

AN ROINN OIDEACHAIS,
BRAINSE AN IARBHUNOIDEACHAIS,
TEACH HÁICÍN (3ú Uirlár),
BAILE ÁTHA CLIATH, 2.



DEPARTMENT OF EDUCATION,
POST-PRIMARY BRANCH,
HAWKINS HOUSE (3rd Floor),
DUBLIN, 2.

Freagra a shéoladh go dtí
Address reply to

An Rúnaí

Fón (Telephone) 714311 86
Fó-líne (Extension).....
TAG. (Ref.).....
DO THAG. (Your Ref.).....

To the Chief Executive Officer
of the V.E.C. named in the
address.

17 Iúil, 1985.

Circular Letter No. F 55/85

Conciliation Council for Clerical and Administrative Staffs
of V.E.C.'s

I am to refer to the attached copy of Agreed Report No. 1/85 of the Conciliation Council for Clerical and Administrative Staffs of Vocational Education Committees and to convey the sanction of the Minister for Education for the implementation of the arrangements as laid down in Paragraph 3, 4 and 6 of the Report.

D. O Braonain
Runai.

CONCILIATION COUNCIL FOR CLERICAL AND ADMINISTRATIVE STAFFS OF
VOCATIONAL EDUCATION COMMITTEES

Agreed Report 1/85

Discussions at meetings of the Council on 5 June 1980, 14 April 1981, 25 February, 1 June and 8 December 1982, 15 June and 13 December 1983, 10 May and 23 November 1984 and 1 May 1985 in relation to the Particulars and Qualifications of Office of Clerical and Administrative Staffs of Vocational Education Committees.

1. Present: A list of those who attended the various meetings is attached as Appendix I to this Report.

2. The Staff Side referred to Agreed Report 7/80 in relation to the Regrading of Clerical and Administrative Staffs of Vocational Education Committees where it was agreed that discussions would continue on the following points:-
 - (a) Particulars and Qualifications of Office
 - (b) The provision of greater upward mobility within the service
 - (c) Mobility between the VEC service and other public bodies.

3. Following discussions at various meetings agreement was reached in relation to the Particulars and Qualifications of Office of the Clerical and Administrative Grades II to VII, inclusive, in Vocational Education Committees - the details are set out in Appendix II attached to this Report. In this connection it was also agreed that the exemption (referred to in Appendix II) in relation to the Oral Irish requirement would also apply to serving officers.

4. With regard to the question of mobility between Vocational Education Committees and other public bodies, the Staff Side said that it was their intention that there should be reciprocal arrangements in relation to staffs of Vocational Education Committees, Local Authorities and Health Boards. In this connection, agreement had been reached with the Local Government Staff Negotiations Board

that Clerical and Administrative Staffs in Vocational Education Committees would be eligible to compete for Grades IV to VII posts, at present confined to the Local Authorities and Health Boards sectors. The above agreement was subject to similar arrangements being made, where necessary, for Local Government and Health Board grades in the Vocational Education sector.

5. With regard to the question of upward mobility within the Vocational Education Service, the Staff Side said that they wished that all posts from Grade IV upwards would be filled by confined competition.
6. Following discussion agreement was reached on the following arrangements:-
 - (a) that competitions for posts of Grade IV to Grade VII, inclusive, would be confined to serving officers of Vocational Education Committees, Local Authorities and Health Boards;
 - (b) that the arrangements at (a) above be introduced on a trial basis for a period of two years with effect from the date of implementation of this Report;
 - (c) that, in the exceptional circumstances of no qualified candidate for a post emerging following competition, discussions would take place among the parties with a view to determining if the post could be filled by open competition.
7. The Council, accordingly, agreed to recommend the arrangements agreed in Paragraphs 3, 4 and 6 above and this Report records such agreement.

K. O'Driscoll
Secretary, Staff Side

T. Ó Fearáosa
Secretary, Official Side

21 Meitheamh, 1985.

Conciliation Council for Clerical and Administrative Staffs in Vocational
Education Committees

Present:

Chairman:

T. Breathnach, Assistant Secretary, Department of
Education

Staff Side:

