



THE SCHOOL COMPLETION PROGRAMME

Administrative, Financial & Employment Guidelines

REVISED EDITION 2006



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ADMINISTRATIVE, FINANCIAL and EMPLOYMENT GUIDELINES

1. INTRODUCTION

- This document is intended to serve as a guide for Local Management Committees, Local Co-ordinators and staff of the projects, as well as for the staff of the Department of Education and Science (DES) and the National and Assistant National Co-ordinators of the programme.
- The operation of these guidelines will be kept under review with a view to making any necessary amendments in the light of experience.
- These guidelines are effective from 1st September 2006 and replace or supplement the Administrative & Financial Guidelines 2003 edition. Any observations or queries in relation to these guidelines should be directed to:

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Section I: Administrative Guidelines

2. COMPOSITION OF PROJECTS

The School Completion Programme (SCP) necessitates the establishment of management committees at local level. It is recommended that the following personnel be represented on the Local Management Committee:

- a) Principals of invited schools
- b) Two Home School Community Liaison (HSCL) teachers - one Primary, one Post Primary
- c) Local SCP Co-ordinator
- d) Parents (who may be nominated from HSCL Local Committee or from Parents' Council of invited schools with a maximum 3 parents)
- e) County / City Development Board nominee, where possible
- f) RAPID / CLÁR nominee, where possible
- g) Drugs Task Force nominee, where possible
- h) Education Co-ordinator of the Local Area Based Partnership
- i) Visiting Teacher for Travellers
- j) Juvenile Liaison Officer / representative of the Garda Síochána
- k) Health Service Executive nominee
- l) Vocational Education Committee nominee (when a VEC school is part of the project)
- m) Representatives from the community and voluntary sector
- n) National Educational Welfare Board officer
- o) Representation from local youth organisations / projects

This is not a definitive list and should only be used as a guide since the composition of the Local Management Committee will vary with each project.

- All Local Management Committees must elect a chairperson, a vice chairperson and other officers as deemed necessary.
- It is recommended that the local SCP Co-ordinator should act as secretary to the Local Management Committee.
- With regard to membership from voluntary and community agencies, it is recommended that where a network of said agencies exists in an area, that the network should be asked to nominate a voluntary / community representative.
- Membership and officerships of the Local Management Committee should be reviewed annually to ensure proper representation and optimum overall effectiveness.

3. RESPONSIBILITIES OF MANAGEMENT COMMITTEE

- The Local Management Committee is responsible for the governance and direction of the project, the use of project resources and the management of budgetary allocations made to the project by the Minister for Education and Science. To discharge its duty in this regard, the Local Management Committee should ensure that there is an adequate system of control, delegation and accountability in place to ensure the smooth and efficient operation of project services and administration. While the Local Management Committee may delegate many of its responsibilities to the Co-ordinator and in some circumstances to sub-committees of the Local Management Committee, it must remain aware of its responsibilities and of its accountability to the Minister for Education and Science. Sub-committees should be assigned very specific duties and terms of reference.
- The role of the Local Management Committee of the School Completion Programme is to provide an integrated delivery of service to marginalised children and their families at local level. In this way, it is totally at one with the philosophy of the Local Committee of the Home, School, Community Liaison Scheme (HSCL). In some instances, the needs of both SCP and HSCL can be served by the same committee.
- The Local Management Committee will be responsible for developing and overseeing the Department of Education and Science's response to early school leaving in each of the areas selected. Local Management Committees will:
 - i. Develop, approve and implement, in accordance with Department of Education and Science policy and guidelines, the action plan, which will constitute an effective local School Completion Programme for the area.
 - ii. Develop and provide job specifications for the Local SCP Co-ordinator (Appendix C) and other staff.
 - iii. Recruit project staff in line with the approved plan and procedures. The project staff will report to and work under the direction of the Local Management Committee.
 - iv. Oversee, monitor and evaluate the work of the project and project staff against objectives and proposed outcomes outlined in the plan.
 - v. Establish a cohesive approach to networking and active partnership involving relevant statutory, voluntary and community groups in supporting the project in the integration of current services and community-based activities.
 - v. Ensure effective accounting and administration systems are developed and implemented.
 - vi. Co-operate with the Department of Education and Science requirements in relation to the evaluation and audit of the Programme.
 - vii. Ensure that all relevant reports (quarterly financial returns and annual progress reports) are submitted to the National Co-ordination Service within the recommended timeframe. Projects will be penalised for not submitting relevant reports in a timely manner.
 - viii. Contribute to the development of good practice and policy in relation to early school leaving.
 - ix. Facilitate the active participation of parents in the project.

4. INSURANCE ARRANGEMENTS FOR SCHOOL COMPLETION PROGRAMME PROJECTS

The Department of Education and Science has negotiated a 'block' insurance policy with Allianz – Church & General, which covers all School Completion Projects with effect from 1 November 2002 or the date of commencement. This policy is renewable annually on 1 September.

Therefore, it is **not** necessary for SCP Projects to have individual insurance policies, as the Department of Education and Science will pay the 'Block' Insurance premium directly to the Insurance Company. Therefore, any insurance costs included in your retention plan will be deducted from the annual allocation sanctioned by the Department of Education and Science.

The 'Block' Insurance Policy will cover projects for the following:

(a) Employer's Liability

Legal liability for injury or illness to employees in connection with an approved project.

(b) Public Liability

Legal Liability for injury to third parties (including pupils) or damage to third party property in connection with an approved project.

(c) Employment Practices Liability

Legal Liability arising in connection with allegations of:

- (i)** unfair / wrongful dismissal of an employee.
- (ii)** discrimination in the employment field against an employee.
- (iii)** failure to employ a suitably qualified applicant for employment.
in connection with an approved project.
(This covers damages and legal costs but not remuneration).

(d) Professional Indemnity

Legal liability for damages and costs as a result of any actual or alleged:

- (i)** breach of duty arising from any negligent act error or omission.
- (ii)** breach of warranty of trust or confidentiality.
- (iii)** libel or slander committed in good faith.
- (iv)** infringement of copyright patent trademark or design rights committed in good faith

in connection with an approved project.

Cover under (c) & (d) will be on a "claims made" basis.



Conditions

- (a) All projects are required to complete a standard questionnaire for Church & General Insurance (Allianz). Any amendments to the information provided should be forwarded to Church & General and to the National Co-ordination Team.
- (b) Where a school's Board of Management is the employer of project personnel, the school should be advised to inform their own insurers.
- (c) Evidence of insurance should be obtained from all professional contractors – i.e. counsellors etc.

All cover will be subject to policy terms, exclusions and conditions. A copy of the Policy Document is held in the Social Inclusion Unit, Athlone.

5. GUIDELINES FOR LOCAL MANAGEMENT COMMITTEES ON RECEIPT OF REPORTS OF ACCIDENTS

- Management Committees should establish procedures for the recording of accidents occurring within the project.
- In any subsequent litigation, these records are of huge importance in establishing what happened and in reducing the possible exposure of the project and the Department of Education and Science. It is recommended that the Management Committee establish procedures to incorporate the following:
 - The project should maintain an accident log book / report file in which all reports of accidents involving members, project staff, children or visitors are entered immediately when they are received. Responsibility for this duty would normally reside with the Co-ordinator and the book / report file must be maintained in the project and entries should be made when the report is received. Where a report is made by telephone, the person should be invited to call to the project to make a full report.
- Information recorded should include:
 - Names and addresses of injured parties.
 - Date, time and exact location of accident.
 - Name and address of person reporting the accident, the manner in which the report is made and whether the person making the report was a witness to the accident.
 - A full description of how the accident occurred and the injuries sustained.
 - Names and addresses of witnesses.
 - The purpose for which the injured person was in the project.
- Witnesses to an accident should be interviewed separately by the Chairperson or person(s) nominated by the Chairperson as soon as possible after receiving a report. Statements obtained should be retained by the project for future reference.
- The observations of the Management Committee should be recorded with particular reference to the following:

- The scene of the accident – is / was there a hazard? Weather and lighting conditions at the time, names of project personnel on duty at time of accident etc.
- Injuries observed.
- Was the activity supervised and if so by whom. The observations of this person should also be recorded.
- Action taken by the project on receiving the report e.g. medical attention sought / requested, visit to hospital, notification to parents / guardians / next-of-kin.
- Subsequent attendance at project by injured person, where applicable.
- If the accident involved a piece of apparatus / furniture etc., it is recommended that it be maintained, in its existing state on the project premises for inspection in the case of legal proceedings.
- Photographic evidence and / or an expert's (e.g. engineer's) report may be necessary where the cause of the accident is fixed (e.g. roadway, wall, footpath, door, window etc) and where there is a clear imperative to have the cause remedied immediately. Copy of the Management Committee's guidelines should be circulated amongst all staff in the project.
- Sample Accident Report Form is set out in Appendix E.

