**Declaration in respect of Self-Financing Part-Time Adult Education Programmes provided in Secondary and C & C schools**

**during the 2018/19 School Year**

***Note:***

*Courses provided during the 2018/19 school year determine:*

* *The rate of POR allowance for the Director of Adult Education, the number of PORs in the Adult Education Programme for the 2019/20 school year and*
* *the allocation of hours (if any) on the staffing schedule for the 2019/20 school year in order to free up the Director for Adult Education duties.*

**School Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **I certify that:** | **Tick to confirm** |
| **Form 1** is enclosed confirming details of all self-financing Adult Education courses provided in 2018/19 |  |
| **Form 2** is enclosed certifying the POR category applicable for the 2019/20 school year and teachers who hold PORs in respect of Adult Education |  |
| Teachers appointed to PORs in respect of the Adult Education programme are carrying out duties appropriate to the post |  |
| Enrolment hours used to determine POR category do not include courses provided in centres referred to in Paragraph 10.1 of **Circular 46/00** |  |
| Students in full-time education in a post-primary school (including students who are over age 16) are not included in enrolment numbers in **Form 1** |  |
| Courses, study classes or revision classes designed for students who are in full-time education in a post-primary school are not included in **Form 1** |  |
| Classes or information meetings relating to second level education programmes in a post-primary school are not included in **Form 1** |  |
| Supporting records are available for inspection as required by the Board of Management, the Department or by Auditors |  |

Director of Adult Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of Board of Management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completed Forms 1 & 2 and the Declaration Form to be returned by email by 28 June 2019 to: allocations@education.gov.ie**

| **Form 1 - Course details and enrolment hours for Self-Financing Part Time Adult Education courses provided in 2018/19** **All columns to be completed for each course**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Course Title (See Note below)** | **Individual Fee** **€ per course** | **Enrolment 2018/19** | **Tuition Hours** | **Total Enrolment Hours****(Enrolment x Tuition Hours)** |
| 1 |   |   |   |   |  |
| 2 |   |   |   |   |  |
| 3 |   |   |   |   |  |
| 4 |   |   |   |   |  |
| 5 |   |   |   |   |  |
| 6 |   |   |   |   |  |
| 7 |   |   |   |   |  |
| 8 |   |   |   |   |  |
| 9 |   |   |   |   |  |
| 10 |   |   |   |   |  |
| 11 |   |   |   |   |  |
| 12 |   |   |   |   |  |
| 13 |   |   |   |   |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |
| **Total Enrolment Hours determine a school’s POR category – see Part A in Form 2** |  |

 |
| **NOTE: The following are EXCLUDED from the terms of the Self Financing Part-time Adult Education Programme:** * **Students in full-time education in a post-primary school (including students who are over age 16)**
* **Courses or classes designed for students who are in full-time education in a post-primary school – examples: study classes, revision classes.**
* **Classes or information meetings relating to second level education programmes – examples: Information meetings for parents of post primary students, Parent Council meetings.**
* **Classes for school students for subjects which are provided on the curriculum in the day school programme in post primary schools.**
 |

**Form 2 - Summary of Self Financing Part-time Adult Education category for POR purposes**

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A - POR category for Adult Education**

|  |  |  |
| --- | --- | --- |
| **Total Enrolment Hours 2018/19****(Tuition Hours x Enrolment)** | **POR Category** | **Tick the relevant category** |
| 1,500-2,000 | A |  |
| 2,001-6,000 | B |  |
| 6,001-10,000 | C |  |
| 10,001-16,000 | D |  |
| 16,001-22,000 | E |  |
| 22,001-28,000 | F |  |
| 28,001-34,000 | G |  |
| 34,001-40,000 | H |  |
| 40,001-50,000 | I |  |
| 50,001-60,000 | J |  |
| 60,001-70,000 | K |  |
| 70,001-80,000 | L |  |
| 80,001 + | M |  |

**B - Teachers who hold PORs in respect of Adult Education**

|  |
| --- |
| **Refer to Appendix 1 of Circular 46/00 to determine the number of Assistant Directors (API and APII)** |
| **Teacher Name** | **PPSN** | **Post of Responsibility** | **Date of Appointment** |
|  |  | Principal\* |  |
|  |  | Director |  |
|  |  | Assistant Director (AP I level) |  |
|  |  | Assistant Director (API level) |  |
|  |  | Assistant Director (API level) |  |
|  |  | Assistant Director (APII level) |  |
|  |  | Assistant Director (APII level) |  |

\*Principal may be eligible for receipt of the Principal’s Adult Education Allowance, subject to the terms of Circular 0008/2013.