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| Handbook for Associates and Local Facilitators (2011) |
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This Handbook is designed by the Professional Development Service for Teachers (PDST) to:

1. assist its associates and local facilitators in managing administration; and
2. outline procedures and practices

**What is the PDST?**

The Professional Development Service for Teachers (PDST) is a support service which provides professional development, support, advice and guidance to teachers in primary and post-primary schools. The PDST is committed to supporting the continuing professional development needs of teachers by providing a relevant and quality service which will focus on improving the quality of the learning experience and outcomes for students in primary and post-primary schools. Key features of effective continuing professional development (CPD) include:

* Each activity is part of a coherent long-term plan which gives the participants opportunities to apply what they have learned, evaluate the effect on their practice, and develop their practice.
* It is planned with a clear vision of the effective or improved practice being sought. This vision is shared by those undertaking the development and by the people leading or supporting it.
* It enables the participants to develop skills, knowledge and understanding which will be practical, relevant and applicable to their current role or career aspiration, for example, in curriculum or subject content; teaching and learning strategies; and the use of technology.
* It is provided by people with the necessary experience, expertise and skills.
* It is based on the best available evidence about teaching and learning.
* It takes account of the participant’s previous knowledge and experience.
* It is supported by coaching or mentoring from experienced colleagues, either from within the school or from outside.
* It uses lesson observation as a basis for discussion about the focus of CPD and its impact.
* It models effective learning and teaching strategies, for example, active learning methodologies.
* It promotes continuous enquiry and problem-solving embedded in the daily life of schools.
* Its impact on teaching and learning is evaluated, and this evaluation guides subsequent professional development activities.

**What is an Associate or a Local Facilitator?**

***Associates***

An associate 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 work in a part-time capacity with a support service in order to complement and extend the capacity of that service nationally, regionally or locally as appropriate. Any person who has previously worked with the TES support services over the past 5 years approximately is eligible to be appointed as an Associate. Associates may work for a maximum of **20 days** (all programmes/regions combined) which are eligible for substitute cover.

***Local facilitators***

A local facilitator is a registered school principal, deputy principal or teacher, or a former school principal, deputy principal or teacher, with over five years experience, 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. Local facilitators may work for a maximum of **6 days** (all programmes/regions combined).

**Who commissions the work?**

All work for PDST associates and local facilitators is allocated and managed by the Director and/or the Coordinators of the PDST. Blackrock Education Centre (BEC) manages and monitors all information and payments for associates and local facilitators. This service is known as ALFA (Administration for Local Facilitators and Associates) and can be contacted directly by email at alfa@blacrockec.ie or phone at 01-2365026.

**What type of work is involved?**

The continuing professional development role of associates and local facilitators within the PDST may differ from one sector/region/programme/subject/initiative/project to another. The Director/Coordinator who commissions this work will assign the duties after taking system and local needs into consideration. Some examples of these duties which may be undertaken by associates and local facilitators include:

* Facilitate school-based CPD events during school time
* Facilitate school-based CPD events after school hours
* Facilitate evening CPD workshops in schools, hotels or education centres
* Facilitate evening CPD workshops or seminars in schools, hotels or education centres on Saturdays
* Facilitate whole-staff planning days in schools or education centres
* Work as webmasters
* Work on the development of resources, such as, teaching and learning content; activities; assessment tools; planning and review instruments
* Engage with the design and recording of good practice for DVD footage
* Attend meetings with other bodies, agencies, organisations
* Respond to queries via e-mail, phone, voicemail
* Develop e-learning or blended learning courses
* Work as a reflective practitioner
* Engage in school-based action research
* Lead or manage a team
* Train other associates or local facilitators
* Other\*

\*This is not an exhaustive list.

**How do I become an associate or local facilitator for PDST?**

***Becoming an associate (This procedure must be repeated annually)***

Prospective associates are former members of the support services and are invited to apply to be an associate by the PDST Director and/or Coordinators. The National or Regional Coordinator sends on the **Proposal Form** in Appendix A.

