



# Waterford and Wexford Education and Training Board

## Further Education and Training Professional Learning & Development Procedures

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|----------------------------------|----------------------------------------------------------------|--------------------------------------------|--------------------------------------------------|
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## 1.0 Background and Context

WWETB is committed to creating and maintaining a culture of excellence and recognises that professional learning and development (PLD) is vital to a workforce that anticipates, responds to and meets the needs of a constantly evolving society and economy. [WWETB Professional Learning and Development Policy \(PLD\) 2021](#).

The development of a PLD scheme for the organisation is aligned with the following WWETB strategic priorities:

**Strategic Priority 1.1: The provision of high quality education and training programmes.**

**Strategic Action 1.1.2:** Support good practice in teaching and learning in all our colleges and centres through continuing professional development (CPD)

**Strategic Priority 3.1: Continuing Professional Development**

**Strategic Action 3.1.1:** Develop a CPD policy for the organisation which supports the professional development of staff in general, prioritises areas of greatest need and includes a template for individual training plans.

**Strategic Action 3.1.2:** Prioritise opportunities for staff professional development for those with leadership roles and/or posts of responsibility within the organisation. Support and develop the potential for staff working with national ETBI networks for professional development.

Consistent with the ETBI-SOLAS collaborative 'FET Professional Learning & Development: Statement of Strategy 2020-2024' and our own 'WWETB Strategic Statement 2018 -2022', we are engaging in ongoing investment in the professional learning and development of our staff.

In achieving the aims of these strategies, WWETB will implement professional learning and development that is accessible and flexible. Essential and developmental PLD needs of teams and individuals are identified through staff development processes on an ongoing basis. WWETB adopts practical solutions to address these needs. WWETB also recognises that a substantial part of PLD will be acquired through on-the-job collaboration.

In terms of identifying, planning, delivering and recording, professional learning and development activities will generally fall under one of the priority areas consistent with the ETBI-SOLAS collaborative 'FET Professional Learning & Development: Statement of Strategy 2020-2024', and our own 'WWETB Strategic Statement 2018 -2022', which have been identified for targeted development.

Prioritised critical professional and learning development areas include:

- Working with and Supporting FET Learners
  - (i) Literacy, numeracy and digital skills
  - (ii) Teaching and Learning
  - (iii) Learner Support
- Technology Enhanced Learning
- Quality Assurance
- Vocational Upskilling & Reskilling

- Leadership and Management Framework
- Information and Communications Technology
- Employer/Enterprise Engagement

Other PLD activities outside of these areas are also supported.

## 2.0 Access

- 2.1 A broad view is taken as to what constitutes professional learning and development (PLD) and how it can be delivered. Staff may engage in a range of learning activities of relevance to their work – formal, informal, work-based, and self-directed - that improve competencies, allow for a higher level of performance and develop potential. (WWETB Professional Learning and Development (PLD) Policy 2021)

This document is concerned with formal and structured learning activities, defined as follows:

- Job Related Development
- Organisation Related Development
- Personal Development

The definitions of these terms are outlined in Section 4.

- 2.2 This document covers any staff that are line-managed by a FET manager i.e. Coordinators/AEOs/Unit Managers/Training Manager/PLC Principal/DFET.

## 3.0 General Considerations

- Attendance at in-service courses, meetings or professional learning and development events does not accumulate hours towards CID entitlements.
- Attendance at a WWETB PLD event is an approved absence for purposes of replacement or substitution. Cover/substitution should be provided from local allocation.
- A flexible workload may be arranged locally once programme delivery is not affected.
- Local and centrally organised professional learning and development may limit the number of participants per centre or programme, to prevent disruption and due to budgetary constraints.
- The existence of agreed strategic priorities does not imply that all staff are automatically eligible for professional learning and development in some or all these areas.
- Staff may avail of professional learning and development in-house within WWETB, on WWETB courses. The application should be made locally e.g. vocational upskilling on a training course.
- Learning must be disseminated as required. Though not limited to, this can include sharing with colleagues, presentations and submission of documentation produced by the staff member to the Professional Learning and Development coordinator.
- Study and exam leave is in accordance with relevant PLD support scheme, Section 4.
- Where required, hours should be claimed on the standard claim form using the participant's programme code with the in-service expense code 2415.
- This scheme does not provide support for participation on a course that may result in financial gain or an allowance payable. Support cannot be provided for a qualification which results in a direct conversion to another grade or results in changing the terms and conditions of employment of the staff member.
- Persons who commenced relevant academic programmes before February 2015 should continue to benefit under the previous scheme for awarding incremental credit upon their achievement of the relevant qualification. The scheme should not apply to persons undertaking academic programmes after that date. (As per LCR 21186).

