

## TO DIRECTORS of Education Centres

The Teacher Education Section (TES) of the Department of Education and Science has developed the Teacher Professional Network scheme to provide supplementary funding to support the work of post primary teachers engaged in peer professional support. Now in its seventh year the initiative has already brought much more consistency, order and transparency to the funding of professional networks generally, including those focusing on subjects and on specific programmes.

It is co-ordinated by a Steering Committee representing DES (2 reps), Subject Association Representative Group (SARG) (2 reps), ATECI (1), PDST (1), Blackrock Education Centre (1). Administrator Adela Fernández of Blackrock Education Centre also attends.

These can be downloaded from [www.tpnetworks.ie](http://www.tpnetworks.ie)

As a reminder these are described in summary as an appendix to this document.

ECs have a crucial role in supporting the TPN process.

- A. As Local Partners providing logistical and other support to TPN branches
- B. As 'Nominated EC' to a particular TPN. This involves developing a close relationship with the national executive of the TPN and undertaking administrative responsibility for managing funds allocated to that TPN.

### **A. As Local Partner, the EC will:**

1. Provide meeting rooms at no charge during normal Centre opening hours. If night opening is required a caretaking charge of €60 will be made. There will be a charge of €150 for a Saturday opening. There will be a charge for tea/coffee.
2. Centres will advise and support branches in creating local programmes for all teachers in the subject area or programme that the TPN serves. It is in the interest of both parties that this be a cooperative process. The TPN branch will submit these proposals for approval to the TPN national executive ( form TPN4), which will consider them in the light of other branch proposals and then forward a single proposal (form TPN5) to the TPN Steering Committee for funding.
3. Encourage the creation of local branches of TPNs through contact with national executives (list attached). It is important to be aware that in creating local branches, while it is permissible to open a bank account it is no longer a requirement. This is a change from the previous situation. The conditions which apply are included in TPN 1 and you are advised to read these to see the changes which have been introduced.
4. Assist with local administration of activities by way of secretarial and other administrative support. Please discuss any charges in advance to avoid any misunderstanding.

### **B. As Nominated Centre, the EC will**

1. Ensure that proposals for funding (TPN5 and TPN6) to the Steering Committee are signed by the Director. The Director is encouraged to engage with the national

executive of the TPN to assist in preparing the proposal and to ensure that the Centre is fully informed about on the proposals being submitted.

2. Receive from Blackrock Education Centre the grant agreed by the Steering Committee and manage that account for the TPN in accordance with TES guidelines on financial management. It is permissible to open a separate bank account for TPNs.
3. Make payments to the bank account of the national executive or of branches on receipt of request presented on TPN3 and approved by the National Executive. A single payment to the TPN is the norm on foot of each TPN3, with the exception of fees - payments to lecturers or other contractor, which must be paid directly by the Education Centre with the statutory deductions being made.
4. In circumstances where a branch does not have a bank account, the Education Centre may also make direct payments which have been approved by the National Executive to creditors at local level and recoup that amount from the TPN fund.
5. The nominated Education Centre will receive 5% of the grant to the TPN to defray costs incurred in performing these functions. This is a separate grant which will be discharged from Blackrock Education Centre and will not be taken from the grant to the TPN.
6. All equipment purchased (eg laptop, printer, data projector) for a TPN will be registered on the assets register of the Nominated Centre. A TPN can purchase a maximum of two computers. TPN funding will not be used for purchase of telephones.
7. A TPN will agree with an Education Centre to act as a 'nominated Centre' on their behalf. The TPN is free to move to another Centre if it wishes at the end of an academic year.
8. Insurance: TPNs are required to have their own insurance if they cannot be accommodated under the policy of an EC. The policies of individual ECs varies in this respect.

## TPN Administration Documents

TPN 1 Guidelines: Outlines the objectives and mechanics of the TPN Scheme. Includes information on registration, funding, the role of Education Centres and conditions attached.