1. The prospective associate completes the Proposal Form and returns it to the relevant National Coordinator or Regional Coordinator.
2. The Coordinator then sends this form to ALFA in Blackrock EC who will issue a **Board of Management Release Form** to the school for completion, in addition to two **Agreement Forms** for the associate.
3. **Both** of the Agreement Forms should be signed by the associate with one being sent back to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin with the Board of Management Release Form and the other being retained by the associate. In the event that you are retired, on career break, or will only be working outside of school hours please state this on the Board of Management Release form.
4. Blackrock EC will also send out a Bank Details form to be completed by the associate and returned to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin so that payments can be made directly. (See Appendix C)

***Becoming a local facilitator (This procedure must be repeated annually)***

1. Prospective local facilitators are invited to self-nominate by completing the **Self Nomination Form** on the PDST website at [www.pdst.ie](http://www.pdst.ie) (this form can also be found in Appendix B).
2. This completed form should then be sent to Catherine Begley, Professional Development Service for Teachers (PDST), 14, Joyce Way, Park West Business Park, Nangor Road, Dublin 12 who will issue this information to the relevant National and Regional Coordinators.
3. The relevant Coordinator will then contact the local facilitator if he/she is required to give local courses or professional development.
4. The self-nominating form is then sent by Catherine Begley to ALFA in Blackrock EC who will issue a further **Board of Management Release Form** to the school for completion, in addition to two **Agreement Forms** for the local facilitator.
5. **Both** of these forms should be signed by the local facilitator with one being sent back to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin with the Board of Management Release Form and the other being retained by the local facilitator. In the event that you are retired, on career break, or will only be working outside of school hours please state this on the Board of Management Release form.
6. Blackrock EC will also send out a Bank Details form to be completed by the local facilitator and returned to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin so that payments can be made directly. (See Appendix C)

**How does my principal fill in the Online Claims System (OLCS) for substitution purposes?**

In the event that a principal is completing the OLCS for substitution cover when an associate or local facilitator is working with the PDST, the principal uses the appropriate code as outlined in the Table 1.1. Categories 4, 5, 6, 7 and 8 are particularly relevant to work carried out by PDST.

Table 1.1

*Categories for OLCS for substitution*

|  |  |
| --- | --- |
| 1. SEN – Colleges\* | 1. Riachtanais Speisialta Oideachais– Coláistí\* |
| 2. SEN – SESS | 2. Riachtanais Speisialta Oideachais  – Seirbhís Tacaíochta d’Oideachas Speisialta  |
| 3. Teacher Induction | 3. Ionduchtú Múinteoirí  |
| 4. Second Level Support-T4, Project Maths, SPHE, RSE, Gaeilge, NBSS, Guidance | 4. Tacaíocht Dara Leibhéal -T4, Tionscadal Mata, OSPS, OCG, Gaeilge, Seirbhís Náisiúnta Tacaíochta Iompair, Gairmthreoir |
| 5. Prof Development 1-DEIS | 5. Forbairt Ghairmiúil 1-DEIS |
| 6. Prof Development 2-CAPP, CPG Primary, Literacy, Numeracy, Leadership | 6. Forbairt Ghairmiúil  2-An Clár um Chosc ar Mhí-úsáid Leanaí, CPG Bunscoile, Litearthacht, Uimhearthacht, Ceannaireacht  |
| 7. Prof Development 3-TY, LCA, PE, RE, Language, Science, Cult & Env, Bus & Ent & JCSP non DEIS | 7. Forbairt Ghairmiúil 3-TY, Ardteist Fheidhmeach, Corpoideachas, Oideachas Reiligiúnach, Teanga, Eolaíocht, Cultúr & Timpeallacht, Gnó & Fiontar & An Clár Scoile don Teastas Sóisearach nach do scoileanna DEIS é |
| 8. Prof Development 4-Regional Support  | 8. Forbairt Ghairmiúil 4-Tacaíocht Réigiúnach  |

**How do I claim payment, travel and subsistence?**

1. The associates and local facilitatorswill send their travel and subsistence claim forms with any relevant receipts and with a copy of their diary for that month to the PDST Director or Coordinator that allocated the work. This **Associates and Local Facilitators** **Claim Form for Expenses/Fees** (see Appendix D) should be sent no later than the end of each month and should arrive no later than 7 days after the end of the month to ensure prompt payment.
2. The Director/Coordinator checks these from a **management perspective** (to ensure that the associate/facilitator is working in the schools/education centre as scheduled, and that all overnights were sanctioned in advance). The Director/Coordinator then signs these in the appropriate space (specify where) and sends these directly to BEC, no later than five working days after receipt.
3. Technical checking is undertaken by ALFA at Blackrock EC
4. Following processing, the travel and subsistence is paid directly to the advisors’ bank accounts, and all documentation is retained at ALFA in Blackrock EC for audit purposes.

