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BACK TO EDUCATION INITIATIVE
(PART-TIME PROGRAMME)

REPORTING REQUIREMENTS & REPORT FORM COMPLETION NOTES

2012

Further Education Development Unit
Department of Education and Skills
c/o CDU, Captain’s Road,
Crumlin, Dublin 12
Tel: 01 709 9826
Email: admin@fedu.ie
BTEI REPORTING REQUIREMENTS 2012

As detailed in the budget approval letter, funding approval is subject to compliance with the reporting requirements of the DES as set out below. Please note that:

- The completion of the Participant Details Form by all course participants is essential to enable the accurate completion of Course Activity and Implementation Reports. While the Department is not currently seeking detailed reports on the completion of each course provided during the year (the current Implementation Report only seeks information across all courses and participants) providers should maintain relevant completion records for participants and groups.

- The Course Activity Report from VECs should show details of courses delivered by groups within the VEC area who are funded under the Community Strand allocation in 2012.

- VECs should ensure that all data is entered to the Centralized Reporting Platform. This does not apply to Non-VEC Schools for 2012.

- The table below sets out the dates for submission of reports in 2012:

<table>
<thead>
<tr>
<th>Reports</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Activity Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X (31&lt;sup&gt;st&lt;/sup&gt;)</td>
<td>(31&lt;sup&gt;st&lt;/sup&gt;)</td>
<td>Non-VEC Schools only</td>
<td></td>
<td></td>
<td>X (30&lt;sup&gt;th&lt;/sup&gt;)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implementation Report</td>
<td></td>
<td></td>
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<td></td>
<td>X (30&lt;sup&gt;th&lt;/sup&gt;)</td>
<td></td>
<td></td>
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<td></td>
<td>(31&lt;sup&gt;st&lt;/sup&gt;)</td>
</tr>
<tr>
<td>Financial Report</td>
<td></td>
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<td></td>
<td></td>
<td>X (30&lt;sup&gt;th&lt;/sup&gt;)</td>
<td></td>
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<td></td>
<td>(31&lt;sup&gt;st&lt;/sup&gt;)</td>
</tr>
<tr>
<td>Training Allowance Claim</td>
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<td></td>
<td></td>
<td>X (30&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td></td>
</tr>
</tbody>
</table>

Details on reporting requirements are provided in this document as follows:

<table>
<thead>
<tr>
<th>Report Document</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Details Form</td>
<td>3</td>
</tr>
<tr>
<td>Course Activity Report</td>
<td>5</td>
</tr>
<tr>
<td>Implementation Report</td>
<td>8</td>
</tr>
<tr>
<td>Financial Report</td>
<td>11</td>
</tr>
<tr>
<td>Training Allowance Claim</td>
<td>13</td>
</tr>
<tr>
<td>Exchange of Information with Department of Social Protection</td>
<td>15</td>
</tr>
</tbody>
</table>
PARTICIPANT DETAILS FORM/ SAMPLE ENROLMENT FORM

The Participant Details Form is designed to collect all the required information on participants. It enables providers to establish a participant’s eligibility to funding support and facilitates the submission of accurate Course Activity Details and Implementation Reports to the Further Education Development Unit. It forms the basis of the data to be recorded on the Centralized Reporting Platform. Where a participant progresses through a number of courses in any one year or over a number of years the details should be updated.

Section 1 & 2
The participant should provide personal details as requested on the form and sign that the information that they have provided is accurate.

Section 3
The participant self selects what grouping they fall within. Where appropriate, more than one grouping can be selected.

Section 4
This section is designed to profile the economic and employment status of participants.

- Only one field should be selected by the participant. Where more than one applies the participant should select the one that indicates the primary economic or employment status.
- Only participants in receipt of Job Seekers Allowance/Benefit (both full or partial week) should be recorded under Unemployed.
- Only participants who are employed part-time and not in receipt of Job Seekers Allowance/Benefit should be recorded as Employed Part-time.
- Field 4 should be selected by the following-
  - Persons not in receipt of a welfare payment and working in the home full-time
  - Those on Training Schemes such as Community Employment, Social Economy or Jobs Initiative
  - Participants in receipt of other welfare payments such as disability allowances, one-parent family payment, pensions etc
  - Participants who are dependants of persons in receipt of welfare or training payments
- Participants should also identify the duration of being unemployed or not in the labour market.

Section 5
This section is designed to assist target group profiling through analysing social welfare / training payments and medical card entitlements.

