



## **Additional supporting material to Implementation Guidelines for Public Health Measures in ETB Further Education and Training Institutions (FET).**

This additional material is to support the Implementation guidelines and has been drawn up ETBI and SOLAS, informed by public health advice and are supported by the Department of Further and Higher Education, Research, Innovation and Science.

## 1. Lead Worker Representative (LWR) in FET settings

As provided for in the implementation guidelines 2 hours of protected time will be provided for per week for this role to be carried out. The 2 hours will be by way of a reduction in class contact teaching time for grades with teaching responsibilities - teacher, instructor, resource worker, tutor etc.

Stand alone and dual provision FET institutions

The LWR will report to the Manager/Co-ordinator/AEO/Principal in a stand-alone FET centre.

Multiple programme FET centres

Clarity will be provided to the LWR as to the agreed manager/co-ordinator/AEO the LWR will report to.

There will be one LWR per centre/institution. Any requirement for an additional LWR will be considered based on the number of students and the duration of provision at centre level i.e. 8am – 10pm.

## 2. Physical and logistical arrangements in advance of re-opening

Funding will be provided to employ someone to assist with the physical and logistical arrangements necessary in advance of re-opening where the return date requires this additional resource.

## 3. Reconfiguration of physical locations in advance of re-opening

Given that each FET institution is different in terms of (i) location; (ii) physical layout (iii) available space and (iv) learner numbers; individual institutions are best placed to decide on the appropriate re-configuration works. Funding is available for this purpose, and in the situation where delivery cannot be delivered in a safe way, the obtaining of additional space can be explored.

## 4. Cleaning regimes

There is a commitment to ensure that funding is available to accommodate cleaning regimes at local level to adhere to public health guidance and keeping staff and learners safe.

## 5. Additional staffing

A range of measures may be used within the FET Institution to accommodate apprentice or other learner classes while adhering to the public health guidelines. Examples include prioritising space in

centres where needed; splitting of classes into two groups, one for theory and one for practical; increased use of blended learning for theory elements and other measures as appropriate.

In broad terms, it is envisaged that this will require additional staff to be employed to ensure that classes are fully supervised at all times, whether in the classroom or the workshop environment. It will not be feasible to leave groups unsupervised for prolonged periods of time. Risks around social distancing in both classroom and workshop settings must be managed on a continual basis.

While this approach will cover the majority of groups, it is accepted that there will be no “one size fits all” method adopted. For instances, where the above is not deemed to be suitable, local engagement is encouraged in order to find a solution that is in line with current health advice. In cases where local resolution cannot be realised, individual matters can be raised through the operational group, on a case by case basis.

## 6. Contractual entitlements

It has been agreed that any delay in the reopening of FET institutions cannot result in FET staff being adversely affected in relation to contractual entitlements (i.e. CID). For example, if a tutor would normally commence teaching/planning in later August/early September, s/he will continue to be engaged/paid - i.e. in the event of a later than usual resumption, an ETB will not seek to bank hours and expect staff to work additional hours at a later stage of the academic year. Staff impacted by this will be allocated appropriate work commensurate to their grade.

Cover/temporary staff in certain instances may be offered assurances and security by offering a short-medium term contract i.e. 12 months if required to secure the necessary numbers of staff required.