

An Roinn Oideachais agus Scileanna Rannóg Staitistic Bloc 2 Sráid Maoilbhríde Baile Átha Cliath 1		Department of Education & Skills Statistics Section Block 2 Marlborough Street Dublin 1
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Circular Number 0067/2014

To: The Chief Executive Officers of Education and Training Boards

Statistical Returns in respect of part-time courses in ETB (Vocational) Schools/Community Colleges in the 2013/2014 School Year

Forms 10A, 10B, 10C and 10D in respect of part-time courses – 2013/2014

Forms 10A, B, C and D are to be completed in respect of students who attended part-time courses in 2nd level institutions during the school year 2013/2014

The forms for the 2013/2014 school year have been made available on the Department's website (www.education.ie). Part-time enrolment figures from the schools can be returned by email to Statistics section at this address: parttimereturns@education.gov.ie.

A complete Return should also be made in respect of **temporary or external centres** (if any).

Please note that Community and Comprehensive schools are also being requested to complete returns in respect of part-time courses provided in 2013/2014.

If your Education and Training Board provided part-time courses in a Community or Comprehensive School, would you please liaise with the school in question and ensure that the students are entered **either** on the Statistical Return from the Education and Training Board **or** on the Community/Comprehensive School's Statistical Return.

In order to avoid double-counting, it is important that, where co-operation arrangements existed between Community/Comprehensive Schools and Vocational schools, students should not be returned by both the school and the ETB.

If a school did not provide part-time courses during the 2013/2014 school year please notify Statistics Section of this fact at parttimereturns@education.gov.ie

It would be appreciated if you would ensure that all Returns are submitted to the Department by the 7th of November 2014.

Diarmuid Reidy

Senior Statistician

5th September 2014