



Circular 0020/2008

To: The Chief Executive Officers of Vocational Education Committees

Incremental Credit for previous teaching service in VTOS Centres and Traveller Education Centres

1. The Minister for Education and Science wishes to inform you of the following interpretation of the scheme for the award of incremental credit published under circular 29/2007. This agreed interpretation is confined to recognised teaching service which was given in VTOS Centres and in Traveller Education Centres prior to 31 August 1998 and which is deemed, solely for the purpose of the award of incremental credit, to be equivalent to whole-time service.
 2. Incremental credit of one full year may be awarded on the common basic scale in respect of teaching service that meets all of the following criteria:
 - a) The service must have been given
 - (i) prior to 31st August 1998,
 - (ii) in a VTOS centre or Traveller Education Centre,
 - (iii) under a written contract* (EPT or part-time hourly paid) of not less than one school year's duration and
 - (iv) with a single employer.
 - b) The teacher must have been qualified, as for whole-time appointment to the post under Memo V7 or CL32/92, at the time the service was given.
 - c) The service must have been satisfactory in all respects.
 - d) The teaching hours given within any relevant school year (i.e. 1 September in any year to 31 August of following year) must, to be eligible for consideration,
 - (i) have been not less, in the aggregate, than the minimum number of annual teaching hours required for whole-time service and
 - (ii) exclude hours served as a substitute teacher or a casual part-time teacher.
- * Note: For the purposes of this Circular, a written contract may include a letter of offer of regular part-time hours for the duration of an academic year in the relevant Centre*
3. Not more than one increment shall be awarded in respect of any individual school year. Credit previously awarded under the EPT scheme should be reviewed in this context. Credit due under the terms of this Circular may be awarded with effect from 1 September 1998 or the date of entry onto the Common Basic Scale whichever is the later.
 4. Teachers wishing to apply for incremental credit under the terms of this circular should apply to the CEO of the Vocational Education Committee by which the applicant is employed.
 5. Vocational Education Committees are authorised to implement the terms of this circular with immediate effect and are requested to bring its contents to the attention of all teachers in their employment including those on maternity leave, sick leave etc. The circular can be accessed on the Department's website www.education.ie
 6. Any communication with the Department in relation to the content of this circular should be addressed to: PPTLiaisonSection@education.gov.ie