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An Roinn Oideachais & Eolaíochta  
Rannóg Múinteoirí Iarbhunoideachais  
Cor na Madadh,  
Baile Átha Luain,  
Co. na Iarmhí

Circular 0029/2007

## To: The Managerial Authorities of Secondary, Community and Comprehensive Schools and to the Vocational Education Committees

### Scheme for the Award of Incremental Credit to Teachers at Second Level

#### 1. Introduction

The Minister for Education and Science wishes to inform Management Authorities and Teachers of Secondary, Community and Comprehensive Schools and Vocational Education Committees of the scheme for the award of incremental credit for part-time teachers.

Revised arrangements for the amendment of the award of incremental credit to part-time teachers following the introduction of the Protection of Employees (Part-time Work) Act 2001, have been agreed at the Teachers' Conciliation Council.

#### 2. Consolidated Scheme

The attached [consolidated scheme](#) for the award of incremental credit incorporates the agreed revised terms of the scheme. This scheme replaces all previous schemes and [circular letter PPT09/02](#) is hereby withdrawn.

**School authorities who employ and pay teachers out of private funds should note** that, if this scheme is used by those schools as a means of placing such teachers on an incremental scale, this scheme provides only for the recognition of service given in second level schools which are recognised by the Minister for Education and Science in accordance with the Education Act 1998, a list of which is published annually by this Department.

#### 3. Dissemination of circular

School management authorities are requested to bring the contents of this circular to the attention of all teachers in their employment including those on maternity leave, sick leave etc. and also to the attention of the members of the Boards of Management.

#### 4. Payment arrangements

##### a. Vocational Educational Committees

The Minister for Education and Science hereby authorises Vocational Education Committees to implement the agreed arrangements.

##### b. Secondary, Community and Comprehensive Schools

Teachers employed under a Fixed-term Contract or have other part-time service since the 20th December, 2001, funded by the Department of Education and Science will be automatically credited by the Payroll Division of the Department of Education & Science with that service for salary purposes in line with records held by the Department.

## **5. Queries**

If you have any query in relation to

- a) this circular please e-mail your query to [pptpersonnelpolicy@education.gov.ie](mailto:pptpersonnelpolicy@education.gov.ie)
- b) payment of incremental credit in respect of:
  - i) Secondary/Community/Comprehensive School teachers please e-mail your query to [ppppayroll@education.gov.ie](mailto:ppppayroll@education.gov.ie)
  - ii) Vocational/Community College teachers contact your CEO.

An Irish version of this circular is available on the Department of Education & Science website at [www.education.ie](http://www.education.ie)

Anne Killian,  
Principal Officer,  
April 2007.

**Consolidated scheme for the award of incremental credit to  
Recognised Teachers at Second Level  
(As amended by Agreed Report 6/2005)**

Incremental credit on the common basic salary scale for teachers will be awarded in accordance with the following agreed criteria in respect of:

**1) Previous Approved Teaching Service in the Republic of Ireland**

**a) Under a Whole-Time Teacher Contract – i.e. permanent and temporary:**

A teacher appointed in a qualified capacity under a contract of whole-time service shall receive an increment for each complete year of satisfactory service.

**b) Under an Eligible Part-time Teacher (EPT) Contract – i.e. prior to 20<sup>th</sup> Dec. 2001:**

A teacher appointed in a qualified capacity under an EPT contract (circulars 38/89, 39/89 and 70/89 refer) shall receive an increment for each year of satisfactory service.

On appointment to a wholetime post, service given under an EPT contract prior to 20<sup>th</sup> December, 2001, shall, for the purpose of placement on the correct scale point, be treated on a pro-rata basis to 22 hours per week of wholetime service for the award of credit under this scheme.

**c) Under a Pro-Rata Teacher Contract (RPT) – the following is with effect from 20<sup>th</sup> December 2001 or date of appointment, if later:**

A teacher appointed in a qualified capacity under a written pro-rata contract shall receive an increment for each year of satisfactory service.

