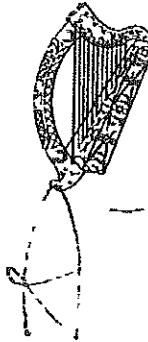


AN ROINN OIDEACHAIS,
BRAINSE AN IARBHUNOIDEACHAIS,
TEACH HÁICÍN (3ú Uirlár),
BAILE ÁTHA CLIATH, 2.

Freagra a sheoladh go dtí
Address reply to

An Rúnai



DEPARTMENT OF EDUCATION,
POST-PRIMARY BRANCH,
HAWKINS HOUSE (3rd Floor),
DUBLIN, 2.

Fón (Telephone) 714311
Fó-líne (Extension) 86
TAG (Ref.)
DO THAG (Your Ref)

The Chief Executive Officer
of the V.E.C. named in the address

21 Meitheamh, 1985.

Circular Letter F54/85.

Re: Fees for third-level courses of Education for Clerical and
Administrative Staff of Vocational Education Committees.

1. I am directed by the Minister for Education to refer to the agreement reached by the Conciliation Council for Clerical and Administrative Staff of Vocational Education Committees regarding the refund of the course and examination fees by V.E.C.'s, where they so decide, to permanent full-time officers for certain third-level courses of Education and to convey the sanction of the Minister for Education for this Scheme. The Appendix to this Circular Letter gives particulars of the courses concerned, the conditions governing refund, etc.
2. This Scheme is effective from the commencement of the academic year or course period 1985/'86. The amount of fees to be refunded is governed by Paragraph 3(II) of the Amendments to the Agreement on Pay in the Public Service between the Public Services Committee of the Irish Congress of Trade Unions and the Minister for the Public Service, which, accordingly, limits refund to 40% of fees.
3. The costs arising in the year are to be met from the approved Annual Financial Allocations.

D. Ó Braonáin,
Rúnai.

Appendix to Circular Letter F54/85

1. Courses to which Circular Letter F54/85 applies

The Circular applies to courses of study which

- (a) are provided by a University or other educational institution or professional body;
- (b) lead to a third level qualification;
- (c) are accepted by the Vocational Education Committee as relevant to the V.E.C. employment of the officers attending them; and
- (d) are pursued in the officers' own time.

2. For the purpose of paragraph 1(c) the following are accepted as relevant to employment in the Vocational Education Committee service generally:-

- (1) University courses leading to the degrees of Bachelor or Master of Arts or Commerce;

- (11) the course leading to the Bachelor of Arts in Public Administration provided by the Institute of Public Administration;

- (111) courses in the following subjects

- Accountancy
- Business Administration
- Business Studies
- Computer Science
- Economics
- General Management
- Industrial Engineering (for Engineers)
- Law (for BCL, BL or Diploma in European Law only)
- Personnel Management
- Public Administration
- Secretaryship (Institute of Chartered Secretaries)
- Sociology
- Statistics
- Systems Analysis

3. Refund of Fees

Officers pursuing courses which fulfill the conditions in paragraph 1 above may have course and examination fees refunded to them on the basis set out in the second paragraph of the covering letter. The refund should be made at the end of each completed academic year or corresponding course

period, that is, where it has been established, normally by written statement from the institution providing the course, that the officer gave satisfactory attendance at the course (or participated satisfactorily in the course, if it is a correspondence course) during the academic year/period and underwent the relevant examinations or other prescribed tests.

4. General conditions:

Refunds of fees under this Circular should be subject to the following:

- (a) Prior to the course being undertaken, the officer concerned should have obtained the agreement of his/her V.E.C. to the refund of fees;
- (b) Payment should be made once only in respect of any academic year or course period - payment should not be made in respect of years or periods which are repeated;
- (c) Each officer to whom a payment is made should be required to undertake in writing to refund the payment in the event of his/her leaving the public service before completing one year's service in respect of each academic year or course period for which a payment has been made, the academic years or course periods themselves not to reckon as service in this context.

5. General

Proposals involving refunds of fees in respect of courses other than those indicated in paragraph 2 should be referred to this Department together with information concerning (a) the title and contents of the courses, (b) the institution providing the course, (c) the officer's grade and (d) the cost involved. Requests from Vocational Education Committees for approval in respect of any such courses will be carefully considered.