- Each participant must give their PPS Number
- Each participant should give his or her medical card number, if relevant. Participants whose entitlement to BTEI funding support is reliant on them being a holder of a medical card (or are a dependant of such a person) must indicate their current medical card number.
- Provision of medical card details does not preclude the participant from giving details of their social welfare/training payment where this applies
- The participant should indicate if they are in receipt of a social welfare/training payment and/or holder of medical card or if they are a dependant of a person in receipt of these
- Where a person is a dependant of a recipient of a social welfare/training payment the PPS number of the recipient should be provided
Only those actually in receipt of a social welfare/ training payment should complete the list provided under Section 5. In some cases a participant may be in receipt of more than one payment and so may tick more than one field.

Section 6
This section is designed to indicate the highest educational level of a participant on entry to a course in a given year. When a participant is continuing into a second or third year this section should be updated in accordance with changes in their educational levels if they have achieved awards.

Section 7
The participant should sign the data protection section.

Section 8 (For Office Use Only)
This section is to be completed by the course provider/co-ordinator. It is designed to:
- indicate that eligibility for free tuition has been confirmed
- maintain details of courses undertaken, courses completed and awards achieved
- record supports provided to assist participation
- identify participant progression
- establish reasons for leaving early if applicable
- collect other relevant information.
COURSE ACTIVITY REPORT

The Course Activity Report facilitates an analysis of:

- courses that were delivered during the year and the subject areas and levels of certification offered to participants
- the participant numbers and funding categories involved, tuition hours delivered, target groups
- the budget entitlement for each provider

VECs: The Course Activity Report is to be submitted by **30th November**. Please note that it should provide details in respect of **all groups** for which courses were provided in 2012 i.e. course activity in respect of groups that existed in 2011 and are continuing activity in 2012 and **new groups** that commenced activity since January 2012.

**Non-VEC Schools:** The Course Activity Report is to be submitted on a twice-yearly basis at **31 May** and **30 November 2012**.

The **May** report should present details of all activity from 1 January 2012 only to include (1) details of groups for which activity **commenced in 2011 and continued into 2012** and (2) details of new groups that **commenced activity between 1 January and 31 May 2012**.

The **November** report should present details of groups for which **activity commenced between end of May and 30 November 2012**. It should also provide where relevant up-dated details in respect of groups already presented on the May report to include data on **new modules** that started after May and information on any additional hours delivered for modules that had started before the end of May (e.g. 20 hours may have been added to an existing module of 60 hours)

VECs and Non VEC Schools should refer to the following notes and to the Completed Sample attached before completing the Course Activity Report.

**Column 1: Location**
Identify the general geographical area in which the course in being provided.

**Column 2: Scheme**
Indicate the scheme / centre that has core responsibility for organising and delivering the module(s) to the group using the following codes:

<table>
<thead>
<tr>
<th>Scheme/Centre Codes</th>
<th>FEC</th>
<th>Youthreach</th>
<th>YR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further Education College</td>
<td>FEC</td>
<td>Youthreach</td>
<td>YR</td>
</tr>
<tr>
<td>Further/Adult Education Centre</td>
<td>FAEC</td>
<td>Senior Traveller Training Centre</td>
<td>STTC</td>
</tr>
<tr>
<td>V.T.O.S.</td>
<td>VTOS</td>
<td>Community &amp; Comprehensive School</td>
<td>CC</td>
</tr>
<tr>
<td>Adult Literacy Scheme</td>
<td>ALS</td>
<td>Secondary School</td>
<td>SS</td>
</tr>
<tr>
<td>Special School</td>
<td>SPS</td>
<td>Other</td>
<td>O</td>
</tr>
<tr>
<td>Community Location</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Column 3: Group Code**
A code should be assigned to a group at point of commencement of activity and used to denote that group for its duration. In respect of groups that commenced activity in 2011 and are being presented on the Course Activity Report for 2012, please continue to use the code initially assigned in 2011. In respect of new groups commencing in 2012 please allocate codes on a cumulative basis as shown on the Completed Sample e.g. 12/001, 12/002 etc.

**Column 4: Programme Area**
Please identify the overall programme area being offered through the provision of component courses. Titles used by awarding bodies such as FETAC and the Department of Education and Skills should be used e.g. Leaving Certificate, Childcare, Catering, Business Studies, Retail Studies etc.

