



Circular 0063/2021

**To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and
The Chief Executives of Education and Training Boards**

Final closing date of 30th April 2022 for receipt of eligible qualification allowance applications (as a Result of the Findings of the Adjudicator under Claim 447/19)

1. Introduction

- 1.1 Resulting from an Adjudication Hearing on a claim (Claim 447/19), brought on behalf of teachers, under the Teachers Conciliation and Arbitration Scheme, a new deadline date has been agreed in respect of teachers who missed the original deadlines set under Circulars [0083/2017](#) and [0051/2018](#) for claiming outstanding qualification allowances.
- 1.2 Previously, in accordance with the terms of [Circular 0083/2017](#) and [Circular 0051/2018](#), the deadline for applying for an outstanding qualification allowance was 31 October 2018.
- 1.3 The purpose of this Circular is to notify Managerial Authorities and teachers of a **revised final closing date of 30th April 2022** for receipt of applications for outstanding qualification allowances and of certain modifications to [Circular 0008/2013](#) in relation to Qualification Allowances for teachers.
- 1.4 For the avoidance of doubt, this circular provides for a further and final extension to the deadline set out in the circulars above. It does not change an individual teacher's entitlement in respect of qualification allowances. Qualification allowances comprehended by this circular and their currently applicable rates are set out at Appendix 1 and 2 below.
- 1.5 Please ensure this Circular is circulated to all members of Boards of Management/Education and Training Boards and its contents are brought to the attention of all teachers in your employment, including those on leave of absence. This Circular can be accessed on the gov.ie website.

1.6 Teachers with queries regarding this Circular should email:

- Primary and Post Primary Teachers:
qualallowancesapplications@education.gov.ie
Teachers are requested to quote their PPSN and indicate their sector (primary or post primary) when sending queries.
- ETB Post-Primary Teachers:
Relevant HR Department.

1.7 Please note: Enquiries received regarding this Circular will not be accepted as an application.

2. An application for a qualification allowance should be made subject to the following criteria:

- 2.1. For the purposes of this circular, teachers may be eligible to apply for a qualification allowance if they have service as outlined in the Department of Education Practice Direction T/SNA_0001/2013 included at Appendix 3. **This practice direction is relied upon to determine one's entitlement to a qualification allowance.**
- 2.2. In relation to teachers who were actively undertaking a course of further study on 5 December, 2011, paragraph 12 of Circular 0008/2013 was amended by an agreement at the Teacher Conciliation Council (TCC) in 2015, a copy of which is enclosed at Appendix 4. This agreement is to the effect that eligible teachers no longer needed to be in employment on the 5th of December 2011 but rather they needed to have qualified teaching service prior to the 5th of December 2011.
- 2.3. Regarding eligibility it should be noted that under revised arrangements currently set out in [Circular 0027/2016](#), previous teaching service in an analogous teaching position in the public service of another EU Member State will be recognised on the same basis as if such service was given in Ireland when determining the appropriate salary scale (and allowances where applicable) payable to the teacher.
- 2.4. An application for a qualification allowance should not be made where a teacher falls into any of the categories below:
 - a) was first appointed to an Oireachtas funded teaching post on a qualified/unqualified basis, on or after 1 February 2012
 - b) commenced the relevant additional course of study on or after 5th December 2011
 - c) holds a post-graduate primary teacher training qualification as this does not attract a Higher Diploma in Education allowance. (However, this teacher could

- apply for other allowances i.e. a Masters or PhD if they meet the relevant criteria.)
- d) is paid on the 2011 pay scale and who was previously in receipt of a pass/honours primary degree or a pass master's degree allowance prior to the establishment of the 2011 new entrant pay scale. In accordance with the terms of [Circular 0083/2017](#), the 2011 new entrant pay scale is now inclusive of the honours primary degree allowance. It should be noted that a post primary teacher on the 2011 new entrant pay scale is not excluded from making an application, where applicable, for a post primary Higher Diploma in Education allowance where they meet the criteria as set out in Appendix 4.
 - e) has previously applied for a qualification allowance and received notification from the Department to advise that they were not eligible for same (other than claims that were not received before the previous closing date).

