



etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

**Tipperary ETB
Professional Development Policy and Procedure
Academic Staff**

Updated June 2021

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Staff Professional Development Policy Statement

The success of Tipperary ETB (TETB) in delivering on its strategic objectives and fulfilling its mission of providing a quality Education and Training service for Tipperary, is dependent on its people. In striving to deliver high quality services which are innovative and inclusive, it is vital that we recruit the highest calibre of staff; it is also crucial that our staff have the ability to learn, train and develop within their roles and the Organisation. The purpose of the Staff Professional Development Policy is to set out how Tipperary ETB will manage the various procedures to support employees in acquiring the necessary additional skills and knowledge for their roles. The following information will ensure that Directors/Principals/Managers/Co-ordinators/Officers/ are aware of the support and assistance which may be provided to a member of staff who wishes to engage in personal and professional development through education and/or training related to his/her work.

This Policy and Procedure are linked to the TETB Statement of Strategy:

Vision Statement

To be a progressive organisation that enriches lives, offering innovative education and training opportunities to all.

Mission Statement

Tipperary ETB provides a quality education and training service, which creates diverse opportunities enabling learners and communities to unlock their potential.

Values

We promote the core values of Inclusivity, Innovation, Professionalism, Respect and Transparency,

Tipperary ETB values professional development for its employees as reflected in the Tipperary ETB Statement of Strategy 2018-2022, Priority 2.2.:

“Support the on-going professional needs of staff and Board members to

- Develop capacity and skills”

Overview

Tipperary ETB Continuous Professional Development Funding applications will only be supported for courses that are:

- Directly related to the post that the applicant is fulfilling in Tipperary ETB.
- Directly related to an identified need in the School/Centre/Administrative offices
- Relevant to the objectives of the Tipperary ETB Strategy Statement

It is important, when applying for funding under this policy, that both the employee and his/her direct line manager outline in the application form details of how the proposed course of study meets the criteria outlined above.

Professional Development Support Scheme

The Tipperary ETB Professional Development Support Scheme is primarily designed for Professional Development, which the employee identifies and undertakes outside of Tipperary ETB and which leads to a recognised award (e.g. QQI or other professional awarding bodies as appropriate) at or above Level 6. This Professional Development would need to fit within the remit of Tipperary ETB and be supported by the employees' Line Manager.

In some cases, the Professional Development is linked to national strategies, and TETB supports this Professional Development as essential skills to have within the organisation.

Targeted Professional Development benefits the organisation in terms of expanding the employee's skills and knowledge relevant to his/her work within the ETB, allowing potential for a higher level of performance and greater flexibility or adaptability in taking on other/additional duties and tasks.

1. Types of Professional Development

These are the different types of Professional Development and access routes, as set out below:

Type of Professional Development	Access Route
Professional Development organised directly by Tipperary ETB - short programmes, typically uncertified, e.g., Social Media training, Moodle training.	<ul style="list-style-type: none"> ➤ Following agreement and prior approval with senior and line manager, staff register and attend accordingly. ➤ Programme typically undertaken during working hours and travel & subsistence (where applicable) are paid at CPD rate.
Professional Development organised by other relevant bodies, e.g., FESS – typically short uncertified programmes that can be regional or national	<ul style="list-style-type: none"> ➤ Programme Managers advise staff of these programmes. ➤ Following agreement with line manager, staff register and attend accordingly. ➤ Programme typically undertaken during working hours and travel & subsistence (where applicable) are paid at CPD rate.
Professional Development identified by TETB that is considered essential for staff member to undertake in order to fulfil his / her role effectively.	<ul style="list-style-type: none"> ➤ Tipperary ETB Senior Management and staff member identify and agree the essential Professional Development programme and level of financial support for this. Staff member may be selected based on Expression of Interest request. ➤ Tipperary ETB / Staff member register for approved programme. ➤ Programme may be undertaken during working hours and travel & subsistence (where applicable) are paid at CPD rate ➤ Individual will be required to cascade their learning to relevant staff.

<p>Professional Development identified by the employee which he/she undertakes independently.</p>	<p>Application process: A fully completed and authorised application form to be returned to Tipperary ETB, HR Department, Western Road, Clonmel or cpd@tipperaryetb.ie by the 30th October 2021 conditional on the following:</p> <ul style="list-style-type: none"> ➤ The staff member must have a minimum one year's continuous employment with TETB. ➤ The nature of the employment contract will be taken into account in making an award. ➤ Course details must be attached. ➤ The application must be signed by the School Principal/Line Manager outlining approval and rationale for support. ➤ Incomplete application forms, or those without relevant attachments or local authorisation, will not be considered. ➤ Application to be assessed by the CPD committee and applicant will be notified of decision of funding. ➤ Programme undertaken in individual's own time and travel and subsistence payment does not apply.
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2. Terms and Conditions for Continuous Professional Development Identified by Employee

The Professional Development Support Scheme is underpinned by the below guiding principles:

- Employees will only receive funding for one course at a time.
- Any course undertaken must be relevant to either the current or anticipated future needs of TETB.
- Support can only be applied for in respect of programmes above and including Level 6 on the NFQ.
- Employees who have previously received funding from the ETB for a similar course at the same or lower level will not be eligible for funding.
- Employees will not be funded for another certified course at Diploma/Degree/Masters/Doctorate level within a 2-year period of completion of their previous certified course.
- Requests for funding for a course, which will directly result in increased remuneration for an employee, are not funded by this policy.
- This application only pertains to courses taking place over an academic year.
- Four years is the maximum duration of support for any qualification.
- Funding support will only be given based on successful completion of course.
- Where courses qualify for tax relief or support from any other source (e.g., Marino Institute), the applicant must only apply for the cost of the course less any tax relief or other such support funding received.

