

Waterford and Wexford Education and Training Board Community Education Programme Tutor Hours Application Form



Please return application by post or email to:

Waterford County, Aine – ainewhelan@wwetb.ie, Waterford City, Deborah DeborahButler@wwetb.ie, Wexford County, South- Bridín bridinlyngmoloney@wwetb.ie North- Yvonne yvonneconnor@wwetb.ie

Waterford and Wexford Education and Training Board Community Education Programme Tutor Hours Application Form

A discussion must be had with your local CEF in advance of applying for tutor hours to ensure your group interests and tutor skills are matched.

Applicants Details:

Group name			
	Internal Application <input type="checkbox"/>		External Application <input type="checkbox"/>
Contact person			
Role of contact person			
Applicant address			
Phone (landline & mobile)			
Email			

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Project Proposal:

Purpose of project	
Specific course title	
Venue	
Target group	
Age profile	
Number of participants	
Total number of hours applied for	
Materials required and estimated cost	
Estimated Total Project Cost (WWETB Insert)	
Day & time	
Project start date	
Project finish date	

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What difference will this make to your community.

Please answer below, give as much detail as possible with reference to Operational Guidelines 2012 on the last page of this document.

How have you identified the need for the programme in your community?

How will the programme promote personal development?

Explain how your programme will contribute to social inclusion in your community?

In the event of this proposal being successful (please indicate Yes/No):

We consent to having photos taken used for Waterford and Wexford Education and Training Board	
We accept and comply with The Governance Code	
We will accept and comply with Service Level Agreement	
We will acknowledge WWETB's contribution in any publicity relating to the programme-please contact for LOGOs	

Additional Information/Documentation Required:

Following Approval in principle	Mid Way	End of Project
Signed Service Level Agreement	SOLAS Learner Details forms	End of Project Report including learner feedback
Insurance Policy	Mid Way Report	Attendance Records
Compliance Vulnerable Adults & Garda Vetting	Attendance Records	
Compliance with Data Protection		
Compliance with Use of photos		

All WWETB funded projects can expect site visits from staff. Notice will be given.

Declaration of Applicant:

We confirm that the information given on this form is accurate.

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Signatory No 1:

Name	Position	Date
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Signatory No 2:

Name	Position	Date
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For Office Use:

Dates discussed/meeting with applicant	
Date of approval meeting	
Grant/Tutor Hours approved	
Signed and dated CEF	

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Community Education Programme as per Operational Guidelines 2012 (www.education.ie)

Definition of Community Education:

- outside the formal education sector
- aims to enhance learning, foster empowerment and contribute to civic society
- it is located in communities which can be area-based or issue-based
- education is delivered in local areas in response to the community's identified needs
- programmes that combat social isolation and foster personal development
- can transform individual lives and contributes to social cohesion
- provides opportunities for intergenerational learning
- builds self-confidence and self-esteem and for those with low skills or a negative experience of formal education
- it should provide educational courses that focus on widening participation in learning by adults with particular emphasis on reducing educational and social disadvantage
- particular emphasis on including individuals and groups that experience particular and acute barriers to participation in adult learning

What is not funded:

- Purely social outlets, childcare, core salaries, and capital expenditure

How funding is allocated:

- the level of innovation in the proposal
- adherence to Operational Guidelines 2012
- relevance of the provision to the stated target group
- the capacity of the community group to deliver
- previous allocations to the community group

Please note: Grant aid will be administered on a phased basis: 50% up front following application approval and submission of required additional information/documentation and 50% mid-way through the project on receipt of required information/documentation.

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