



September 2010
LF1

Local Facilitators Primary and Second Level

1. Purpose of this note is to

- define the term ‘local facilitator’
- clarify in general terms the roles and functions of a local facilitator
- delineate the recruitment/identification process to be followed
- outline the conditions that should pertain to the position

2. Local Facilitators

2.i. Local Facilitator – Definition

A local facilitator is a registered school principal, deputy principal or teacher, or a former school principal, deputy principal or teacher who has maintained his/her registration with the Teaching Council, who is engaged to facilitate, or to collaborate in the facilitation of a limited number of events locally to complement and extend the work of a particular support service or to enable delivery of the programme of CPD of a particular education centre.

* Please note that those who may have retired on the grounds of ill health or under the terms of Strands 1 or 2 are not eligible to apply for positions as local facilitators.

2. ii. The role of the local facilitator

Typically a local facilitator will:

- contribute on a particular issue or theme based on her/his willingness to support the sharing of good practice locally
- facilitate workshops or collaborate in the facilitation of workshops locally or regionally
- prepare materials as required in relation to such contributions
- encourage networking and reflective practice among participants
- liaise with the full-time personnel (in the case of those working with a support service) in relation to the above and with the local education centre and other bodies as relevant
- undertake training and skills development as required
- undertake administrative tasks and provide any data and reports as may be required by the relevant support service or local education centre

3.1. Identification process to be followed

- Local facilitators will be nominated to a central panel of facilitators following a process of invitation and identification
- Registered school principals, deputy principals and teachers who hold posts in recognised primary or second level schools will be invited to nominate themselves in response to an open invitation to be carried on the websites of the relevant support service or Education centre. Nominations will be made electronically using a standard self-nomination form – see Appendix 1.
- A former school principal, deputy principal or classroom teacher who has maintained his/her registration may also nominate him/herself. Please note that those who may have retired on the grounds of ill health or under the terms of Strands 1 or 2 will not be eligible to apply for positions as local facilitators
- A central panel will be established and administered by Blackrock Education Centre at the beginning of each school year. Where the need arises it will also be possible for an individual to seek inclusion on the panel during the course of a particular school year
- Panels will not be established in order of merit
- Inclusion on a local facilitator panel will not guarantee that an individual will be asked to carry out any work on behalf of a support service or local education centre. Engagement as a local facilitator will depend on local need and the relevance of the skills of the individual concerned
- Support services currently using local facilitators will be asked to draw this process to the attention of those people so that they can put themselves forward as part of this process
- The agencies involved will reserve the right to verify the professional credentials and the suitability of any individual who nominates her/himself
- Health, sick-leave and general work record will have to be satisfactory

4. Conditions to pertain

4. i. Time commitment

- A local facilitator will be required to make herself or himself available for a maximum of 3 school days per year. In some instances engagement as a local facilitator may not necessitate **any** absence from school.
- She/he should also note she/he may be required to work/train in the evenings and at weekends as well as undertake some administrative duties associated with the organisation/delivery of CPD.
- Please note that the 3 days release from school applies **only** to work/training undertaken with a support service.

4. ii. Remuneration

- Local facilitators will be paid for work undertaken in accordance with standard Teacher Education Section (TES) rates – see Appendix 2.
- No other income, apart from lecturer fees, is payable in relation to work undertaken as an Associate or local facilitator.
- The attention of retired persons considering working as a local facilitator is drawn to the fact that any teacher in receipt of pension who is re-employed in the education sector is not permitted to earn any more than the level of salary as would currently apply to the position from which they retired. They should also note that days worked as a local facilitator could be counted as part of the

total number of days worked in a substitute capacity. Currently working as a substitute teacher for less than 90 days does not have implications for pensions.

- Where the work of the local facilitator necessitates travel those concerned will be entitled to travel and subsistence expenses. These expenses will be paid at the approved rates in accordance with the relevant TES circular, which is based on rates advised by the Department of Finance from time to time, and will be paid for attendance at approved activities only. It should be noted that public transport must be used whenever possible. Please note section 4(v) below regarding the matter of travel between home and the local Education Centre.

4. iii. Tax Liability

- It is important to note that all payments for work undertaken by a local facilitator will be subject to tax. Tax/PRSI deductions will be made at source. Should a local facilitator require alternative arrangements regarding deductions of tax/allocation of tax credits individual arrangements can be made with the relevant office. Payments for expenses are not subject to tax.

4. iv. Substitution

- The DES will provide for substitution costs as necessary, on request from a support service and with the approval of TES, whilst a local facilitator attends training or undertakes work as agreed. Arrangements for substitution in the school of the local facilitator will be matter for the local facilitator and the Board of Management of the school concerned.

