



Circular Number 0052/2018

To: The Chief Executive Officers of Education and Training Boards

Statistical Returns in respect of part-time courses in ETB Schools/Colleges in the 2017/2018 School Year

Returns are to be made in respect of students who attended part-time courses in 2nd level institutions during the school year 2017/2018.

The forms for the 2017/2018 school year have been made available on the Department's website.

(<https://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 2017/2018.

If your Education and Training Board 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 2017/2018 school year please notify Statistics Section of this fact at parttimereturns@education.gov.ie

It would be appreciated if you would ensure that all part-time returns are submitted to the Department by the 2nd of November 2018.

Deirdre Cullen

Senior Statistician

31 August 2018