



Blackrock Education Centre
Ionad Oideachais na Carraige Duibhe



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ALFA Handbook for
Associates and Local
Facilitators
(2018/19)



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1. What is an Associate and a Local Facilitator?

Associates

An Associate is a registered school principal, deputy principal, teacher, or a former school principal, deputy principal or teacher who has maintained his/her registration with the Teaching Council, who is engaged to work in a part-time capacity with a support service. Any person who has successfully interviewed for the position or who has previously worked with the TES support services over the past 5 years approximately is eligible to be appointed as an Associate. Associates may work for a maximum of **20 days** or 40 interaction units (all programmes/regions combined) which are eligible for substitute cover. Any payment for hours worked up to 3.5 hours per day is considered as one unit.

Local Facilitators

A Local Facilitator is a registered school principal, deputy principal or teacher, or a former school principal, deputy principal or teacher, who has maintained his/her registration with the Teaching Council, who is engaged to facilitate, or to collaborate in the facilitation of a limited number of CPD events locally. Local Facilitators may work for a maximum of **3 days** or **6 units** for all programmes/regions combined. Any payment for hours worked up to 3.5 hours per day is considered as one unit.

2. Who commissions the work?

All work for PDST associates and local facilitators is allocated and managed by members of the full-time team of the PDST under the direction of PDST management. Blackrock Education Centre (BEC) manages and monitors all information and payments for Associates and Local Facilitator. This service is known as ALFA (Administration for Local Facilitators and Associates) and can be contacted directly by email at alfa@blackrockec.ie or eithne@blackrockec.ie phone at 01-2365000/23.



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Please note: For the purpose of any engagement with the Junior Cycle for Teachers is the employer and the role of Blackrock Education Centre is an agent for payment only.

3. What type of work is involved?

The continuing professional development role of Associates and Local Facilitators within the PDST may differ from one sector/region/programme/subject/initiative/project to another. Team Leaders will assign the duties after taking system and local needs into consideration. Some examples of these duties which may be undertaken by associates and local facilitators include *:

- Facilitate school-based CPD events during or after school time in schools and Education Centres
- Engage in design process and resources development
- Develop e-learning or blended learning courses/resources
- Engage in school-based action research
- Train other associates or local facilitators

*This is not an exhaustive list.

4. What experience/skills/qualities are needed?

Interested applicants should have:

- An appropriate academic qualification
- A relevant postgraduate qualification
- Relevant experience of working in a classroom.
- Teaching experience

In addition to the specific criteria outlined above candidates most likely to be invited to self-nominate (in the case of Local Facilitators) or called for interview (in the case of Associates) must demonstrate most or all of the following:

- A range of leadership, motivation and innovation skills
- A range of communication, and interpersonal skills as well as a capacity to work independently and as part of a team



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- A range of management, planning, ICT, administrative and organisational skills
- Ability to design and/or deliver programmes of continuing professional development and support provision.
- Capacity to mobilise and support teacher reflection, enquiry and classroom-based research, and support for innovation in learning and teaching

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) and the current Data Protection Acts regulate our use of your personal data. As a data processor, it is our responsibility to ensure that the personal data we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects. It is our responsibility to ensure that the documentation held is relevant and accurate. It is your responsibility to inform ALFA of any changes to the data provided i.e. change of address or bank details. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects under the Act. As an employee you will have the right, upon written request, to be told what personal data about you is being processed. You will also have the right to be informed of the source of the data and to whom it may be disclosed.

We are not obliged to supply this information unless you make a written request and for such requests, a fee will be payable.

We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such.

We may ask for your consent for processing certain types of personal data. In these circumstances, you will be fully informed as to the personal data we wish to process and the reason for the processing. You may choose to provide or withhold your consent. Once consent is provided, you are able to withdraw consent at any time.

5. How do I become a Local Facilitator or an Associate for the PDST?

Becoming a Local Facilitator

1. Prospective Local Facilitators may self-nominate by completing the on-line Self-Nomination Form which is available on the PDST website.
2. The relevant Team Leader will then contact the local facilitator **if he/she is required** to give local courses or professional development.
3. ALFA in Blackrock EC will issue a **Board of Management Release Form** to the Local Facilitator for completion by their B.O.M., in addition to an **Agreement Form, and Safety Statement** for completion by the Local Facilitator.
4. The Agreement Form and Safety Statement should be signed by the Local Facilitator and returned to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin along with the Board of Management Release Form. The Local Facilitator can choose to print and retain a copy for personal record. In the event that you are retired, on career break, or will only be working outside of school hours please state this on the Board of Management Release form this declaration should be signed by the associate or local facilitator.
5. Blackrock EC will also send out a **Bank Details form (Appendix A)** to be completed by the Local Facilitator and returned to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin so that payments can be made directly.