4.v. Location

- A local facilitator will not be required to be located in an Education Centre. She/he may however, be required to travel to the local education centre and elsewhere as necessary. Travel and subsistence will not be payable for travel to the local education centre. The local education centre or home (whichever is the nearer to the venue) is the base for the purposes of payment of travel and subsistence expenses.
- Those nominated will be required to have their own means of transport and a full and current driving licence. They will also be required to ensure that the vehicle used is insured for the purposes of the Road Traffic Act, 1961 and to agree that the management committee of the relevant education centre will accept no liability for any loss or damage resulting from the use of this vehicle whilst on official business. In this regard the local facilitator concerned will be obliged to ensure that the vehicle used is specifically insured for the purposes of travel undertaken in relation to the work concerned.

4vi. Release from Post and Signed Agreement

- It will be a matter for local facilitators who have been included on a panel, and who have been requested to seek release by a particular support service, to secure the agreement of their school management authorities for release for the period concerned.
- Commitment of release from school will be required. Blackrock Education Centre will seek confirmation (using the standard form of release – see Appendix 3) from the Chairperson of the Board of Management or the Principal on her/his behalf. This signed form should indicate that the Principal/Board of Management is in a position to release that individual for the required number of days.
- Release to the position of local facilitator may be subject to Garda Vetting procedures.
- Once the local facilitator has secured the above-mentioned permission the support service with which he/she will engage will require that he/sign an agreement – see Appendix 4.
- Release for the maximum of 3 days will be subject to on-going satisfactory performance in the position of local facilitator and the continuing approval of the Board of Management of the school by which the local facilitator is employed.



Local Facilitator – Self-Nomination Form for work with Support Services
School Year -----

This form is to be completed by the teacher and sent to: **Catherine Begley, Professional Development Service for Teachers (PDST), 14 Joyce Way, Park West Business Park, Nangor Road, Dublin 12.** A further Board of Management Release Form will be issued by Blackrock Education Centre to the school for completion.

To be Completed by the Teacher

1 Programme/subject area within PDST Support Service for which you wish to act as a local facilitator: _____

2. Personal Details

Name		
Home Address		
Telephone	Home:	Mobile:
Email	Home:	Work:
Teaching Council Registration No.		
Employment status – PWT; CID; Fixed Term Contract; Part-time please specify		
If you are a Post Holder in your school, please give details as appropriate	Post: _____ Responsibilities: _____	
Subjects/programmes taught (PP only)		

3. School Details – current or former if retired

School Name			
Address			
Roll No.		Telephone No.	

4 Are you already seconded to/engaged as an associate or local facilitator with another support service or organisation? YES/NO

If YES, please state:

Name of other organisation	Address of other organisation

5. Work as a local facilitator

Please note your area(s) of CPD expertise, or the area in which you wish to act as a local facilitator, below:

1. _____
2. _____
3. _____
4. _____
5. _____

Please note that this information will be included on a central database managed by Blackrock Education Centre on behalf of the Department of Education and Skills. In the event that other Department of Education Support Services or Education Support Centres wish to access your information in order to access suitably qualified/skilled personnel for work on their behalf do you give permission for your information to be shared with such Support Services?

Yes

No

Signed _____

Date _____

Data Protection

The Blackrock Education Centre will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Blackrock Education Centre registration with the Data Protection Commissioner - REF 10764/A

If the information you have provided is to be used for purposes other than outlined in the Blackrock Education Centre's registration with the DPC your permission will be sought.

Appendix 2

*An Roinn Oideachais agus Eolaíochta, Department of Education and Skills,
Rannóg Oideachais Múinteoirí, Teacher Education Section,
CorNaMadadh,
Cornamaddy,
Ath Luain, Athlone,
Co Iar Mhí. Co Westmeath.*

In-Service Courses – Teacher Education Section

EFFECTIVE FROM 5th March 2009

1.1 Lecture fees

In line with previous circulars the rates for lecture fees are as follows:

(a) Applies to all Lecturers excluding teachers lecturing in school time.

Hourly rate:

- **€46.98** for one hour stand-alone lecturing contact period
- **€40.63** for each hour where a lecturing contact period of more than one hour is in question in a day, subject to maxima of **€203.16** per day and **€812.63** per week.

(b) Teachers lecturing in school time

Hourly rate:

- **€35.55** for one hour stand-alone lecturing contact period
- **€27.93** for each hour where a lecturing contact period of more than one hour is in question in a day, subject to maxima of **€139.67** per day and **€558.68** per week.

