



**- Blackrock Education Centre**  
Ionad Oideachais na Carraige Duibhe



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ALFA Handbook for  
Associates and Local  
Facilitators  
(2016/17)



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## **1. What is an Associate and a Local Facilitator?**

### ***Associates***

An Associate is a registered school principal, deputy principal, teacher, or a former school principal, deputy principal or teacher who has maintained his/her registration with the Teaching Council, who is engaged to work in a part-time capacity with a support service. Any person who has successfully interviewed for the position or who has previously worked with the TES support services over the past 5 years approximately is eligible to be appointed as an Associate. Associates may work for a maximum of **20 days** or 40 interaction units (all programmes/regions combined) which are eligible for substitute cover. Any payment for hours worked up to 3.5 hours per day is considered as one unit.

### ***Local Facilitators***

A Local Facilitator is a registered school principal, deputy principal or teacher, or a former school principal, deputy principal or teacher, who has maintained his/her registration with the Teaching Council, who is engaged to facilitate, or to collaborate in the facilitation of a limited number of CPD events locally. Local Facilitators may work for a maximum of **6 days** or **3 units** for all programmes/regions combined. Any payment for hours worked up to 3.5 hours per day is considered as one unit.

## **2. Who commissions the work?**

All work for associates and local facilitators is allocated and managed by members of the full-time team of the PDST under the direction of PDST management. Blackrock Education Centre (BEC) manages and monitors all information and payments for Associates and Local Facilitators. This service is known as ALFA (Administration for Local Facilitators and Associates) and can be contacted directly by email at [alison@blackrockec.ie](mailto:alison@blackrockec.ie) or [eithne@blackrockec.ie](mailto:eithne@blackrockec.ie) phone at 01-2365026/23.

***Please note: For the purpose of any engagement with the PDST The Education Centre is the employer and the role of Blackrock Education Centre is an agent for payment only.***



### **3. What type of work is involved?**

The continuing professional development role of Associates and Local Facilitators within PDST may differ from one sector/region/programme/subject/initiative/project to another. Team Leaders will assign the duties after taking system and local needs into consideration. Some examples of these duties which may be undertaken by associates and local facilitators include \*:

- Facilitate school-based CPD events during or after school time in schools and Education Centres
- Engage in design process and resources development
- Develop e-learning or blended learning courses/resources
- Engage in school-based action research
- Train other associates or local facilitators

\*This is not an exhaustive list.

### **4. What experience/skills/qualities are needed?**

Interested applicants should have:

- An appropriate academic qualification
- A relevant postgraduate qualification
- Relevant experience of working in a classroom.
- Teaching experience

In addition to the specific criteria outlined above candidates most likely to be invited to self-nominate (in the case of Local Facilitators) or called for interview (in the case of Associates) must demonstrate most or all of the following:

- A range of leadership, motivation and innovation skills
- A range of communication, and interpersonal skills as well as a capacity to work independently and as part of a team
- A range of management, planning, ICT, administrative and organisational skills
- Ability to design and/or deliver programmes of continuing professional development and support provision.
- Capacity to mobilise and support teacher reflection, enquiry and classroom-based research, and support for innovation in learning and teaching



## **5. How do I become a Local Facilitator or an Associate for the PDST?**

### ***Becoming a Local Facilitator***

1. Prospective Local Facilitators may self-nominate by completing the on-line Self-Nomination Form which is available on the website @ [www.PDST.ie](http://www.PDST.ie) under the recruitment tab
2. The relevant Team Leader will then contact the local facilitator **if he/she is required** to give local courses or professional development.
3. ALFA in Blackrock EC will issue a **Board of Management Release Form** to the Local Facilitator for completion by their B.O.M., in addition to an **Agreement Form and Safety Statement** for completion by the Local Facilitator.
4. The Agreement Form and Safety Statement should be signed by the Local Facilitator and returned to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin along with the Board of Management Release Form. The Local Facilitator can choose to print and retain a copy for personal record. In the event that you are retired, on career break, or will only be working outside of school hours please state this on the Board of Management Release form this declaration should be signed by the associate or local facilitator.
5. Blackrock EC will also send out a **Bank Details form (Appendix A)** to be completed by the Local Facilitator and returned to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin so that payments can be made directly.

*Please note that we have been advised by the Department of Education and Skills that in order to adhere to department policies and current classroom activities, only principals/deputy principals/teachers who have been out of the school environment for less than two years may undertake work on behalf of PDST and in no circumstances can a teacher who is out of the classroom for more than five years be engaged.*

### ***Becoming an Associate***

Prospective Associates are (a) former members of the support services that are invited to apply to be an Associate by PDST management or (b) principals/deputy principals/teachers who have been interviewed in that last 2 years or (c) who are successful at interview for the position. (a) & (b) must fill out the **Associate Proposal Form** which is available on request from the relevant team leader (c) must fill out an application form which will be available @ [www.PDST.ie](http://www.PDST.ie) (under the recruitment tab) when the positions are being advertised as required.