**Column 5: No. of Participants in Group**
Indicate by gender the total number of participants in the group.

**Column 6: Target Group**
This should focus on the primary target group for which the course is being provided e.g. Travellers. If the course is targeting up to two primary target groups please indicate this by inserting the two relevant codes (as listed below) e.g. T, HL (T for Travellers, HL for Homeless). Where the course is intended to provide for three or more of the primary target groups only the Code M should be inserted to reflect this general targeting.

<table>
<thead>
<tr>
<th>Target Group Codes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Parent Family</td>
<td>OPF</td>
</tr>
<tr>
<td>Early School Leavers</td>
<td>EL</td>
</tr>
<tr>
<td>Travellers</td>
<td>T</td>
</tr>
<tr>
<td>Unemployed</td>
<td>UN</td>
</tr>
<tr>
<td>People with a Disability</td>
<td>DS</td>
</tr>
<tr>
<td>Substance Mis-users</td>
<td>SM</td>
</tr>
<tr>
<td>Second Language Speakers</td>
<td>ESOL</td>
</tr>
<tr>
<td>Mixed</td>
<td>M</td>
</tr>
</tbody>
</table>

**Column 7: Certification Body and Level**
Indicate the relevant awarding body and level of certification for each component being provided.

**Column 8: Module**
Identify the title of each programme component being offered using the titles used by the appropriate awarding body e.g. Communications, Reception Skills, Personal Effectiveness, and Mathematics etc. Where the component course is being provided as dispersed mode through another programme e.g. full-time VTOS programme or Post Leaving Cert Course please insert (D). The budget entitlement due for participants in dispersed mode equates to the non-pay rate per participant contact hour.

**Column 9: Number of Participants who started each Component**
The total number who commenced each component of a programme should be inserted.
**Column 10: Number per Funding Category**
The number of participants per module in the relevant funding category should be inserted in line with the *BTEI Operational Guidelines* on participant eligibility. Please note that for those presented in Category 4, fees must be collected and accounted for separately. (This does not apply for participants for whom the Department has agreed a fee waiver may be made in 2012, as outlined in the Budget Allocation Letter and Conditions of Approval)

**Column 11: Timing of Provision**
Indicate the time of day that the course activity is taking place i.e. a.m., p.m., weekend, block etc.

**Column 12: Date of Start Up**
Indicate the month and year in which the programme component activity commenced.

**Column 13: Tutor Contact Hours 2012**
Indicate the **total number of teacher contact hours** delivered in 2012 for the each module shown in Column 8. **Please note that this should not include hours for co-ordination/administration/pre-development or additional support hours for participants e.g. literacy, guidance, study skills etc.**
IMPLEMENTATION REPORT

The Implementation Report facilitates an analysis of participants’ status (age, target group etc.) and general progress in relation to meeting the objectives as set out in the BTEI Operational Guidelines.

- This report is to be submitted on a twice-yearly basis at 30 June and 31 December 2012
- The report reflects information on a cumulative basis i.e. the report submitted for period 1 January to 30 June presents detail on all participants that have taken part in course provision for that period; the report submitted for period 1 January to 31 December presents detail on all participants that have taken part in course provision for that period
- Participants, irrespective of how many programme components they have taken part in within a calendar year can only be counted once in that year
- The total number of participants presented on the Implementation Report at the end of December should also be presented on the End of Year Financial Report
- Reference should be made to notes below before completing the Implementation Report.

Table 1 - 2
Table 1 should show the total number of participants in the given period and provide information on gender breakdown and the funding categories that apply.

Please note that table 2A should provide the age profile for all participants reported in Table 1.

For 2012, the age profile of those participants who are reported as Unemployed (i.e. in receipt of Job Seekers benefit / Allowance as reported in table 4A) should be provided in table 2B.

Tables 3A and 3B
Participants will have self-selected the relevant target group, or target groups, on the Participant Details Form and this data should be presented in Table 3A.

Please note that table 3B should provide the funding categories that apply for each target group reported in Table 3A.

Tables 4A– 4D
Please note that Table 4A should provide the economic / employment status of all participants reported in Table 1.

Only those who are in receipt of Jobseekers Allowance or Jobseekers Benefit should be accounted for in field 1 in Table 4A

The following participants should be presented under Not in the Labour Market in Table 4A:
- Those in receipt of other welfare payments such as disability allowances, one-parent family allowances, pensions etc.
- Participants who are dependants of persons in receipt of a welfare or training payment
- Persons not in receipt of a welfare payment and working in the home full-time
- Those on training schemes such as Community Employment, Social Economy or Jobs Initiative
Table 4B should provide the funding categories that apply for participants as designated in Table 4A. These funding categories should also correlate with the funding categories breakdown provided in Table 1.