3. Checking of entitlements

- 3.1 All teachers are urged to check their salary to ensure that they are being paid the appropriate allowances. It is the responsibility of a teacher to ensure they are receiving the correct allowances. To assist teachers in working out their eligibility, Appendix 1 provides a description of qualification allowances and teacher training allowances, as applicable at primary or post primary level. Please note that this circular does not relate to any other allowances, e.g. role based allowances – Gaeltacht allowance, Special Education Needs (SEN) allowance, etc.
- 3.2 [Circular 0056/2021](#) is the current circular on Teachers' Salaries and Allowances. See Appendix 2 for the current Qualification Allowances Rates as per Circular 0056/2021.
- 3.3 Where a teacher is unsure of the current allowance(s) they are in receipt of, they should check this with the Payroll Section of this Department or the relevant ETB, where appropriate.

4. Submission of Applications for Qualification Allowances

- 4.1 Applications must be submitted on the relevant prescribed form, TSNA-QA1, (see Appendix 5).
- 4.2 Certified proof of postage should be retained by the teacher.
- 4.3 The onus is on the teacher concerned to provide the requisite documentation in support of their application.

5. Final closing date for submission of all Applications for Qualification Allowances

- 5.1. The **final closing date** for receipt of applications for qualification allowances has been extended to **30th April 2022**.
- 5.2. Any late application received by the Department/ETB after 30th April 2022 will not be processed and will be returned to the sender. There will be no exceptions to this provision.
- 5.3. Applications should not be made if a teacher does not meet the eligibility requirements.

Clare Butler
Principal Officer
Teacher/SNA Terms & Conditions

Sinéad Keenaghan
Principal Officer
Payroll Section

14 December 2021

Appendix 1

Qualification Allowances (Primary and Post-primary)

Degree Qualification	Level on NFQ	Result	Allowance
Primary Degree (pass) Often called a general Degree ¹	Level 7	Pass or higher	Primary Degree (Pass)
Honours Degree	Level 8	Pass	Primary Degree (Pass)
Honours Degree	Level 8	1 st , 2 nd or 3 rd Class honours Note: A 3 rd Class award in a Bachelor of Education (Primary Teaching) does not attract an Honours Primary Degree allowance	Primary Degree (Honours)
Master's Degree	Level 9	Pass or 3 rd Class honours	Master's Degree (Pass) ²
Master's Degree	Level 9	1 st , 2 nd Class honours	Master's Degree (Honours)
Master's Degree	Level 9	Credit, Distinction or Merit	Master's Degree (Honours)
Unclassified Master's Degree	Level 9	Awarded on a pass / fail basis only regardless of level of attainment and where the University / College have certified the award is of honours standard	Master's Degree (Honours)
PhD (Doctorate)	Level 10	(not graded)	Doctors Degree

¹ All teachers on the pre-2011 qualified pay scales are eligible for the pass primary degree allowance at a minimum.

² This is equivalent in monetary terms to an Honours Primary Degree allowance and does not attract a further allowance if you already possess an Honours Primary Degree allowance.

Appendix 1 (continued)

Teacher Training Allowances (Post-Primary only*)

Teacher Training Qualification	Result	Allowance
Higher Diploma in Education / postgrad dip in Education ³ or Higher Froebel Cert*	Pass	Higher Diploma in Education allowance (Pass)/Higher Froebel Cert*.
Higher Diploma in Education / postgrad dip in Education ³ or Ard Teastas Gaeilge*	1 st , 2 nd Class Honours	Higher Diploma in Education allowance (Honours) / Ard Teastas Gaeilge*. If both qualifications are held only one allowance is payable
Concurrent degree ⁴ Of 4 years duration only (3 years concurrent degrees do not attract a H.Dip allowance) A concurrent degree is a degree that incorporates the teacher training element	1 st or 2 nd Class Honours	Higher Diploma in Education allowance (Honours)
Concurrent degree (4 years duration)	3 rd Class Honours or Pass	Higher Diploma in Education allowance (Pass)
UK Postgraduate Certificate in Education (PGCE) or equivalent (must be recognised for Post Primary teaching)	<p>PGCE's obtained in England, Wales, Scotland, Northern Ireland generally attract a pass H.Dip. Allowance as they are unclassified and just awarded on a pass/fail basis.</p> <p>In order to apply for an honours H.Dip. Allowance it is necessary to provide a statement that the "award had it been awarded on a percentage basis would be equivalent or higher to an overall average of 55%". The statement should come from the Registrar, Head of the Department or Examinations office.</p>	

* These particular Teacher Training qualifications may also apply to Primary teachers – Higher Froebel Cert and Ard Teastas Gaelige.

³ Recognised Post-Primary Teacher Education Qualification (Ages 12 to 18).

⁴ Recognised for Post Primary sector.

