



Circular Letter 10/01

## **An Roinn Oideachais & Eolaíochta Department of Education & Science**

### **Amendments to the Scheme for the Award of Incremental Credit**

#### **SECTION**

1. Common Basic Scale
2. Increments for Length of Training
3. Post Primary Qualified Teacher with Post Graduate Qualification working at Primary Level
4. Teaching service given outside the Republic of Ireland
5. Substitute teaching service within the Republic of Ireland
6. Approved substitute teaching service in primary schools within the State replacing a teacher on study leave under Rule 116
7. Relevant non-teaching experience in the Republic of Ireland
8. Service given in private schools
9. Teaching service in 3rd level institutions
10. Application Forms

#### **March 2001**

Teachers applying for incremental credit should study the details carefully. Chairpersons of the Boards of Management and Principals should bring the Circular to the attention of members of the Board and all teaching staff and should retain a copy for the future. This Circular and the [Application Forms](#) for Incremental Credit may also be viewed and downloaded on the Department of Education & Science website: [www.education.ie](http://www.education.ie)

# **Amendments to the Scheme for the Award of Incremental Credit**

## **INTRODUCTION**

The Minister for Education & Science is pleased to advise Boards of Management, principals and all teaching staff of primary schools, that, following discussions at the Conciliation Council for teachers, new arrangements have been made in relation to the award of Incremental Credit. The terms of the new arrangements are outlined in Agreed Report 10/2000. All agreement for the Award of Incremental Credit including those contained in Agreed Report 10/2000, are included in this circular.

## **SCHEMES FOR THE AWARD OF INCREMENTAL CREDIT TO PRIMARY TEACHERS**

### **1. THE COMMON BASIC SCALE**

Permanent and temporary teachers are remunerated by reference to an incremental salary scale, which is applicable to both primary and second level teachers. The scale is referred to as the common basic scale.

### **2. INCREMENTS FOR LENGTH OF TRAINING**

Teachers who complete a three year recognised teacher-training course commence on the second point of the incremental salary scale. Teachers who complete a four or more year recognized teacher-training course commence on the third point of the salary scale.

### **3. POST PRIMARY QUALIFIED TEACHER WITH POST GRADUATE QUALIFICATION WORKING AT PRIMARY LEVEL**

Post-Primary teachers with a Higher Diploma in Education or equivalent normally commence on the third point of the scale. No additional increments are awarded to such teachers if they also complete the postgraduate primary training qualification and are appointed to teach in a primary school.

Recognised post primary teachers who become recognised primary teachers having completed a post graduate primary training course may be awarded credit for recognised post primary teaching service given within the EU.

### **4. TEACHING SERVICE GIVEN OUTSIDE THE REPUBLIC OF IRELAND**

- 4.1** Teaching service given outside the Republic of Ireland by a qualified primary teacher **in a school or college which is the equivalent of a primary or post primary school in the Republic of Ireland** may qualify for the award of incremental credit.

In order for service under this scheme to be recognised, the following criteria must be satisfied:

- the service must have been satisfactory,
- the service must have been remunerated,
- the service must have been full time.

The school in which the service was given must have been:

- subject to State inspection,
- offer a range of studies which incorporates all of the courses prescribed on the National Curriculum for the State in question.

## **4.2 Teaching service given by Irish Trained Teachers working outside the Republic of Ireland**

### **(a) Teaching Service within an EU State**

#### **Historic**

Heretofore, incremental credit was previously allowed in respect of approved teaching service abroad up to a maximum of 7 years (or a maximum of 4 years for service given prior to 1st June 1979). The combined maximum could not exceed 7 years. The credit was awarded, provided the criterion at 4.1 above was satisfied, with effect from the date of a teacher's appointment in a temporary or permanent post in a recognised primary school in the Republic of Ireland.

#### **Change**

Under the terms of Agreed Report 10/2000, incremental credit may now be awarded for **all** recognised teaching service given by qualified teachers in an EU State, provided the criteria at 4.1 is satisfied. The new scheme became effective from 1st September 2000. The earliest date that incremental credit will be awarded is from 1st September 1994 or the date of appointment to a temporary or permanent post in a recognised school in the Republic of Ireland, whichever is the later.

Teachers who applied previously for the award of incremental credit for service given in an EU state and who had in excess of four years recognised service prior to 1st June 1979 or seven years recognised service after this date may now submit an application for the award of incremental credit for the additional service.