Table 4C should provide data on all participants reported under Unemployed in Table 4A.

Table 4D should provide data on all participants reported under Not in the Labour Market in Table 4A.

Table 5A – 5B
Table 5A should provide data on participants in receipt of social welfare or training payments.

Please note that data on participants whose entitlement to funding support under BTEI is based only on being a medical card holder should be reported in the medical card field. (Being a medical card holder facilitates eligibility for persons who have achieved upper second level education but who may not be in receipt of a social welfare payment).

Dependants of persons in receipt of social welfare or training payments should be accounted for in Table 5B.

Table 6A and 6B
Table 6A and 6B provides information on the education level of participants on commencing a programme.

If a participant has attained 5 Ds in the Group Certificate, 5Ds in the Junior Certificate, a full award at FETAC Level 3 or an equivalent award they are considered to have lower second level education.

If a participant has achieved 5 Ds in the Leaving Certificate, a full award at FETAC Level 4/5 or an equivalent award they are considered to have upper second level education.

Table 6A should provide data on all participants reported in Table 1.

Table 6B should provide data on all participants reported in Table 6A. These funding categories should also correlate with the funding categories breakdown provided in Table 1.

Table 7A – 7B
This table indicates if childcare, guidance/mentoring/counselling or literacy supports were provided for participants, the number of participants benefiting and the source of the funding for the support provided. Where additional supports are being provided the source of such support should be indicated in Table 7B by ticking the appropriate box.
Note: Tables 8A to 10B inclusive are to be completed only for the December report in respect of the period 1 January to 31 December 2012.

Table 8A-8C
Table 8A should report on the **number of participants** who achieved certification.
Table 8B should report on the number of participants who are Unemployed and who have achieved certification.
Table 8C should report on the number of participants who are Not in the Labour Market and who have achieved certification.

Table 9
Table 8A should identify the number of programmes **completed** and the **number of awards** (single components and full awards) achieved.

Table 10
Table 10 should identify the number of participants who are **continuing with programmes / modules under BTEI from 2012 to 2013**.

Table 11A-11B
Table **11A** presents data on progression outcomes for participants who have completed programmes / modules under BTEI. Please note that data presented in respect of progression to Further Education should not include participants who have progressed to or are continuing with BTEI courses in 2013 (ref. Table 10).
**Table 11B** presents data on progression outcomes for participants who are Unemployed and who have completed programmes / modules under BTEI.

Table 12A-12B
Table 12A should identify, as designated by their education level on entry, the number of participants who have left courses early.
Table 12B should present the reasons identified for leaving courses early.
FINANCIAL REPORT

The financial report is to be submitted on a twice-yearly basis at **30 June** and **31 December 2012**. The December Report must include an End of Year Statement. Where relevant, expenditure on training allowances should also be identified on the financial reports.

The report reflects information on a cumulative basis i.e. the report submitted for period 1 January to 30 June presents detail on all expenditure from 1 January to 30 June; the report submitted for period 1 January to 31 December presents detail on all expenditure incurred in the full year.

Reference should be made to the notes below before completing the Financial Report.

Costs shown should only include **actual costs** incurred to deliver courses under the BTEI (Part-time). Costs being met from sources other than those shown in Section 5 should not be presented.

The BTEI Operational Guidelines refer to maintaining a 70 (pay) and 30 (non pay) ratio. However, it is in order for providers to use the non pay portion of the budget flexibly to meet extra pay costs. **Non pay costs should not exceed 30% of the annual budget allocation.**

For community providers only, while the BTEI (Part-time) Guidelines refer to a 60 (pay) and 40 (non pay) ratio, it is in order for providers to use the non pay portion of the budget flexibly to meet extra pay costs. **However, the percentage of the budget expended by community providers on non pay costs should not exceed 40% of the annual budget allocation.**

Pay costs refers to payments made to staff e.g. payroll staff, part-time contract staff, external consultants etc. Non-pay costs refer to all other costs.

Appropriate evidence should be kept in relation to all costs e.g. relevant staff contracts, timetables and pay records and invoices. **Where training allowances arise, evidence of numbers of participants, age range, rates of payment, hours in attendance etc. must be maintained at local level.**

Evidence of tender procedures to govern the purchase of equipment and the contracting of external consultants should be maintained.