**d) Under a Fixed Term Contract – the following is with effect from 20<sup>th</sup> December 2001 or date of appointment, if later:**

A teacher appointed in a qualified capacity under a written fixed-term contract shall receive an increment for each complete year of satisfactory service. A year of service for this purpose shall be calculated on the following basis:

- i) A minimum of 600 approved teaching hours shall be required for the award of an increment;
- ii) The service must have been given on or after 20<sup>th</sup> December 2001;
- iii) All hours worked pursuant to a fixed-term contract shall be taken into account and aggregated for the purposes of calculating incremental credit;
- iv) Any hours worked in any one school year which are in excess of the 600 hour threshold shall not be carried over into another year or aggregated with any other hours for the purpose of calculating incremental service.

With regard to service given in the period from the 20<sup>th</sup> of December, 2001 to 31<sup>st</sup> August 2006 and which may not have been the subject of a written contract, such service shall be taken into account and aggregated for the purposes of calculating incremental service.

**e) Casual and other Non-Casual Teaching Service – the following is with effect from 20<sup>th</sup> December 2001 or date of appointment, if later:**

A teacher appointed in a qualified capacity on a casual or non-casual basis, otherwise than pursuant to one of the contracts referred to above, may receive an increment in respect of other part-time teaching service given after 20<sup>th</sup> December 2001 in the following circumstances:

- (i) The service must have been satisfactory;
- (ii) A minimum of 600 approved teaching hours shall be required for the award of an increment;
- (iii) The hours worked in any individual school year must exceed 300 teaching hours – e.g. 301 hours or more – and may be carried forward into a succeeding year for the purpose of aggregation;
- (iv) Any hours worked in any one school year which are in excess of the 600 hour threshold shall not be carried over into another year or aggregated with any other hours for the purpose of calculating incremental service.

**Note: These thresholds are for incremental purposes only and shall not be used as a precedent for the application of such a threshold for any other purpose.**

- f) For the purpose of aggregation, eligible service under both d) and e) above may be carried forward from year to year and aggregated where necessary for the purpose of meeting the 600 hour threshold. However, as provided for under d)(v) and e)(iv), any hours which are in excess of this threshold shall not be carried over into another year or aggregated with any other hours for the purpose of calculating incremental service.
- g) A recognised teacher re-entering approved teaching service under a whole-time/EPT/RPT/Fixed term contract and who had previous approved teaching service under a similar contract shall be placed on the scale at the same point and with the same incremental date as at the time of leaving the teaching service.
- h) Not more than one increment shall be awarded in respect of any individual school year.

**2) Length of Professional Training:**

On appointment to an incremental post, a recognised teacher shall be awarded credit, in respect of length of prescribed training leading to the acquisition of the minimum qualifications necessary for appointment, as follows:

- a. two increments in respect of four or more years full-time training;
- b. one increment in respect of three years full-time training;
- c. no credit in respect of training of less than three years.

**3) Teaching Service in a Member State of the European Union (EU):  
(The limit of 7 years on the award of credit for approved teaching service within the EU was removed under Agreed Report 10/2000).**

- a) All teaching service given in a Member State of the EU and demonstrated by evidence provided by the teacher, to the satisfaction of the Department or Chief Executive Officer of the Vocational Education Committee as appropriate (see Section 7(a)), to be equivalent to approved teaching service shall be regarded as approved teaching service for the purpose of this circular.

- b) A recognised teacher shall be placed on the scale at the point the teacher would have reached had the service, in respect of which credit is awarded, been given in this State.
- c) The effective date for the award of credit to recognised teachers who are employed
  - i) under a whole-time contract is 1 September 1994 or the date of appointment if later;
  - ii) Under an EPT contract is 1 September 2000 or the date of appointment if later.
  - iii) Under any other contract type is 20<sup>th</sup> December 2001 or the date of appointment if later.