The relevant bank details can be sent to ALFA in Blackrock EC using the form in Appendix C. See Appendices E and F for a summary of lecture fees in addition to travel and subsistence rates; however, for a more detailed overview of these rates please refer to the Agreement Forms for associates and local facilitators. Please note:

* An associate or local facilitator will not be required to be located in an Education Centre. He/she 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. When detailing journeys in the claim form, note whether each trip is calculated from ‘Home’ or ‘Base’. Give the full address of ‘Base’ in the relevant section – this will be the local Education Centre.
* Please complete the distance in **kilometres**. The rates must be inserted in the following formats:

|  |  |  |  |
| --- | --- | --- | --- |
| **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* | 0.3912 | 0.4625 | 0.5907 |
| *6438km and over* | 0.2122  | 0.2362  | 0.2846  |
| **Reduced rate or ‘training’ rate** | 0.1464 | 0.1664 | 0.1949 |

* Alternatively, the form may be completed in hard copy.
* It is the responsibility of each associate or local facilitator to **complete the Associates and Local Facilitators** **Claim Form for Expenses/Fees in full**, including calculating mileage, claiming appropriate subsistence, etc. For audit purposes, all distances are checked using *Google Maps*, so it is advisable to check these out prior to submission of claims, as deviation from the standard distances will cause delay in processing. If for any reason it is necessary to travel by an alternative route, this should be stated in the accompanying documentation, and the reason clearly outlined, and the statement should be signed and dated by the Associate/Local Facilitator. This statement will be retained for audit purposes.
* Time of departure and return must be completed on the form, in addition to any **subsistence** which is being claimed. (See Appendices E and F for an overview of the subsistence rates).
* **Miscellaneous expenses** cannot be paid and in the event that additional materials are required by an associate or local facilitator these should be requested from the Director/Coordinator. All photocopying for workshops will be provided by the Education Centre, and this will be invoiced directly to the relevant PDST account.
* A **diary of work** (see Appendix G) must accompany the Associates and Local Facilitators Claim Form for Expenses/Fees. (See Appendix H for a completed sample of the Diary of Work)

**How does my principal know how many days I have worked?**

The Director/Coordinator will issue you with a **Completion of Work form** once you have submitted your Diary of Work and Claim form which should be held on file by your principal. See Appendix I for a copy of this Completion of Work form.

**Training and development for Associates and Local Facilitators**

The training needs of Associates and Local Facilitators will be ascertained by the relevant National Coordinators and Regional Coordinators; and appropriate training will be provided where deemed appropriate. Payments at training events are outlined below.

***All training***

In the event that an Associate or Local Facilitator attends training, **no fee is payable**, and the travel and subsistence is paid at the training rate. If it is a school day, substitute cover will be provided.

***Part training/Part design***

In the event that an Associate/Local Facilitator attends an event which is part training, and part design of the programme or resources, he/she is not paid for the time spent participating in training, but is **paid at the agreed hourly rate for the time spent on design** of the programme or resources. In such cases, the travel to the venue would be calculated at the training rate, and the travel home at the working rate.

***Design and development***

In the event that an Associate/Local Facilitator attends an event where the sole function is design of the programme or resources, he/she is **paid at the agreed hourly rate for the time spent on design** of the programme or resources. In such cases, the travel to and from the venue would be calculated at the working rate.

***Providing training***

In the event that an Associate or Local Facilitator provides training to colleagues at a training event, then he/she is **paid at the normal lecture rate** for the presentation, and travel and subsistence is calculated at the working rate.

***Preparation time***

There is no payment for preparation of work and/or materials.

**Appendix A**

# Professional Development Service for Teachers (PDST)

# Proposal Form for Associates

This form is to be completed by the teacher and **sent to the relevant PDST National Coordinator or Regional Coordinator** who will then send it to ALFA in Blackrock Education Centre

A Board of Management Release form will then be issued by ALFA in Blackrock Education Centre for completion by the school and should be returned to ALFA in Blackrock Education Centre.

