

Department of Education & Science,  
Post Primary Teachers Section,  
Cornamaddy,  
Athlone,  
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Tel: 090 6483600  
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An Roinn Oideachais & Eolaíochta  
Rannóg Múinteoirí  
Iarbhunioideachais  
Cor na Madadh,  
Baile Átha Luain,  
Co. na hIarmhí,  
Tel: 090 6483600  
Fax: 090 8364063

Circular 15/2008

**To: The Chief Executive Officers of Vocational Educational Committees**

## **VEC teacher appointments/promotions**

The purpose of this Circular is to advise Vocational Education Committees of an amendment to the appointment procedure outlined in Memorandum V7 and Circular Letter No. [4/01](#).

Memorandum V7 refers to the role of the Minister in relation to teacher qualifications and Circular Letter No. 4/01 outlines a procedure to be followed when there was a doubt about the qualifications of a teacher as the Minister was charged with recognition of teacher qualifications at that time. The body now charged with recognition of qualifications for teaching is the Teaching Council of Ireland. Accordingly the role of the Teacher Qualifications Unit of this Department which was outlined in Circular Letter No [4/01](#) has ceased. Appendix 1a has been amended to reflect the change outlined in this circular and Appendix 2 is withdrawn.

Information in relation to registration and recognition matters may be obtained from The Teaching Council, Block A, Business Campus, Maynooth, Co. Kildare. Telephone: 01 6517900. Email: [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie)

Any communication to this Department in relation to the content of this letter should be addressed by

- email to: [PPTAppointments@education.gov.ie](mailto:PPTAppointments@education.gov.ie) or
- Fax to: 090 6484063

You are requested to ensure that copies of this circular are provided to the appropriate Teacher and Parent representatives. This Circular and the Irish translation can be accessed on the Department's website under [www.education.gov.ie](http://www.education.gov.ie) Home – Education Personnel - Post-Primary – Circulars and Information Booklets – General Administration -conditions

A. Killian  
Principal Officer  
12 May 2008

**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 within the non main scheme are within the limits approved by the Department
- The prescribed procedure and requirements for the advertisement, selection and filling of the posts have been complied with
- Each appointee has the qualifications for appointment.
- Academic and other qualification requirements have been verified by inspection of original evidence
- Copies of Transcript of Results/ Parchments/Certificates and Registration Certificate from the Teaching Council of Ireland are retained on file
- Signed conditions of service, evidence of good character and health have been obtained as required in each case
- All the requirements in regard to these appointments have been met and that the appointments are in order in all respects
- The individual teacher appointment form 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.**