1. ALFA in Blackrock EC will issue a **Board of Management Release Form** to the Associate for completion by their B.O.M. in addition an **Agreement Form and Safety Statement** will be issued for completion by the Associate.
2. The Agreement Form and Safety Statement should be signed by the Associate and returned to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin along with the Board of Management Release Form. The Associate can chose to print and retain a copy for personal record. In the event that you are retired, on career break, or will only be working outside of school hours please state this on the Board of Management Release form this declaration should be signed by the associate or local facilitator.
3. Blackrock EC will also send out a **Bank Details Form (Appendix A)** to be completed by the Associate and returned to ALFA, Blackrock EC, Kill Avenue, Dun Laoghaire, Co. Dublin so that payments can be made directly.

*Please note that we have been advised by the Department of Education and Skills that in order to adhere to department policies and current classroom activities, only principals/deputy principals/teachers who have been out of the school environment for less than two years may undertake work on behalf of PDST and in no circumstances can a teacher who is out of the classroom for more than five years be engaged*



## 6. How does my principal fill in the On-line Claims System (OLCS) for substitution purposes?

In the event that a principal is completing the OLCS for substitution cover when an Associate or Local Facilitator is working with PDST the principal uses the appropriate code as outlined in the Table 1.1.

Table 1.1

### *Categories for OLCS for substitution*

<b>1. SEN – Colleges*</b>	1. Riachtanais Speisialta Oideachais– Coláistí*
<b>2. SEN – SESS</b>	2. Riachtanais Speisialta Oideachais – Seirbhís Tacaíochta d'Oideachas Speisialta
<b>3. Teacher Induction</b>	3. Ionduchtú Múinteoirí
<b>4. Second Level Support-T4, Project Maths, SPHE, RSE, Gaeilge, , Guidance, JCT</b>	4. Tacaíocht Dara Leibhéal -T4, Tionscadal Mata, OSPS, OCG, Gaeilge, Seirbhís Náisiúnta Tacaíochta Iompair, Gairmthreoir JCT
<b>5. Prof Development 1-DEIS</b>	5. Forbairt Ghairmiúil 1-DEIS
<b>6. Prof Development 2-CAPP, CPG Primary, Literacy, Numeracy, Leadership</b>	6. Forbairt Ghairmiúil 2-An Clár um Chosc ar Mhí-úsáid Leanaí, CPG Bunscoile, Litearthacht, Uimhearthacht, Ceannaireacht
<b>7. Prof Development 3-TY, LCA, PE, RE, Language, Science, Cult &amp; Env, Bus &amp; Ent &amp; JCSP non DEIS</b>	7. Forbairt Ghairmiúil 3-TY, Ardteist Fheidhmeach, Corpoideachas, Oideachas Reiligiúnach, Teanga, Eolaíocht, Cultúr & Timpeallacht, Gnó & Fiontar & An Clár Scoile don Teastas Sóisearach nach do scoileanna DEIS é
<b>8. Prof Development 4-Regional Support</b>	8. Forbairt Ghairmiúil 4-Tacaíocht Réigiúnach



## 7. How do I claim payment, travel and subsistence?

1. The Associates and Local Facilitators register with the PDST online claims system <https://alfaonlineclaims.ie/> . All claims will be made on this website
2. **Claim forms received with more than 3 months recorded will only receive payments for the earliest 3 months per payroll.**
3. **Claims received for the previous academic year may be subject to a % reduction in Payment.**
4. The relevant administrator and Team Leader checks these from a **management perspective** (to ensure that the Associate/Local Facilitator is working in the schools/education centre as scheduled, and that all overnights were sanctioned in advance **using the criteria as advised by the Department of Education and Skills for journeys over 100KM from your home or base education centre. Or in exceptional circumstances no less than 50 KM** The Director/Team Leader then approves the payments and sends them directly to B.E.C, no later than five working days after receipt.
5. Technical checking (calculation of correct rates) is undertaken by ALFA at Blackrock Education Centre.
6. Following processing, the travel and subsistence is paid directly to the Associates' and Local Facilitators' bank accounts, and all documentation is retained at ALFA in Blackrock EC for audit purposes.