**4) Service in a Third Level Institution in an EU Member State:  
(Incremental credit under this heading was introduced under Agreed Report 10/2000)**

- a) Teaching service that is demonstrated by evidence provided by the teacher, to the satisfaction of the Department or Chief Executive Officer of the Vocational Education Committee as appropriate (see section 7(a)),
  - i) to have been given in a third level institution which is
    - (1) situated within an EU Member State (incl. Republic of Ireland) and
    - (2) recognised by the education authorities of that State, or another Member State, for the provision of courses leading to accredited third level educational awards,

and
  - ii) in all other respects to be equivalent to approved teaching service,

may be regarded as approved teaching service for the purpose of this scheme.
- b) A recognised teacher shall be placed on the scale at the point the teacher would have reached had the service, in respect of which credit is awarded, been given in a recognised school.
- c) The effective date for the award of incremental credit under this section is 1 September 2000 or the date of appointment if later.

**5) Teaching Service with a Private Primary School within the EU:  
(Incremental credit under this heading introduced under Agreed Report 10/2000)**

- a) Teaching service that is demonstrated by evidence provided by the teacher, to the satisfaction of the Department or Chief Executive Officer of the Vocational Education Committee as appropriate (see section 7(a)),
  - i) to have been given in a school which
    - (1) is situated in a Member State of the EU
    - (2) has been in existence for a period of at least 10 years at the date the application for the award of incremental credit is submitted,
    - (3) offers a range of studies which incorporates all of the courses prescribed on the national curriculum of the State in which the school is located,

- (4) offers a full range of classes to all pupils within its designated range,
- (5) is funded by the payment of pupil fees,
- (6) is open to receive pupils for the duration of the primary school year,

and

- ii) in all other respects to be equivalent to approved teaching service,

may be regarded as approved teaching service for the purpose of this section.

- b) A recognised teacher shall be placed on the scale at the point the teacher would have reached had the service, in respect of which credit is awarded, been given in a recognised primary school.
- c) The effective date for the award of credit under this section is 1 September 2000 or the date of appointment if later.

There is no provision for credit to be awarded in respect of service in similar schools at second level.

## 6) Other Reckonable Service:

Subject to a maximum credit of seven years overall, the following may be reckoned for the award of credit:

### a) Teaching Service in Non-EU Countries:

- i) Whole-time teaching service given in a Non-Member State of the EU and demonstrated by the teacher, to the satisfaction of the Department or Chief Executive Officer of the Vocational Education Committee as appropriate (see section 7(a)), to be equivalent to approved teaching service may be regarded as approved teaching service for the purpose of this sub-section.
- ii) A recognised teacher in whole-time employment shall be placed on the scale at the point the teacher would have reached had the service, in respect of which credit is awarded, been given in this State subject to
  - (1) a maximum credit of:
    - (a) four increments in respect of service given prior to 1 June 1979 and
    - (b) five increments overall
 with effect from 1 June 1979, or the date of appointment if later,
  - (2) a maximum credit of:
    - (a) four increments in respect of service given prior to 1 June 1979 and
    - (b) seven increments overall
 with effect from 1 January 1985, or the date of appointment if later,
- iii) A recognised teacher employed under an EPT contract shall be placed on the scale at the point the teacher would have reached had the service, in respect of which credit is awarded, been given in this State subject to a maximum credit of seven increments overall and not more than
  - a) four increments in respect of service given prior to 1 June 1979 and
  - b) five increments in respect of service given prior to 1 January 1985
 with effect from 1 September 2000, or the date of appointment if later.
- iv) Service under any other contract type is reckonable with effect from 20<sup>th</sup> December 2001 or the date of appointment if later.

