

This is a Freedom of Information request under the FOI Act 2014.

My preferred form of access is to receive copies of the records by post.

[REDACTED]  
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19th June 2017

I am requesting access to records which are non-personal.

1.

Parliamentary Questions Numbers 190 to 198. 11<sup>th</sup> October 2016

Secondary Teachers Circular 29/2007 Part 6 (c) Relevant Non-Teaching Experience.

In the Minister's reply to the above questions he states that the Appeals Committee act in accordance with their Terms of Reference.

**Please send me those Terms of Reference and any other records, i.e. guidelines, rules etc that set out how the scope and functions of the Appeals Committee.**

**Please send me details of when the Terms of Reference and any other records were issued, by whom were they issued and any and all interpretations, understandings, modifications etc to those Terms of Reference and any other records since their original publication.**

**Please send me any and all material held by your department that informs the Appeals Committee on what constitutes an applicant's initial position, i.e. type and duration of position, temporary, maternity cover etc and how applications from teachers who are qualified and have taught in both primary and secondary are to be dealt with.**

2.

Primary Teachers Circular 10/0 Part 7 Relevant Non-Teaching Experience.

According to the above circular a teacher may appeal a decision to refuse to grant incremental credit to an Appeals Board.

**Please send me the Terms of Reference and any other records, i.e. guidelines, rules etc that set out how the scope and functions of the Appeals Board.**

Please send me details of when the Terms of Reference and any other records were issued, by whom were they issued and any and all interpretations, understandings, modifications etc to those Terms of Reference and any other records since their original publication.

Please send me any and all material held by your department that informs the Appeals Board on what constitutes an applicant's initial position, i.e. type and duration of position, temporary, maternity cover etc and how applications from teachers who are qualified and have taught in both primary and secondary are to be dealt with.

