

An Roinn Oideachais & Eolaíochta
An Rannóg Párolla
Cor na Madadh
Baile Átha Luain
Co. na Íarmhí

Fax. 090-6484063



Post Primary Teachers
Allocation Section
Dept. of Education & Science
Cornamaddy
Athlone
Co. Westmeath

Tel. 090-6483808/3832

Circular Letter PPT 16/04

To: The Chief Executive Officer of each Vocational Education Committee The Management Authority of each Secondary, Community and Comprehensive School

The Graduate Diploma in ICT (Information and Communications Technology) from University of Limerick was a course set up in conjunction with the Department of Education & Science to enable long-term Secretarial teachers gain fully qualified status. The course was run over the years 2001 and 2002. Teachers who successfully completed this Graduate Diploma in ICT are deemed to be fully qualified teachers of Secretarial/IT/ICT.

It was previously agreed that teachers who successfully completed the course:

- be placed on point three of the incremental salary scale with effect from the start of the 2002/03 school year
- be paid the pass degree allowance with effect from the start of the 2002/03 school year

Following consideration of further representations by the Teachers' Union of Ireland, the Department has now agreed that teachers who successfully completed the course:

- be placed on point three of the incremental salary scale with effect from 1 May 2001
- be paid the appropriate degree allowance (honours or pass) with effect from 1 May 2001

Please note also that teachers who subsequently complete the masters programme in ICT may be paid the masters degree (honours or pass) allowance.

Vocational Education Committees are hereby authorised to review the salaries of teachers in their employment and to make appropriate payments arising.

Community and Comprehensive school authorities should identify to the Department the names and PPS Numbers of those teachers whose salary should be reviewed. Please see form attached for this purpose.

Discussions are ongoing on the issue of incremental credit in respect of teaching service prior to 1 May 2001. A further circular letter will be issued when these discussions have been concluded.

Any communication with the Department in relation to the content of this Circular Letter should be addressed to the Post-Primary Qualifications Section, Department of Education & Science, Cornamaddy, Athlone, Co. Westmeath – contact names: Tony Shine and Bernie Madden, telephone 090-6483808/32.

A. Barrett
A/Principal Officer

24 November 2004

Teachers in Voluntary Secondary, Community and Comprehensive Schools - Application form for adjustment in incremental salary and for payment of an honours primary degree allowance in respect of being the holder of the Graduate Diploma in ICT from University of Limerick

Personal Details

Name: _____

Address: _____

Date of birth: / / Contact phone number: _____

Employment Details

Name of school: _____

School Roll No.: _____

Address of school: _____

PPS Number (as per payslip): _____

As a holder of the Graduate Diploma in ICT from University of Limerick, I wish to claim (*tick as appropriate*):

an adjustment in incremental salary

the honours primary degree allowance in respect of being the holder of the Diploma at honours level from University of Limerick.

Please enclose a copy of your transcript of results and a copy of your parchment from the University of Limerick.

Signed: _____ Date: _____

Please send to: Post-Primary Teachers' Qualifications Section, Department of Education & Science, Cornamaddy, Athlone, Co. Westmeath.