



Professional Learning and Development Guidelines and Procedures

Document version	2
Drafted by	Director of FET
Responsibility for this policy in City of Dublin ETB	Director of FET
Reviewed by Senior Leadership Team (SLT)	23/08/2022
Approved by Chief Executive	23/08/2022
Noted by Board	15/09/2022
To be reviewed	Two years from date of approval by CE

Contents

[Mission statement](#)

[Introduction](#)

[Key considerations](#)

[Procedures for applying for courses](#)

[Professional body memberships](#)

[Resignations](#)

[Teacher Fee Refund Scheme – Marino Institute of Education](#)

[Communication and reporting following courses funded by City of Dublin ETB](#)

[Application for exam/study leave](#)

City of Dublin ETB Mission Statement

City of Dublin Education and Training Board's mission is to provide professional high quality education and training services for people in Dublin city that contributes both to the personal development of the individual as well as to the overall social, economic and cultural development of the city.

Introduction

City of Dublin ETB provides support to staff¹ members who undertake courses of study relevant to their work. The support is funded from City of Dublin ETB's In-Career Development Fund. These procedures have been developed to facilitate consistent, fair and transparent application of this support scheme.

City of Dublin ETB views staff development as integral to both the overall development of the organisation and in facilitating the organisation's ability to respond to change and opportunities. Employer sponsored Professional Learning and Development (PLD) in City of Dublin ETB must be driven strategically and in keeping with the vision and goals outlined by the organisation. It must further be aligned with both the Strategy for Professional Development (2020-2022), organisational and local strategy documents. Funding allocation will be subject to these alignments.

The current priority areas are as follows:

- Teaching and Learning
- Active Inclusion (including Social Justice, Learner Supports and UDL)
- Working with and Supporting Adult Learners
- QA
- Wellbeing
- Junior Cycle
- Vocational Upskilling
- Management and Leadership Skills
- Employer Engagement
- ICT

Key considerations

When processing applications for PLD, there are several key considerations:

- Number of applicants
- Close alignment with both National and City of Dublin ETB PLD strategic goals and priorities
- Employee's potential access to funding from other sources
- Access to PLD opportunities that will minimise disruption to the employee's working schedule.
- Potential impact on the outcomes for the applicant, the learners, the centre and for the organisation as a whole
- The number of applications from a centre
- Alignment between the applicant's current role and the specific needs of the centre/organisation

¹ Permanent/CID staff members get priority

Procedures for applying for courses

1. On two occasions each year, the Human Resources Section will issue a notice to all staff advising that financial support is available for those staff members wishing to undertake courses of relevant study provided by City of Dublin ETB in the following academic year.
2. Recommendation/ Proposal is required for each category of staff as follows:

Category of Staff	Initial proposal by:	Recommendation to PD Committee by:
Teaching / Other ²	Principal/ Head of Centre	Relevant Director
Administrative	Head of Section	Relevant Director of OSD
Maintenance Staff	Head of Section	HR Manager

3. Staff must complete a Staff Request For Financial Support Form which will be signed by centre management with rationale for application for funding. Applications will be processed and brought to the Professional Learning and Development committee for consideration. The Committee³ will consider all relevant applications. Full Course details, including cost, must be included with the application.

See Appendix A and A1

4. **For City of Dublin ETB courses:** If the application is successful, a 'Guaranteed Fee' letter will issue to the staff member. The staff member should bring this letter when registering for the course, have the School/College complete the appropriate section (*Verification Statement*) and return it to pldapplications@cdetb.ie. Head Office will then process a fee waiver with the College/Centre directly.

For non City of Dublin ETB courses: Following submission of the [Staff Request For Financial Support](#) a decision will be made on the amount of financial assistance that will be granted. Please note, that unless City of Dublin ETB is requesting that you attend a course, the maximum financial assistance awarded will be 80%. When the application has been considered by the PLD committee, a reply will be issued to the applicant by email. You will be required to pay the course fees 'up-front'.