The earliest date that incremental credit for the additional service, if deemed reckonable, shall be awarded is from 1st September 1994 or the date of appointment to either a temporary or permanent post, whichever is the later.

### **(b) Teaching Service given outside the EU**

As heretofore, incremental credit is allowed in respect of approved teaching service outside the EU up to a maximum of 7 years (or a maximum of 4 years for service given prior to 1st June 1979). The combined maximum cannot exceed 7 years. The criteria as outlined in 4.1 must be fulfilled before the

incremental credit may be awarded. Incremental credit is awarded with effect from the date of a teacher's appointment to a temporary or permanent post in a recognised school in the Republic of Ireland.

#### **4.3 Teachers Trained outside the Republic of Ireland and now teaching in an Irish Primary School**

##### **(a) Teachers trained in Northern Ireland/Great Britain who gave teaching service in Northern Ireland/Great Britain**

As heretofore, under the terms of Circular 16/80, teachers who trained in Northern Ireland or Britain may be granted incremental credit for **all** temporary or permanent recognised trained primary teaching service in schools in Northern Ireland or Britain, subject to the criteria at 4.1 being satisfied. Such credit may be granted to teachers appointed on or after 1st September 1981. The credit may be awarded from the date the teacher takes up a temporary or permanent teaching post within the Republic of Ireland after being granted recognition to teach by the Primary Administration Section of the Department of Education and Science.

##### **(b) Teachers Trained within the EU and who gave Teaching Service within the EU**

On being granted recognition, EU trained teachers may be awarded incremental credit for **all** previous temporary or permanent recognised trained teaching service in schools within the EU, subject to the criteria at 4.1 being satisfied. Such credit is granted to teachers appointed on or after the 1st September, 1996. The credit is awarded from the date the teacher takes up a temporary or permanent teaching post within the state after being granted recognition to teach by the Primary Administration Section of the Department of Education and Science.

##### **(c) Service given by Non-EU Trained Teachers**

On being granted recognition, incremental credit may be awarded in respect of approved teaching service abroad up to a **maximum of 7 years (or a maximum of 4 years for service given prior to 1st June 1979)** for service given by non EU trained teachers, subject to the criteria at 4.1 being satisfied. The combined maximum cannot exceed 7 years.

#### **5. SUBSTITUTE TEACHING SERVICE WITHIN THE REPUBLIC OF IRELAND**

Under the terms of Agreed Report 4/91, all permanent teachers appointed or reappointed on or after 1st September 1988, who have given service as substitute teachers in primary schools within the Republic of Ireland since 1st September 1985, are awarded incremental credit subject to a maximum of **2 years**. *Only substitute service given after the date of probation may be counted.*

Credit for any substitute service during the teacher's probation period is awarded automatically when probation is complete.

Credit for substitute service during an approved period of unpaid leave cannot be claimed e.g. teacher doing substitute work while on a career break.

**The maximum period of incremental credit, which may be awarded, under schemes 5 and 6 below combined is 2 years.**

**6. APPROVED SUBSTITUTE TEACHING SERVICE IN PRIMARY SCHOOLS WITHIN THE STATE REPLACING A TEACHER ON STUDY LEAVE UNDER RULE 116**

Under the terms of Circular 13/93 all primary teachers who have been appointed to a permanent teaching post on or after 1 September, 1993 may qualify for incremental credit in respect of substitute teaching service given while replacing a teacher absent on paid study leave in accordance with Rule 116 of the Rules for National Schools.

For the purposes of calculating incremental credit to be awarded under this scheme, only substitute service given after the date of probation of the applicant is reckonable.

The maximum period of incremental credit, which may be awarded under this scheme, is **2 years**.

Credit for substitute service during an approved period of unpaid leave cannot be claimed e.g. teacher doing substitute work while on a career break.

The maximum period of incremental credit, which may be awarded, under schemes 5 and 6 above combined is 2 years.

**7. RELEVANT NON-TEACHING EXPERIENCE IN THE REPUBLIC OF IRELAND**

In order for service under this scheme to be recognised for the award of incremental credit, the service given must have been:

- Remunerated,
- full-time,
- satisfactory and
- be relevant to primary teaching.

A maximum period of 4 years may be allowed in respect of service given prior to 1st June 1979 or a maximum period of 5 years may be allowed in respect of service given after 1st June 1979. The combined maximum cannot exceed 5 years. Service given prior to 1st October 1966 is not reckonable. Teachers who have submitted a claim to the Department, which has been refused, may submit an appeal to an independent Appeals Board. The appeal should be submitted to the **Primary Payments Section** if you are currently teaching in an ordinary school or **Special Education Section** of the Department if you are currently teaching in a special school.