Please note that we have been advised by the Department of Education and Skills that in order to adhere to department policies and current classroom activities, only



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principals/deputy principals/teachers who have been out of the school environment for less than two years may undertake work on behalf of PDST and in no circumstances can a teacher who is out of the classroom for more than five years be engaged.

Becoming an Associate

Prospective Associates are (a) former members of the support services that are invited to apply to be an Associate by PDST management or (b) principals/deputy principals/teachers who have been interviewed in that last 2 years or (c) who are successful at interview for the position. (a) & (b) must fill out the **Associate Proposal Form** which is available on request from the PDST nominated personnel (c) must fill out an application form which will be available from the PDST when the positions are being advertised as required.

1. ALFA in Blackrock EC will issue a **Board of Management Release Form** to the Associate for completion by their B.O.M. in addition an **Agreement Form and Safety Statement** will be issued for completion by the Associate.
2. The Agreement Form and Safety Statement should be signed by the Associate and returned to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin along with the Board of Management Release Form. The Associate can chose to print and retain a copy for personal record. In the event that you are retired, on career break, or will only be working outside of school hours please state this on the Board of Management Release form this declaration should be signed by the associate or local facilitator.
3. Blackrock EC will also send out a **Bank Details Form (Appendix A)** to be completed by the Associate and returned to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin so that payments can be made directly.

Please note that we have been advised by the Department of Education and Skills that in order to adhere to department policies and current classroom activities, only



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principals/deputy principals/teachers who have been out of the school environment for less than two years may undertake work on behalf of the PDST and in no circumstances can a teacher who is out of the classroom for more than five years be engaged.

6. How does my principal fill in the On-line Claims System (OLCS) for substitution purposes?

In the event that a principal is completing the OLCS for substitution cover when an Associate or Local Facilitator is working with the PDST the principal uses the appropriate code as outlined in the Table 1.1.

Table 1.1

Categories for OLCS for substitution

1. SEN – Colleges*	1. Riachtanais Speisialta Oideachais– Coláistí*
2. SEN – SESS	2. Riachtanais Speisialta Oideachais – Seirbhís Tacaíochta d'Oideachas Speisialta
3. Teacher Induction	3. Ionduchtú Múinteoirí
4. Second Level Support- Project Maths, PDST, RSE, Gaeilge, NBSS, Guidance, CSL, NCSE, NIPT, JCT, Creative Schools	4. Tacaíocht Dara Leibhéal -T4, Tionscadal Mata, OSPS, OCG, Gaeilge, Seirbhís Náisiúnta Tacaíochta Iompair, Gairmthreoir JCT
5. Prof Development 1-DEIS	5. Forbairt Ghairmiúil 1-DEIS
6. Prof Development 2-CAPP, CPG Primary, Literacy, Numeracy, Leadership	6. Forbairt Ghairmiúil 2-An Clár um Chosc ar Mhí-úsáid Leanaí, CPG Bunscoile, Litearthacht, Uimhearthacht, Ceannaireacht
7. Prof Development 3-TY, LCA, PE, RE, Language, Science, Cult & Env, Bus & Ent & JCSP non DEIS	7. Forbairt Ghairmiúil 3-TY, Ardteist Fheidhmeach, Corpoideachas, Oideachas Reiligiúnach, Teanga, Eolaíocht, Cultúr & Timpeallacht, Gnó & Fiontar & An Clár Scoile don Teastas Sóisearach nach do scoileanna DEIS é
8. Prof Development 4-Regional Support	8. Forbairt Ghairmiúil 4-Tacaíocht Réigiúnach



7. How do I claim payment, travel and subsistence?

1. The Associates and Local Facilitators will send their travel and subsistence claim forms with any relevant receipts and with a copy of their diary for that month to the relevant Team Leader or at the relevant Administration Base (see Appendix G). This Associates and Local Facilitators Claim Form for Expenses/Fees (see copy only Appendix B) should **arrive no later than 7 days after the end of the month to ensure prompt payment.**
2. **Claim forms received with more than 3 months recorded will only receive payments for the earliest 3 months per payroll.**
3. **Claims received for the previous academic year may be subject to a % reduction in Payment.**
4. The relevant administrator and Team Leader checks these from a **management perspective** to ensure that the Associate/Local Facilitator is working in the schools/education centre as scheduled, and that all overnights were sanctioned in advance **using the criteria as advised by the Department of Education and Skills for journeys over 100KM from your home or base education centre. Or in exceptional circumstances no less than 50 KM.** The Director/Team Leader then signs these in the appropriate section marked "Service Verified by" and sends these directly to B.E.C, no later than five working days after receipt.