[**Note:** School time in the context of teacher lecturing fees is time for which substitution is claimable]

1.2 Lecturers' Subsistence Allowances:

10 hour (and over) allowance.....**€33.61**
5 hour (and under 10 hour).....**€13.71**

1.3 Lecturers Overnight Allowances

Please note also that an overnight payment should be considered only when the distance to the destination is in excess of 80km, except in exceptional circumstances.

Overnight allowance (24 hr period)...**€107.69**

(applies to actual overnight stays where it is essential due to distance, road conditions or other reason to stay overnight.)

1.4 Lecturers' Motor Travel Rates:

The cost of public transport is payable for travel expenses. Where public transport is not available, and the lecturer uses her/his own car, the rate of expenses payable depends on the engine capacity of the car.

With effect from the 20 January 2005, the measurement of speed on Irish roads has been changed from miles per hour to kilometres per hour. The Department of Finance has since 2005 restated the mileage rates in kilometres and henceforth motor mileage is referred to as motor travel rates. The mileage conversion of rates as outlined in tables c) and d) reflects a conversion of current motor travel rates at the ratio 1.609:1 as provided for in the European Communities (Unit of Measurement) (Amendment) Regulations, 2001. (S.I No 283 of 2001)

It is essential that all staff receive the reduced travel payment rate once they exceed 6,437 km/4,000m per annum. Every effort should be made to ensure that lecturers give courses in their own locality in order to keep travel and subsistence costs to a minimum.

a)

Motor Travel Rates per kilometre effective from 5th March 2009

Official Motor Travel in a Calendar Year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 6437km	39.12 cent	46.25 cent	59.07 cent
6438km and over	21.22 cent	23.62 cent	28.46 cent

b)

Reduced Motor Travel Rates effective from 5th March 2009

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
14.64 cent per km	16.64 cent per km	19.49 cent per km

c)

Motor Travel Rates per mile effective from 5th March 2009

Official Motor Travel in a calendar year	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Up to 4,000 miles	62.94 cent per mile	74.42 cent per mile	95.05 cent per mile
4,001 and over	34.13 cent per mile	38.00 cent per mile	45.79 per mile

d)

Reduced Motor Travel Rates Effective from 5th March 2009

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
23.55 cent per mile	26.76 cent per mile	31.36 cent per mile

The rates outlined in above tables a) and c) does not apply to National Programme professional personnel or Education Centre Directors who are attending training – the reduced rates outlined in table b) and d) above apply in such cases. Where expenditure arises for reasons connected with official business, but not the actual discharge of official business (e.g. attendance at conferences or courses of education) attendance should be conditional on applying public transport or reduced motor travel rates.

e)

Motor Cycle Rates Effective from 5 March 2009

Rates from 5 March 2009 Miles	Up to 150	151 -250	251 - 600	601 plus
0 – 4000 miles	23.29 cent	32.34 cent	38.16 cent	46.01 cent
4001 & over miles	15.07 cent	21.42 cent	24.61 cent	28.31 cent

Rates from 5 March 2009 Kilometres	Up to 150	151 – 250	251 – 600	601 plus
0 – 6,437 (km)	14.48 cent	20.10 cent	23.72 cent	28.59 cent
6438 & over (km)	9.37 cent	13.31 cent	15.29 cent	17.60 cent

The regulations relating to the use of private motor cycles which are set out in Department of Finance Circular 11/82 will continue to apply

2. Teachers Travel and Subsistence Allowance Rates

2.1 Travel

In line with previous circulars the cost of bus or train fares or 16.92 cent per kilometre or 27.22 cent per mile motor rate, where less expensive public transport is not available. Motor travel rates will not be paid in respect of claimants who have to travel less than 10 miles (single journey) to the course. Private cars should only be used when there is no suitable public transport available or where public transport is available at equal or greater expense.

2.2 Meals

Effective from 5 March 2009

2.2.1 National Programmes

Lunch €13.71 (Minimum 4 hours actual training contact time)

Meals for shorter periods € 5.24 (Minimum 3 hours actual training contact time)

€ 2.86 (Less than 3 hours actual training contact time)

2.2.2 Other Courses

In accordance with the Department policies regarding the provision of elective in-service programmes during school time, Centres and/or course organisers are advised to ensure that their in-service programmes do not contravene these policies and to ensure that in so far as is possible all elective in-service is provided outside of school hours. Where an Education Centre and/or course organiser proposes to facilitate local in-service initiatives during school time, they must ensure that specific sanction has been obtained from the Department of Education and Skills for this purpose. In this regard, Centres and/or Course organisers are advised that the maximum allowances as outlined above are not considered to be reckonable charges and allocations approved by the Teacher Education Section to Centres and/or course organisers should not be disbursed for this purpose. Where Centres and/or course organisers propose to facilitate the delivery of Department approved elective in-service programmes during school time and where the maximum meal allowance is applicable, this cost must not be borne by the Centre and/or course organiser without the specific sanction of the Teacher Education Section.