6. RECORDS KEPT ON COMPUTER

- Projects should keep their accounting and other records on computer. The Local Management Committee must ensure that there are procedures in place to ensure the completeness and accuracy of the accounting records and the validity of entries. Appropriate back-up arrangements should also be put in place. Local Management Committees should also be aware of their obligations arising from Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003, most of the provisions of which came into effect from 1st July 2003.

For further information, see <http://www/dataprivacy.ie>

- Appropriate back-up arrangements and security strategies should also be put in place, which would provide for:
 - System and record access security involving passwords / anti-virus software (passwords need to be changed at least every three months as a matter of routine and anti-virus software needs to be kept up-to-date to be fully effective).
 - Taking regular back-up disks to minimise data loss and disruption in the event of system failure or disk crash.
 - Secure storage of back-up disks for security and fire purposes, including providing for regularly updated back-up disks to be held offsite.
 - Some of the information held on computer may relate to children and staff members. The Data Protection legislation detailed above deals with privacy issues arising from the increasing amount of information kept on computer and in manual filing systems about individuals. In giving rights to individuals, the legislation also places new responsibilities in relation to openness and good practice on those who keep personal information on computers or manual filing systems. The legislation also sets up a public register of data users who hold personal data and requires them to comply with the code of practice incorporated in it.



Section II: Financial Guidelines

7. REPORTING REQUIREMENTS

Reporting requirements under EU regulations are as follows:

i) Quarterly Financial Expenditure Returns

Periods of Reporting:	1 September to 30 September
	1 October to 31 December
	1 January to 31 March
	1 April to 30 June
	1 July to 31 August

Quarterly Financial Returns are required by the Social Inclusion Unit to monitor resources allocated to projects and how they are expended. Further information regarding the completion of quarterly financial returns is attached in *Appendix D*. These forms are issued to all projects by The National Co-ordination Service, Sundrive Road, Crumlin, Dublin 12. Completed returns must be returned by due date as specified by the Social Inclusion Unit.

ii) Annual Progress Reports

Period of Reporting:	1 st September to 31 st August
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Progress Reports are required by the National Co-ordination Team in order to monitor the progress of projects. Information provided by projects in these reports is correlated and used by the Department of Education and Science in reports to the EU Monitoring Committee.

iii) Structural Funds

EU Reporting Regulations were issued to all projects in 2002. Regulations are available on the Community Support Framework website: www.eustructuralfunds.ie. Reporting guidelines can be requested from the Structural Funds Unit of the Department of Education and Science.

8. AUDIT

- The books and accounts of the Project must be open for inspection by officers of the Department of Education and Science, the Office of the Comptroller and Auditor General, Department of Enterprise, Trade and Employment, European Court of Auditors and the EU Commission. All books, tenders, orders, receipts, invoices and other vouchers, requisitions, bank statements and all other relevant documentation must be retained by the Local Management Committee for a period of seven years. This guideline does not extend to pay and related project personnel service records, which should be retained permanently.
- Random spot audits may be conducted.



9. ACCOUNTING SYSTEM


- The Local Management Committee is accountable for all activities carried on under its auspices including those activities not financed or controlled by the Department of Education and Science.
- The Local Management Committee must keep such books and accounts as are necessary to ensure good management, comply with any requirements set down by the Minister from time to time and satisfy any legal requirements of the Local Management Committee. These books must be kept on the school / project premises and be available for inspection by the Department of Education and Science officials, officials from the Office of the Comptroller and Auditor General, EU Commission and EU Court of Auditors.
- The Local Management Committee requires complete and accurate accounting and other records to help it manage the project, prepare financial returns and comply with the Department of Education and Science requirements. What constitutes an adequate accounting system depends on the size of the project and the diversity of its activities. Accounting records must disclose with reasonable accuracy the financial position of the project and must contain:
 - Record of allocations / relevant correspondence from the National Co-ordinator / Department of Education and Science.
 - Entries from day to day of all sums of money received (i.e. cash receipts book) and expended by the project (i.e. cheque payments and petty cash payments books) for all activities. These records may be kept on computer.
 - Original supporting documentation in respect of which the receipt and expenditure takes place.
 - Records of tendering processes, contracts, timesheets etc.
 - Record of amounts due to and by the project.
 - Wages and other records necessary to comply with Revenue Commissioners' requirements.
 - Original statements for all bank accounts.
 - Minutes of all meetings held by the Local Management Committee and its sub-committees.
 - Procedures for payment processes.
 - Completion of ESF returns.
 - Records of pupil participation.
 - Record of attendance for teaching and non-teaching staff paid by the project.
 - An assets register.

The Local Management Committee is required to maintain all relevant documentation until 2014 or as otherwise directed.



10. PROJECT INTERNAL CONTROLS

- Internal controls are defined as the whole system of controls financial and otherwise, established by the Local Management Committee in order to carry on the affairs of the project in an orderly and efficient manner, to ensure adherence to the project and Department of Education and Science policies, safeguard project assets and to secure as far as possible the completeness and accuracy of the project records and returns to the Department of Education and Science.
- It is the responsibility of the Local Management Committee to decide the extent of the internal control system, which is appropriate to the project.
- The main controls are:
 - Segregation of duties means that no one individual has complete control over all aspects of the cash cycle i.e. receipts and payments. This reduces the risk of intentional manipulation or error.
 - Physical controls limiting access to assets, project recording systems and bank accounts.
 - All transactions should require authorisation and approval by an appropriate responsible person. The limits in this regard should be specified by the Local Management Committee.
 - Arithmetical and accounting controls ensure that all transactions are recorded and that the correct amounts are authorised. Examples of these controls are bank reconciliations, checking deductions and tots on payroll.
 - There should be procedures to ensure that staff members have the capacity to perform the tasks assigned and receive appropriate training. Staff should also be formally made aware of their obligations towards the Management Committee, in particular, maintaining confidentiality in relation to project business.
 - The work of project staff should be supervised and checked by a person not directly involved in a task i.e. the Chairperson or other nominee of the Local Management Committee authorised to carry out an independent check.
 - The Local Management Committee should consider the establishment of a Finance Committee the purpose of which would be to monitor project systems and finances more closely.
- It is recognised that projects may find it difficult to maintain a high degree of segregation of duties. In such circumstances, the most effective form of control is the close involvement of management in overseeing the financial affairs of the project. The Local Management Committee should as a minimum receive and inspect financial reports that show the project's performance against budget on a regular basis. Material variations should be queried and explanations furnished.

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- A finance committee is a sub-committee of the Local Management Committee established to carry out the duties assigned to it by the Local Management Committee within stated terms of reference. Such a committee can be of major assistance to both the Co-ordinator and the Local Management Committee. By specialising in matters of financial control within the project and thus to some extent fulfilling the Local Management Committee's responsibilities in this area, it might allow the Local Management Committee to devote more of its attention to other aspects of project management. In addition, since the finance committee membership is likely to be much smaller than the main Local Management Committee, it may be possible to convene more regular meetings which may lead to a more meaningful sharing of responsibility and pooling of expertise. In deciding to establish a finance committee, the Management Committee needs to formally agree:
 - Terms of reference and functions to be performed by the committee.
 - Membership of the committee. Membership should ideally comprise the Co-ordinator and two other nominees of the Local Management Committee. On occasions, the Local Management Committee may also wish to invite a non-Management Committee member to sit on such a committee.
 - Tenure of office.
 - Reporting arrangements with the Local Management Committee.