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5. Technical checking (calculation of correct rates) is undertaken by ALFA at Blackrock Education Centre.
6. Following processing, the travel and subsistence is paid directly to the Associates' and Local Facilitators' bank accounts, and all documentation is retained at ALFA in Blackrock EC for audit purposes.

The relevant bank details can be sent to ALFA in Blackrock EC using the form in **Appendix A**. See **Appendix C** for a summary of lecture fees in addition to travel and subsistence rates; however, for a more detailed overview of these rates please refer to the Agreement Forms for associates and local facilitators. Please note:

- An Associate or Local Facilitator will not be required to be located in an Education Centre. He/She may however, be required to travel to the local education centre and elsewhere as necessary. **Travel will not be payable to the local education centre or any venue less than 16km from home or base whichever is the lesser for any training attended, Subsistence will not be payable at your local education centre or any venue which is 8km or less for training or delivery purposes.** The local education centre or home (whichever is the nearer to the venue) is the **start point** for the purposes of payment of travel and subsistence expenses. When detailing journeys in the claim form, note whether each trip is calculated from 'Home' or 'Base'. Give the full address of 'Base' in the relevant section or on the attached diary – this will be the local Education Centre. **(Please note both full and part-time education centres can be nominated as your Base Education Centre)**
- Please complete the distance in **kilometres**. The rates must be inserted in the following formats:



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- **Motor-Travel-Rates-2017-Effective-from-1st-April-2017**

Distance Bands are calculated on mileage accumulated from 01st Jan to December 31st for each calendar year.

Motor Travel Rates per kilometre

Delivering work or attendance at Team Meeting with Input

Distance Bands	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1 0 – 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2 1,501 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3 5,501 – 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4 25,001 km and over	21.36 cent	22.23 cent	25.85 cent

Motor Travel Rates per kilometre

Attendance at Training

Reduced Motor Travel Rates per kilometre	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
	16.59 cent	17.63 cent	18.97 cent

- It is the responsibility of each Associate or Local Facilitator to **complete the Associates and Local Facilitators Claim Form for Expenses/Fees in full**, including calculating mileage, claiming appropriate subsistence, etc. For audit purposes, **all distances are checked using Google Maps, please be aware only the shortest journey from Home or Base to the venue is payable regardless of the actually route taken** so it is advisable to review your distance prior to submission of claims, as deviation from the standard distances will cause delay in processing. If for any reason it is necessary to travel by an alternative route, this should be stated in the accompanying documentation, and the reason clearly outlined, the statement should be signed and dated by the Associate/Local Facilitator. Travel and Subsistence expenses must be submitted to the relevant administrative base within the calendar month of the work being completed. Late expenses may be subject to an administrative reduction. This statement will be retained for audit purposes.



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- Time of departure and return must be completed on the form, in addition to any **subsistence** which is being claimed. (See **Appendix C** for an overview of the subsistence rates).
- **Time of departure and return should also be completed as a start and finish time for work completed at home to ensure the appropriate in/after school lecture rate and is applied.**
- **Miscellaneous expenses** cannot be paid and in the event that additional materials are required by an Associate or Local Facilitator these should be requested from the Director/Team Leader. All photocopying for workshops will be provided by the Education Centre, and this will be invoiced directly to the relevant PDST account. **All Tolls (excluding the port tunnel which is not approved for payment by DES) and postage fall under miscellaneous expenses and are only payable when accompanied by a correctly dated receipt or print out of your electronic toll statement.**
- **Communications allowance is payable only to Associates on dates where a 5 hours delivery has also been claimed.**
- A **diary of work (see Appendix D)** must accompany the Associates and Local Facilitators Claim Form for Expenses/Fees.



8. How does my principal know how many days I have worked?

Once you have submitted your Diary of Work and Claim form The Director/Team Leader can issue you with a **Completion of Work form (Appendix E)** which can be held on file by your principal.

9. Training and development for Associates and Local Facilitators

The training needs of Associates and Local Facilitators will include:

- PDST administration procedures & protocol for working with Education Centres
- Presentation & facilitation skills
- Use of ICT equipment & tools
- Subject specific content
- National priorities

Attending Training

In the event that an Associate or Local Facilitator attends training, **no fee is payable**, and the travel and subsistence is paid at the training rate. If it is a school day please check that substitute cover can be provided.

