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