11. CONTROL OVER ASSETS

- For the purpose of these guidelines an asset is property acquired by the project, which is intended for use on a continuing basis for more than one year e.g. items of furniture, computers, sport and audio / visual equipment, office / class equipment, books.
- The Local Management Committee must establish and maintain an appropriate system of control over all assets and tangible moveable property owned by the project. Such a system should include procedures for:
 - Authorisation and purchasing.
 - Receiving, checking and recording of assets.
 - Assigning and stamping of project name and unique identifying number on each item when received.
 - Assigning responsibility for maintaining an assets register and regular physical checks and investigation of differences – an assets register is an important control to safeguard assets once they arrive in the project. Entries in respect of new items purchased should be made by an authorised person immediately the asset passes into project ownership and a description, the date, cost and unique identifying number recorded. Entries should also be made in respect of assets being written off or being disposed of by the project.
 - Safeguarding assets.
 - Movement of items.
 - Assignment of responsibility for ensuring assets are properly maintained and safe to use.
 - Dealing with obsolete or damaged items.
- A complete check and inventory of all assets must be carried out at least once annually which should be evidenced by appropriate entries in the register. The report should be examined and approved by the Local Management Committee regarding the disposal of stock and discrepancies in stock held by the project. The report must also be available for inspection at audit.

12. PURCHASING

- The project must establish a set of procedures governing purchasing and should set out the arrangements for buying, receipt of goods and accounting.
- A purchasing policy needs to strike a balance between quality and cost, as the cheapest is not always the best, and between cost-effective bulk purchasing and inefficient overstocking. Registers of known suppliers must be built up for frequently required items but occasional comparative checks must be made with prices of other suppliers.
- Projects must take reasonable steps to satisfy themselves that suppliers and contractors engaged are reputable and competent and are registered with the revenue authorities in the State.
- In all cases, where a contract (verbal or written agreement) is to be awarded for the supply of goods or services and payment(s) under that contract is likely to exceed €6,500 in any twelve-month period, tax clearance procedures must be adhered to. Details of the procedures to be followed are set in Department of Finance – Circular 22/95 – Tax Clearance Procedures – Public Sector Contracts, e-mail: webmaster@finance.irlgov.ie.
- All purchases excluding routine items such as telephone and ESB and petty cash purchases should be made on foot of an approved order certified by the Chairperson. Pre-numbered triplicate order books should be used for this purpose.
- Competitive tendering procedures, as described in section 13 below, should always be used for the purchase of goods and services where the total value of goods and services consumed in any one year exceeds (or is likely to exceed) €6,500.
- Tendering procedures must also apply in the case of once off purchases in excess of €6,500.
- In all cases other than those described above, at least three written quotations should be obtained.
- A file containing evidence of the tendering and quotation procedures actually followed must be retained for inspection if required.
- Other considerations are:-
 - i) Procedures for issuing and authorising orders.
 - ii) Safekeeping of order books.
 - iii) Special requirements in relation to the authorisation of major purchases.
 - iv) Assignment of responsibilities for checking supplier's invoices and statements, goods returned, maintaining records and authorising invoices for payment.
 - v) An invoice needs to be checked both as regards quantity and pricing before being authorised for payment. Checking would involve examination and cross referencing of the invoice to the purchase order, goods delivery note, evidence as to quantity and the condition of goods delivered, evidence that service has been supplied to a satisfactory standard.



13. TENDERING PROCEDURES

- The project must determine in advance the tendering procedure to be used in each case. It is important that no allegation of impropriety arise during the process either in relation to commercial confidence or fair treatment. The procedure must include the following features:
- Where possible, three tenders must be obtained and more than that sought lest all invitations to tender are not accepted.
- The invitation to tender may be issued directly to suppliers of professional services which would be capable of carrying out the contract or supplying the goods or services and are of good professional standing.
- The invitation should be standard for all firms invited and contain adequate information concerning the scope and nature of the contract. Tender invitations must be based on adequate specifications, which must be in generic terms rather than in terms of particular brands. It should be clearly indicated that it is a condition for the award of the contract that a firm or individual must comply with tax clearance procedures where applicable.
- A date for receipt of tenders must be specified.
- A reasonable amount of time should be allocated for the period between the invitation(s) to tender and the date(s) for receipt of tenders to maximise the response.
- All tenders should be opened together at the date and time set for receipt of tenders. No tender should be opened in advance nor should any tender information that may have become available through a casual remark from a supplier for example be passed on to others.
- The opening of tenders should take place in the presence of at least three persons designated by the project for the purpose, one of whom must be the Chairperson. A Finance Committee could also fulfil this function.
- The tax clearance status of a firm should be confirmed before a contract is awarded.
- Tenders received after the closing date should not be opened.
- Tenders should be evaluated according to the principle of obtaining best value for money. Normally, the lowest tender must be accepted but factors such as experience, previous performance, quality standards and professional reputation should also be taken into account.
- A report of each tendering procedure and reasons for selection in each case should be presented to the Management Committee and minuted. This report, together with the tenders received must be retained for audit purposes.
- Where it is proposed to accept a tender other than the lowest suitable tender, a proposal to that effect showing the precise reasons for the course intended, must be formally put before a meeting of the Management Committee.
- Unsuccessful tenderers should be informed without undue delay if they have been unsuccessful.



14. RECEIPTS

The Local Management Committee must establish an appropriate system of internal controls over receipts. Features of such a system for receipts are:

- Segregation of duties – see Section 10.
- Assigning responsibility for receiving cash and making bank lodgements.
- Procedures to ensure that cash and cheques received are adequately protected and accounted for.
- Signed receipts from pre-numbered duplicate receipt books are issued for any monies received.
- A complete record of receipts analysed by category - a balanced cashbook or other comparable system held on computer will suffice.
- Arrangements are in place for the prompt banking of funds received.
- All receipts should be lodged intact to the bank.
- An independent check should be carried out of the income collection system and evidence of this check recorded on supporting documentation.




15. PAYMENTS

The control considerations in relation to payments are: -

- Segregation of duties is a key control - see Section 10.
- At least two signatories are required for each cheque drawn from a panel approved by the Local Management Committee for the purpose, one of whom should be the Chairperson. The Local Management Committee may nominate a replacement for the Chairperson where s/he is unable to sign cheques.
- Payments are made only in respect of authorised invoices. Before a payment is made, both cheque signatories should satisfy themselves independently that the payment is properly due by inspecting supporting documentation i.e. original approved invoice and approved order, evidence of satisfactory delivery / performance of goods / services etc.
- Employers are legally obliged to deduct PAYE / PRSI at source from employees in compliance with Revenue Commissioner regulations. The PAYE / PRSI system relates to all payments made by the project to employees for services such as teaching, training, repair and maintenance, casual workers involved with breakfast, homework, after-school clubs, sports etc. The Employer's Guide to the Pay-Related Social Insurance PRSI contribution system (SW3) is available from the Department of Social and Family Affairs Information Services at 01-7043000.
- Prompt dispatch of signed cheques.
- Invoices should be stamped as 'Paid' once payment has issued.
- Adequate controls over cheque books and purchase orders.
- Adequate records are kept of all payments made analysed by category.
- Receipts should be retained for all items of expenditure.
- **Cash payments should be kept to a minimum and the Local Management Committee should agree limits for this purpose.**
- Cheques should be issued in numerical sequence.

The following practices should be prohibited: -

- Issue of blank / bearer cheques.
- Issue of cheques for cash.
- Advance signing of blank cheques by cheque signatories.
- Payment by bank draft.
- Payments in respect of a cheque signatory.
- There are ranges of payment methods available including cheque, direct debit, bank giro, credit transfer etc. Projects should discuss the most cost effective payment methods with their bankers.



Prompt Payments of Accounts Act, 1997

The Act aims to ensure that all public bodies, and contractors on public sector contracts, pay amounts due to their suppliers promptly. An automatic entitlement to interest is provided for in respect of amounts due but not paid on time.

All public bodies and their subsidiaries must comply with the Act. The Act also applies to contractors on public sector contracts – where a contractor sub-contracts, or obtains goods or services from another person in respect of a public sector contract, the contractor must comply with the payment provisions of the Act.