Appendix 2

Qualification Allowances for teachers who entered teaching prior 1 January 2011	
ACADEMIC QUALIFICATIONS	Rate for pre-2011 Entrants only
(a) (i) H. Dip. in Ed. (Pass)	€628
(ii) Higher Froebel Cert.	€628
(b) (i) H. Dip. in Ed. (1st or 2nd Hons)	€1,314
(ii) Ard Teastas Gaeilge	€1,314
(c) Primary Degree (Pass)	€1,958
(d) Master's Degree by thesis or exam (Pass)	€5,229
(e) Primary Degree (1st or 2nd Hons)	€5,229
(f) Master's Degree (1st or 2nd Hons)	€5,843
(g) Doctors Degree	€6,528
Only one of the allowances at (a) or (b) may be held together with one of the allowances (c) to (g). Qualification allowances are not payable to new beneficiaries from 1 February 2012.	

Qualification Allowances with effect from 1 October 2021 for teachers who entered teaching between 1 January 2011 and 31 January 2012	
ACADEMIC QUALIFICATIONS	Rate from 1 October 2021 for 1 January 2011 – 31 January 2012 Entrants Only
(a) (i) H. Dip. in Ed. (Pass)	€628
(ii) Higher Froebel Cert.	€628
(b) (i) H. Dip. in Ed. (1st or 2nd Hons)	€1,314
(ii) Ard Teastas Gaeilge	€1,314
(c) Master's Degree (1st or 2nd Hons)	€614
(d) Doctors Degree	€1,299
Primary Degree (Pass)	This allowance is not payable as the value of the Honours Primary Degree allowance is incorporated into the current basic pay of the 2011 new entrant salary scale.
Primary Degree (1st or 2nd Hons)	This allowance is not payable as the value of the Honours Primary Degree allowance is incorporated into the current basic pay of the 2011 new entrant salary scale.
Master's Degree by thesis or exam (Pass)	This allowance is not payable as the value of the Honours Primary Degree allowance is incorporated into the current basic pay of the 2011 new entrant salary scale.
Only one of the allowances at (a) or (b) may be held together with one of the allowances (c) or (d). As heretofore, qualification allowances are not payable to all new beneficiaries from 1 February 2012	

Practice Direction T/SNA_0001/2013 Circular 0008/2013

Salary Scales and Qualification Allowances payable on appointment to Oireachtas funded teaching posts

1. A person first appointed to an Oireachtas funded teaching post before 1 January 2011 whose date of first qualified teaching service is—
 - (a) before 5 December 2011, will be paid on the pre-2011 qualified pay scale and the qualification allowances applicable to that scale,
 - (b) between 5 December 2011 and 28 April 2013, will be paid on pre-2011 pay scale and qualification allowances applicable to that scale subject to the maximum value of the honours primary degree allowance applicable to that scale, or
 - (c) on or after 29 April 2013, will be paid on the 1 February 2012 pay scale with no qualification allowances.
2. A person first appointed to an Oireachtas funded teaching post between 1 January 2011 and 31 January 2012, whose date of first qualified teaching service is—
 - (a) before 5 December 2011, will be paid on the 1 January 2011 qualified pay scale and the qualification allowances applicable to that scale,
 - (b) between 5 December 2011 and 28 April 2013, will be paid on the 1 January 2011 pay scale and qualification allowances applicable to that scale subject to the maximum value of the honours primary degree allowance applicable to that scale, or
 - (c) on or after 29 April 2013, will be paid on the 1 February 2012 pay scale with no qualification allowances.
3. A person first appointed to an Oireachtas funded teaching post on or after 1 February 2012 whose date of first qualified teaching service is on or after that date will be paid on the 1 February 2012 pay scale with no qualification allowances.
4. For the purpose of this practice direction, “date of first qualified teaching service” means the earliest date on which a person was employed in an Oireachtas funded teaching post in any sector and—
 - (a) first received the qualified rate of pay, or
 - (b) first became entitled to the qualified rate of pay.