**b) Service in a Third Level Institution in a Non-EU State  
(Incremental credit under this heading, introduced under Agreed Report  
10/2000)**

- i) Whole-time teaching service that is demonstrated by the teacher, to the satisfaction of the Department or Chief Executive Officer of the Vocational Education Committee as appropriate (see section 7(a)), to
  - (1) have been given in a third level institution which is
    - (a) situated in a non-Member State of the EU and
    - (b) recognised by the education authorities of that State for the provision of courses leading to accredited third level educational awards,
  - and
  - (2) in all other respects to be equivalent to approved teaching service, may be regarded as approved teaching service for the purpose of this section.
- ii) A recognised teacher in whole-time employment shall be placed on the scale at the point the teacher would have reached had the service, in respect of which credit is awarded, been given in this State subject to:
  - (1) a maximum credit of:
    - (a) four increments in respect of service given prior to 1 June 1979 and
    - (b) five increments overallwith effect from 1 June 1979, or the date of appointment if later.
  - (2) a maximum credit of:
    - (a) four increments in respect of service given prior to 1 June 1979 and
    - (b) seven increments overallwith effect from 1 January 1985, or the date of appointment if later.
- iii) A recognised teacher employed under an EPT contract shall be placed on the scale at the point the teacher would have reached had the service, in respect of which credit is awarded, been given in this State subject to a maximum credit of seven increments overall and not more than
  - a) four increments in respect of service given prior to 1 June 1979
  - b) five increments in respect of service given prior to 1 January 1985with effect from 1 September 2000, or the date of appointment if later.
- iv) Service under any other contract type is reckonable with effect from 20<sup>th</sup> December 2001 or the date of appointment if later.

**c) Relevant Non-Teaching Experience:**

- i) Credit may be awarded in respect of period(s) of suitable experience gained in the course of non-teaching service
  - (1) which was given on or after 1 October 1966 and

- (2) which was remunerated under a whole-time contract of employment and
  - (3) for which the teacher was professionally qualified at the time it was given and
  - (4) which is certified by the employer at the time to have been satisfactory.
- ii) The experience so gained must be demonstrated by the teacher, to the satisfaction of the school authority (including Vocational Education Committee as appropriate) and of the Department, to be directly relevant to the requirements of the post to which the teacher has been appointed.
  - iii) A recognised teacher shall be placed on the scale at the point the teacher would have reached had the service, in respect of which credit is awarded, been approved teaching service given in this State subject to a maximum credit of
    - (a) four increments in respect of experience gained prior to 1 June 1979,
    - (b) five increments overall;
  - iv) Experience gained prior to the acquisition of the relevant teaching qualification, but which is otherwise deemed suitable, may be considered for the award of credit. Where it can be established satisfactorily that a proportion of the duties carried out have relevance to the subject area(s) in which a teacher is recognised, credit may be awarded on a pro-rata basis.
  - v) The effective date for the award of credit under this sub-section to recognised teachers employed
    - (1) in a whole-time capacity is 1 June 1979 or the date of appointment if later;
    - (2) under EPT contracts is 1 September 2000 or the date of appointment if later;
    - (3) Under any other contract type is 20<sup>th</sup> December 2001 or the date of appointment if later.
  - vi) A recognised teacher may appeal, to an Appeals Committee comprised of an independent chairperson, a TUI representative, an ASTI representative, representative of school management and two officers of the Department, a decision to limit or refuse to award credit in respect of a claim under this sub-section. The appeal should be submitted through Post Primary Payroll Liaison Section, Athlone, in the case of teachers in Secondary, Community and Comprehensive schools and through the relevant VEC in the case of teachers in vocational schools and community colleges.

## 7) Application Procedures:

- a) [Applications](#) from recognised teachers for the award of incremental credit under this scheme for service other than that covered under (1) above will be accepted only on the form as prescribed from time to time by the Department for the purpose of this scheme – Appendix 1.
- b) Duly completed [application forms](#) should be submitted to:
  - i) in the case of Secondary/Community/Comprehensive School teachers, Department of Education & Science, Post-Primary Payroll Liaison Section, Cornamaddy, Athlone, Co. Westmeath.
  - ii) In the case of Vocational School / Community College teachers, CEO of the Vocational Education Committee by which the applicant is employed.

Applications must be accompanied by appropriate certification of all service in respect of which a claim is being submitted. Failure in this regard will lead to the application being returned to the applicant and a consequent delay in processing the application.

Independent verification of any or all details of a claim may be sought at the time of submission or at a later date for audit purposes.

[Download Application Form](#) (File Format Word 95KB)

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