Amendment to the Act

An EU wide Law came into effect on 8 August 2002 to combat late payment in commercial transactions. As a result, the Prompt Payment of Accounts Act 1997, has been amended as follows:

- The period for payment of invoices has been reduced from 45 days to 30 days.
- The Regulations apply to all contracts entered into after the 8th August 2002.
- The Regulations provide that interest shall be payable in respect of a late payment. In addition, it will be an implied term of every contract that interest is payable if debts are not paid on time. A payment is regarded as late when 30 days have elapsed unless an alternative payment period is specified in an agreed contract. The interest rate chargeable for late payment should be applied to late payments on a daily basis.

The current late payment interest rate is available by accessing website:

www.entemp.ie/enterprise/smes

16. PETTY CASH

- The Local Management Committee may, if it so wishes, provide the Co-ordinator with a standing imprest out of the project fund for the purpose of making such petty cash disbursements in respect of postage and other minor items as the Management Committee wishes to delegate to him / her. The size of imprest needs to be considered in relation to project size and other local circumstances but will generally not exceed €150 per month. Refunds to the imprest must be made monthly on submission of vouched claims, made in the form, which the Management Committee may decide. Limits should be placed on the value of individual payments. Adequate records of imprests and expenditure must be maintained.
- The Management Committee must formally minute decisions concerning the size of imprest and limits placed on the size of individual payments.



17. PAYMENT OF ANNUAL ALLOCATION BY DEPARTMENT OF EDUCATION AND SCIENCE

Payment of annual allocation to each project will be made in three instalments throughout the school year:

September / October	1 st Instalment
December / January	2 nd Instalment
April / May	3 rd Instalment

Payment of each instalment is dependent on:

- The prompt submission of quarterly financial expenditure returns to the Department of Education and Science (See Section 7) along with current back statements, an expenditure report where administered by VEC and a list of uncashed cheques.
- Future needs of the project.
- The prompt submission of annual progress reports to the National Co-ordination Team of the School Completion Programme.



18. BANK ACCOUNTS

- The relevant VEC should use a separate accounting code for this measure.
- The nominated school should open a separate Bank Account for the School Completion Programme.
- It is recommended that the number of bank accounts be kept to a minimum. This is essential from a control perspective.
- The Local Management Committee must maintain one bank account to make payments from and to receive income into the Project Fund. The Management Committee must inform the Department of Education and Science of the bank in which this account is held and the account number. Any change must be notified to the Department of Education and Science without delay. The decision to make such a change must be formally noted in the minutes of a meeting of the Local Management Committee.
- Only SCP funding allocated under SCP should be in bank account.
- All original bank statements and other related documentation must be retained in the nominated school and must be available for inspection by Department of Education and Science officers.
- The Local Management Committee should ensure that there are adequate controls over bank accounts. Procedures should include:-
 - i) Assigning responsibility to the person to whom all bank statements may be issued.
 - ii) Separate monthly bank reconciliations for all accounts.
 - iii) Availability of bank statements to the Management Committee and / or the finance committee.
 - iv) The exercise of control over cheque books and the signatories panel.
 - v) Notification of cheque signatories and any subsequent changes to the bank.
 - vi) Controls to ensure that accounts opened for special activities with a limited lifespan are closed when the activity has ended. All dormant accounts should be closed.



19. BANK OVERDRAFTS, OTHER BORROWING AND LEASING

The project must not incur overdrafts or other borrowing (including lease purchase, hire purchase or other similar financing arrangements) except with the prior written approval of the Department of Education and Science. Interest on such borrowing may not be charged to the project fund except where the borrowing has been approved by the Department of Education and Science.

Under EU guidelines, bank charges for the operation of accounts are deemed eligible expenditure, interest charges on overdrafts are not.

Where cash flow difficulties arise, the project should review its spending plans as a matter of urgency with a view to ensuring that the project does not go into an overdrawn position with its bank. Where the difficulties relate to the tranching of monies from the Department of Education and Science, the matter should be raised with the Department of Education and Science as soon as possible.

All proposals for lease, rental of equipment and rental / lease of additional facilities or accommodation must also be submitted to the National Co-ordination Team for advance approval.

Section III: Employment Guidelines

20. EMPLOYMENT OF PERSONNEL

The employing agency for non-school personnel in the SCP is:

- 1) Board of Management named to receive Department of Education and Science funding or
- 2) The relevant VEC, or
- 3) Agreed alternative with the Department of Education and Science

Current Legislation

Terms of Employment (Information) Act, 1994 and 2001 and Protection of Employees (Fixed-Term Work) Act 2003 are available from the Department of Enterprise, Trade and Employment website: www.entemp.ie. All relevant legislation and regulations in relation to employment of personnel (e.g. equality, equal opportunities, anti-discrimination, pension legislation and / or regulations) must be complied with.

Staffing – Value for Money

In employing staff in a project the Local Management Committee should adopt a cost effective and value-for-money approach.

Salary

The salary considered appropriate for Local Project Co-ordinators will be advised by the Department of Education and Science. This will be reviewed on an on-going basis.

Starting salaries should reflect qualifications and experience of the employee.

For part-time teacher rates please refer to the payroll section on the Department of Education and Science website www.education.ie (Follow Education Personnel link) (Appendix A)

Where teachers are seconded, they will be comprehended within the Teachers' Arbitration Board Report agreed for seconded teachers generally and the matter should be referred to the Social Inclusion Unit, Department of Education and Science, Athlone, Co Westmeath – 090 64 83764 / 64 83766 (Appendix F)

Job Specifications – Project Personnel

Job specifications should be drawn up for all staff employed by the projects. See *Appendix C* for example of Local Co-ordinator job specification.

The roles of persons employed by the project must be clearly defined. Every effort must be made to avoid duplication of services. Personnel employed should complement existing provisions and should liaise and collaborate closely with existing service providers, particularly with staff in participating schools.

Contracts – Project Personnel

Contracts should be drawn up for all staff employed by the projects. See Local Co-ordinator template in Appendix B.

Contracts should adhere to The Protection of Employees (Fixed-Term Work) Act 2003.

An explanatory booklet on the Protection of Employees (Fixed Term Work) Act 2003 is available from the Department of Enterprise, Trade and Employment website www.entemp.ie (Employment Rights Section).



Security Clearance

SCP will be included as part of the new security clearance procedures for schools. A circular is due to issue to schools shortly and SCP projects should adhere to it.

21. CONFIDENTIALITY

The work of SCP must remain confidential at all times. With regard to information, data and any matters relating to the business of the Department of Education and Science and the SCP, the employee agrees the following:

- He/she shall at all times, keep such records as shall be prescribed by the Department of Education and Science from time to time.
- All such records, reports and notes relating to the work carried out in the course of the employment together with all documents and papers provided by the Department of Education and Science shall be the property of the Department of Education and Science at all times. The employee shall not retain copies of any of the aforementioned documents without the prior approval of the Department of Education and Science.
- The employee shall not at any time, either during the subsistence of his/her employment, or after its termination, make use of, or communicate in any way to any unauthorised person, any information relating to the business of the Department of Education and Science or the SCP or the clients which he/she may have obtained while in service.
- On termination of the employment, the employee shall forthwith deliver to the Department of Education and Science, without prior request, all documents in his/her possession or control relating in any way to the affairs of the Department of Education and Science or the SCP.

22. COMMUNICATION

- Internal communications systems should be in place in projects in order to inform Principals where relevant, of absences concerning project staff or Local Co-ordinators.
- To facilitate the planning of visits and others matters, Local Co-ordinators should inform the relevant Assistant National Co-ordinator regarding absences through attending training, courses, holidays or other leave.
- Absenteeism due to illness should be communicated to the relevant Chairperson and Principals. The relevant Assistant National Co-ordinator will need to be informed if the illness necessitates long-term leave.
- Local Co-ordinators should ensure that they are reasonably contactable during working hours as important issue may arise which need to be dealt with.
- **Deadlines for return of documentation such as Retention Plans, Quarterly Financial Returns and Annual Reports must be adhered to, as failure to do so causes inordinate administrative delays at national level.**
- Minutes of all Local Management Committee meetings should be sent to the relevant Assistant National Co-ordinator.
- Local Co-ordinators are expected to inform the relevant Assistant National Co-ordinator concerning non-attendance at in-service.

23. EQUAL OPPORTUNITIES LEGISLATION

The School Completion Programme commits itself to Equality of Opportunity and to eliminate discrimination as defined under the terms of the current legislation: The Employment Equality Act 1998 and The Equal Status Acts 2000 and 2004.