**To be Completed by the Teacher**

**Personal Details**

|  |  |
| --- | --- |
| **Name of Teacher:** | **Home Address:** |
| **Teacher Phone No:** | **Teacher Mobile Phone No:** |
| **Teaching Council Registration No:** | **Teacher Email Address:** |
| **PPS No:** | **PRSI Class:** |

**School Details**

|  |  |
| --- | --- |
| **Name of School:** | **School Address:** |
| **School Roll No:** | **School Phone No:** |
| **Status: Full-time or Part-time (including job-sharing)** |

**Is the teacher already seconded to/engaged as an associate with another support service or organisation? YES/NO**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If YES, please state:
Name of other organisation**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of other organisation**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Teacher: Yes No**

**Second Level Teacher: Yes No**

|  |  |
| --- | --- |
| **Subjects Taught (Second level only):** | **Subjects Offered (Second level only):** |

**Please note your area(s) of CPD expertise below:**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you are the holder of a recognised post in a recognised school what is it and what are the responsibilities:**

**Post:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 B**

# School Year: 2011/2012

# Local Facilitator Self-Nomination Form for work with the Professional Development Service for Teachers (PDST)

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Name |  |
| Home Address |  |
|  |
|  |
| Telephone | Home: | Mobile: |
| Email  | Home: | Work: |
| Teaching Council Registration No. |  |
| Personal Details | PPS No: | PRSI Class: |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Region 1/2/3/4//5/6 (please specify which region you live/work in). See [www.pdst.ie](http://www.pdst.ie) for education centres in each region | Region \_\_\_\_\_\_\_\_\_ |

**2. School Details – current or former if retired**

|  |  |
| --- | --- |
| School Name |  |
| Address |  |
|  |  |
| Roll No. |  | **Telephone No.** |  |

**Primary Teacher: Yes No**

**Second Level Teacher: Yes No**

|  |  |
| --- | --- |
| **Subjects Taught (Second level only):** | **Subjects Offered (Second level only):** |

**3. 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**  |
|  |  |
|  |  |
|  |  |

**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. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include the contact details of **two *educational* referees** who may be contacted by PDST in relation to the details provided in this self-nomination form (for example, principal, deputy-principal, education centre director, or support service personnel)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position/Title** | **Phone number** | **E-mail**  |
|  |  |  |  |
|  |  |  |  |

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 C**

**Bank Details for Payment Form**

**BANK ACCOUNT DETAILS**

It is necessary to ascertain bank details from each individual in order to conduct electronic payment of expense claims. Please fill in the following and return to ALFA, Blackrock Education Centre, Kill Avenue, Dun Laoghaire, Co Dublin, as soon as possible.

Name of Associate or Local Facilitator: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Name and Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Account No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PPS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRSI Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix D**

**Associates and Local Facilitators Claim Form for Expenses/Fees**

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**Appendix E Completed Sample**

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|  |  |  |  |
| --- | --- | --- | --- |
| **ASSOCIATE**  | **Team Meeting (Input)**  | **Team Meeting (no input)**  | **Workshop Delivery** |
| Mileage (per Km) | Standard rate engine capacity up to 1200cc @ 39.12 cent per km, up to 1500cc @ 46.25 cent per km, 1501cc and over @ 59.07 cent per km |  Reduced Rate engine capacity up to 1200cc @ 14.64 cent per km, up to 1500cc @ 16.64 cent per km, 1501cc and over @ 19.49 cent per km |  Standard rate engine capacity up to 1200cc @ 39.12 cent per km, up to 1500cc @ 46.25 cent per km, 1501cc and over @ 59.07 cent per km |
| Mileage (per Km) where an associate or local facilitator has acquired mileage of 6438 KM and over the following rates apply.  | Standard rate engine capacity up to 1200cc @ 21.22 cent per km, up to 1500cc @ 23.62 cent per km, 1501cc and over @ 28.46 cent per km | As above | Standard rate engine capacity up to 1200cc @ 21.22 cent per km, up to 1500cc @ 23.62 cent per km, 1501cc and over @ 28.46 cent per km |
| Subsistence  | 10 hr (and over) €33.61, under 10 hrs and a minimum of 5 hours) €13.71, overnight allowance (24hr period) €107.69 \* Note If lunch is provided €13.71 will be deducted from the rates above  | 10 hr (and over) €33.61, under 10 hrs and a minimum of 5 hours) €13.71, overnight allowance (24hr period) €107.69 \* Note If lunch is provided €13.71 will be deducted from the rates above  | 10 hr (and over) €33.61, under 10 hrs and a minimum of 5 hours) €13.71, overnight allowance (24hr period) €107.69 \* Note If lunch is provided €13.71 will be deducted from the rates above  |
| Lecture Rate | Outside of school hours if no substitution is required. €46.98 for 1 hr stand-alone contact period. €40.63 per hr subject to maximum of €203.16 per day and €812.63 per week. If within School hours and substitution is required the lecture rate of €27.93 per hr subject to a maximum of €139.67 per day and €558.68 per week | N/A No Lecture Rates apply to attending a team meeting without agreement of participation ion advance. | Outside of school hours if no substitution is required. €46.98 for 1 hr stand-alone contact period. €40.63 per hr subject to maximum of €203.16 per day and €812.63 per week. If within School hours and substitution is required the lecture rate of €27.93 per hr subject to a maximum of €139.67 per day and €558.68 per week |

