

Rannóg Staitistic
Bloc 2,
An Roinn Oideachais agus Scileanna,
Sráid Maoilbhríde,
Baile Átha Cliath 1.



Statistics Section,
Block 2,
Department of Education & Skills,
Marlborough Street,
Dublin 1.

Circular 0033/2012

To the Chief Executive Officer of each Vocational Education Committee

**Statistical Returns in respect of part-time courses in Vocational
Schools/Community Colleges in the 2011/2012 School Year**

Forms 10A, 10B, 10C and 10D in respect of part-time courses – 2011/2012

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 2011/2012.

The forms for the 11/12 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 2011/2012.

If your Committee 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 for your Committee **or** on the Community/Comprehensive School's Statistical Return.

In order to avoid double-counting, it is important that, where co-operation arrangements exist between Community/Comprehensive Schools and V.E.C.s, students should not be returned by both the school and your Committee.

If a school did not provide part-time courses during the 2011/2012 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 9th of November 2012.

Diarmuid Reidy
Senior Statistician
14 September 2012