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 2\textsuperscript{nd} 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/](http://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