



Circular 0029/2010

To: The Managerial Authorities of Recognised Secondary, Community and Comprehensive Schools and the Chief Executive Officers of Vocational Education Committees

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

The Minister for Education and Science wishes to inform Management Authorities and Teachers of Secondary, Community and Comprehensive Schools and Vocational Educational Committees of certain amendments to the above Scheme. The Scheme was set out in consolidated format in Department Circular 29/2007 and is now applicable only to teachers who are registered with the Teaching Council.

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.

1. Teaching Service with a Private Post-Primary School within the EU:

- 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,
 - 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 Post-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 registered 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 Post-Primary school.
- c) The effective date for the award of credit under this section is 1 September 2009 or the date of appointment if later.

[Download Application Form](#)

2. Qualified part-time teaching service of 735 hours per year in an approved teaching post in a Vocational, Community or Comprehensive School prior to 1 September 1995.

- a) A teacher appointed in a qualified capacity to an approved teaching post with 735 hours per year in a Vocational, Community or Comprehensive School prior to 1 September 1995 will qualify for an increment in any school year prior to 1995 subject to satisfying the following conditions:
 - i) be in an approved teaching post in a C&C or VEC school/outcentre,
 - ii) not include hours served as a substitute teacher or a casual part-time teacher
 - iii) not have been subject to the payment of an honorarium,
 - iv) be given under a contract (EPT or part-time hourly paid) of not less than one school year's duration,
 - v) be given during the 167 days of the mainstream school year,
 - vi) be with a single employer,
 - vii) be served in a post for which the teacher was qualified, as for whole-time appointment to the post under Memo V7 or CL32/92, at the time the service was given,
 - viii) not have been previously counted towards the award of an increment,
 - ix) be satisfactory in all respects.
- b) Credit will be awarded in relation to service which is verified by schools, VECs or the Department.

- c) The effective date for the award of credit under this section is 1 September 2009 or the date of appointment if later.

3. Application procedure

- a) All applications from teachers for the award of incremental credit must be made within two years:
 - i) from the date of issue of this Circular in respect of teachers who are currently in approved teaching service, or
 - ii) from their initial appointment in respect of future appointees, or
 - iii) from the date of return to service in the case of those who are on career break at the date of issue of this Circular
- b) All enquiries regarding this Circular should be emailed to:
teachersna@education.gov.ie
- c) The Circular can be accessed on the Departments website under www.education.ie Home – Education Personnel – Post Primary – Circulars and Information Booklets – Incremental Credit

Dalton Tattan
Principal Officer

[Information Note – Clarification of Circular Number 0029/2010](#)