- 3.12 A commitment will be made to the funding of Teaching Council recognised courses. Updated applications should be resubmitted annually for multiannual course.
- 3.13 First Aid and Health & Safety related training will be organised, managed, and funded by the Safety, Health & Welfare Unit.
- 3.14 A separate guideline exists for Payment of Professional Subscriptions.

## 4.0 FET Professional Learning & Development Individual Support Scheme

This scheme is funded as part of the SOLAS-ETBI 'FET Professional Learning & Development: Statement of Strategy 2020-2024'.

This scheme applies to all WWETB FET staff, *excluding* former FÁS/SOLAS staff employed prior to 1<sup>st</sup> July 2014, who are covered by the arrangements as per Section 6 below.

The following terms and conditions are applied according to the nature of the learning activity.

### 4.1 Organisation Related Development

- 4.1.1 Organisation Related Development, while not essential, allows for a higher level of performance.
- 4.1.2 It may result in a relevant 'portable' qualification, and flexibility and adaptability in taking on other duties and tasks. It should develop awareness of organisational concepts and long-term career plan.
- 4.1.3 It should be included in the annual Service Plan (PLD section) where possible.
- 4.1.4 Up to 100% of course fees, with a limit of €1500 per annum may be provided. Each case will be considered on its merits and is evaluated and scored against a number of criteria, see 5.2.4
- 4.1.5 For Degree, Masters or PhD courses, the limit of annual financial support, in a calendar year, may be €1500 or 50% of annual fees, whichever is greater. **Note:** 5.3.7 The total amount provided over 3 years will not exceed €5000. Job related Development will be fully funded.
- 4.1.6 Organisation Related Development is undertaken in own time. Study time or Exam leave is in accordance with relevant circular or personnel policy. No leave-in-lieu. No Travel and Subsistence is paid.
- 4.1.7 A flexible workload may be arranged locally once programme delivery is not affected.

### 4.2 Job Related Development

- 4.2.1 Job Related Development is essential or critical professional learning and development, identified by analysing both the requirements/duties of the role and the performance/knowledge of the individual against the job requirements. Any shortfall is a Job Related Development need.
- 4.2.2 It should be included in the annual Service Plan (PLD section) compiled by line management and submitted to FET PD Coordinator. It may be initiated by a manager and/or by a staff member.
- 4.2.3 Any Job Related intervention will be fully funded through the central Staff Development budget.
- 4.2.4 Attendance is considered actual hours of work. For staff other than teachers, if undertaken in private-time/outside of timetabled hours, the staff member's attendance can be deducted from annualised hours, be reckonable for time-in-lieu or appropriate payment is made.
- 4.2.5 Study and Exam Leave will be agreed in advance, in line with relevant circulars and personnel policies.
- 4.2.6 Travel rates and Subsistence will be coded to the participant's programme budget.
- 4.2.7 Job Related Development criteria can also be applied to incidental formal training including relevant group or individual activities such as in-house/programme/WWETB training, courses,

conferences, seminars, on-the job development, workshops and short certified courses.

4.2.8 It can be applied to relevant courses developed/delivered by and for the sector e.g. SOLAS, FESS.

### 4.3 Personal Development

4.3.1 This is initiated by the staff member in private-time or outside working hours. The main initiative for this type of development is a staff member's personal motivation, interest and career development and developing workforce with broad range of skills. The course should be of relevance to the person's current job or immediate career prospects.

4.3.2 Where approved, 50% of course and exam fees are paid on completion of course. This is a taxable benefit and payment will be made through payroll. The limit of annual financial support may be €1500 or 50% of annual fees, whichever is greater.