3. Tuition and Examination Fee Reimbursement

Teacher Refund Fee Scheme for Teaching Staff

All teaching staff must apply in the first instance for reimbursement fees under the Teacher Fee (if eligible). Refund Scheme Fee reimbursement for teaching staff registered with the Teaching Council is managed directly by the Teacher Fee Refund Scheme, run by the Marino Institute of Education on behalf of the Department of Education. This scheme provides funding toward the cost of course participation and examination fees of professional development courses that are directly relevant and of benefit to schools, and that are subject to certification/award by an appropriate accreditation authority recognized by the Department of Education.

Applications and fee refunds are made retrospectively for a course undertaken in the previous academic year. Full details and procedures regarding the Teacher Fee Refund Scheme are published by the Department of Education annually via Circular Letter, usually in January or February each year. Please refer to www.education.ie for the latest circular.

Where a teacher is not registered with the Teaching Council (e.g., teachers employed in special schools or Further Education centres) or where a registered teacher identifies recognised professional training qualifications (outside of the above scheme, or normal in-service) which are of significant benefit to his/her school/centre, he/she may apply for reimbursement of the fees for such training under this policy. Such applications will be processed as per the procedures for non-teaching staff set out below, and the same conditions will apply where such applications are approved.

Please note the following guidelines for funding of Professional Development identified by the employee:

- The employee will fund the course upfront.
- All Funding provided under this policy is subject to the availability of funds under the TETB annual budgeting process.
- The CPD funding will be based on 75% of the cost and at a cap of a maximum of €1,800. These figures are subject to annual review.
- All applicants to the scheme should familiarise themselves with the Revenue Guidelines in respect of relief for tuition fees particularly where fees/portion of fees are paid by the employer. It is the responsibility of each individual to ensure that they are compliant with Revenue requirements.
- **In the event of applications being over-subscribed, the amount of financial support provided will reflect the total number of applications and the cost of the course.**
- **Decisions of the TETB Staff Development Committee in relation to the allocation of funding will be final.**
- Applicants will need to submit proof of payment.
- Payment will be made in Euro directly into the bank account used for payroll purposes.
- Travel and Subsistence allowance will **not** be paid.

4. Successful Completion of Course

Staff members must submit transcripts on completion of the course (or at the end of each year, where the course is of more than one year's duration), to show that they have completed and passed the course.

Where an employee does not submit transcripts, or has failed to complete or pass the course, funding support will not be granted. (*any unforeseen personal circumstances affecting completion will be dealt with on an individual basis by the Staff Development Committee.)

5. Study and Exam Leave (staff other than teachers/SNAs)

Study/exam leave is leave available to **staff other than teachers/SNAs** for the purposes of facilitating employees in sitting examinations for courses they are pursuing and/or preparing for same, where such courses are being funded (partially or fully) by Tipperary ETB.

	STUDY LEAVE	EXAMINATION LEAVE
1 Year Certificate Course	3 days per academic year of the approved course (TOTAL 3 days over duration of course)	The staff member is entitled to the duration of examinations off with pay. No limits apply.
2 Year Certificate Course	3 days per academic year of the approved course (TOTAL 6 days over duration of course)	The staff member is entitled to the duration of examinations off with pay. No limits apply.
3 Year Ordinary Degree	3 days per academic year of the approved course (TOTAL 9 days over duration of course)	The staff member is entitled to the duration of examinations off with pay. No limits apply.
4 Year Honours Degree	3 days per academic year of the approved course (TOTAL 12 days over duration of course)	The staff member is entitled to the duration of examinations off with pay. No limits apply.

6. Repayment of Fees

In the event of an employee leaving TETB (within a two-year period post completion of course), the employee must reimburse TETB for all payments received under this policy. The outstanding balance will be deducted from his/her final pay or where this is not sufficient, the employee must reimburse TETB directly.

7. Staff Development Committee

The TETB Staff Development Committee will review all applications submitted and their decision regarding funding will be final. This Committee will comprise of staff from Human Resources, FET, Finance, Schools and Directors. Applicants will receive a decision regarding their application by 30th November 2021 (Please note this is for this year only).

These guidelines are subject to annual review.

8. Timeline of Deadlines

30 th October 2021:	Deadline for CPD applications (for this year only).
November 2021:	CPD Committee review applications and decision is made.
November 2021:	Applicants are informed of decision.
September 2021:	Applicants who applied to Marino for the previous academic year should hear if funding has become available to them.
December 2021:	Tax relief to be applied for.
March 2022:	Marino closing date for courses for the 2020/21 academic year. (This is done retrospectively).