**Under Pay Costs:**

- 20% of the overall budget entitlement may be spent on management, co-ordination, administration and pre-development tasks
- Pre-development work may include outreach visits to promote participation, group information sessions in advance of course start-up and other preparatory activities
- Guidance and mentoring may include one to one or group sessions after course start-up to facilitate participation, completion and progression
- Staff development refers to external consultants contracted to deliver programmes and costs associated with the participation of staff

**In respect of VECs,** where replacement costs are incurred if an existing full-time staff member is being deployed from another programme to the BTEI, the appropriate cost should be aligned to each programme. In respect of Non-VEC Schools (Secondary, Community and Comprehensive and Special Schools) and providers under the Community Strand, where **replacement costs** are incurred if an existing full-time staff member is being deployed from another programme to the BTEI, these
can be shown under the relevant field at the appropriate rate e.g. tuition, co-ordination etc. (documentation should be maintained at local level in respect of such arrangements).

**Travel and subsistence costs** for staff are only allowed in respect of day-to-day co-ordination, management and administration functions and attendance at seminars away from their normal base. Travel and subsistence costs incurred in respect of educational visits by participants e.g. visits to historical site, special lecture etc. should be included under Miscellaneous costs.

Expenditure must be returned wherever possible under the specific fields presented on the financial report. Records should be maintained in respect of any costs reported under ‘other staff costs’ or ‘miscellaneous costs’.

The section on **projected costs** is only relevant for the June report.

The receipts and payments shown should only include income actually received and payments made within the year. Details should be provided of costs identified under **accruals/liabilities**.

The **cash flow at end of December** is the difference between receipts and payments in that year.

The **opening cash balance at 1 January** should equal the closing cash balance of the previous year.

The **closing cash balance at end of December** equals the sum of the cash flow at end of December and the opening cash balance.

The **closing balance accruals/liabilities basis** at end of December equals the difference between closing cash balance at end of December and the total value of accruals and liabilities at end of December.
TRAINING ALLOWANCE CLAIM

Participant Entitlement to Training Allowances
Participants on part-time courses under the BTEI who are in receipt of (or are a dependant of someone in receipt of) social welfare payments are not entitled to receive a training allowance from the Department of Education and Skills. However, some participants may be entitled to a training allowance under the Youthreach / Senior Traveller Training Programmes (this does not necessitate that the programme is taking place in a Youthreach or Senior Traveller Training Centre).

In such cases and where a participant does not have an underlying welfare entitlement, a training allowance payment may be made on a pro-rata basis to training allowances paid to participants on full-time programmes, based on hourly attendance at the applicable rate.

Eligibility Criteria
Participants who are Youthreach eligible are young people aged 16 to 20 years of age, who left school early with minimal or no qualifications e.g. less than 5 Ds in the Junior Certificate or equivalent.

Pro-rata payments will be made to those who are Senior Traveller Training Centre eligible and with effect from 1 January 2009 only those aged 18 years and over are STTC eligible. Payments may be made to such participants until the closure of STTCs on 31 July 2012.

Where a programme provider issues a training allowance to participants they should advise the Local Social Welfare Office of details of the payment. Please refer to the Department of Education and Skills website at www.education.ie for Form 3 of the BTEI SW on the exchange of information between education providers and social welfare offices and other relevant interests i.e. Supervisors and Co-ordinators of Training and Employment Schemes.

Claiming a Training Allowance Budget
Where participants (Youthreach Eligible/Travellers) are entitled to a training allowance an additional budget will be made available by the Department to meet these costs. In order to draw down this budget an estimate of the amount required to meet training allowances for the full year should be submitted no later than end June 2012 on the BTEI Claim Form for Training Allowances.

The actual expenditure on training allowances should be reported on the BTEI Financial Report in June (January to June) and December (January to December). Relevant information concerning numbers of eligible participants, education levels, age ranges, payment rates, hours in attendance etc. should be retained at local level for audit purposes.

Budgets for training allowances will be additional to the BTEI budget approved for programme delivery and must be recorded and documented for accounting and audit purposes. The training allowance budget is available for the sole purpose of paying allowances and any surplus that arises cannot be added to BTEI budget allocations.
Calculating Training Allowances
Training allowances should be calculated on a pro-rata basis to training allowances paid to participants on full-time programmes, based on hourly attendance at the applicable rate. Full-time attendance equates to 35 hours per week and in the case of an eligible participant in attendance on a BTEI course for 10 hours each week, the allowance would equate to the applicable weekly rate (see below) divided by 35 hours (to give the hourly rate) multiplied by 10.