24. OTHER PAID EMPLOYMENT

A person appointed thereto may not be connected with any outside activity, which would interfere with the performance of his/her work.

25. INDUCTION

From time to time, the National Co-ordination Service will conduct an induction programme for new Local Co-ordinators.

26. WRITTEN STATEMENT OF CONDITIONS OF EMPLOYMENT

Upon accepting an offer of employment from the employer, a member of staff will receive, as soon as practicable and in the event not later than 2 months from the date of commencement of employment, a written statement of the Terms and Conditions applicable to the individual's particular post (as per Terms of Employment Acts 1994 and 2001)

27. PROBATIONARY PERIOD

The employer will decide the probationary period. Extension of service beyond that period will be dependent on the satisfactory performance of duties and conduct as judged by the employer.


The employer recognises its obligations to ensure that each employee, during his/her probation period, is fully assisted in understanding and becoming familiar with the demands (as per job specification) of his/her post, and that any problems and difficulties are thoroughly discussed with him/her.

28. PENSION and PERSONAL RETIREMENT SAVING ACCOUNT (PRSA)

Any employer who is not operating a pension scheme, whose existing pension scheme limits membership eligibility, or whose scheme has a waiting period for membership of more than 6 months from the start of employment, must offer access to at least one standard Personal Retirement Savings Account (PRSA). Where the employer currently provides a pension scheme, but that scheme has no Additional Voluntary Contributions (AVC) option, the employer must permit his/her employees to participate in a standard PRSA.

The employer is not obliged to pay any contributions on behalf of the employee, but may contribute if they wish. Projects may contribute to PRSAs, subject to a maximum of 3% of salary, within existing budget allocations. Projects should not seek an increase in their annual allocation to cover this cost.

- Access to the standard PRSA must be available through payroll deduction and the employer must pass contributions to the PRSA provider within 15 days of the end of the month in which the deduction was made.
- Employers must notify employees of their right to contribute to a standard PRSA by salary deduction.
- Details of PRSA deductions and payments must be given to the employee monthly. This can be facilitated through the normal pay slip.

- 
- PRSA providers or intermediaries must be allowed reasonable access to employees at their workplace for the purpose of putting standard PRSAs in place.
 - Employees must also be allowed reasonable paid leave, subject to work requirement, to enable them to arrange a PRSA.

29. TERMINATION OF EMPLOYMENT

Contracts shall be terminable with one month's notice by either the Employer or the Employee.

30. SALARIES

PAYMENT OF SALARIES

Salaries are paid in accordance with relevant employer payment procedures. Salaries are accompanied by an itemised pay statement, giving details of gross and net salary payable and the amount of any deductions.

31. HOURS OF WORK

Normal hours of work shall be based on a minimum of **35 hours per week (excluding lunch)**. However, in view of the nature of the post, flexibility in attendance in excess of the norm may be required from time to time. No additional payment will be made for extra attendance over and above 35 hours per week. The rate of remuneration covers any extra attendance liabilities that may arise.

32. USE OF SCP ACCOMMODATION, EQUIPMENT AND MATERIALS

Appropriate administrative procedures must be followed. All breakage's, incidents must be reported to the Local Co-ordinator and/or other members of the SCP team.

33. NO SMOKING POLICY

Smoking is prohibited in the workplace under the Public Health (Tobacco) (Amendment) Act 2004.

34. LEAVE ENTITLEMENT AND REGULATIONS

Annual Leave

The annual leave allowance is 26 working days for full-time employees and pro rata for any lesser period¹, with the leave year commencing on 1st April each year. This leave is on the basis of a five-day week and is exclusive of usual public holidays.

Staff are also entitled to two privilege days:

Day after St. Stephen's Day (December 27th)

Easter Tuesday

PUBLIC, BANK AND STATUTORY HOLIDAYS

A public holiday is a statutory entitlement as set out in the Organisation of Working Time Act, 1997. It should not be confused with 'Bank Holidays', which are not covered by the legislation. All full time employees and part-time employees (who have worked at least 40 hours in the five weeks ending on the day of the holiday) qualify for benefit of the public holiday.

Public / Bank Holidays are as follows:

New Year's Day

St. Patrick's Day

Good Friday

Easter Monday

May Day Holiday

June Bank Holiday

August Bank Holiday

October Bank Holiday

Christmas Day

St. Stephen's Day

35. MATERNITY LEAVE AND MATERNITY ABSENCE

MATERNITY RIGHTS DURING ABSENCE FROM WORK


All pregnant employees are entitled to Maternity Leave. This applies regardless of their length of service.

During her Maternity Leave period, the employee is entitled to all her contractual benefits.

Standard Maternity Leave²

- A pregnant employee is entitled to 22 consecutive weeks of **maternity leave** for those who commence maternity leave after the 1st March 2006. Women who commenced maternity leave before 1st March 2006 are entitled to 18 weeks maternity leave.

¹ Pro rata for employees who commence employment after April 1st and for employees who work part-time or for any lesser period.

- 
- An employee who wishes to avail of her entitlement to maternity leave must notify her employer in writing as soon as reasonably practicable, but no later than 4 weeks before the beginning of the leave, of her intention to take the leave. She must also provide a medical certificate specifying the expected week of confinement.

Additional Maternity Leave

- A pregnant employee is also entitled to 12 consecutive weeks (unpaid) **additional maternity leave** beginning immediately after the end of the 22 weeks.
- A woman who wishes to avail of her entitlement to additional maternity leave must notify her employer in writing of her intention to take additional maternity leave. This must be done no later than 4 weeks before the day on which her additional maternity leave is due to commence.

Allocation of Minimum Period of Maternity Leave

- A pregnant employee can begin and end her maternity leave on any day she selects but must:
 - Take a minimum of 2 weeks leave before the end of the expected week of confinement; and
 - Take 4 weeks leave after the end of the expected week of confinement.

Ante-natal/Post-natal care

- Pregnant employees and employees who have recently given birth are entitled to time off from work, without loss of pay or leave for the purpose of receiving ante-natal and post-natal care. However, the employee must inform her employer in writing of the time and date of the appointment no later than 2 weeks before the date of the appointment.

Ante-natal Classes

- A pregnant employee is entitled to time off from her work, without loss of pay to attend one set of ante-natal classes (other than the last 3 classes)
- An expectant father of a child (if he is employed under a contract of employment) is entitled to time off from work, without loss of pay to attend the last 2 ante-natal classes in a set before the birth.

PAY FOR MATERNITY LEAVE


It is established custom and practice in SCP projects to pay a full salary to the person taking maternity leave, less any social welfare allowance payable on foot of a worker's social insurance. Where a replacement is employed, applications for appropriate funding should be made to the Department of Education and Science.

RETURN TO WORK

The employer must be informed in advance of the employee's intention to return to her job.

² Women who **commence** maternity leave on or after **1 March, 2007** will be entitled to **26 weeks** maternity leave attracting a payment and 16 weeks unpaid maternity leave

Women who **commence** additional unpaid maternity leave on or after **1 March, 2007** will be entitled to **16 weeks** unpaid maternity leave



The project must be given at least four weeks' notice of an employee's proposed date of return.

If an employee does not intend to return to work after Maternity Leave they should inform their employer in writing as soon as possible.

- For more information www.equality.ie

36. PARENTAL LEAVE (based on the Parental Leave Act 1998 and Parental Leave (Amendment) Act 2006)

Unpaid parental leave of up to 14 weeks may be granted by the employer to a staff member who is a natural or adoptive parent to enable him or her to take care of the child, subject to the following conditions:

- The Parental Leave Act 1998 entitles each parent to 14 weeks unpaid parental leave.
- The leave must be taken before the child is 8 years of age, or 16 years of age in the case of children with disabilities.
- This leave is non-transferable between the parents, except where both parents work for the same employer. However, this depends on the agreement of the employer.
- You must notify your employer 6 weeks in advance of your intention to take parental leave.
- The leave may be "broken up" with the agreement of the employer.
- For more information www.equality.ie

37. FORCE MAJEURE LEAVE (based on the Parental Leave Act 1998 and the Parental Leave (Amendment) Act 2006)

- An employee is entitled to leave with pay from his or her employment for urgent family reasons, owing to the injury or illness of any of the persons listed below:
 - A child or adoptive child of the employee;
 - The spouse of the employee, or a person with whom the employee is living as husband or wife;
 - A person to whom the employee is in loco parentis;
 - A brother or sister of the employee;
 - A parent or grandparent of the employee;
 - Persons in a relationship of domestic dependency, including same-sex partners.
- Entitlement to force majeure leave is limited to circumstances where the immediate presence of the employee, at the place where the ill or injured person is situated, is indispensable.
- During an absence on force majeure leave an employee is regarded as being in the employment of the employer, and retains all of his or her employment rights.
- Force majeure is paid leave. It cannot be treated as part of any other leave (e.g. sick leave, adoptive leave, maternity leave, annual leave or parental leave) to which the employee is entitled.



