



TUI-08106-PM/BH

8th September, 2008.

**TO: SCHOOL / CENTRE REPRESENTATIVES
SECOND LEVEL BRANCH SECRETARIES**

CC: Executive Committee for Information

Re: Further Education- Instruction to Members

Dear Colleague,

Negotiations under the terms of the Towards 2016 agreement on the provision of resources for the Further Education sector concluded on the 23rd July 2008. A document was finalised at that meeting (copy enclosed) and it was the clear understanding by TUI that subject to our agreement this would be implemented for the coming school year – 2008/09. It was also agreed that separate negotiations would take place in relation to the provision of resources for Further and Adult Education centres not catered for in the Towards 2016 discussions.

Since then the Department of Education and Science has indicated that it is at this time unable to provide the finance necessary to implement the proposed agreement and no date for implementation has been agreed.

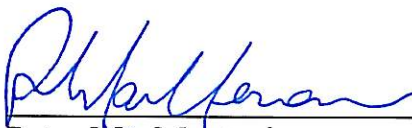
From the very outset it was the clear understanding of all parties to the negotiations that new work in the FE sector can only be undertaken when the necessary resources are provided. The proposed agreement would have begun to address these resource issues and have allowed for the new work associated with the implementation policies and procedures arising from Quality Assurance agreement with FETAC to proceed. Regrettably with the effective withdrawal of the proposed agreement for the forthcoming year the new FETAC policies and the associated new work cannot proceed.

All TUI members involved in programmes leading to a FETAC award are instructed not to engage in the following new work until the Department of Education and Science implements the proposed agreement:

- **New assessment processes to include internal verification, external authentication and the results approval process**
- **Programme development for validation**
- **Recognition of prior learning (RPL)**
- **Self evaluation of programmes and services**

Please bring this notice to the attention of all members of your branch in all schools/centres/colleges involved in Further and Adult Education as set out below to whom this instruction applies.

Yours sincerely,



Peter MacMenamin
General Secretary

1. PLC (Post Leaving Certificate Courses)
2. VTOS (Vocational Training Opportunities Scheme)
3. Youthreach
4. Traveller Education Centres
5. Adult Literacy Services
6. Back to Education Initiative
7. Education Services to Prisons
8. Self-Financing Adult Education
9. Community Education
10. Outreach Provision
11. Work-Based Basic Education Initiatives

FINAL DRAFT OF THE
PROPOSED AGREEMENT FOR THE PLC SECTOR
– 1ST AUGUST, 2008

Agreement on the development of the PLC Sector

Introduction

This agreement is accepted as meeting the commitment made in paragraph 31.2.1 (Page 51) of the Towards 2016 Social Partnership Agreement to develop the PLC Sector. This paragraph states:

Having regard to developments in the PLC sector, including the McIver Report, concrete prioritised proposals in relation to PLC provision and focused in particular on the larger PLC providers will be prepared and will be the subject of further negotiations between management and unions. The level of resources for the PLC sector will be determined in the light of resources generally and the implications for other areas of education.

This agreement sets out revised duties for all teachers and holders of Posts of Responsibility engaged in the delivery of PLC programmes, as well as a revised management and support structure for the PLC sector.

Teachers and post-holders accept that this is a collective agreement in relation to the discharge of their teaching and managerial responsibilities.

Duties of a teacher in the PLC Sector

Teaching staff in the PLC sector will be engaged in a number of duties which will be carried out within an annual 735 hours over 33.4 weeks of an academic year. These hours do not include other activities such as preparatory work, supervision and substitution and assessment (including assessment for which there is a separate payment) which will continue to be carried out by teachers outside the 735 hours. For teachers engaged in external authentication this work will be carried out outside the 735 hours.