2.3 Subsistence/Overnight-National Programmes

In line with previous circulars the rates for Subsistence and Overnights for course participants is as follows:

a) €50.25: to cover evening meal, overnight stay, breakfast, lunch and coffee. Where meals are provided by course organisers, the following amounts should be deducted - **€13.71** for dinner, **€13.71** for lunch, tea/coffee and **€5.24** for breakfast. Where accommodation and meals are arranged and paid for by course organisers, only actual costs within the **€50.25** limit are payable subject to the limits set out in this paragraph

b) Other courses: An overnight amount of **€25.71**, including breakfast is payable except for primary teachers attending summer courses for which Extra Personal Vacation is approved. Where accommodation and breakfast are arranged and paid for by course organisers, only actual costs within the **€25.71** limit are payable subject to the rates set out in paragraph 2.2.3(a)

The above is payable on the basis that overnight stays only occur where unavoidable.

3. In each of the above cases, these are maximum amounts, which may be claimed by Education Centres, Support Services and/or Course organisers in respect of in-service events/courses. Where the actual costs are less than the maximum amounts indicated, only the costs incurred will be reckonable. Every effort should be made by all course organisers to minimise these reckonable costs. Amounts paid by Education Centres, Support Services and course organisers in excess of these amounts or where advance approval has not been given where specifically sought, will not be claimable from the Department.

4. Invoices, receipts, vouched and checked claims on the approved forms from participants and lecturers should be retained for audit purposes in respect of all of the above.

5 In circumstances where overnight subsistence rates may apply, Education Centres, Support Services and other courses providers must satisfy themselves that the expenses claimed are reasonable and necessarily incurred, having regard to distance travelled, length of working day, road conditions or other mitigating circumstances. It is not reasonable that overnight subsistence claims would be paid on the basis of distance alone.

General Regulations

All claim forms should be completed legibly and authorised by the designated officer from the Support Service or Education Centre. The times of departure from and return to home/office must be clearly shown.

All claim forms should clearly state the home address and office address of the claimant. It is not sufficient to merely put an Education Centre, Support Service or an outside body.

Private cars should be used only in the following circumstances:

- (a) When there is no suitable public transport available
- (b) Where public transport is available only at equal or greater expense.
- (c) Where the use of public transport would result in the loss of official time which it is necessary to avoid.

Where a private car is used on official business the engine c.c. of a private car should always be stated on the claim form.

Prior to the use of his/her private car by a claimant on official business a written declaration must be submitted to either the Education Centre or the Support Service that it is insured for the purpose of the Road Traffic Act 1961. The Department, or its support services or the Education Centres will accept no liability for any loss or damage resulting from the use of private cars on official business. Where feasible, when more than one person is travelling to the same area, arrangements should be made to avoid the unnecessary duplication of the use of person's own cars.

Taxis should only be hired only when no suitable public transport is available. **Receipts must be furnished for all travel by taxi or payment in respect of same will be withheld.**

Toll expenses will only be paid on **production of a receipt.**

Payments of expenses resulting from the use of the port tunnel have not been sanctioned by the Department of Finance and, therefore, are **not payable.**

In the case of a person who uses his/her own car where public transport could have been used, the amount to be allowed for the person's own car in respect of mileage allowance must not exceed the cost of public transport.

Travelling expenses will not be paid in respect of any portion of a journey which covers all or part of a person's **usual route between home and headquarters.**

Where a person makes a claim in respect of a journey made direct from home or returns home direct, the travelling allowance payable will be calculated by reference to the distance from home or workplace, **whichever is the lesser.**

Mileage claims in respect of travel to attend training courses/conferences connected with official business will be paid at the reduced rate when there is no suitable public transport available.

Where meals are supplied to a person at no cost to him/herself the following deductions should be made from the subsistence claim:-

Lunch or Dinner - Deduct a 5 hour rate.

Lunch and Dinner - Deduct a 10 hour rate.

Breakfast - Deduct one half of a 5 hour rate.

The reason for any such deduction should be clearly stated on the claim form.

Travel and subsistence claims should be submitted as soon as possible after journeys are completed

DISCLAIMER : Please note that these rates only apply to teachers and lecturers who are involved with courses that are provided by National Programmes and Education Centres which are supported by Teacher Education Section of the Department of Education and Skills. This circular does not apply to any organisations or bodies outside the remit of the Teacher Education Section. The Teacher Education Section cannot and will not accept responsibility for any travel & subsistence claims made to organisations or bodies outside its remit based on the information contained within this circular.