4.3.3 No Travel and Subsistence is paid. Neither study leave nor leave-in-lieu is granted. Exam leave is provided.

## 5.0 FET Professional Learning and Development Scheme Application Process and Assessment

### 5.1 Staff Eligibility

- 5.1.1 This policy framework is applicable to WWETB Further Education and Training employees with permanent contracts, contracts of indefinite duration, fixed-term contracts, as defined in the Protection of Employees (Fixed Term Work) Act 2003, and fixed-purpose contracts (e.g. part-time tutors).
- 5.1.2 Staff may not commence any programme while on any type of leave. Individual Support, if authorised, can only be processed and paid when you have returned from leave.
- 5.1.3 Unless agreed prior to appointment, or the training is Job Related Development, the staff member is required to have a minimum of one year's WWETB service to be eligible to submit applications to this scheme.
- 5.1.4 It applies to any staff who are line-managed by an FET manager i.e. Coordinators/AEOs/Unit Managers/Training Manager/Principals with a PLC/DFET.

### 5.2 Application Process and Assessment

- 5.2.1 Applications should be submitted at least one month prior to the course commencing using the standard application form. Each case will be considered on its merits and is evaluated and scored against several criteria, as per 5.2.4 below.
- 5.2.2 An FET Staff Development Evaluation Committee comprised of two or more of the following - Professional Learning and Development Coordinator/nominee, the AEO with responsibility for Professional Learning and Development, the Programme Manager/AEO and FET Director or nominee – will assess applications using a transparent sliding scale with related criteria.
  - For applications for **Postgraduate Diploma, Masters and PhD** level, an evaluation committee comprising of at least three members of the Senior Management Team (to include at least one Director) will assess applications using agreed criteria.
  - The SMT Evaluation Committee will be supplied with an Assessment and Recommendation Form by PLD

- 5.2.3 Priority will be given to professional learning and development which carries certification. However, the main consideration is the content of the course and its relevance to the needs of applicant.
- 5.2.4 Relevant appraisal criteria include, amongst others: budgetary constraints, the number of qualifying applicants in the financial year, FET Priority Area, nature of the development - job/organisation/personal, relevance to role of staff member and the need of the centre/programme/WWETB.
- 5.2.5 Successful applicants will be notified within three weeks of submission. Notification will come with recommendations from the appraisal committee regarding sharing of learning, presentation etc. Successful applicants should complete and sign a Learning Contract. The Learning Contract is available on the FET PLD SharePoint. Unsuccessful applicants will also be notified as soon as possible and the reason for refusal stated.
- 5.2.6 Only direct invoices from course provider to WWETB will be paid. Reimbursements to staff may have tax implications. Reimbursement of fees to staff will only be made in exceptional circumstances.

### 5.3 Financial Limits

- 5.3.1 The limit of financial support given to any one individual is as per the terms and conditions of the support scheme.
- 5.3.2 Staff will only receive funding for one course at a time.
- 5.3.3 A recipient of previous substantial funding may be deprioritised for subsequent funding. Previous support also includes any certified professional learning and development organised directly by WWETB or local programme.
- 5.3.4 Financial support will be paid through the SOLAS PLD programme budget available to WWETB. As this budget is limited, not all applications may be successful. The level of support will be in line with financial constraints of this limited budget.
- 5.3.5 Funding will not be provided to support participation on a course which results in a qualification which leads to a direct conversion to another grade or contributes to a change in terms and conditions of a staff member, or provides an allowance, financial award or for which a salary enhancement is payable.
- 5.3.6 An annual grant of support once does not guarantee continued support over duration of course.
- 5.3.7 The total amount provided over 3 years will not exceed €5000. Job Related Development will be fully funded.
- 5.3.8 If WWETB approve Individual Course Fees and exam fees are an additional cost, WWETB will pay the exam fees.

### 5.4 Award, Content and Application of learning

- 5.4.1 The course content and assignments should be aligned to the staff member's current role.
- 5.4.2 Transcripts and results or certification must be submitted as proof of successful completion of learning activity. The O365 "Completion Form" is available on the FET PLD SharePoint and Staff Hub.
- 5.4.3 Learning should be disseminated as required by WWETB. Though not limited to, this can include sharing with colleagues, presentations, and submission of documentation, produced by the staff member, to the professional development coordinator/nominee.
- 5.4.4 Documentation submitted from such an intervention (e.g. theses, conference material) is to be made available to all WWETB employees.