Upon completion of the year/course, you will be required to submit certificate of attendance, official confirmation of fees paid to the institution and academic results. These will be submitted to pldapplications@cdetb.ie. A refund will then be processed for the agreed percentage of the costs.

Should City of Dublin ETB request that you attend a course, 100% payment will be made directly to the College/University/Institution. When completing the form, the centre manager must support the application and outline the relationship between the applicant's role and the course being applied for.

² Other staff includes all staff not falling into teaching, administrative, maintenance or porter staff categories – e.g. staff in City of Dublin Youth Services Board, City of Dublin ETB Psychological Service etc.
³ HR representative; FET Director with responsibility for PLD and PLD coordinator

For PhD funding applications, the applicant must approach the PLD committee directly and submit a PhD proposal, prior to making any application for financial assistance. City of Dublin ETB may create Research Questions, which could lead to PhDs and potential applicants being accepted.

City of Dublin ETB will not fund the cost where an applicant has to repeat an academic year/s or repeat any examination/s.

If City of Dublin ETB fund course fees and the applicant subsequently withdraws from the course, the applicant will be required to re-imburse the organisation. If you need to withdraw from a course, you must inform the PLD committee, in writing, via pldapplications@cdetb.ie, of your intention and the PLD committee will advise you of any re-imbursement of fees, which may be up to the full amount funded.

See Appendix B

5. It should be noted that
- (a) approval of support does not guarantee entry to a course. That is subject to the eligibility requirements of the college/university/institution and all enquiries regarding same must be made directly to them.
 - (b) approval in any year does not constitute a commitment by City of Dublin ETB to subsequent years and applications must be made each individual year. However, priority will be given to those who have entered a course of more than one year's duration.
 - (c) allocation of support will be dependent on the level of demand and availability of funding and will be subject to the needs of the scheme being met.
 - (d) courses must be relevant to the staff member's work
 - (e) courses where funding is eligible for refund under the Teacher Fee Refund Scheme - Marino Institute of Education will not be considered by City of Dublin ETB. (Marino Institute of Education will cease support for FET from Sept 2022)

Professional body memberships

It is recognised that members of staff may be required to pay membership fees for professional associations/ bodies. In general, no member of staff has an entitlement to have membership fees of such bodies/associations paid by City of Dublin ETB. The only exceptions to this policy are in the case of professional affiliation fees for the Institute of Guidance Counsellors employed in schools or centres; membership subscriptions for Principals/Deputy Principals for either the NAPD or the PDA, both of which are covered by Circular letter from the DES; and affiliation fees for accountancy bodies relating to administrative staff.

Resignations

Please note that if you resign within twelve months of completing the course, you may be required to reimburse City of Dublin ETB for 50% of the funding provided for the course.

Teacher Fee Refund Scheme - Marino Institute of Education

Fee reimbursement for qualifications that lead to a recognised award (e.g. Certificate, Diploma, Degree, Masters, PhD etc) 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 and Skills](#). Teachers whose courses are covered by the Marino Institute of Education, are excluded from the City of Dublin ETB PLD Policy. Courses which qualify should be of benefit to schools, school management and the improvement of teaching and learning. Courses must lead to an award from an appropriate accreditation authority approved by the Department of Education.

Please note that this scheme excludes courses which result in a qualification in respect of which an allowance is payable. Serving teachers who are fully registered with The Teaching Council are eligible to apply under the scheme. MIE administers the scheme on behalf of the Department of Education & Skills, and is governed by [Circular 0010/2021](#). A Monitoring Committee consisting of representatives from teachers' unions, school management and DES oversees the administration process. Applications for fee refunds are made directly to Marino Institute of Education retrospectively for a course undertaken in the previous academic year.

Communication and reporting following courses funded by City of Dublin ETB

In the interest of building capacity both within the centre and within the organisation, a key component of PLD is the sharing and distributing of learning, and collaborating with other staff members. It is expected that staff would share learning with peers and colleagues.

Application for Exam/Study Leave

There is currently no provision for exam/study leave for academic staff. For all other staff, the provision of exam/study leave is in accordance with the most up to date circular letter.