Calculating Meal and Travel Allowances (for those in receipt of Training Allowances)
Those in receipt of training allowances may also be entitled to a meal and travel allowance. A meal allowance can be paid to a course participant when they are in attendance over a full day. A travel allowance can be paid for each day the participant is in attendance in line with the mileage conditions for travel under full-time programmes.

Rates for Training, Meal and Travel Allowances for participants on full-time Youthreach/Traveller Training Programmes

The rates of payment to be applied for 2012 for training, meal and travel allowances under the Youthreach* and Senior Traveller Training Programme** are set out in Circular 0074/2011 (www.education.ie) as follows:

Meal: € 0.80 per day

Accommodation: € 69.90 per week

Training:
- Aged 16 years €76.65 per week (applies for participants enrolled from 2011)
- Aged 16 years €40 per week (applies for new entrants only with effect 1 January 2012)
- Aged 17 years €95.75 per week
- Aged 17 years €40 per week (applies for new entrants only with effect 1 January 2012)
- Aged 18 years and over €188.00 per week

Travel:
- 0-3 miles € 0.00 a week
- 3-5 miles € 4.60 a week
- 5-10 miles € 11.90 a week
- 10-20 miles € 17.60 a week
- 20-30 miles € 21.60 a week
- 30-40 miles € 27.70 a week
- 40-50 miles € 32.60 a week

*Those under 16 are not to be paid an allowance in Youthreach
** To apply until closure of STTCs on 31 July 2012
6. INFORMATION EXCHANGE BETWEEN EDUCATION PROVIDERS/ SOCIAL WELFARE OFFICES / OTHER RELEVANT INTERESTS

A process has been agreed between the Department of Social Protection and the Department of Education and Skills to ensure the flow of information between education providers and local social welfare offices, or other relevant interests, in relation to participants on part-time courses under the Back to Education Initiative (BTEI), who are in receipt of (or dependants of those in receipt of) social welfare payments / training allowances. Other relevant interests refer to Supervisors or Co-ordinators of Training and Employment Schemes, Health Service Executive etc. The exceptions to this process are recipients of the State Pension (Non Contributory).

BTEI SW - FORM 1:
Confirmation of offer of a place on a part-time course under the BTEI.

Course providers can use this form to notify the local social welfare office that a learner has been offered a place on a part-time course under the BTEI. It should be completed and signed/stamped by the course co-ordinator in the education centre where the course is being delivered. The form will be submitted by the course participant to the local social welfare office attached to Form BTE 1 (Department of Social Protection). Form BTE 1 is available at the local social welfare office or on the Department of Education and Skills website at www.education.ie or on the Department of Social Protection website at www.welfare.ie.

In the case of Training / Employment Schemes the form should be submitted to the Co-ordinator of the Scheme by the course participant.

BTEI SW - FORM 2:
Confirmation of receipt of Social Welfare Payment or income through participation on a Training Scheme.

Course providers can use this form to obtain verification from the local social welfare office or the Co-ordinator of the Training / Employment Scheme that a person taking up a place on a part-time course under the BTEI is in receipt of (or is a dependant of someone in receipt of) a Social Welfare Payment/Training Allowance and therefore eligible for free tuition. The signed/stamped form should be returned to the course co-ordinator and held in the education centre as evidence of a participant’s entitlements.

BTEI SW - FORM 3:
Confirmation of receipt of allowances from the Department of Education and Skills

Course providers can use this form to advise the local social welfare office of allowances paid to participants on part-time courses under the BTEI by the Department of Education and Skills under the Youthreach and Senior Traveller Training Programme.

Please note: Course participants already in receipt of a Social Welfare Payment or income from a Training Scheme are not entitled to receive allowances from the Department of Education and Skills. However, in some instances course participants may be entitled to an allowance from the Department of Education and Skills under Youthreach/Senior Traveller Training Programmes.

BTEI SW - FORM 4:
Notification of completion / termination of participation on a part-time course under the BTEI.