Dalton Tattan
Principal Officer
Teacher/SNA Terms and Conditions Section
26 April 2013

Padraig Maloney
Principal Officer
Payroll Division
26 April 2013

TCC Clarification

Payment of an additional qualification allowance for teachers who were actively undertaking a course of study on the 5th December 2011

1. A teacher first appointed in a qualified (and for appointments after September 2010 registered) capacity in a teaching position in an Oireachtas funded post on or before 4 December 2011 and who was actively undertaking a course of further study leading to an additional qualification on 5 December 2011 and provided that the teacher does not cease to be a registered student on that course before its completion, that teacher will be entitled to claim an allowance associated with that additional qualification. (The onus is on the teacher to prove entitlement to the qualified rate of pay on a date before 5 December 2011).
2. A teacher first appointed in a qualified and registered capacity in a teaching position in an Oireachtas funded post between 5 December 2011 and 31 January 2012 (inclusive) and who was actively undertaking a course of further study leading to an additional qualification on 5 December 2011 and provided that the teacher does not cease to be a registered student on that course before its completion, that teacher will be entitled to claim an allowance associated with that additional qualification subject to the maximum value of the honours primary degree allowance. (The onus is on the teacher to prove entitlement to the qualified rate of pay on a date between 5 December 2011 and 31 January 2012 inclusive).

APPLICATION FOR PAYMENT OF A QUALIFICATION ALLOWANCE TO REGISTERED TEACHERS

This is a three page form. Please ensure that you have completed all pages in full.

An application for payment of a qualification allowance should not be made unless you fulfil the criteria set out in the Circular. A separate form should be completed for each allowance being applied for.

Application Details

Personal Details:-

Full Name: _____

Postal Address: _____

Eircode _____

Telephone Number: _____

E-Mail Address: _____

Payroll Number (as per pay slip): _____

PPS Number: _____

Teaching Council Registration Number: _____

Date of Teaching Council Registration:

____ _
D D M M Y Y Y Y

Date first employed as a teacher in a qualified and/or registered capacity (as appropriate) in the Public Sector (i.e. paid from public funds)*

____ _
D D M M Y Y Y Y

* may include an analogous teaching position in the public service of another EU Member State

Employer Details:-

School Name and Address: _____

School Roll Number: _____

Qualification Details: - for which allowance is now being claimed

Title of Qualification: _____

Grade Achieved: _____

Awarding Body: _____

Start Date of Award: ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ *Date on which course of study commenced.*
D D M M Y Y Y Y

Date of Award: ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ ____ _ *Date on transcript or date on parchment – whichever is earlier*
D D M M Y Y Y Y

Course Details:- (for awards after 5th December 2011 only)

Were you actively undertaking the course on 5/12/2011 Yes No

Did you cease to be a registered student on this course on any date between 5/12/2011 and date of completion: Yes No

If yes, give details: _____

Checklist for completion:-

- 1. I have enclosed a full photocopy of my degree/higher diploma parchment (i.e. the parchment relevant to the allowance being claimed).

- 2.1. My qualification is classified i.e. awarded with first/second/third class honours or pass grades. I have enclosed an original statement of results/transcript from the awarding authority confirming classification (First/Second/Third Class Honours or Pass). Please Note: A computer printout or photocopy is not sufficient. Your statement of results/transcript will be returned to you by post.

OR

- 2.2. My qualification is unclassified i.e. awarded on a Pass or Fail basis and I wish to apply for an Honours allowance. I have enclosed (1) an original statement of results/transcript and (2) an original signed statement from the Awarding Authority (HETAC/University etc.) confirming:-
 - (i) The Award is given without classification **and**
 - (ii) The Qualification is of Honours standard.

The signed statement must be signed by Head of Dept/Registration Office or have Official College stamp/seal. Please Note: A computer printout or photocopy is not sufficient. Your statement of results/transcript will be returned to you by post.

3. My award date is after 5th December 2011. I have enclosed an original hardcopy letter of confirmation from the college stating:-
- (i) I was actively undertaking the course on 5th December 2011 and
 - (ii) I did not cease to be a registered student on the course on any date between 5th December 2011 and date of completion.
- This letter must be signed by the Examination Officer/Registrar.

Declaration:

I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, that I will be required to repay any payment I receive from the Department of Education or an Education and Training Board (ETB) and that I may be prosecuted. I understand that the Department of Education/ETB may verify the information I have provided with the awarding institution.

Applicant's Signature: _____

Date: _____

PLEASE NOTE: Incomplete applications will be returned to the sender.

Please return to: Teacher/SNA Terms & Conditions,
Qualification Allowance,
Department of Education,
Cornamaddy,
Athlone,
Co. Westmeath,
N37 X659.

In the case of Teachers employed in Education & Training Boards return this form to the HR Department of the relevant ETB.

Applications must be received by 30th April 2022.

Data Protection

The Department of Education will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Department's registration with the Data Protection Commissioner (DPC) - REF 10764/A.

If the information you have provided is to be used for purposes other than outlined in the Department's registration with the DPC your permission will be sought.