Credit for relevant non-teaching service during an approved period of unpaid leave cannot be claimed e.g. career break.

**8. SERVICE GIVEN IN PRIVATE SCHOOLS WITHIN THE EU**

**All** teaching service given by teachers in private primary schools within the EU may be reckonable for the award of incremental credit.

The credit may be awarded with effect from the 1st September 2000 or the date of a teacher's appointment in a temporary or permanent capacity whichever is the later.

In order for service under this scheme to be recognised for the award of incremental credit, the service given must have been

- Remunerated,
- full-time,
- satisfactory.

For the purposes of this scheme, a private school shall be defined as one which:

- has been in existence for a period of at least 10 years,
- offers a range of studies which incorporates all of the courses prescribed on the national curriculum of the State in which the school is located,
- offers a full range of classes to all pupils within its designated range,
- is funded by the payment of pupil fees,
- is open to receive pupils for the duration of the primary school year.

Credit for service given in private schools in the Republic of Ireland during an approved period of unpaid leave cannot be claimed e.g. career break.

## **9. TEACHING SERVICE IN 3RD LEVEL INSTITUTIONS**

### **9.1 General:**

From 1st September, 2000, incremental credit will be awarded to qualified primary teachers who have previous relevant teaching experience in a third level institution.

In order for service under this scheme to be recognised, the service must have been:

- full-time service,
- remunerated,
- directly relevant to teaching.

It shall be the responsibility of each teacher who claims incremental credit under this scheme to demonstrate the relevance of the service given to teaching.

### **9.2 (a) Service given in Third Level Institutions within EU**

Under the terms of Agreed Report 10/2000, incremental credit may be allowed in respect of approved teaching service given within the EU in third level publicly funded institutions.

The **entire amount of service**, which satisfies the criteria outlined at 9.1 above, shall be reckonable for incremental credit. The credit is awarded from

1st September 2000 or the date of a teacher's appointment in a temporary or permanent capacity, whichever is the later.

Credit for service given in a Third Level Institution within the Republic of Ireland during an approved period of unpaid leave cannot be claimed e.g. career break.

#### **(b) Service given in Third Level Institutions outside the EU**

Under the terms of Agreed Report 10/2000, incremental credit may be allowed in respect of approved teaching service outside the EU in third level publicly funded institutions, subject to the criteria at 9.1 being satisfied. **A maximum of 7 years may be awarded for service after 1st June 1979 (or a maximum of 4 years for service prior to 1st June 1979).** The combined maximum cannot exceed 7 years. The credit is awarded from 1st September 2000 or the date of a teacher's appointment in a temporary or permanent post whichever is the later.

### **10. APPLICATION FORMS**

[Application form](#) for Incremental Credit for any of the schemes mentioned in this circular are available from the **Primary Payments Section** of the Department, if you are currently serving in a mainstream school, or **Special Education Section** if you are currently serving in a special school, or can be printed from the Department website ([www.education.ie](http://www.education.ie))

Teachers applying for incremental credit under any of the above schemes shall be responsible for obtaining all the information requested by the Department as set out in the application forms.

Applications should be submitted to **Primary Payments Section** of the Department of Education and Science if you are currently serving in a mainstream school or to **Special Education Section** if you are currently serving in a Special School.

March 2001

Primary Payments Section or Special Education Section  
Department of Education & Science,  
Cornamaddy,  
Athlone,  
Co. Westmeath.

Tel: (0902) 74621 • (01) 8734700  
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## Application Forms

1. [Application Form for Incremental Credit in Respect of Teaching Service Outside the Republic of Ireland](#)
2. [Application Form for Incremental Credit in Respect of Non-Teaching Service within the E.U.](#)
3. [Application Form for Incremental Credit in Respect of Teaching Service in Private Schools within the EU](#)
4. [Application Form for Incremental Credit in Respect of Substitute Teaching Service in National Schools in the Republic of Ireland \(other than Replacing a Teacher on Study Leave under Rule 116\)](#)
5. [Application Form for Incremental Credit in Respect of Approved Substitute Teaching Service in National Schools in the Republic of Ireland \(Replacing a Teacher on Study Leave Under Rule 116\)](#)
6. [Application Form for Incremental Credit in Respect of Teaching Service in Third Level Institutions](#)