Notification of Force Majeure Leave

- As soon as reasonably practicable after his or her return to work after an absence on force majeure leave, an employee must confirm to his or her employer that he or she has taken the leave.

Maximum Entitlement

- An employee may not be absent on force majeure leave for more than 3 days in any 12 consecutive months, or 5 days in any 36 consecutive months. Absence for any part of a day is counted as one day of force majeure leave.

For more information www.equality.ie

38. CARER'S LEAVE (Carer's Leave Act 2001)

The Carer's Leave Act, 2001, provides for carer's leave subject to a minimum number of 13 weeks and a maximum of 104 weeks for employees in order to provide full time care and attention to a *relevant* person (i.e. the person receiving full-time care and attention) requiring it and to protect the employee's rights during the leave. To qualify for carer's leave an employee must meet the following conditions: -

- S/he must have at least one year's continuous service with SCP prior to taking the carer's leave;
- The person they wish to care for is considered to be a relevant person by a deciding officer (or appeals officer) of the Department of Social and Family Affairs;
- The employee provides full time care and attention to the relevant person;
- The employee does not engage in employment or self-employment during the period of leave.

You may apply for carer's leave for one continuous period of 104 weeks for each relevant person or, for a number of periods, the combined duration of which does not exceed a total of 104 weeks from the date when you commenced carer's leave.

Carer's leave is unpaid. Employees may be entitled to Carer's benefit, the Department of Social and Family Affairs will decide on the entitlement.

For more information www.entemp.ie

39. ADOPTION LEAVE (Adoptive Leave Act 1995 & 2005)

- At present, the Adoptive Leave Act entitles an adopting mother or a sole male adopter to 20 weeks adoptive leave. There is also the option to avail of a further 12 weeks unpaid additional leave. An employee who commence adoptive leave after 1st March 2007 will be entitled to 24 weeks adoptive leave attracting a payment and 16 weeks unpaid adoptive leave.
- An employee wishing to avail of the leave must give four weeks written notice to their employer prior to starting the leave.
- There is no obligation on an employer to pay an employee while absent on adoptive leave or additional leave. However, the employee may be entitled to Social Welfare benefit during the 20 weeks standard leave.

For more information www.equality.ie

40. JURY SERVICE (Juries Act 1976)

The Juries Act 1976 requires an employee who is called for jury service to be given time off to attend the court. The employee concerned is entitled to be paid and should not suffer loss of any other employment entitlements.

In certain circumstances, employees may be exempt from Jury Service on receipt of a letter from the employer.

41. TRADE UNIONS AND PROFESSIONAL ORGANISATIONS

Any member of staff may if s/he wishes:

- Have subscriptions to recognised professional organisations and/or recognised trade union deducted from his/her salary on written request to the employer.
- Become a member or official of a recognised professional association or a recognised trade union and participate in its activities.
- A member of staff equally has the right not to join a trade union or professional association.

42. SICK PAY SCHEME

OBLIGATIONS OF STAFF IN THE EVENT OF SICKNESS

Any members of staff will be entitled to two consecutive uncertified sick days, subject to a maximum of six in any one period of 12 months, for which s/he will be paid sick pay (provided s/he notifies the office on the first day of illness). S/he is required to produce a Doctor's certificate in respect of any absence on three consecutive days or longer.

SCALE OF SICKNESS PAYMENTS

Sick pay will be paid to s/he on certified sick leave at the following rates:

<u>Service at commencement of sick leave</u>	<u>Period of Entitlement</u>
During first year	1 month's full sick pay 1 month's half sick pay
During second year	2 month's full sick pay 2 month's half sick pay

S/he shall claim and remit to his/her employer any social welfare payments due to him/her during the periods of absence through sickness. Sick pay is calculated at the net wage normally payable to him/her after deduction of PAYE and PRSI.

43. HEALTH AND SAFETY

- The attention of Local Management Committees is drawn to Health and Safety legislation and appropriate procedures need to be put in place to ensure that any obligations arising are fulfilled.
- The Health and Safety Authority has overall responsibility for the administration and enforcement of the occupational safety and health system under the Safety, Health and Welfare at Work Act, 1989 & 2005. The Act and the 1993 General Application Regulations set out how prevention of ill health and accidents in all places of work and for all employees can be achieved. Employers are also required to ensure that as far as is practicable, persons not in their employment are not exposed to risks to their health and safety. The Act requires all employers to prepare a Safety Statement in writing in their workplaces. A Safety Statement sets out how health and safety is managed in the workplace.
- For more information, please see <http://www.hsa.ie>

44. TRAVELLING EXPENSES AND SUBSISTENCE ALLOWANCE

Allowances are payable, in accordance with the Public Service Rates applicable from time to time, in respect of all necessary travelling which has been undertaken by the Co-ordinator on behalf of and at the request of the Local Management Committee.

SUBSISTENCE ALLOWANCES


- The Local Management Committee may pay travel and subsistence allowances from the project fund as appropriate, in accordance with regulations and at rates laid down from time to time by the Department of Education and Science, for travel by project personnel. Please refer to Department of Education and Science circular 11/82
- Expenditure on travel and subsistence should be strictly appraised and monitored. It is the duty of the Chairperson and Local Management Committee to ensure that only essential travel is undertaken and that every effort is made to keep expenditure to a minimum.
- The National Co-ordination Service, Curriculum Development Unit, processes payment for travel expenses in respect of personnel attending approved in-service training courses at national level.
- The Local Co-ordinator should be paid subsistence at the B rate.
- Relevant conditions and procedures including rates are set out in the Department of Finance's circulars on the matter. These are available from the Department of Finance website www.finance.gov.ie

45. COMPLAINTS PROCEDURE – DEPENDENT ON EMPLOYER (SEE POINT 20)

The Department of Education and Science supports the principle that complaints regarding projects should be resolved at project level whenever possible.

All complaints should be directed in the first instance to the Chairperson of the Management Committee. The Management Committee is free to determine its own fair procedure for the handling of complaints.

If the complainant has failed to resolve his/her complaint at local level and wishes to have the matter investigated further s/he should forward a **signed statement** to the National Co-ordination Service containing:


- 
- A clear account of his/her complaint (ideally listing each element of his/her complaint).
 - An account of how s/he has attempted to bring the matter to the attention of the Management Committee, and the reasons why s/he remains dissatisfied.
 - A statement that s/he agrees to a copy of his/her complaint (and supporting documentation) being sent to the Management Committee and to the person against whom the complaint has been made. Without this permission, the National Co-ordination Service will not process his/her complaint.

You must include the following **supporting documentation** with his/her statement of complaint:

- Copies of any written complaint(s) that s/he has made to the Management Committee.
- Copies of any correspondence between him/her and the Management Committee, including any decision of the committee issued to him/her following consideration of his/her complaint by the Management Committee.
- Copies of any other documentation which s/he wishes the Department of Education and Science to consider.

In order to consider his/her complaint fully, the National Co-ordination Service must also seek the views of the local Management Committee. On receipt of his/her complaint and the documentation listed above, the Service will forward a copy of his/her complaint and the supporting documentation to the Management Committee. The National Co-ordination Service will ask the committee to examine the complaint and provide a written statement to him/her on the steps that have been taken to investigate and resolve the complaint in the project to date.

