

Rannán Párolla,  
An Roinn Oideachais agus  
Scileanna,  
Cor na Madadh,  
Baile Átha Luain,  
Co. na hIarmhí.



Payroll Division,  
Department of Education and  
Skills,  
Cornamaddy,  
Athlone,  
Co. Westmeath.  
090 64 83600

**Circular 0017/2012**

To: The Managerial Authorities of Recognised Secondary, Community and Comprehensive Schools and the Chief Executive Officers of Vocational Education Committees

**Reduction in the rate of the fee payable to schools and Vocational Education Committees for the administration of the Supervision / Substitution Scheme.**

1. The Minister for Education and Skills wishes to inform Vocational Education Committees (VECs), management authorities of schools and teachers of changes to the level of the administration fee payable for the 2011/2012 school year.
2. The Government announced as part of Budget 2012 that the administration fee payable to schools and Vocational Education Committees will be reduced from 5% to 2%.
3. Vocational Education Committees are hereby advised that the 2% fee is to be allocated on the basis of 1.0% towards VEC administration staff and the other 1.0% to the VEC schools.
4. This circular supersedes all previous circulars, rules and regulations in relation to the rate of the administration fee payable. Please ensure that copies of this Circular are provided to the Board of Management/VEC and its contents are brought to the attention of teachers in your employment.
5. The Circular can be accessed on the Department of Education and Skills website under [www.education.ie](http://www.education.ie).

Padraig Maloney  
Principal Officer.  
April 2012.

Matt Ryan  
Principal Officer.  
April 2012