To: CEO of VEC / Principal of School

From: Louise Keane, Project Administrator

Date: 29 February 2012

Re: Back to Education Initiative (Part-time Programme)
Reporting Requirements & Report Form Completion Notes 2012

We would be obliged if the enclosed material relating to reporting requirements for 2012 under the BTEI (Part-time Programme) could be circulated to all relevant staff.

Reports should be made with reference to the information outlined in the Report Completion Notes. Please note that there is not a requirement to collect any new data for 2012. However, as outlined in the budget allocation letter and conditions of approval for 2012, the Implementation Report has been reformatted to reflect an increased focus on reporting data on the unemployed.

The relevant documents for 2012 are as follows:

1. Reporting Requirements & Report Form Completion Notes
2. Participant Details Form
3. Course Activity Report
4. Implementation Report
5. Financial Report
6. Training Allowance Claim Form

These documents may also be downloaded from www.education.ie

Should you have any queries, please contact the Further Education Development Unit at Tel: 01 709 9826

Thank you.