Following receipt of the documentation from him/her and from the Management Committee as detailed above, the National Co-ordination Service will consider the matter and may seek the advice of the Department of Education and Science. An investigation at local level by a member of the Department of Education and Science may take place and a report on the outcomes of the investigation may be furnished to the National Co-ordination Service. This process may take some time, depending on the nature of your complaint. The outcomes of the investigation and the determination of the Department of Education and Science on the matter will be communicated to all parties involved in due course.



Appendix A

Part-Time Teacher Rates: For most recent circular and rates, please refer to the Payroll Section of the Department of Education and Science website www.education.ie (Link through Education Personnel Section, Teachers Section).

Teacher's Common Basic Scales: For most recent circular and scales, please refer to the Payroll Section of the Department of Education and Science website www.education.ie (Link through Education Personnel Section, Teachers Section).

Youth Worker / Project Worker Salary Scale: For most recent circular and scales, please refer to the Payroll Section of the Department of Education and Science website www.education.ie (Link through Education Personnel Section, Other VEC Personnel Section).

Appendix B

Contract Template



DEPARTMENT OF EDUCATION and SCIENCE

SCHOOL COMPLETION PROGRAMME

LOCAL PROJECT CO-ORDINATOR

CONTRACT OF EMPLOYMENT:

1. Tenure

Employment will be for years, operative from to

Subject to satisfactory completion of probation a fixed term contract will apply i.e. employment will be continued subject to

- (a) the continuation of the School Completion Programme up to 31st August, 2010
- (b) ESF aid available to the School Completion Programme measure.

unless lawfully terminated under the provisions set out hereafter prior to that date. The provisions of the Unfair Dismissals Acts 1977 –1993 shall not apply to the termination of this contract by reason only of the expiry of the time period stipulated above. The employee will be employed as Local Project Co-ordinator.

2. Reporting to

The Local Co-ordinator will report to and work under the direction of the Local Management Committee of the Project.

The School Completion Programme's National Co-ordination Team will provide professional, administrative support and guidance

3. Salary

The salary considered appropriate for Local Project Co-ordinators will be advised by the Department of Education and Science (the Department). This will be reviewed on an on-going basis.

or

While on secondment to the post, salary will be comprehended within the 'Report of the Teachers Arbitration Board' agreed for seconded teachers generally.

4. Probation

The person appointed will serve a probationary period from the date of appointment for

5. Termination of Employment

Notwithstanding that this is a fixed term Contract terminating on the (date to be entered) it shall be terminable with one month's notice by either the Employer or the Employee.

6. Hours of Attendance

Normal hours of work shall be based on a minimum of 35 hours per week (exclusive of meal breaks). However, in view of the nature of the post, flexibility in attendance in excess of the norm may be required from time to time. No additional payment will be made for extra attendance over and above 35 hours per week. The rate of remuneration covers any extra attendance liabilities that may arise.

7. Travel and Subsistence

Allowances are payable, in accordance with the Public Service Rates applicable from time to time, in respect of all necessary travelling which has been undertaken by the Co-ordinator on behalf of and at the request of the Management Committee.

8. Annual Leave

The annual leave allowance is 26 working days and pro rata for any lesser period, with the leave year commencing on 1st April each year. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

9. Sick Leave

- a) You will be entitled to two consecutive uncertified sick days, subject to a maximum of six in any one period of 12 months, for which you will be paid sick pay (provided you notify the Office on the first day of illness). You are required to produce a Doctor's Certificate in respect of any absence on three consecutive days or longer.
- b) Sick pay will be paid to you on certified sick leave at the following rates

Service at Commencement of Sick Leave	Full Sick Pay	Half Sick Pay
During first year	One month	One month
During Second Year	Two months	Two months

- c) You shall claim and remit to your employer any social welfare payments due to you during the periods of absence through sickness.
- d) Sick pay is calculated as the net wage normally payable to you after deduction of PAYE and PRSI.



10. Duties and Responsibilities

The duties and responsibilities of the post are set out in the job description attached.

11. Outside Employment

A person appointed thereto may not be connected with any outside activity, which would interfere with the performance of his work.

12. Confidentiality

The work must remain confidential at all times. With regard to information, data and any matters relating to the business of the Department and the School Completion Programme, the Employee agrees to the following:

- i) He/she shall at all times, keep such records as shall be prescribed by the Department from time to time;
- ii) All such records, reports and notes relating to work carried out in the course of the employment together with all documents and papers provided by the Department shall be the property of the Department at all times. The Employee shall not retain copies of any of the aforementioned documents without the prior approval of the Department;
- iii) The Employee shall not at any time, either during the subsistence of his/her employment, or after its termination, make use of, or communicate in any way to any unauthorised person, any information relating to the business of the Department or the School Completion Programme or the clients which he may have obtained while in the service of the Department;
- iv) On termination of the employment, the Employee shall forthwith deliver to the Department, without prior request, all documents in his possession or control relating in any way to the affairs of the Department or the School Completion Programme

13. Grievance Procedures

Where the Co-ordinator has a grievance relating to this employment, he/she should, in the normal course, seek to resolve the matter with the Chairperson of the Local Management Committee. In the event of the employee still having any grievance relating to the terms of his employment specified herein following attempts at resolution above, he/she may seek redress by applying in writing to the Management Committee who shall investigate such grievance. The employee shall have the right to state his/her case orally or in writing during such investigation and to be accompanied by a colleague or such other representative as the Project Co-ordinator may choose.

14. Disciplinary Procedures

Employees will be subject to the general disciplinary procedures as are collectively agreed from time to time and subject to relevant legislation.



15. Complaints Procedure

All complaints should be directed in the first instance to the chairperson of the Management Committee. The Department of Education and Science supports the principle that complaints regarding projects should be resolved at project level whenever possible. For fuller details of the complaints procedure refer to page 32 of the School Completion Programme Administrative and Financial Guidelines 2006.

16. Base

The person's base will be (**name of project/school address**)

Signed

For and on the behalf of the Management Committee

In the presence of:-


Date:

Signed by the Employee

In the presence of:-

Date:

Date of commencement of work: _____ day of _____ 200



Appendix C


SPECIFICATION FOR POST OF LOCAL SCHOOL COMPLETION PROGRAMME CO-ORDINATOR

The SCP aims to develop local strategies to ensure maximum participation levels in the education process. This entails targeting individual young people of school going age, both in and out of school, and arranging supports to make education more meaningful and success more attainable. Funding for this Initiative is being made available under the National Development Plan 2000-2006. This Initiative is co-funded under the European Social Fund.

The co-ordinator will lead the development and implementation of the programme in consultation with the National Co-ordination Service, under the direction of the School Completion Programme Local Management Committee and in consultation with the school Principals.

The co-ordinator will:

- Co-ordinate and implement the School Completion Programme plan as drawn up by the Management Committee in line with the agreed budget
- Report and work under the direction of the School Completion Programme Management Committee in relation to all aspects of the project
- Provide direct support to the targeted young people
- Organise and facilitate the provision of in-school, out-of-school, after school and holiday time supports for the targeted young people
- Establish and maintain strong links with all relevant agencies
- Ensure the active participation of the other relevant partners
- Develop and supervise the participation of the School Completion Programme staff in the project
- Participate in training organised through the National Co-ordinating Team, Department of Education and Science.
- Monitor and evaluate the quality of the programme
- Keep a comprehensive report and descriptions of all aspects of the Programme recording successes, failures and changes
- Identify and facilitate, in consultation with the School Completion Programme Management Committee, the provision of relevant in-service for programme personnel
- Oversee day to day expenditure of the programme and keep accurate records of payments and receipts and work within the budget constraints for the Programme
- Co-operate with the Department of Education and Science requirements in relation to the evaluation and audit of the Programme and the collection of data and furnishing of reports required on a timely basis.



Appendix D

Quarterly Financial Returns

SECTION A: THE CLAIMANT

Project Name : _____

Address : _____

Telephone Number: _____

SECTION B: PROGRAMME DETAILS

Title of the Programme : The School Completion Programme _____

Duration of the Programme: _____

Period for which claim is being made: _____

Current Annual Allocation : _____

Bank Balance as at 31st December 200 : _____

Other Sources of Income:

Funding from other sources: _____

In –career Development (Through CDU): _____

SECTION C : CERTIFICATION

The undersigned, being the operational agency officials responsible for the preparation of the claim, hereby certify (a) that the figures contained in this claim are accurate and complete (b) that the costs covered by this claim have already been incurred and (c) that the E.U. – aided operations covered by this claim have been completed.