Course providers can use this form to notify the local social welfare office or other relevant interests that a participant has completed / terminated a part-time course under the BTEI. It should be completed and signed / stamped by the course co-ordinator in the education centre where the course is being delivered and forwarded to the local social welfare office or other relevant interest e.g. in the case of Training / Employment Schemes the letter should be forwarded to the Co-ordinator of the Scheme.
BTEI SW - FORM 1

Confirmation of offer of a place on a part-time course under the Back to Education Initiative

Name, Address & Tel. No.
of the course provider

For the attention of:

This is to confirm that ………………………….. whose PPS Number is ………………… has been offered a place on a part-time education programme under the Back to Education Initiative in the above centre.

The course details are:

Title: ______________________________
Commencement date: ______________________________
Completion date: ______________________________
Days in attendance (e.g. Monday): ______________________________
Total no. of weeks in attendance: ______________________________
Total hours of attendance per week: ______________________________
Certification being offered: ______________________________

If you need further details please feel free to contact us.

Signed: _______________  Date: _______________

Course Co-ordinator
BTEI SW - FORM 2

Confirmation of receipt of a Social Welfare Payment or income through participation on a Training Scheme

Name, Address & Tel. No.
of the course provider

For the attention of:

........................................... whose PPS No. is ................. has been offered a place on a part-time course under the Back to Education Initiative in <insert name of course> at this centre. For the purposes of establishing his / her entitlement to free tuition or reduced tuition fees we require confirmation of their Social Welfare Payment or income through a Training Scheme. We would therefore appreciate if you would fill in the relevant details below.

Statement by Social Welfare or other relevant interest

The above-named person is currently in receipt of the following Social Welfare Payment/Training Allowance:

or

The above-named person is a dependant of ........................ whose PPS Number is .......... and who is currently in receipt of the following Social Welfare Payment / Training Allowance:

Please tick below as appropriate:

<table>
<thead>
<tr>
<th>One Parent Family Payment</th>
<th>Farm Assist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplementary Welfare Allowance</td>
<td>Back to Work Allowance</td>
</tr>
<tr>
<td>Widow's/Widower's Non Cont. Pension</td>
<td>Jobseekers Benefit</td>
</tr>
<tr>
<td>Pre- Retirement Allowance</td>
<td>Jobseekers Allowance</td>
</tr>
<tr>
<td>Disability Allowance/Illness Benefit</td>
<td>Family Income Supplement</td>
</tr>
<tr>
<td>Guardian’s Payment Non Contributory</td>
<td>Social Economy Initiative</td>
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<tr>
<td>State Pension Non Contributory</td>
<td>Job’s Initiative Scheme</td>
</tr>
<tr>
<td>Invalidity Pension</td>
<td>Community Employment Scheme</td>
</tr>
<tr>
<td>Blind Pension</td>
<td>Carers Allowance</td>
</tr>
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</table>

Signed:______________________________________  Date: ______________
On behalf of Local Social Welfare Office / Other Relevant Interest

Signed: ______________  Date: ___________
Course Co-ordinator
BTEI SW - FORM 3

Confirmation of payment of allowances by the Department of Education and Skills under Youthreach / Senior Traveller Training Programmes

Name, Address & Tel. No.
of the course provider

For the attention of:

………………………………………………

whose PPS Number is ............. has been offered a place on a part-time course under the Back to Education Initiative in <insert name of course> at this centre. S/he will be in receipt of an allowance under a Youthreach / Senior Traveller Training Programme to the value of € ........ per week. This allowance will be paid from week commencing ............. to week ending ............ .

If you need further details please feel free to contact us.

Signed: ________________________

Date: ________________________

Course Co-ordinator
Notification of completion / termination of participation on a part-time course under the Back to Education Initiative

Name, Address & Tel. No.
of the course provider

For the attention of:

This is to confirm that ………………………….. whose PPS Number is ………………… commenced a part-time course of study at our centre under the Back to Education Initiative on ………………. The course details were provided by the course participant to your office earlier with the Form BTE 1 (Department of Social Protection) and the confirmation of offer letter from our centre.

S/he has now completed the course / left the course before completion. (Where the participant has left before completion it may be appropriate to state a reason where this is known).

If you need further details please feel free to contact us.

Signed: ___________________ Date: ________________

Course Co-ordinator
### Sample

<table>
<thead>
<tr>
<th>Location</th>
<th>Scheme</th>
<th>Group Code</th>
<th>Programme Area</th>
<th>M</th>
<th>F</th>
<th>Date Submitted</th>
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<td><strong>FETAC Level 5</strong> Child Development</td>
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<td>pm</td>
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