- 5.4.5 As appropriate, the employee may be required to participate in relevant professional learning and development networks and course evaluations. The employee is required to apply the learning in the workplace and shared within the programme and wider WWETB.

## 5.5 Fee Reclaims

- 5.5.1 The staff member must successfully complete the programme and attain an award.
- 5.5.2 They must remain with WWETB for a minimum of two years after successful completion.
- 5.5.3 A staff member leaving voluntarily within two years of completion of the course may be required to reimburse WWETB. If the individual course support was €600 or over the reimbursement is as follows:
- i) Leaving within one year, 75% of WWETB contribution must be repaid.
  - ii) Leaving within two years, 50% of WWETB contribution must be repaid.
- This amount can be paid directly to WWETB or deductions to the maximum of these limits will be taken from an employee's final pay on termination of employment.
- 5.5.4 Should the staff member fail to successfully complete the course without reasonable cause, WWETB should be reimbursed the total contribution with repayments made over a reasonable period.
- 5.5.5 Only direct invoices from course provider to WWETB will be paid. Reimbursements to staff may have tax implications. Reimbursement of fees to staff will only be made in exceptional circumstances.

## 5.6 Travel and Subsistence

- 5.6.1 Travel and subsistence will be paid in accordance with the terms and conditions of the relevant support scheme.

## 5.7 Study & Exam Leave

- 5.7.1 Study leave and exam leave is in accordance with the terms and conditions of the relevant support schemes and circulars specific to their contracts.
- 5.7.2 A flexible workload in agreement with programme coordinator/manager may be arranged locally. Staff may be able to work the same number of hours but at different times for the duration of the course, once programme delivery is not affected.
- 5.7.3 Study and exam leave should be determined in conjunction with the Line Manager in advance of the commencement of the course.

## 5.8 Appeals

- 5.8.1 Appeals relating to any matter contained in these procedures should be sent to the Professional Learning and Development coordinator, outlining the reason for appeal.
- 5.8.2 Appeals in respect of Degrees (Level 8), Masters or PhD programmes should be sent to the Chief Executive ([kevinlewis@wwetb.ie](mailto:kevinlewis@wwetb.ie)), outlining the reason for appeal.
- 5.8.1 A response to the appeal will be given within three weeks of receipt of same.

## 5.9 Review

- 5.9.1 These procedures will be reviewed in line with the PLD policy review.

## 6.0 Staff Training and Development Activities for Staff Employed by FÁS/SOLAS prior to 1<sup>st</sup> July

### 6.1 Policy on Staff Development

05/01/01

The overall objective of Staff Training and Development is to improve organisational performance through the development of people.

The need for staff training and development starts with the setting of organisational goals, their development into regional/divisional goals and the further development into goals for each individual in the organisation. Training and development must be related to individual job requirements and job performance to achieve these goals.

Training and development is a continuous process throughout a staff member's career. The responsibility for staff development rests with each manager being responsible for the development of his/her staff, and with each individual for his/her own development.

The Staff Development Section will address organisational needs, develop programmes in co-operation with the respective Divisions/Regions and provide advice and assistance as required. It will set performance standards and will monitor adherence to these standards.

The majority of development will take place either on-the-job through coaching by supervisors or other staff members, by working on specific tasks whether on an individual or group basis or through development elsewhere within the FÁS organisation. Attendance at external courses, seminars or conferences will only be approved if

(i) the training meets an identified need which is outlined in the appropriate training plan and approved by the relevant Manager (grade 6 upwards)

**and**

(ii) the development cannot be obtained within FÁS

There is an obligation to be cost effective in the allocation of resources to training and development activities as in all expenditure of public monies.

The uniqueness of FÁS position as the Training and Employment Authority is recognised, and therefore FÁS training and development practices must stand as an example to other organisations.

### 6.2 Attendance by Staff at Courses, Seminars and Conferences

05/02/01

Within FÁS, the training and development of staff must be related to individual job requirements, job performance, the needs of the organisation and the individual's career aspirations. Such training and development will be encouraged in every way possible subject to the demands of the job and also subject to budgetary constraints. In giving assistance to staff members it is important that individuals do not get more than their fair share which could be at the expense of others. As a general rule second courses for an individual should be at their own

cost except where participation is specifically requested by line management to meet skill shortages related to current job.