Providing Training

In the event that an Associate or Local Facilitator provides training to colleagues at a training event, then he/she is **paid at the normal lecture rate** for the presentation, and travel and subsistence is calculated at the working rate.

Development of Materials.

Associates and Local Facilitators engaged in the development of Materials for PDST may claim for Lecture hours travel and subsistence at the working rates.

Meetings and Administration Hours

Associates and Local Facilitators attending Meetings with no input may claim the training rates for travel and subsistence.

Associates and Local Facilitators attending a meeting with input may claim delivery rates for lecture hours travel and subsistence.

Administration Hours including compiling evaluation reports and preparation for delivery may be claimed at the delivery in school or out of school rate.



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All of the above may be claimed strictly in accordance with the Department of Education and Skills guidelines and pre-approved by your support service (see Appendix C)



10. Summary of Documents to be completed

Document	For Completion by Local Facilitators & Associates
Facilitator Self-Nomination Form	Once
Associate Proposal Form (for former members of support service and candidates that were interviewed by JCT .in the past two years available on request from the relevant team leader see Appendix G)	Once
Associate Application Form	Once
BOM Release Form (Sent by ALFA BEC to Local Facilitators & Associates)	Yearly
Agreement Form (Sent by ALFA BEC to Local Facilitators & Associates)	Yearly
Safety Statement (Sent by ALFA BEC to Local Facilitators & Associates)	Yearly
Bank Details Form (Sent by ALFA BEC to Local Facilitators & Associates)	Once and then Only if details change
Travel & Subsistence Claim Form / PDST online payments <i>Is available on the PDST website or from the relevant admin base. This must be submitted to the relevant admin base no later than 7 days after the end of the month to ensure prompt payment. The most current claim form/online payments system MUST be used as disclaimer wording changes are applied. Any claim received with an incorrect disclaimer cannot be processed.</i>	
Monthly Diary of Work Form (Sent by the relevant team leaser/administrator to Local Facilitators & Associates)	Monthly



Appendix A

Bank Details for Payment Form

BANK ACCOUNT DETAILS

It is necessary to ascertain bank details from each individual in order to conduct electronic payment of expense claims. Please fill in the following and return to ALFA, Blackrock Education Centre, Kill Avenue, Dun Laoghaire, Co Dublin, as soon as possible.

Name of Associate or Local Facilitator:	
Bank Name and Branch:	
Account Name:	
Bank Account No:	
Bank Sort Code:	
PPS Number:	
PRSI Class: * required field to set up payment path.	



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Appendix B Completed Sample all claims from April 01st 2017