**Appendix F**

**Summary of Payment, Travel and Subsistence Rates for Associates (see DES circular for a more detailed outline)**

**Appendix G**

**Summary of Payment, Travel and Subsistence for Local Facilitators (see DES circular for a more detailed outline including motorcycle rates)**

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| **LOCAL FACILITATORS** | **LF Training Day** | **Module Course Delivery** |
| Mileage (per Km) |  Reduced Rate engine capacity up to 1200cc @ 14.64 cent per km, up to 1500cc @ 16.64 cent per km, 1501cc and over @ 19.49 cent per km | Standard rate engine capacity up to 1200cc @ 39.12 cent per km, up to 1500cc @ 46.25 cent per km, 1501cc and over @ 59.07 cent per km |
| Mileage (per Km) where an associate or local facilitator has acquired mileage of 6438 KM and over the following rates apply .  | As above | Standard rate engine capacity up to 1200cc @ 21.22 cent per km, up to 1500cc @ 23.62 cent per km, 1501cc and over @ 28.46 cent per km |
| Subsistence  | 10 hr (and over) €33.61, under 10 hrs and a minimum of 5 hours) €13.71, overnight allowance (24hr period) €107.69 \* Note If lunch is provided €13.71 will be deducted from the rates above  | 10 hr (and over) €33.61, under 10 hrs and a minimum of 5 hours) €13.71, overnight allowance (24hr period) €107.69 \* Note If Food is provided €13.71 will be deducted from the rates above  |
| Lecture Rate | N/A |  Outside of school hours if no substitution is required. €46.98 for 1 hr stand-alone contact period. €40.63 per hr subject to maximum of €203.16 per day and €812.63 per week. If within school hours and substitution is required the lecture rate of €27.93 per hr subject to a maximum of €139.67 per day and €558.68 per week |

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| **Monthly Diary of Work *(to be submitted with expense claim forms)*** |
| **Name:**  | **Month:**  |
| **Date** | **Venue***e.g. Ed. Centre, Hotel, School (incl. roll no.)* | **Address of Venue** | **Nature and Duration of Work***e.g. workshop, seminar, school support, training, etc.* | **Area(s) or Subject Supported**  | **No. of Attendees or Teachers Supported** |
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**Appendix H**

**Appendix I**

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| **COMPLETED SAMPLE Monthly Diary of Work *(to be submitted with expense claim forms)*** |
| **Name: Joe Bloggs** | **Month: March** |
| **Date** | **Venue***e.g. Ed. Centre, Hotel, School (incl. roll no.)* | **Address of Venue** | **Nature and Duration of Work***e.g. workshop, seminar, school support, training, etc.* | **Area(s) or Subjects Supported**  | **No. of Attendees or Teachers Supported** |
| 1/3/11 | Kilkenny EC | Kilkenny | Workshop (2 hours) | Learning Support | 18 |
| 7/3/11 | Holy Trinity NS (12345A) | Green Road, Anytown, Co. Wexford | School support – staff meeting (2.5 hours) | Early intervention in Literacy | 11 |
| 14/3/11 | Athlone Education Centre | Athlone | Training for Associates (5 hours) | n/a | n/a |
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**Appendix J**

**Completion of Work form**

*Name of teacher/principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date(s) worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

This is to certify that the above teacher/principal has completed work with the Professional Development Service for Teachers (PDST) in the preceding month as outlined above.

Signed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PDST Director/Coordinator

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_