In this policy staff training and development activities are divided into three categories:

- A. Job Related Development
- B. Organisation Related Development
- C. Personal Development

## 6.3 Development

### 6.3.1 Job Related Development

This occurs when a specific training need exists for the individual staff member and this training is essential in order for the competent performance of his/her role. This need is identified by analysing:

The requirements/duties of the individual's role or job AND

The individual's performance/knowledge against the requirement of the job.

Any shortfall that exists between the individual's performance/skill/knowledge and the performance requirements of his/her job is considered a Job Related Training need. The subsequent development of the individual is considered Job Related Development and must be included in the annual Staff Development plan compiled by line management and submitted to Staff Development.

#### How is it carried out?

Job Related Development can be carried out through attendance at courses, seminars, on-the-job development, private-time study etc., whichever way is most effective, efficient and agreeable to both the individual and his/her manager. The initiative to implement this development should come from the manager, but may be initiated, on occasions by the individual staff member.

#### Funding

In all cases of Job-related Development, the cost should be borne by the local Staff Development budget. This also applies if the training is carried out in the individual's private time *provided* the purpose is to fulfil the identified Job Related training need. Leave-in-lieu (for compulsory attendance at workshops or seminars which are a core part of the course) and Travel and Subsistence should also be granted for Private-Time training *provided* it is approved by the line management in accordance with procedure as Job related Development. Study and Exam Leave (where applicable) will be provided in accordance with Personnel Policy.

### 6.3.2 Organisation Related Development

#### Definition

This occurs when the training identified is *not* essential to the individual carrying out their specific role or job within FÁS. It should be included in the annual Staff Development plan but may be added later by the individual's manager. However it must be decided by the individual's manager to be the type of development which meets one of the following criteria:

- Assist the individual to carry out their role to a higher level of performance than is generally necessary.
- Produce a qualification relevant to FÁS but not essential to current role.

- Develop the individual's flexibility and adaptability to take on other duties and tasks outside his/her formal role but within FÁS.
- Contains knowledge/skill related to the individual's current job.
- Develop the individual's skill, knowledge or attitude relevant to FÁS work.
- Broaden the individual's awareness and knowledge of general concepts relevant to FÁS (e.g. management, Training, Equal Opportunities, Customer Service, Quality etc.)
- The development chosen can be shown to fit into some long-term career plan for the individual within FÁS.

### Funding

FÁS pays 75% grant for the course/programme including exam fees. Study leave (as specified in Personnel Policy) and exam leave will be provided. Leave-in-lieu for attendance at workshops and seminars during private time will not apply. Travel and Subsistence will not be payable.

### How is it carried out

Mainly through Private-Time Study – may include some 'off-the-job' time to attend workshops. It may also be fulfilled by seminars, workshops, short duration courses, temporary transfer to another department etc. Third level courses – Degrees, Masters, etc. identified and approved by line management as meeting Organisation Related Development need, would be private-time also.

### Note

Some development (Job or Organisation related) may carry certification (i.e. Diploma, Degree, etc.) and this is an important factor when choosing a course. However, the main consideration is the 'content' of the programme and how relevant it is to specific Job Related or Organisation Related needs identified.

## 6.3.3 Personal Development

### Definition

This is an area of development, initiated by the staff member expressing an interest in a private-time course. The main initiative for this type of development is the staff member's personal motivation, interest, and career development. The course should be of some relevance to the person's current job or immediate career prospects.

### Funding

If the particular development initiative appears to the staff member's manager to have some direct or indirect relevance to FÁS at a job or organisational level, then s/he may be offered financial support.

As a general principle staff members must themselves carry a significant proportion of the costs of Personal Development. The level of grant for such development will be 50% of the cost of course fees and exam fees.

In the case of all personal development *no* Travel and Subsistence is paid and neither study leave nor leave-in-lieu is granted. However, exam leave is provided.

### How is it carried out?

Through Private-Time Study

## 6.4 Procedure for External Courses

1. The applicant will, in good time, submit the Staff Development Application to his/her local training officer. The course should have been discussed with and approved by the staff member's manager and should have been included in the training plan. If the course is not included in the Region's/Division's annual training plan, the Manager who is approving the application must check with Central Staff Development before approval to ensure against any excess number of FÁS staff attending, in which case alternative means of meeting this need may be considered.
2. Attendance at identified courses is approved by the Manager (grade 6 upwards). Courses outside Ireland must also have Director and Assistant Director General approval in consultation with staff Development.
3. If, at any stage, a request is turned down, then the applicant must be informed.
4. The arrangements regarding bookings will be made at local level by the respective Region/Division.