Name (of claimant): John Brown		Home Address/Tel: 25 Ganges Road, Kilkenny, Co Kilkenny		Claim Month / Year: Sep 2016										
Base Address/Tel: Kilkenny Education Centre		Title of workshop/seminar/course/meeting: JCT Course Delivery and Team Meeting		Please Tick as Appropriate										
Team Leader/Coordinator who commissioned the service: Mary Burke		Venue: Cork Education Centre/Co Wexford Education Centre/Kilkenny Education Centre/Waterford Education Centre/Loreto Wexford		Training Attended: <input checked="" type="checkbox"/>										
If private car used, please state (a) Make, model and registration no		Make: Toyota Model: Avenis		Work Delivered: <input checked="" type="checkbox"/>										
If public transport was not used, please state the reasons:		Registration No: 131 C 00000		Rate per kilometre Training: 0.1897										
Engine Capacity cc: 1600		Rate per kilometre Work: 0.4479												
For Team Leader use only TAS Codes	Training / Work	Date	Departure Time	Return Time	Whereby: From Travel calculated from home or base, whichever is nearest to venue	To	Distance in kilometres	Traveling Euro	Subsistence Euro	Deduction for meals provided	No. of Lecturing Hours	Lecture Fee (if any) Euro	Details of Misc / Toll receipts must be attached	Associate Carms Euro
WV		01/04/2017	19.30		Home	Cork Education Centre	145	€ 64.95	€ 133.73		5	€ 139.65	€ 2.80	€ 4.00
WV		02/04/2017			Home	Home	145	€ 64.95			5	€ 139.65		
WV		04/04/2017	7.30		Kilkenny Education Centre	Wexford Ed. Centre	59.8	€ 26.78			5	€ 139.65		€ 4.00
WV		04/04/2017			Home	Home	59.8	€ 26.78			5	€ 139.65		
WV		15/04/2017	16.00		Home	Kilkenny Ed Centre	0	€ -			3	€ 121.85		
WV		15/04/2017			Home	Home	0	€ -			3	€ 121.85		
T		16/04/2017	7.30		Home	Waterford Ed Centre	50	€ 9.49			0			
T		16/04/2017			Home	Home	50	€ 9.49			0			
WV		17/04/2017	7.30		Kilkenny Education Centre/Loreto, Spawell Road, Wexford	Kilkenny Ed Centre	87.6	€ 39.24			2	€ 55.86		
WV		17/04/2017			Home	Home	87.6	€ 39.24			2	€ 55.86		
T		19/04/2017	17.00		Home to Galway Education Centre	Home	176	€ 33.99	€ 50.25		0			
T		20/04/2017			Home	Home	176	€ 33.99	€ 14.01		0			
				TOTAL			1036.8	€ 347.68	€ 245.61	€ 42.03	€ 15.00	€ 457.01	€ 2.80	€ 8.00
<p>I certify that (a) the expenses charged have been actually and necessarily disbursed in relation to the above courses, (b) the particulars furnished herein are in all respects true, (c) no claim in respect of the same period has or will be made elsewhere, (d) I have applied the reduced rate for travel in accordance with the current TES Rates issued April 2017 in the current year for the cumulative distance travelled in respect of all exchange funded services; (e) I am aware that the State will accept no liability in respect of any loss, injury or damage of any description resulting from my use of a private motor vehicle on official business whether the risk is or is not covered by the policy of insurance; and (f) the subsistence and allowances that I claim are correct according to</p>														
<p>Signature: John Brown (Claimant)</p>														
<p>Date: 31.04.2017 Teaching Council No: 123456 Date Paid: 123456</p>														
<p>ALL CLAIM FORMS MUST BE VERIFIED AND CHECKED BY THE TEAM LEADER/ COORDINATOR THAT COMMISSIONED THE SERVICE PRIOR TO FORWARDING TO BLACKROCK EDUCATION CENTRE FOR PROCESSING PAYMENT</p>														



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Appendix C Rates from April 01st 2017 – Summary of Payment, Travel and Subsistence Rates for Associates and Local Facilitators (see DES circular for a more detailed outline) Mileage Accumulation calculated from Jan 01 2017

ASSOCIATE /Local Facilitator	Team Meeting with Input	Training Team meeting no input	Workshop Delivery
Mileage (per Km) 0 up to 1500	Band 1 rate engine capacity up to and inc 1200cc @ 37.95 cent per km, 1201 up to and inc 1500cc @ 39.86 cent per km, 1501cc and over @ 44.79 cent per km.	Reduced Rate engine capacity up to and inc 1200cc @ 1659 cent per km, 1201 up to and inc 1500cc @ 1763 cent per km, 1501cc and over @ 1897 cent per km If the event is located less than 16km from home or base whichever is the lesser no travel is payable	Band 1 rate engine capacity up to and inc 1200cc @ 37.95 cent per km, 1201 up to and inc 1500cc @ 39.86 cent per km, 1501cc and over @ 44.79 cent per km
Mileage (per Km) where an associate or local facilitator has acquired mileage of 1501KM up to and including 5500KM	Band 2 rate engine capacity up to and inc 1200cc @ 7000 cent per km, 1201 up to and inc 1500cc @ 7321 cent per km, 1501cc and over @ 8353 cent per km	Reduced Rate engine capacity up to and inc 1200cc @ 1659 cent per km, 1201 up to and inc 1500cc @ 1763 cent per km, 1501cc and over @ 1897 cent per km If the event is located less than 16km from home or base whichever is the lesser no travel is payable	Band 2 rate engine capacity up to and inc 1200cc @ 7000 cent per km, 1201 up to and inc 1500cc @ 7321 cent per km, 1501cc and over @ 8353 cent per km
Mileage (per Km) where an associate or local facilitator has acquired mileage of 5501KM up to and including 25000KM	Band 3 rate engine capacity up to and inc 1200cc @ 2755 cent per km, 1201 up to and inc 1500cc @ 2903 cent per km, 1501cc and over @ 3221 cent per km	Reduced Rate engine capacity up to and inc 1200cc @ 1659 cent per km, 1201 up to and inc 1500cc @ 1763 cent per km, 1501cc and over @ 1897 cent per km If the event is located less than 16km from home or base whichever is the lesser no travel is payable	Band 3 rate engine capacity up to and inc 1200cc @ 2755 cent per km, 1201 up to and inc 1500cc @ 2903 cent per km, 1501cc and over @ 3221 cent per km
Mileage (per Km) where an associate or local facilitator has acquired mileage of 25000KM and Over	Band 4 rate engine capacity up to and inc 1200cc @ 2136 cent per km, 1201 up to and inc 1500cc @ 2223 cent per km, 1501cc and over @ 2585 cent per km	Reduced Rate engine capacity up to and inc 1200cc @ 1659 cent per km, 1201 up to and inc 1500cc @ 1763 cent per km, 1501cc and over @ 1897 cent per km If the event is located less than 16km from home or base whichever is the lesser no travel is payable	Band 4 rate engine capacity up to and inc 1200cc @ 2136 cent per km, 1201 up to and inc 1500cc @ 2223 cent per km, 1501cc and over @ 2585 cent per km