1. The teacher will carry out such duties as are assigned to him/her in accordance with the collective agreements arrived at from time to time and authorised by the Minister of Education and Science. In addition to their non-class contact duties such as preparation, correction, etc., a second level or Memo V7 teacher is required to deliver 22 class contact hours each week over a 33.4 week year.
2. The PLC teacher is a second level teacher (memo V7 teacher in the VEC sector) whose duties include:
 - (a) all the traditional non-class contact duties of the mainstream second level teacher;
 - (b) a range of agreed duties specific to a PLC teacher.
3. To enable the PLC teacher carry out the additional duties specific to the PLC sector the structure of the 33.4 week year for the PLC teacher will change from that of the second level or memo V7 teacher. For a PLC teacher the 22 hours per week will consist of class contact hours and/or non-class contact hours for additional duties specific to the PLC teacher. The class contact hours will consist of 20 timetabled class contact hours per week for 29.4 consecutive weeks of the year.

The non-class contact hours will consist of

- (a) 22 hours per week for the first two weeks of the school year
 - (b) 2 hours per week for the 29.4 weeks
 - (c) 22 hours per week for the last two weeks of the year
4. One of the two hour reduction in weekly class contact hours will be replaced.

5. For teachers in mixed colleges teaching second level and PLC the above will apply on a pro-rata basis for PLC.
6. In addition to direct class contact time, staff will be available in the college at the discretion of management to carry out a range of duties which will include but are not limited to the following:
 - (a) Devising and carrying out formal assessment to include the modes of assessment prescribed by FETAC
 - (b) Providing appropriate feedback to learners
 - (c) Participation in the admissions process
 - (d) Participation in the promotion of courses (open days, graduations, etc.)
 - (e) Involvement with Internal Verification and External Authentication of assessment procedures and with the Results Approval Process.
 - (f) Co-operation with programme development
 - (g) Recognition of Prior Learning (RPL) (as reference subject expert only)
 - (h) Co-operation with Self Evaluation of programmes and services.
 - (i) Participation in course meetings, subject meetings and staff meetings
 - (j) Maintaining appropriate records and making information available as required by management
 - (k) Involvement in appropriate Professional Development
 - (l) Supervision of work experience

Duties of holders of Posts of Responsibility in the PLC sector

1. In addition to the current structure of Posts of Principal, Deputy Principal, Assistant Principal and Special Duties, two new Posts of Academic Manager and Academic Middle Manager will be introduced to assist with the management needs of PLC providers with enrolments over 150.
2. In addition to the duties set out in CL 20/98 a range of duties and responsibilities specific to the needs of PLC schools and colleges are set out below.

3. Duties and responsibilities may be assigned to Post Holders (Academic Managers, Assistant Principals, Academic Middle Managers, Special Duties) in the PLC Sector from those set out in Appendix I of CL 20/98 or from the list below.
4. The Principal, Deputy Principal and holders of Posts of Responsibility will together form the in-school management team for the school.
5. The duties of a Post may be varied from time to time, following a consultative process, as the needs of the school require.

- Overall management of programmes
- Management of providers quality assurance process
- Review of centre policies and procedures resulting from evaluation of internal monitoring findings
- Management of programme self evaluation process
- Co-ordination of programme review
- Participation in FETAC external monitoring process
- Overall management and operation of assessment process
- Planning, timetabling and managing assessment
- Managing the internal verification process
- Co-ordination of external authentication process
- Co-ordination of results approval process
- Co-ordination of certification process
- Managing/Co-ordinating admission process
- Managing school promotion, marketing/recruitment and PR
- Co-ordination of promotional material including prospectus
- Organisation of open days and promotional activities including graduation events
- Engaging with business community
- Liaising with second level schools
- Programme development and validation of new programmes
- Management of school access, transfer and progression process
- Co-ordination of recognition of prior learning
- Developing and co-ordinating international links
- Co-ordination of European Initiatives
- Management/co-ordination of technical services
- Co-ordinating student services

The above list is not exhaustive

Circular 20/98 duties include:

- Year Heads
- Assistant Year Heads
- Class Tutor
- Responsibility for timetabling arrangements
- Responsibility for enrolment and monitoring of absenteeism
- Co-ordinator of school plan
- Subject Co-ordinators
- Curricular Programme Co-ordinators
- Co-ordinator of Staff Development Programmes
- Co-ordination and implementation of school policies, e.g. discipline
- Co-ordinator of Work Experience Programmes, including placement duties
- Organisation/promotion of cultural activities
- Organisation/promotion of sporting activities
- Budgetary/Financial Administration Assistant
- Organiser/co-ordinator of external school visits
- Examinations Secretary
- State Examinations co-ordinator
- School Examinations co-ordinator
- Administration of School Library
- First Aid and Safety Officer (Fire Drills, etc.)
- Liaison with Parents' Associations
- Liaison with Department of Education and Science
- Liaison with local community /press
- Supervising the maintenance of and availability of school equipment
- Supervising the maintenance and availability of facilities such as laboratories, PE, halls, etc.
- Stock Control
- Co-ordination of school transport
- Administration of special assistance schemes, e.g. free books.