## 6.5 Procedure for Seminars and Conferences

1. The applicant will, in good time, submit the Staff Development Application Form to his/her local training officer. The Seminar/Conference should have been discussed with and approved by the staff member's manager and included in the Region's/Division's annual training plan. If the Seminar/Conference is not included in the Region's/Division annual training plan the Manager who is approving the application must check with Central Staff Development before approving to ensure against an excess number of FÁS staff attending.
2. Applicants who wish to attend national Conferences and Seminars will discuss with their Manager and seek approval to submit an application. All applications should be channelled through central Staff Development. If more than one application for a particular conference/seminar is received (a distinct possibility with 10 regions and Head Office) a decision will then be taken as to who should attend, following consultation between Staff Development and the appropriate Directors/ADG.
3. Staff Development will advise applicants through their line manager of their approval or otherwise. Line management will be responsible for making the necessary conference or seminar booking and related travel and accommodation arrangements.
4. A condition of attendance would be that a Conference Report, plus copies of documentation would be submitted to the applicant's line manager and to central Staff Development for circulation to those staff who were not selected to attend the Conference/Seminar and other relevant persons. Copies of documentation will also be listed and kept in the Library.
5. Participants should in consultation with their Manager/Director, make a presentation to colleagues in their Section and other interested staff members on the content of the Seminar or Conference where considered appropriate.

## 6.6 Procedure for Private Time Study, Grant Approval and Payment

1. The applicant will complete the standard Staff Development – Private Time application form and

forward it to his/her Manager for approval. At this stage there must be a clear declaration if the proposed course covers more than one year.

2. The manager will determine, in consultation with the applicant that all the following conditions for approval are present:

- The course is seen as relevant to the contribution that the applicant is capable of making to the organisation;
- The course is seen as relevant to the applicant's development as an individual;
- The course will not interfere with the applicant's normal work day

3. If the FÁS contribution is in excess of £750 in any one year, approval of the appropriate Director must be obtained.

If the request is turned down, then the applicant must be informed.

Staff attending Private Time courses under Job Related Development may have their course fees paid directly by their Manager.

6. Staff attending Private Time courses under Organisation Related or Personal Development will receive 50% of the approved amount of grant payable by FÁS when they have furnished the line manager with the following:

- Receipt of payment of fee;
- Copy of the original approval

A further 50% of the approved amount of grant payable by FÁS will be paid when the applicant furnishes the line manager with the following:

- A certificate of course completion; a minimum of 75% attendance is required to avail of grant.
- Evidence that the applicant has successfully undertaken the end of course assessment
- In cases where a course leads to a third level qualification evidence that the applicant has sat for the examination.

All payments will be arranged at local level by the respective Region/Division. In cases of courses extending beyond one year, the appropriate payment will be made on an annual basis subject to annual approval.

In extenuating circumstances, where an individual has not met the requirements for re-imbursement of course fees s/he may make an appeal to his/her respective Assistant Director General. In such cases a decision could be made to reimburse a lesser amount.

## 6.7 Reimbursement of fees to FÁS

FÁS reserves the right to re-imbursement from an individual who, having received a FÁS contribution in respect of a development programme leading to a formal qualification leaves the organisation.

The re-imbursement will be as follows:

- For individuals leaving FÁS within 1 year of course completion - re-imbursement of 50% the last year's FÁS contribution.
- For individuals leaving FÁS within 1 and 2 years of course completion - re-imbursement of 25% of the last year's FÁS contribution.



# Further Education and Training

## Professional Learning and Development Individual Support Scheme

### Application Form



**wwetb**

Bord Oideachais agus Oiliúna  
Phort Láirge agus Loch Garman  
Waterford and Wexford  
Education and Training Board

## FET Individual Support Application Form

### How to apply

This is the application form for the FET Professional Learning and Development Support Scheme. You should complete the application form on the next pages in full.

When you apply, we also require some additional information:

- The course details, fees, and payment schedule.
- Prior approval and support from the centre/programme line manager.
- Proof of completion of any previously funded activity. You can do this through our [completion form](#).

