Circular Letter No. 0060/2011

To the Chief Executive Officer of each Vocational Education Committee

Statistical Returns in respect of part-time courses in Vocational Schools/Community Colleges in the 2010/2011 School Year

Forms 10A, 10B, 10C and 10D in respect of part-time courses – 2010/2011

Forms 10A, 10B, 10C and 10D are to be completed in respect of students who attended part-time courses in 2nd level institutions during the school year 2010/2011.

The forms for the 10/11 school year have been made available on the Department’s website (www.education.ie). 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 2010/2011.

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 for your Committee or on the Community/Comprehensive School’s Statistical Return.

In order to avoid double-counting, it is important that, where co-operation arrangements exist between Community/Comprehensive Schools and V.E.C.s, students should not be returned by both the school and your Committee.

If a school did not provide part-time courses during the 2010/2011 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 11th of November 2011.

Tom Healy
Senior Statistician
16 September 2011