The relevant bank details can be sent to ALFA in Blackrock EC using the form in **Appendix A. See Appendix B** for a summary of lecture fees in addition to travel and subsistence





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rates; however, for a more detailed overview of these rates please refer to the Agreement Forms for associates and local facilitators. Please note:

- An Associate or Local Facilitator will not be required to be located in an Education Centre. He/She may however, be required to travel to the local education centre and elsewhere as necessary. Travel and subsistence will not be payable for travel to the local education centre **or any venue less than 8km from home or base whichever is the lesser**. The local education centre or home (whichever is the nearer to the venue) is the **start point** for the purposes of payment of travel and subsistence expenses. Please complete the distance in **kilometres**. The rates must be inserted in the following formats:
- It is the responsibility of each Associate or Local Facilitator to **claim For for Expenses/Fees in full**, including claiming appropriate subsistence, etc. For audit purposes, **all distances are checked using Google Maps, please be aware only the shortest journey from Home or Base to the venue is payable regardless of the journey actually taken**.. If for any reason it is necessary to travel by an alternative route, this should be stated in the accompanying documentation, and the reason clearly outlined, the statement should be signed and dated by the Associate/Local Facilitator. Travel and Subsistence expenses must be submitted to the relevant administrative base within the calendar month of the work being completed. Late expenses may be subject to an administrative reduction. This statement will be retained for audit purposes.
- Time of departure and return must be completed on the form, in addition to any **subsistence** which is being claimed. (See **Appendix B** for an overview of the subsistence rates).
- **Miscellaneous expenses** cannot be paid and in the event that additional materials are required by an Associate or Local Facilitator these should be requested from the Director/Team Leader. All photocopying for workshops will be provided by the Education Centre, and this will be invoiced directly to the relevant PDST account.



## **8. How does my principal know how many days I have worked?**

Once you have submitted your Diary of Work and Claim form The Director/Team Leader can issue you with a **Completion of Work form (Appendix F)** which can be held on file by your principal.

## **9. Training and development for Associates and Local Facilitators**

The training needs of Associates and Local Facilitators will include:

- PDST administration procedures & protocol for working with Education Centres
- Presentation & facilitation skills
- Use of ICT equipment & tools
- Subject specific content
- National priorities

### ***Attending Training***

In the event that an Associate or Local Facilitator attends training, **no fee is payable**, and the travel and subsistence is paid at the training rate. If it is a school day please check that substitute cover can be provided.

### ***Providing Training***

In the event that an Associate or Local Facilitator provides training to colleagues at a training event, then he/she is **paid at the normal lecture rate** for the presentation, and travel and subsistence is calculated at the working rate.

### ***Development of Materials.***

***Associates and Local Facilitators engaged in the development of Materials for PDST may claim for Lecture hours travel and subsistence at the working rates.***

### ***Meetings and Administration Hours***

***Associates and Local Facilitators attending Meetings with no input may claim the training rates for travel and subsistence.***

***Associates and Local Facilitators attending a meeting with input may claim delivery rates for lecture hours travel and subsistence.***

***Administration Hours including compiling evaluation reports and preparation for delivery may be claimed at the delivery in school or out of school rate.***

***All of the above may be claimed strictly in accordance with the Department of Education and Skills guidelines and pre approved by your support service (see Appendix D)***



**10. Summary of Documents to be Completed**

Document	For Completion by Local Facilitators & Associates
<b>Facilitator Self-Nomination Form</b>	<b>Once</b>
<b>Associate Proposal Form</b> <i>(for former members of support service and candidates that were interviewed by PDST.in the past two years available on request from the relevant team leader see Appendix H )</i>	<b>Once</b>
<b>Associate Application Form</b> <i>(available on the recruitment tab @www.PDST.ie when new associates are being recruited)</i>	<b>Once</b>
<b>BOM Release Form</b> <i>(Sent by ALFA BEC to Local Facilitators &amp; Associates)</i>	<b>Yearly</b>
<b>Agreement Form</b> <i>(Sent by ALFA BEC to Local Facilitators &amp; Associates)</i>	<b>Yearly</b>
<b>Safety Statement</b> <i>(Sent by ALFA BEC to Local Facilitators &amp; Associates)</i>	<b>Yearly</b>
<b>Bank Details Form</b> <i>(Sent by ALFA BEC to Local Facilitators &amp; Associates)</i>	<b>Once and then Only if details change</b>



**Appendix A**

**Bank Details for Payment Form**

**BANK ACCOUNT DETAILS**

It is necessary to ascertain bank details from each individual in order to conduct electronic payment of expense claims. Please fill in the following and return to ALFA, Blackrock Education Centre, Kill Avenue, Dun Laoghaire, Co Dublin, as soon as possible.

