**Self-Financing Part-Time Adult Education Programme provided in**

**Secondary, Community and Comprehensive schools**

*Enrolment in courses provided during the 2021/22 school year will determine the following for the 2022/23 school year:*

* *the rate of POR allowance for the Director of Adult Education*
* *the number of PORs in the Adult Education Programme*
* *the allocation of hours (if any) on the school’s staffing schedule*

**Roll Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Form 1 - Self-Financing Part-Time Adult Education courses provided in 2021/22**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | ***Course Title***  ***(See Note below)*** | ***Fee per individual €*** | ***Enrolment 2021/22*** | ***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* |  |  |  |  |  | | ***Totals*** | |  |  |  |  | |

**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 - example: study classes, revision classes**
* **Information meetings relating to second level education programmes – example: 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 in post primary schools**

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

**POR category for Adult Education**

|  |  |  |
| --- | --- | --- |
| **Total Enrolment Hours 2020/21**  **(from Form 1)**  **(Tuition Hours x Enrolment)** | **POR Category 2022/23** | **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 |  |

**Form 3 – Certification**

1. **Certification of courses provided in the 2021/22 School Year**

|  |  |
| --- | --- |
| **I certify that:** | **Tick to confirm** |
| **Form 1** is enclosed confirming details of all courses provided in the 2021/22 school year |  |
| **Form 2** is enclosed certifying the POR category applicable for the 2021/22 school year |  |
| 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 provided in centres referred to in Paragraph 10.1 of Circular 46/00 are not included 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 |  |

1. **Certification that courses will be provided in the 2022/23 school year**

|  |  |
| --- | --- |
| I certify that Self-Financing Part-Time Adult Education courses will be provided in the school in the 2022/23 school year |  |

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

Director of Adult Education

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

Principal/Chairperson of Board of Management

**Completed Forms should be returned by email to** [**allocations@education.gov.ie**](mailto:allocations@education.gov.ie) **by Friday 09th May 2022.**