

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

5 August 1999

PW/PM

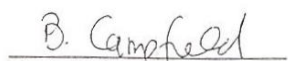
**To: Chief Executives
Council Members
MSO/TUSO**


Joint Negotiating Council Circular No. 24

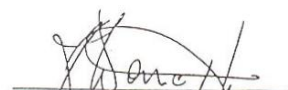
Scheme Relating to Facilities for Study for Approved Qualifications

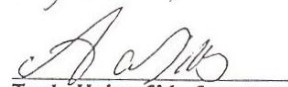
The Joint Secretaries of the Joint Negotiating Council have agreed a revised Scheme Relating to Facilities for Study for Approved Qualifications, as detailed in the attached appendix. This scheme applies to all employees with immediate effect.


Management Side Secretary
J G Martin


Trade Union Side Secretary
B Campfield


Trade Union Side Secretary
G Manly


Trade Union Side Secretary
J Donaghy


Trade Union Side Secretary
A Mills

SCHEME RELATING TO FACILITIES FOR STUDY FOR APPROVED QUALIFICATIONS

APRIL 1996

1. INTRODUCTION

The Board hereby adopts the following scheme for day release and other assistance to full-time and part-time permanent officers undertaking approved courses of study.

2. POST ENTRY STUDY

Subject to the exigencies of the service and to the conditions set out below the board is prepared to release an officer during the normal working week on full pay - normally for not more than one day per week to undertake a course leading to the award of qualifications which in the opinion of the Chief Executive of the Board contribute to the officer's personal development and to the activities of the Board. Officers should opt for evening attendance when this is available.

3. FINANCIAL AND OTHER ASSISTANCE

(i) Payment of Fees

Where assistance is granted under this scheme, the board shall meet in full the cost of all course fees including registration fees and examination fees. Only the compulsory elements of any course will be considered for approval. The Board shall not meet the cost of any fees which relate to student membership of any professional body even where such membership is a prerequisite to undertaking the course of study.

(ii) Cost of Text Books

The Board shall meet 75% of the cost of text books essential to the course up to a maximum of £80.00 in any academic year.

(iii) Examination Leave and Study Leave

The Board shall grant leave with pay for the purpose of taking examinations, such leave to be the entire working day on which the examination is held whether the examination lasts for the whole day or part of the day including the evening.

In addition the Board shall grant study leave with pay as outlined in Appendix 1 in any one academic year.

In any year where the number of days required for examinations exceeds the number of days permitted for study leave, additional days may be granted.

(iv) Travel Expenses

The Board shall reimburse to the officer any EXCESS travel costs incurred in attending the course of study or attending the examinations. Recoupment will be at public transport rate.

(v) Subsistence

The Board shall only pay subsistence expenses at rates applicable to officers where attendance at a course or examinations necessitates an overnight stay.

NOTE: An officer entitled to exemption from certain modules of a degree programme will be granted study leave on a pro rata basis only.

4. PAYMENT AT COURSES OF STUDY OTHER THAN BY DAY RELEASE

- (i) The Board shall afford the same facilities to officers pursuing approved courses by evening classes, correspondence or Open Learning as are afforded to officers granted day release facilities or block release facilities.
- (ii) The Board shall afford the same facilities to officers pursuing approved courses at the Open University or the Open College:
 - (a) Payment of course fees.
 - (b) Granting of examination leave or study leave in accordance with paragraph 3 (iii) of this scheme.
 - (c) Granting of study leave for attendance at Open University Weekend School or Summer School.

NOTE: An officer being assisted under this scheme seeking a grant towards the cost of fees and travelling expenses for attendance at any Open University or Open College Summer Schools as may be required by the course or the element of the course being followed should apply for a Student Award to the Board in whose area he or she was resident on 31 October in the year preceding the commencement of the course.

If the officer is not eligible for assistance from the Awards Section of any Board in respect of all or some of the Weekend or Summer Schools for which attendance is required he or she may then apply to the Board which employs him or her for a grant under this Scheme. In these circumstances the grant for each Weekend or Summer School payable shall not exceed the grant which would otherwise have been payable under the Board's Discretionary Awards Policy for attendance at such Schools.

Full time secondments. See Appendix 2.

5. ADMINISTRATION OF THE SCHEME

The Chief Executive of the Board or an Officer nominated by him will be responsible for the administration of this Scheme.

6. CONDITIONS

- (a) An officer receiving assistance under this Scheme will be required to provide evidence of progress and attendance to his or her Line Manager.
- (b) Where an officer fails without good reason to sit an examination or to re-sit within a reasonable period of time or fails to show satisfactory progress in his studies or discontinues his course of study, the Board will withdraw the facilities granted under the Scheme and may require the refunding of such proportion of the financial assistance granted as the Board may determine in each particular case.
- (c) The continuance of facilities under this Scheme for a second or succeeding stage of study will be granted if the Board is satisfied that the officer has either passed the appropriate examination or has otherwise made satisfactory progress in his studies or merits assistance to enable the officer to re-sit the examination. Facilities for a second attempt at any examination will be granted only if the Board is satisfied that the officer has failed the examination or course work as a result of very exceptional circumstances outside the officer's direct control.
- (d) Where facilities are granted under the Scheme to enable an officer to acquire a recognised qualification and the officer leaves the employment of the Education and Library Service before completing the whole or a defined part of the qualification the employing Board shall be entitled to claim repayment of financial assistance which has been paid under Paragraph 3 (i) above unless the officer is taking up employment within the Northern Ireland Public Service.
- (e) The Board shall not provide facilities for a second general primary degree.