Signature of the Authorising Official: _____

Title/Position

Signature of the Chairperson / Chief Executive Officer: _____

Date: _____

The School Completion Programme

Claim: 1 OCTOBER 2006 TO 31 DECEMBER 2006

PROJECT NAME: _____

COST HEADING	COST
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PROJECT MAINTENANCE COSTS

1. Advertisements	
2. Interview Expenses	
3. Other (Please specify)	
4. TOTAL	

PROJECT PERSONNEL SALARIES

5. Co-ordinator	
6. Teacher's Salary	
7. Community/Youth Worker Salary	
8. Employer's PRSI for 5,6,7	
9. Salaries of Sessional Personnel (Please specify on separate sheet supplied)	
10. Other Personnel (Please specify)	
11. Total	

ADMINISTRATION

12. Office Rental (Where applicable)	
13. Equipment Rental	
14. Stationery & Postage	
15. Telephone	
16. Travel Expenses (Project Personnel)	
17. Other (Please specify)	

ACTIVITIES

In-school	
19. Curriculum Materials & Resources (TOTAL) Please specify on attached sheet	
After/Out-of-school	
20. Curriculum Materials & Resources (TOTAL) Please specify on attached sheet	
21. Educational Trips Expenses	
22. Meal Provision	
23. Holiday Provision	
24. Transport	
25. Other (Please specify)	
26. TOTAL	

GRAND TOTAL (4+11+18+26)	
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PROJECT PERSONNEL

SESSIONAL PERSONNEL	
a)	
b)	
c)	
d)	
e)	
f)	
g)	
h)	
9.Total	

CURRICULUM MATERIALS & RESOURCES

19. In-School	
i)	
ii)	
iii)	
iv)	
v)	
vi)	
19.TOTAL	

20. After/Out of School	
i)	
ii)	
iii)	
iv)	
v)	
vi)	
20. TOTAL	

Funding from other Sources	
Funding obtained from Dept. of Social, Community & Family Affairs	
Other (Please specify)	

Instructions for completion of expenditure return forms

Introduction

The School Completion Programme is funded under the 2000-2006 National Development Plan (NDP) and aided by the European Social Fund (ESF) under the 2000-2006 Community Support Framework (CSF).

The information entered on the claim should be the actual expenditure incurred in the relevant quarterly period as stated on the form

- i.e. 1st September to 30th September
- 1st October to 31st December
- 1st January to 31st March
- 1st April to 30th June
- 1st July to 31st August

It should only include bills actually paid during the relevant period. Bills paid after this period can be claimed in a subsequent quarterly period.

It is imperative that source documents from which the claim is prepared are retained for inspection by the DES, the Comptroller and Auditor General, the European Commission, the ESF Control Unit and the European Court of Auditors. Source documents can include invoices, bank statements, receipts or other working papers used to compile the claim.

COST HEADINGS ON EXPENDITURE RETURN FORM

PROJECT MAINTENANCE COSTS

- 1. Advertisement**
Please provide details of actual expenditure incurred during the claim period.
- 2. Interview Expenses**
Please provide details of actual expenditure incurred on interview expenses during the claim period.
- 3. Other (Please Specify)**
Use this heading for other eligible cost items not covered by 1 to 2 above.
Please specify what cost items are included in this heading.
- 4. Total for Project Maintenance Costs.**




PROJECT PERSONNEL SALARIES

- 5,6 & 7** To include salaries of Co-ordinator, Teacher and Community / Youth Worker respectively *less* Employer's PRSI for within the relevant claim period.
- 8.** To include Employer's PRSI for 5,6 & 7 above.
- 9.** To include salaries of all Sessional Personnel for the relevant claim period (details to be specified on attached sheet).
- 10.** To include salary / payment for all other personnel (please specify)
- 11.** Total for Project Personnel Salaries

ADMINISTRATION

- 12. Office Rental (Where applicable)**
To include details of actual expenditure incurred on Office Rental and Rates for the relevant claim period. Where accommodation is shared the cost should be apportioned.
- 13. Equipment Rental**
Please provide details of actual expenditure incurred on rental or hire of equipment associated with the programme during the relevant claim period.
- 14. Stationary & Postage**
Please provide details of actual expenditure incurred on stationary, printing costs, office supplies and postage. Only items used by the programme should be included.
- 15. Telephone**
Actual expenditure costs under this heading can include Phone, Fax, E-mail and Internet.
- 16. Travel Expenses (Project Personnel)**
Please provide details of actual expenditure incurred on staff travel and subsistence during the claim period. A record should be kept of travel costs of the individuals and should be paid on production of valid tickets/receipts or appropriate mileage rates.
- 17. Other (Please specify)**
This heading can be used for other eligible cost items not covered by 12 to 16 above. Please specify what cost items are to be included under this heading.
- 18. Total for Administration**



Activities (In-School)

19. Curriculum Materials and Resources

To include details of in-school curriculum materials and resources. To be specified on attached sheet.

Activities (After/Out-of-School)

20. Curriculum Materials and Resources

To include details of after/out-of-school curriculum materials and resources. To be specified on attached sheet.

21. Educational Trips Expenses

Please provide details of actual expenditure incurred on educational trips and related expenses during the relevant claim period.

22. Meal Provision

Please provide details of actual expenditure incurred on meal provision during the claim period, excluding Department of Social and Family Affairs (DSFA) funding used.

23. Holiday Provision

Please provide details of actual expenditure incurred on holiday provision during the claim period.

24. Transport

Please provide details of actual expenditure incurred on student transport during the claim period.

25. Other

Use this heading for other eligible cost items not covered by 19 to 24 above. Please specify what cost items are included in this heading.


26. Total for Activities

GRAND TOTAL (4+11+18+26)

CONDITIONS

Resources provided under this programme may not be used for expenditure on items for existing provision under schemes currently operated by the Department – e.g. standard classroom furniture, free books scheme, library books scheme and building grants. Eligible items of expenditure are detailed in the guidelines issued by Structural Funds Unit.

The quarterly financial returns must be based on the expenditure by the school in respect of the School Completion Programme.



ENQUIRIES

This list is intended as a guide only. If you have any further queries please contact one of the following:

Mary Hearty at 090 6483764 or by e-mail: mary_hearty@education.gov.ie


Or

John Murray at 090 6484097 or by e-mail: john_murray@education.gov.ie

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Cornamaddy,
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Appendix E

SAMPLE ACCIDENT REPORT FORM

Date:	
Time:	
Location Details:	
Names and addresses of persons involved in accident	
Description of Accident:	
Name(s) of person(s) in charge at the time of accident:	
Description of activity in which injured person was engaged in:	
Description of Scene of Accident:	
Name(s) and Address(es) of witness(es):	
Did Hazard Exist: Yes _____ No _____ If Yes, please describe:	
Was injured referred for First Aid/medical assistance? Yes _____ No _____ If yes, please describe:	
Signed:	Date:
Were parents/guardians informed? Yes _____ No _____	
If Yes, by whom?	
Other observations:	
Signature of Person in Charge at time of accident:	Date:
Case notified to Local Management Committee on:	
Notes:	



Appendix F

REPORT OF THE TEACHERS ARBITRATION BOARD IN RESPECT OF A CLAIM ON BEHALF OF TEACHERS ON SECONDMENT

Dated the 7th July 2003.

A claim was brought by the ASTI, INTO and TUI that teachers on secondment to implement national initiatives be paid a salary commensurate with the level of responsibility involved and the changes in their working conditions.

The findings of this report recommend four separate categories of secondments. Seconded teachers will now be paid at the appropriate point on the teachers' common basic scale, an honours degree allowance, an honours H.Dip allowance plus a standard allowance depending on the category of secondment. This allowance will be pensionable. Post of responsibility allowances will not be paid while on secondment.

Following discussions with the teacher unions in relation to the appropriateness of the secondment categories, it was agreed that teachers seconded to the post of Local Co-ordinator would be paid at Category 4.

The arrangements set out in the report apply to all teachers on secondment. Existing appointees are entitled to opt to retain their present pay arrangements until the end of their present period of secondment. Further information is available on Report No.26 on the Department's website: www.education.ie



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