K. O'Driscoll
T. Bogue, 25/2, 8/12/82, 15/6/83
F. Hand, 5/6/80
B.J. Keegan, 5/6/80, 1/6, 8/12/82, 13/12/83, 10/5, 23/11/84
1/5/85
P. Bolger, 5/6/80
M. Hallanan, except 14/4/81, 8/12/82, 23/11/84, 1/5/85
M. Burke, except 1/6, 8/12/82, 15/6/83, 23/11/84, 1/5/85
K. Browne, 25/2, 1/6, 8/12/82, 23/11/84
B. Walsh, 25/2, 1/6, 8/12/82, 15/6/83, 23/11/84, 1/5/85
L. Cooke, 1/6/82, 15/6/83, 23/11/84, 1/5/85
D. Earley, 13/12/83, 10/5/84
D. Carmody, 23/11/84
K. Lewis, 1/5/85
B. Lillis, 23/11/84

Committees Side:

Dr. J. McCann, R.I.P., except 14/4/81, 8/12/82, 23/11/84
1/5/85
J.K. Rooney, 8/12/82, 15/6/83
Dr. P. Connolly, 8/12/82
R. Rice, 8/12/82, 15/6, 13/12/83, 10/5/84
A.K. Killeen, 5.6.80
D. Langford, 5/6/80, 25/2/82
S. Reynolds, 23/11/84

Official Side:

B. Mac Gréine, 8/12/82, 15/6/83
M. Ó Riain, except 5/6/80, 8/12/82, 23/11/84, 1/5/85
B. Cúc, 14/4/81, 23/11/84, 1/5/85
L. Daibhís, 1/6/82, 15/6/83
P.S. Ó Braoin
M.J. Rooney, 14/4/81, 25/5, 8/12, 15/6/83, 23/11/84
1/5/85
D. Crowley, 1/6/82
S. Harte, 15/6/83, 10/5/84
B. Power, 23/11/84
F. Tierney, 1/5/85
D. Harrington, 1/5/85
P. Dowling, 1/5/85
T. Ó Fearáosa (Secretary)

GRADE II

EACH CANDIDATE MUST:

1. Educational
Qualifications

- (a) have obtained at least Grade D in Irish and English in the Intermediate Certificate or the Day Vocational Certificate Examination or an examination of equivalent standard.
- (b) have obtained at least Grade D in Mathematics or Commerce at the Intermediate Certificate Examination or an Examination of equivalent standard

or

have obtained at least Grade D in Arithmetic or Bookkeeping in the Day Vocational Certificate Examination.

2. A candidate who has had at least two years experience in a Grade I post under a Health Board or Local Authority can be exempted from the qualification requirements at (a) and (b) above.

3. (a) Where the duties of a post include typewriting duties, have a minimum standard of 35w.p.m. in typewriting.
- (b) Where the duties of a post include shorthand and typewriting duties, have a minimum standard of 90 w.p.m. in shorthand and 35 w.p.m. in typewriting.

4. Oral Irish

Where the candidate is not an existing permanent officer of a V.E.C., have competence in Oral Irish to the satisfaction of the Department of Education.

A person who has obtained at least Grade D in Irish in the Leaving Certificate Examination will be exempt from further examination - except for appointments in Vocational Education Committees with Gaeltacht areas.

5. Age Limits

On the first day of the month in which the latest date for the receipt of application forms occurs, be not less than 17 years of age, nor more than 27 years of age. (The upper age limit will not apply to candidates to whom Qualification 2 above applied).

6. Character

Be of good character.

7. Health

Be free from any defect or disease which would render the candidate unsuitable to hold the office, and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

GRADE III

EACH CANDIDATE MUST:

1. Educational Qualifications

- (a) have obtained at least Grade D in five subjects in the Leaving Certificate Examination including
- (i) Irish and English
 - (ii) One of the following: Mathematics, Accounting, Business Organisation or Economics.
- (the holder of an N.C.E.A. Certificate (2 year course) in Business Studies would be exempt from the requirement at(a)(ii) above).

or

- * (b) have at least two years experience in a Grade II post under a Vocational Education Committee, Local Authority or Health Board.

2. Oral Irish

Where a candidate is not an existing officer of a Vocational Education Committee, possess competence in Oral Irish to the satisfaction of the Department of Education.

A person who has obtained at least Grade D in Irish in the Leaving Certificate Examination will be exempt from further examination - except for appointments in Vocational Education Committees with Gaeltacht areas.

3. Age Limits

On the first day of the month in which the latest date for the receipt of application forms occurs, be not less than 17 years of age, nor more than 27 years of age. (The upper limit will not apply to candidates to whom Qualification 1(b) above applies).

4. Character

Be of good character.

