

Donabate-Portrane



Educate Together

## **Continuous Professional Development – Support Scheme**

The Board of Management is aware that many staff are continuously upgrading their knowledge and skills by completing a wide range of programmes at their own expense. The Board greatly appreciates the commitment and hard work required and the benefits brought to our school through this extra-curricular professional development and therefore would like to offer some support to the relevant staff. As a result we are introducing a Continuous Professional Development Support Programme which will offer a contribution towards the cost of training completed by staff.

### **Details of Scheme**

A fund will be set up each year to cover the costs of applications received from staff under the scheme. The amount of the fund will be decided by the Board each year and will be dependent upon the financial position of the school in that particular year. We would like to offer the following contribution to course fees depending on the total amount of course fees applicable.

<b>Course Fee</b>	<b>Contribution Covered</b>
Up to €300	50% of fee payable
€300 to €1,000	35% of fee payable – with a min payment of €150
Over €1,000	25% of fee payable – min of €350 and max of €500 per year

We realise that staff may still have to pay a significant contribution to cover their course fees. However the board are constrained by the financial position of the school and we understand that this is really a gesture of support. Applications under the scheme will open in October each year for people who have enrolled in programmes for that academic year. Anyone who enrolls in a programme after the closing date will be eligible to apply for a contribution the following October. Whilst we hope to be able to make a contribution based on the figures above this is subject to the total amount payable not exceeding the amount set aside for this purpose in any given year. If the total amount of contributions payable under the scheme exceed the value of the fund then each person will have their contributions reduced on a pro-rata basis. For example if the total amount payable to applicants is twice the size of the fund set aside then everyone will receive 50% of their entitlement under the scheme in that year.

### **Courses Covered**

The programmes covered by this scheme must be relevant to the duties of the staff concerned. This will be at the discretion of the board. If a course is considered partially relevant to the role of the staff member the board may, at its' discretion, make a proportionate contribution as appropriate.

### **Eligible Staff**

The scheme is open to all teaching and non teaching employees of the school employed in a permanent capacity or on a Contract of Indefinite Duration.

