



## **CMETB – Professional Development (PD) Access and Support**

### **Overview**

Professional Development is an important activity for CMETB and its employees. The importance of this activity is highlighted nationally through the FET Professional Development Strategy. This identifies seven key themes to which FET PD should be aligned:

1. Technology Enhanced Learning
2. Quality Assurance
3. Vocational Upskilling & Reskilling
4. Management Training
5. Enterprise Engagement
6. ICT
7. Working with and Supporting FET Learners.

CMETB organises and promotes PD that is aligned to these themes & its organisational strategy and is of direct benefit to staff in their work. CMETB also acknowledges the value of PD which staff undertake outside of the organisation. The PD Support Scheme aims to facilitate staff to undertake certified PD, which will benefit them in their work. It comprehends and supersedes previous arrangements in this regard. Currently, this Scheme applies to CMETB employees working in FET services or in the delivery of supporting administrative services.

It should be noted that decisions relating to professional development provision and funding are subject to budgetary constraints. Budgets for PD are agreed annually in line with CMETB's PD plan and may change as the year progresses.

### **1. Forms of PD**

There are different forms of PD and access routes, as set out below:

<b>Type of PD</b>	<b>Access Route</b>
PD organised directly by CMETB - short programmes, typically uncertified, e.g. Social Media training, Moodle training,	<ul style="list-style-type: none"> <li>➤ PD Co-ordinator advises staff of these programmes</li> <li>➤ Following agreement with line manager, staff register &amp; attend accordingly</li> <li>➤ Programme typically undertaken during working hours and travel &amp; subsistence (where applicable) are paid at CPD rate</li> </ul>
PD organised by other relevant bodies, e.g. FESS– typically short uncertified programmes	<ul style="list-style-type: none"> <li>➤ PD Co-ordinator &amp; Centre / Service Managers advise staff of these programmes</li> <li>➤ Following agreement with line manager, staff register &amp; attend accordingly</li> <li>➤ Programme typically undertaken during working hours and travel &amp; subsistence (where applicable) are paid at CPD rate</li> </ul>
Certified PD programmes developed by Solas in conjunction with NUIG, NCI, etc - typically longer-term programmes certified at Levels 7 / 8, e.g. TEL	<ul style="list-style-type: none"> <li>➤ CMETB is allocated a number of places on these programmes by Solas</li> <li>➤ CMETB informs staff of programme and level of financial support available for this</li> </ul>

	<ul style="list-style-type: none"> <li>➤ CMETB seeks expressions of interest (EoIs) from staff</li> <li>➤ EoIs are appraised and participants selected</li> <li>➤ Participants register and pay for programme</li> <li>➤ Programme typically undertaken during working hours and travel &amp; subsistence (where applicable) are paid at CPD rate</li> <li>➤ Participant recoups payment from CMETB (at level agreed pre-registration) following successful completion of programme and attainment of the award</li> <li>➤ Reimbursement terms apply ( see Point 3)</li> <li>➤ Individual may be required to train / brief colleagues on learning from the programme</li> </ul>
<p>PD identified by CMETB that is considered essential for staff member to undertake in order to fulfil his / her role effectively</p>	<ul style="list-style-type: none"> <li>➤ CMETB and staff member identify and agree essential PD programme and level of financial support for this</li> <li>➤ CMETB / Staff member register</li> <li>➤ Programme may be undertaken during working hours and travel &amp; subsistence (where applicable) are paid at CPD rate</li> <li>➤ Reimbursement terms apply (see Point 3)</li> <li>➤ Individual may be required to train / brief colleagues on learning from the programme</li> </ul>

<p>PD identified by the employee which he/she undertakes independently</p>	<ul style="list-style-type: none"> <li>➤ Individual registers for and attends programme independently</li> <li>➤ Financial contribution, where approved, may be made by CMETB as per terms of PD Support Scheme</li> <li>➤ Reimbursement terms apply ( see Point 3)</li> <li>➤ Programme undertaken in individual's own time and travel and subsistence payment does not apply</li> </ul>
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## 2. *PD Support Scheme*

The PD Support Scheme is primarily designed for PD, which the employee identifies and undertakes outside of CMETB and which leads to a recognised award (e.g. QQI or other professional awarding bodies as appropriate) at or above Level 6. It may be supported within the context of the FET Professional Development Strategy, but is not essential to the fulfilment of current job requirements. This PD may carry benefit to 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.

Under the Scheme, CMETB may provide partial reimbursement of fees following successful completion of the programme and attainment of the award. Employees will be invited to apply to this Scheme at a fixed point in the year, subject to budget availability.

The PD Support Scheme is underpinned by the below guiding principles:

- Employees must be employed directly by CMETB and have a minimum of three years continuous service to be eligible for financial support;
- Employees will only receive funding for one course at a time;
- 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;
- Applications for support will be evaluated and scored against a number of weighted criteria including, but not limited to, nature of employment ( full / part time), alignment with seven FET PD themes, relevance to role, level of programme & result obtained
- The evaluation and score will determine the level of funding to be provided

Where PD is to be supported under the Scheme, the below criteria and obligations will apply:

### **The Employee**

- Undertakes the programme in his / her own time
- Successfully completes the programme and attains the award
- May apply for study / exam leave as per terms of relevant circular letter (e.g. CL 45/82)
- Makes a partial financial contribution to the overall financial cost.
- Remains with the ETB for a minimum of two years after successful completion or reimburses the ETB in accordance with rules for reimbursement ( Point 3).
- Self-finances any repeats required (exams or course)
- Submits the relevant application to the scheme by the set deadline
- Provides written confirmation of the successful completion of the course, attendance, certified transcripts and original receipts for any monies paid in respect of the course before the approved funding can be issued
- Accepts terms and conditions attached to the scheme
- Is familiar and compliant with Revenue Guidelines in respect of relief for tuition fees particularly where fees / portion of fees are paid by the employer
- Is compliant with relevant circulars and regulations
- Is compliant (if applicable) with Teaching Council regulations
- Is not eligible to apply for support under the Teacher Refund Scheme run by the Marino Institute of Education on behalf of the Department of Education and Skills

### **CMETB:**

- Convenes a PD appraisal committee comprising representation from FET and HR management to evaluate the applications according to established weighted criteria and agree the level of support / contribution to be provided

- Pays the ETB contribution following the employee's successful completion of the course and upon submission of proof of course attendance, results, certified transcripts and original receipts
- In the case of courses leading to a Degree qualification, refunds fees up to a maximum of 5 academic sessions

**Note:** Where PD is considered to be solely or primarily for the purposes of personal development and does not benefit the organisation or the employee's performance in his/her role directly, support (direct or indirect) cannot be provided.

### ***3. Sliding Scale for Reimbursement***

Staff members who receive support under the PD Support Scheme will be required to commit to two years service post qualification within CMETB. If their employment with CMETB (or other Public Service body in cases of redeployment) ceases in the interim, a sliding scale of fees will be recouped as follows:

1. Within one year – 75% of all ETB contributions to costs
2. Within two years – 50% of all ETB contributions to costs

This amount can be paid directly to CMETB or deductions to the maximum of these limits will be taken from an employee's final pay on the termination of his/her employment.

### ***4. Application Process***

All staff will be notified via email when the PD Support Scheme is open for applications. The application form for the Scheme must be returned along with the requested supporting documentation to [cpd@cmetb.ie](mailto:cpd@cmetb.ie).

### ***5. Review***

This scheme will be reviewed every two years or sooner considering experience and/or advice from relevant authorities e.g. Department of Education and Skills, Solas, C&AG.

Staff will be notified of any changes that may arise.