April 1996

POST ENTRY STUDY SCHEME
STUDY LEAVE ENTITLEMENT

Qualification	Study Leave Entitlement
Advanced Food Hygiene Course	1½ days
BTEC ONC	2½ days
BTEC Certificate in Nursery Nursing	2½ days
BTEC HNC	4 days
BTEC HND	4 days
BA	15 days over entire course
BA Hons	15 days over entire course
BSc	15 days over entire course
BSc Hons	15 days over entire course
BSSC Hons	15 days over entire course
Certificate in Post Qualifying Studies	2½ days
Certificate in Admin Management	2½ days
Chart Inst Man Accountants	15 days over 2 years
CIPFA Internal Audit Certificate	2½ days
CIPFA Internal Audit Diploma	4 days
CIPFA Senior Officers (3 years)	15 days
City and Guilds - Library and Information Studies	1 day
City and Guilds - Electronic Servicing	1 day
City and Guilds - Radio Amateurs	1 day
CLAIT Level 1	½ day
CLAIT Level 2	1 day
CLAIT Level 3	1 day
Foundation Mod BA (1 year)	4 days
JEB Teacher's Certificate	2½ days
JEB Teacher's Diploma	4 days
IPM Certificate	2½ days
IPM Graduateship	4 days per year
ITD Training Certificate	2½ days
ITD Training Diploma	4 days
MED	15 days over 3 years or 10 days over 2 years
M Phil	Maximum 15 days
M Phil/D Phil	Maximum 15 days
M Phil/PHD	Maximum 15 days
MA	Maximum 15 days
MBA	Maximum 15 days
MSc	Maximum 15 days
MSSC	Maximum 15 days

POST ENTRY STUDY SCHEME
STUDY LEAVE ENTITLEMENT

Qualification	Study Leave Entitlement
NEBSM - Diploma in Supervisory Management	4 days
NEBSM - Certificate	2 ¹ / ₂ days
NIPPA Diploma (10 weeks)	½ day
NVQ Level 2	1 day over the entire course
NVQ Level 3	2 days over the entire course
NVQ Level 4	3 days over the entire course
NVQ Level 5	10 days over the entire course
Open University (Certificate) (Diploma) (Postgraduate)	2 ¹ / ₂ days 4 days 4 days
Postgraduate Diploma in Admin and Legal	4 days per year
Postgraduate Diploma in Information System Management	4 days per year
Postgraduate Diploma in Media Studies	4 days per year
Postgraduate Diploma in Women's Studies	4 days per year
Postgraduate Diploma in Management Studies	4 days per year
Postgraduate Certificate in Research Methods	4 days per year
Postgraduate Diploma in Human Resources	4 days per year
Postgraduate Diploma in Computers in Education	4 days per year
Postgraduate Certificate in Public Administration and Legal Studies	4 days per year
RSA Certificate in Word Processing	Nil
RSA Diploma in Word Processing	Nil
RSA Level 1 - Word Processing	Nil
RSA Level 2 - Word Processing	Nil
RSA Level 3 - Word Processing	Nil
RSA Teachers Certificate in Office Studies	2 days

Imc
April 1996

Full-time secondments

The following are recommended as guidelines to be followed by the Boards when considering matters relating to expenses to officers seconded on full-time study. It should be noted that these guidelines while covering most of the situations that are likely to arise, are not intended to be all encompassing and Boards may consider at their own discretion, local and personal circumstances that may arise.

A General

1. Payment of full salary during secondment.
2. Payment of course fees and examination fees.
3. Payment towards cost of books. }
4. Leave for examinations. } *as per study scheme*
5. Leave for revision. }

With regard to other expenses the following might apply.

B Local Secondments (at Northern Ireland Colleges)

Travelling Expenses

None where officer travels daily (college regarded as substitution for place of work).

Accommodation Allowance

If resident away from home and where daily travelling could be considered unreasonable an accommodation allowance equivalent to that paid by student grants would be payable. (Officers who would normally travel such distances to their place of work could not of course claim eligibility on this ground).

C Other Secondments (England, Scotland, Wales, Republic of Ireland)

Travelling Expenses

Three return journeys per year (second class boat and rail)

Accommodation Allowance

An equivalent to that paid by student grants would be payable.

D Placements during Courses

1. It should be a condition of funding that the placement is an integral and compulsory part of the course.

2. Placements should be limited to UK or Republic of Ireland with Northern Ireland as first preference.

E Local (Northern Ireland) Placements

Travelling Expenses <i>(to location of placement)</i>	One return journey
Travelling Expenses <i>(while on placement)</i>	Only the excess <i>(if any)</i> over the normal home to college <i>(of secondment)</i> expenditure
Accommodation Allowance	As for normal secondment

F Other Placements eg United Kingdom

Travelling Expenses <i>(to location of placement)</i>	One return journey <i>(second class boat and rail)</i>
Travelling Expenses expenditure <i>(while on placement)</i>	Only the excess <i>(if any)</i> over the normal home to college <i>(of secondment)</i>
Accommodation Allowance	As for normal secondment

NOTES:

Payment of travelling expenses, other than boat or rail expenses, should be at the Civil Service Public Transport rate.

Officers on cross-channel secondments who reside in college accommodation and are charged as 'overseas' students for such accommodation should be considered for assistance with these extra charges.

No payment should be made for daily subsistence ie breakfast, dinner etc. Such costs should be met from salary.

Imc
April 1996