Name of Associate or Local Facilitator:	
Bank Name and Branch:	
Account Name:	
Bank Account No:	
Bank Sort Code:	
PPS Number:	
PRSI Class:	

## Appendix B

### Summary of Payment, Travel and Subsistence Rates for Associates and Local Facilitators (see DES circular for a more detailed outline)

ASSOCIATE /Local Facilitator	Team Meeting (Input)	Team Meeting / Training (no input)	Workshop Delivery
Mileage (per Km)0-1500km	Standard rate engine capacity up to and inc 1200cc @ 37.95 cent per km, 1201 up to inc 1500cc @ 39.86 cent per km, 1501cc and over @ 44.79 cent per km	Reduced Rate engine capacity up to and inc 1200cc @ 14.64 cent per km, 1201 up to and inc 1500cc @ 16.64 cent per km, 1501cc and over @ 19.49 cent per km	Standard rate engine capacity up to and inc 1200cc @ 39.12 cent per km, 1201 up to inc 1500cc @ 46.25 cent per km, 1501cc and over @ 59.07 cent per km
Mileage (per Km) where an associate or local facilitator has acquired mileage over 1501-5500k in a calendar year	Standard rate engine capacity up to and inc 1200cc @ 70.00 cent per km, 1201 up to and inc 1500cc @ 73.21 cent per km, 1501cc and over @ 83.53 cent per km	Reduced Rate engine capacity up to and inc 1200cc @ 14.64 cent per km, 1201 up to and inc 1500cc @ 16.64 cent per km, 1501cc and over @ 19.49 cent per km	Standard rate engine capacity up to and inc 1200cc @ 21.22 cent per km, 1201 up to and inc 1500cc @ 23.62 cent per km, 1501cc and over @ 28.46 cent per km
Subsistence	10 hr. (and over) €33.61, under 10 hrs. and a minimum of 5 hours) €14.01, overnight allowance (24hr period >100km) €133.73 * Note If lunch is provided €14.01 will be deducted from the rates above. If the location of the event is either your base EC or is less than 8 km from your home or base whichever is the lesser no travel or subsistence is payable.	10 hr. (and over) €33.61, under 10 hrs. and a minimum of 5 hours) €14.01, overnight allowance (24hr period >100km) €50.25 * Note If lunch is provided €14.01 will be deducted from the rates above If the location of the event is either your base EC or is less than 8 km from your home or base whichever is the lesser no subsistence is payable.	10 hr. (and over) €33.61, under 10 hrs. and a minimum of 5 hours) €14.01, overnight allowance (24hr period >100KM) €133.73 * Note If lunch is provided €14.01 will be deducted from the rates above If the location of the event is either your base EC or less than 8 km from your home or base whichever is the lesser no travel or subsistence is payable.
Lecture Rate	Outside of school hours if no substitution is required. €46.98 for 1 hr. stand-alone contact period. €40.63 per hr. subject to maximum of €203.16 per day and €812.63 per week. If within School hours and substitution is required the lecture rate of €35.55 for 1 hr. stand-alone contact period. or €27.93 per hr. subject to a maximum of €139.67 per day and €558.68 per week	N/A No Lecture Rates apply to receiving training or attending a team meeting without agreement of participation in advance.	Outside of school hours if no substitution is required. €46.98 for 1 hr. stand-alone contact period. €40.63 per hr. subject to maximum of €203.16 per day and €812.63 per week. If within School hours and substitution is required the lecture rate of €35.55 for 1 hr. stand-alone contact period. or €27.93 per hr. subject to a maximum of €139.67 per day and €558.68 per week



## Appendix C

### Completion of Work form

*Name of teacher/principal:* \_\_\_\_\_

*Date(s) worked:* \_\_\_\_\_

This is to certify that the above teacher/principal has completed work with the Junior Cycle for Teachers (PDST) in the preceding month as outlined above.

Signed by:

\_\_\_\_\_

PDST Director/Team Leader

Date: \_\_\_\_\_



## Appendix D

### **SAFETY STATEMENT**

The authority given to you to use your own motor car on PDST official business is subject to any relevant regulations or conditions in force from time to time and, in particular, to the conditions that it is properly insured, and will continued to be insured by you for the purposes of the Road Traffic Act, 1961.

You must undertake to notify the Director of the PDST working under the direction of Teacher Education Section of the Department of Education and Skills of any change that may occur.

Please be aware that the .Associate or Local Facilitator working under the direction of Teacher Education Section of the Department of Education and Skills will accept no liability for any loss or damage that may result from the use of my motor vehicle on official PDST business.

Signed by:

Date: \_\_\_\_\_



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**Appendix E**

**Professional Development Service for Teachers (PDST)**

**14 Joyce Way**

**Park West Business Park**

**Nangor Road**

**Dublin 12**

**Telephone: +353 1-4358587**

**Email: [info@pdst.ie](mailto:info@pdst.ie)**