An Roinn Oideachais agus Scileanna
Rannóg Staitistic
Bloc 2
Sráid Maoilbhríde
Baile Átha Cliath 1

AN ROINN OIDEACHAIS AGUS SCILEANNA | DEPARTMENT OF EDUCATION AND SKILLS

Department of Education & Skills
Statistics Section
Block 2
Marlborough Street
Dublin 1

Circular Number 0048/2013

To: The Chief Executive Officers of Education and Training Boards

Statistical Returns in respect of part-time courses in ETB (Vocational) Schools/Community Colleges in the 2012/2013 School Year

Forms 10A, 10B, 10C and 10D in respect of part-time courses – 2012/2013

Forms 10A, B, C and D are to be completed in respect of students who attended part-time courses in 2nd level institutions during the school year 2012/2013

The forms for the 2012/2013 school year have been made available on the Department's website: www.education.ie/en/Schools-Colleges/Services/Returns/Part-time-Courses-at-Second-Level-Census/
Part-time enrolment figures from the schools can be returned by email to Statistics section at this address: parttimereturns@education.gov.ie**.**

A complete Return should also be made in respect of **temporary or external centres (if any).**

Please note that Community and Comprehensive schools are also being requested to complete returns in respect of part-time courses provided in 2012/2013.

If your Committee provided part-time courses in a Community or Comprehensive School, would you please liaise with the school in question and ensure that the students are entered **either** on the Statistical Return from the Education and Training Board **or** on the Community/Comprehensive School's Statistical Return.

In order to avoid double-counting, it is important that, where co-operation arrangements existed between Community/Comprehensive Schools and Vocational schools, students should not be returned by both the school and the ETB.

If a school did not provide part-time courses during the 2012/2013 school year please notify Statistics Section of this fact at parttimereturns@education.gov.ie

It would be appreciated if you would ensure that all Returns are submitted to the Department by the 15th of November 2013.

Diarmuid Reidy
Senior Statistician

18 September 2013