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ASSOCIATE /Local Facilitator	Team Meeting with Input	Training Team meeting no input	Workshop Delivery
Subsistence	10 hr. (and over) €33.61, under 10 hrs. and a minimum of 5 hours) €14.01, overnight allowance (24hr period >100km) €133.73 * Note If lunch is provided €14.01 will be deducted from the rates above. If the event is in Dublin and the room rate is higher than allowed overnight rate of €133.73 Vouched expenses up to €33.61 for food can be claimed along with a valid receipt for the accommodation showing accommodation costs of over €133.73 and receipts provided for additional expenses. If event is either your base EC or is less than 8 km from your home or base whichever is the lesser no subsistence is payable.	10 hr. (and over) €33.61, under 10 hrs. and a minimum of 5 hours) €14.01, overnight allowance (24hr period>100km) €50.25 * Note If lunch is provided €14.01 will be deducted from the rates above If the location of the event is either your base EC or is less than 8 km from your home or base whichever is the lesser no subsistence is payable. If the location of the event is either your base EC or is less than 16 km from your home or base whichever is the lesser no travel is payable.	10 hr. (and over) €33.61, under 10 hrs and a minimum of 5 hours) €14.01, overnight allowance (24hr period >100km) €133.73 * Note If lunch is provided €14.01 will be deducted from the rates above. If the event is in Dublin and the room rate is higher than allowed overnight rate of €133.73 Vouched expenses up to €33.61 for food can be claimed along with a valid receipt for the accommodation showing accommodation costs of over €133.73 and receipts provided for additional expenses. If event is either your base EC or is less than 8 km from your home or base whichever is the lesser no subsistence is payable.
Lecture Rate	Outside of school hours €46.98 for 1 hr. stand-alone contact period. €40.63 per hr. subject to maximum of €203.15 per day and €812.6 per week. If within School hours the lecture rate of €35.55 for 1 hr. stand-alone contact period. Or €27.93 per hr. subject to a maximum of €139.65 per day and €558.60 per week	N/A No Lecture Rates apply to receiving training or attending a team meeting without input unless agreement of participation is sent to ALFA in writing in advance of the event.	Outside of school hours €46.98 for 1 hr. stand-alone contact period. €40.63 per hr. subject to maximum of €203.15 per day and €812.60 per week. If within School hours the lecture rate of €35.55 for 1 hr. stand-alone contact period. Or €27.93 per hr. subject to a maximum of €139.65 per day and €558.60 per week



Appendix E

Completion of Work form

Name of teacher/principal: _____

Date(s) worked: _____

This is to certify that the above teacher/principal has completed work with the PDST in the preceding month as outlined above.

Signed by:

JCT Director/Team Leader

Date: _____



Appendix F

SAFETY STATEMENT

The authority given to you to use your own motor car on PDST official business is subject to any relevant regulations or conditions in force from time to time and, in particular, to the conditions that it is properly insured, and will continued to be insured by you for the purposes of the Road Traffic Act, 1961.

You must undertake to notify the Director of the PDST working under the direction of the Department of Education and Skills of any change that may occur.

I am aware that the Department of Education and Skills will accept no liability for any loss or damage that may result from the use of my motor vehicle on official PDST business.

Signed by:

Date: _____



Appendix G

Professional Development Service for Teachers (PDST)

- **PDST** 14 Joyce Way, **Park West** Business Park,
- Nangor Road
- Dublin 12
- E-mail info@pdst.ie

For queries on the On Line Booking system please go to www.pdst.ie/onlinebookinginformation