The course costs will be paid in accordance with the WWETB FET Professional Learning and Development Support Scheme.

Submit your completed application by email to [paulfallon@wwetb.ie](mailto:paulfallon@wwetb.ie).

### On approval of funding

You will be informed of approval by email and asked to accept the terms and conditions of the funding by accepting the [Learning Contract](#). This contract is between you and Waterford and Wexford ETB. The link for the Learning Contract will be forwarded to you on approval and is also available on the [FET PLD SharePoint](#) and Staff Hub.

The Learning Contract will be retained by HR and FET PLD for three years.

Once you accept the Learning Contract, we will pay the course fees **directly** to the course provider. You will be asked to contact the provider for a **quote** and forward the quote to the FET PLD coordinator for processing.

### After you have completed the course

Proof of completion is requested within 6 months of completion, through the [O365 completion form](#). You should also share relevant learning and evaluate the impact of the course on your role, programme, and learners.

On receipt of a formal qualification, you should update the record of your academic qualifications held by WWETB. You can submit original copies of your qualification to HR who will take a copy and return the originals to you.

### For staff employed by SOLAS prior to 1 July 2014

If you were employed by SOLAS, prior to 1 July 2014, please note the following:

- Submit your completed application by email to the Assistant Training Manager, Waterford Training Centre.
- The course costs will be paid in accordance with the provisions of FAS/SOLAS HR policies 05/01/01 and 05/02/01 as detailed in Appendix A.
- Your completed and approved application form is sent to the central PLD Unit for recording, and payment of invoice by the Assistant Training Manager.

## Personal and employment details

Name

FET Centre/Programme

Job title

Contract details (e.g., hours, type, hours in PLC etc.)

Date started with WWETB

Teaching Council status, if applicable.

Phone

Line manager of your centre

## Course details – summary only

What is the course?

Who is the course provider?

What is the **total** cost?

What is the cost **this year**, if relevant?

What is the course duration?

You can add any further details such a **course schedule** into the **course details** box, on page 6.

- Have you attached an approval email from your centre line manager? ☐
- Please check the box to indicate that the course qualification **will not** directly result in a financial gain, a change to your terms and conditions or an allowance payable e.g., degree/masters. ☐
- If applicable, check the box to confirm that you have submitted the **Completion Form** for a previously funded activity ☐

Most applications are under the terms of **Organisation Related Development**.

This means it is done in your own time. **Job Related Development** means it will be part of actual work hours. Which category of PLD does this application belong to?

- Organisation Related Development ☐
- Job Related Development ☐
- Personal Development ☐

## Learning statement

Please provide a statement on why you wish to do this course.

You should indicate the elements of the course of most relevance to your role, your programme and to the learners.

### **Previous professional learning and development**

What professional learning and development have you engaged in over the past 3 years?

### **Outcomes**

How will you evaluate and measure the value, benefits and impact of this course on learners, colleagues, programme, WWETB? How will you share the learning?

**Course details**  
You can add further details on the course costs and course schedule below.

**Previous financial support**  
 Have you previously received financial support from WWETB? This is particularly relevant for year two support for degree or postgrad courses. Please list modules you have previously completed and proof of completion.

| Completed course | Amount of support |
|------------------|-------------------|
|                  |                   |
|                  |                   |
|                  |                   |
|                  |                   |

**Previous qualifications**  
This is only required in applications for QQI Level 8 courses and up.

| Institution | Dates | Specialism | Qualification Obtained |
|-------------|-------|------------|------------------------|
|             |       |            |                        |
|             |       |            |                        |
|             |       |            |                        |
|             |       |            |                        |

**Email approval**

Please copy and paste the email approval from your line manager into the box below

**End of application form, thank you.**

**For office use only**

| Review and recommendation     |  |
|-------------------------------|--|
| Name                          |  |
| Section                       |  |
| Date started                  |  |
| Contract                      |  |
| Course                        |  |
| Level                         |  |
| Course Costs/Schedule         |  |
| Requested funding level       |  |
| Previous Funding              |  |
| Recommendation                |  |
| Date Reviewed PLD Unit        |  |
| Date Reviewed SMT/AEO/FET Dir |  |
| Decision and comments         |  |

**Email approval from line manager copied and pasted:**