5. Health

Be free from any defect or disease which would render the candidate unsuitable to hold the office, and be in state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

GRADE IV

EACH CANDIDATE MUST:

1. Educational Qualifications

- (a) have obtained at least Grade D in five subjects in the Leaving Certificate Examination including Irish and English
- (b) have obtained at least Grade C in Higher Level Papers in three subjects in that examination (or two subjects if Irish or Mathematics or both Irish and Mathematics are included).

or alternatively

- (c) have at least two years experience in a Grade III post under a Vocational Education Committee, Health Board or Local Authority.

Special Consideration

Special consideration will be given to candidates who hold a University Degree, N.C.E.A. Diploma or recognised qualifications as an Accountant or Secretary.

2. Oral Irish

Where a candidate is not an existing permanent officer of a V.E.C., have competence in Oral Irish to the satisfaction of the Department of Education.

A person who has obtained at least Grade D in Irish in the Leaving Certificate Examination will be exempt from further examination - except for appointments in Vocational Education Committees with Gaeltacht areas.

3. Age Limits

On the first day of the month in which the latest date for the receipt of application forms occurs, be not less than 17 years of age, nor more than 27 years of age. (The upper age limit will not apply to candidates to whom Qualification 1(c) above applies).

4. Character

Be of good character.

5. Health

Be free from any defect or disease which would render the candidate unsuitable to hold the office, and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

GRADE V

EACH CANDIDATE MUST:

1. Educational Qualifications
 - (a) have on the latest date for the receipt of the completed application forms, at least two years experience in a permanent post not lower than a Grade III post in a V.E.C., Local Authority or Health Board.
 - (b) Possess a satisfactory knowledge of the functions of Vocational Education Committees.
 - (c) Possess a satisfactory knowledge or experience of office organisation.

2. Oral Irish

Where the candidate is not an existing permanent officer of a V.E.C., have competence in Oral Irish to the satisfaction of the Department of Education.

A person who has obtained at least Grade D in Irish in the Leaving Certificate Examination will be exempt from further examination - except for appointments in Vocational Education Committees with Gaeltacht areas.

3. Age Limits
 - (a) Each candidate must be not less than 21 and not more than 45 years of age on the first day of the month in which the latest date for receiving application forms occurs.
 - (b) The upper age limit will not apply to an existing pensionable officer of a V.E.C., Local Authority or Health Board in the state.

4. Character

Be of good character.

5. Health

Be free from any defect or disease which would render the candidate unsuitable to hold the office, and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

GRADE VI

EACH CANDIDATE MUST:

1. Educational Qualifications

- (a) have on the latest date for the receipt of the completed application forms, at least two years experience in a permanent post, not lower than a Grade IV post, in a V.E.C., Local Authority or Health Board.
- (b) possess a satisfactory knowledge of the functions of V.E.Cs.
- (c) possess a satisfactory knowledge or experience of office organisation.

2. Oral Irish

Where a candidate is not an existing permanent officer of a V.E.C., have competence in Oral Irish to the satisfaction of the Department of Education.

A person who has obtained at least Grade D in Irish in the Leaving Certificate Examination will be exempt from further examination - except for appointments in Vocational Education Committees with Gaeltacht areas.

3. Age Limits

- (a) Each candidate must be not less than 21 and not more than 45 years of age on the first day of the month in which the latest date for receiving application forms occurs.
- (b) The upper age limit will not apply to an existing pensionable officer of a V.E.C., Local Authority or Health Board in the State.

4. Character

Be of good character.

5. Health

Be free from any defect or disease which would render the candidate unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

GRADE VII

EACH CANDIDATE MUST:

1. Educational Qualifications
 - (a) have on the latest date for the receipt of the completed application forms, at least two years experience in a permanent post, not lower than a grade IV post, in a V.E.C., Local Authority or Health Board.
 - (b) possess a satisfactory knowledge of the functions of V.E.C.s.
 - (c) possess a satisfactory knowledge or experience of office organisation.

2. Oral Irish

Where a candidate is not an existing permanent officer of a V.E.C., have competence in Oral Irish to the satisfaction of the Department of Education.

A person who has obtained at least Grade D in Irish in the Leaving Certificate Examination will be exempt from further examination - except for appointments in Vocational Education Committees with Gaeltacht areas.

3. Age Limits
 - (a) Each candidate must be not less than 21 and not more than 45 years of age on the first day of the month in which the latest date for receiving application forms occurs.
 - (b) The upper age limit will not apply to an existing pensionable officer of a V.E.C., Local Authority or Health Board in the State.

4. Character Be of good character.

5. Health Be free from any defect or disease which would render the candidate unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.