management of the local community education service under the direction of the CEO/EO/AEO in accordance with the overall plan for the service approved by the local Adult Education Board (or Local Adult Learning Board when established),
- promoting the development and nurturing of new community based learning groups;
- providing assistance and support to new and existing community education groups in the form of technical, administrative and educational inputs;
- developing and encouraging partnerships and links between community education and statutory and other providers;
- promoting the role of the community education sector in supporting outreach and referral to the statutory sector;
- initiating and facilitating community education programmes and initiatives at outcentres
- liaising on quality assurance, accreditation and certification issues;
- helping community education interests to access funding;
- networking of groups, both nationally and locally, supporting their participation in community fora, and facilitating a co-ordinated input from the sector into the work of Local Adult Learning Boards and the County/City Development Boards;
- sharing good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice;
- monitoring initiatives, reporting to the CEO/EO/AEO on developments and provision, and informing the work of the National Adult Learning Council.
- Acting in a representative capacity if required on matters relating to community education

- Assisting in the management of resources, e.g financial, premises, materials, personnel etc as appropriate, relevant to the needs of the local programme
- Keeping records and preparing reports and submissions in consultation with the CEO/EO/AEO as appropriate
- Any other duties appropriate to the needs of the local scheme as may be assigned by the CEO/EO/AEO for the effective and efficient management of resources.

Implementation

You are requested to make arrangements to introduce the terms of the circular as soon as possible. It will be a condition of participation in the scheme that the selected candidates participate in inservice training and networks supported by the Department of Education and Science and the VEC, and that the community developments supported through the measure fulfil the qualitative, quantitative and financial requirements set out by the Department and the VEC.

An induction programme will be developed nationally by a representative working group supported by AONTAS. Details on this will follow.

Margaret Kelly
Principal Officer
27 September, 2002