TPN 2 Registration Form: To be completed by the National Executive and to include details of all local branches. To be returned to national administration centre (Blackrock Education Centre)

TPN3 Record and Report Form:

1. General record of activities. To be completed by local branch following the event held (e.g. workshop/seminar) and sent to National Executive.
2. TPN3 Record and Report Form: Detailed itemised costing of activity corresponding to TPN3 to be completed by local branch following the event held and sent to National Executive.

*Important: Invoices and receipts must accompany TPN3 (2). Once approved and signed by the National Executive TPN3 are sent to the nominated Education Centre.*

TPN4 Branch Proposal Form: To be completed by local branch prior to application for funding, outlining all proposed activities, and sent to the National Executive.

TPN5 National Network Composite Proposal Form: To be compiled by the National Executive using the TPN4 forms from the local branches to outline all activities planned. This must be co-signed by the Director of the nominated Education Centre and submitted as part of the application for funding.

TPN6 National Executive Administrative Costs Proposal Form: To be compiled by National Executive incorporating costings of all envisaged administrative activities (e.g. design & creation of a website), meetings, and submitted with TPN5 as part of the application for funding.

TPN7 National Executive Administrative Costs Claim Form: All claims corresponding to TPN6 to be regularly completed by the National Executive using this form and submitted to the nominated Education Centre.

# Education Centres (ECs) and Teacher Professional Networks (TPNs)

2011/12

## TPN Nominated Education Centres

Education Centre	Network Title	Full Name
Athlone Education Centre	AT&MTW	Architectural Technology & Materials Technology Wood
Athlone Education Centre	ATHE	Association of Teachers of Home Economics
Athlone Education Centre	DCG	Design and Communication Graphics TPN
Athlone Education Centre	ETTA	Engineering Technology Teachers Association
Athlone Education Centre	IASTA	Irish Agricultural Science Teachers Association
Athlone Education Centre	TYTPN	Transition Year TPN
Blackrock Education Centre	ATI	Association of Teachers of Italian
Blackrock Education Centre	CAI-T	Classical Association of Ireland - Teachers
Blackrock Education Centre	GDI	Gesellschaft der Deutschlehrer Irlands
Blackrock Education Centre	HTAI	History Teachers Association of Ireland
Blackrock Education Centre	ISTA	Irish Science Teachers Association
Blackrock Education Centre	SARG	Subject Area Representative Group
Clare Education Centre	LCVP TPN	LCVP Teachers' Professional Network
Co. Wexford Education Centre	ACT	Association of CSPE Teachers
Cork Education Support Centre	CnMG	Comhar na Múinteoirí Gaeilge
Cork Education Support Centre	IAMTA	Irish Applied Mathematics Teachers Association
Cork Education Support Centre	IMTA	Irish Maths Teachers Association
Drumcondra Education Centre	ATAI	Art Teachers' Association of Ireland
Drumcondra Education Centre	ATS	Association of Teachers of Spanish
Drumcondra Education Centre	CESI	Computer Education Society of Ireland
Drumcondra Education Centre	ELSTA	English Language Support Teachers Association
Drumcondra Education Centre	ILSA	Irish Learning Support Association
Drumcondra Education Centre	RAI	Reading Association of Ireland

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Dublin West Education Centre	AGTI	Association of Geography Teachers of Ireland
Dublin West Education Centre	JCSPCOTA	JCSP Coordinators & Teachers' Association
Dublin West Education Centre	NALCAC	Nat Assoc of Leaving Cert Applied Coordinators
Kildare Education Centre	NSPI	Network of School Planners - Ireland
Kildare Education Centre	RTAI	Religion Teachers Association
Kilkenny Education Centre	INOTE	Irish National Organisation for Teachers of English
Laois Education Centre	SCA	School Chaplains' Association
Limerick Education Centre	BSTAI	Business Studies Teachers Association of Ireland
Mayo Education Centre	PEAI	Physical Education Association of Ireland
Mayo Education Centre	PPMTA	Post Primary Music Teachers Association
Navan Education Centre	FTAI	French Teachers Association Ireland