The above list is not exhaustive.

Management and support structures in the PLC Sector

Under the revised management and support structure, Deputy Principals, Academic Managers and Academic Middle Managers will be appointed as follows

Deputy Principals 1 @ 450 2 @ 750 3 @ 1,000 4 @ 1,250

Academic Manager 1 @ 150 2 @ 400 3 @ 600 4 @ 800
 5 @ 1,000 6 @ 1,250

Academic Middle Manager 1 @ 150 2 @ 300 and another 1 at each interval of 200

Additional Career Guidance teaching hours will be provided as follows:

4 @ 150 - 199, 5 @ 200 – 499, 6 @ 500 – 699, 7 @ 700 – 799,
8 @ 800 – 899, 9 @ 900 – 999, 10 1,000 to 1499, and 19 @ or above 1500

1. Assistant Principal and Special Duties posts will continue to be calculated under the rules and regulations set out for such appointments
2. For stand-alone PLC colleges the posts of Deputy Principal, Academic Manager and Academic Middle Manager will be calculated using the enrolment bands above
3. For mixed provision colleges, there will be no change in the rules and regulations for the appointment of Deputy Principal posts, save in such schools where the number of PLC students reach the PLC enrolment bands set out above. In such cases, Deputy Principal posts may be appointed at the lower PLC bands.
4. For mixed provision colleges the Academic Manager and Academic Middle Manager posts will be calculated on the basis of the number of PLC students only using the enrolment bands above.

5. Academic Manager posts will initially be confined to existing Assistant Principals and Academic Middle Manager posts will initially be confined to existing Special Duties teachers. The result of this is that there will be no increase in overall post holder numbers. Any Academic Manager or Academic Middle Manager vacancies that arise subsequently will be filled through open competition within the school. The existing requirement in relation to teaching service for eligibility to apply for Assistant Principal posts will also apply to the Academic Manager posts. The existing requirement in relation to teaching service for eligibility to apply for Special Duties posts will also apply to Academic Middle Manager posts.
6. Promotions to the post of Academic Manager will be made on the same basis as promotions to the post of Deputy Principal but confined to staff within the school. Promotions to the post of Academic Middle Manager will be made on the same basis as promotions to the post of Assistant Principal.
7. These promotion posts will be filled on the basis of any revised promotional procedures (including service requirements) agreed as a result of discussions currently taking place at the Teachers Conciliation Council, arising from a commitment under Paragraph 31.12 of the Towards 2016 agreement.
8. Allocation of new posts in the sector will be based on approved PLC allocations or actual PLC numbers in each school/college, whichever is the lower.
9. Academic Managers will have 13 hours teaching and will be recruited initially from Assistant Principal post holders who currently have 18 hours teaching. The reduced teaching time of 5 hours will be replaced.
10. Assistant Principals will have 17 hours teaching, a one hour reduction from the current arrangement. This one hour reduction in weekly class contact time will be replaced.
11. Academic Middle Managers will have 18 hours teaching and will be recruited initially from Special Duties post holders. Three of the four hours reduction in weekly class contact time will be replaced.

12. The allowances payable for the Academic Manager post will be 50% greater than the allowance payable to Assistant Principals. The allowance payable for the Academic Middle Manager post will be 50% greater than the allowance payable to Special Duties Teachers.
13. Teachers registered as post primary teachers by the Teaching Council will be subject to redeployment under any agreed cross-sectoral scheme. Teachers redeployed under any such agreed scheme will revert to the terms and conditions of a second level teacher.
14. The VPT/PLC Capitation grant will be increased for all PLC students. This increase is to provide student support services for PLC provision in schools and colleges eg. IT services, Technical Support, Library facilities etc.