



Circular 0023/2023

To: The Managerial Authorities of Recognised Secondary, Community and Comprehensive Schools and the Chief Executives of Education and Training Boards

Scheme for the Award of Incremental Credit to Post Primary Teachers who have prior service as a Youthreach Resource Person or a Youthreach Co-ordinator

As set out in this circular, persons appointed as teachers in a recognised post-primary school and who have service as a Youthreach Resource Person or a Youthreach Co-ordinator may apply to have all service in those grades considered as “Previous Approved Teaching Service in the Republic of Ireland” as per [Circular 0029/2007](#).

Please ensure this Circular is circulated to all members of the Board of Management/Education and Training Board (ETB) and that its contents are brought to the attention of all teachers in your employment, including those on leave of absence.

This Circular can be accessed on the Department’s website at www.gov.ie. Any further queries in relation to this Circular may be directed to the following:

- Non-ETB post primary teachers: incrementalcredit@education.gov.ie.
- ETB post primary teachers: relevant HR section

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Teacher/SNA Terms and Conditions

3rd May 2023

1. Introduction

- 1.1. The purpose of this circular is to advise employers that post primary teachers who have service as a Youthreach Resource Person or Youthreach Co-ordinator may apply to have all service in those grades considered as teaching service, **solely for the purposes of incremental credit only.**
- 1.2. The incremental credit guidelines for “Previous Approved Teaching Service in the Republic of Ireland” are contained in Circular 0029/2007, and remain applicable unless specifically set out below.

2. General Rules and requirements for Validation of application

- 2.1. An applicant must be an appropriately qualified and registered teacher (this means the teacher has qualifications suitable to the post and is registered with the Teaching Council for the post-primary sector and is in receipt of incremental salary on the Teachers’ Common Basic Scale).
- 2.2. Employment as a Youthreach Resource Person or Youthreach Co-Ordinator under a Pro-Rata Contract (RPT), a Fixed Term Contract or Casual Service will be treated as per [Circular 0029/2007](#) (paras 1 (c), 1 (d) and 1 (e), (i.e. a person appointed as a teacher in a qualified capacity shall receive an increment for each year of satisfactory service in the Youthreach Grade, subject to satisfying the requirement set out at section 2.3 and section 3 below).
- 2.3. 1,110 approved hours (inclusive of teaching and administration) as a Youthreach Resource Person or Youthreach Co-Ordinator shall be required for the award of an increment, as detailed in section 3 below.

3. Requirements for Validation of application

- 3.1. Incremental credit may be allowed for service in Youthreach as a Youthreach Resource Person or a Youthreach Co-ordinator.
- 3.2. Where service as a Youthreach Resource Person or Youthreach Co-ordinator has previously been taken into account for an award of Incremental Credit as recognised 'Relevant Non-Teaching' (RTN) service, credit awarded under this circular should be applied on the basis of one year for every point above the scale minimum already attained for that service.
- 3.3. Credit should be applied on the basis of one increment for every complete 1,110 hours worked since the 20th December 2001, subject to a minimum of 556 hours being worked in any individual academic year.
- 3.4. Any hours in excess of the 1,110 hour threshold shall not be carried over or aggregated with any other hours for the purpose of calculating incremental credit.
- 3.5. Where a teacher has not reached the threshold of 1,110 hours in any individual academic year, but has worked in excess of 556 hours, the hours worked by the teacher may be carried over to the following academic year and combined with the hours worked in the following academic year to reach the 1,110 hours threshold. A minimum of 556 hours must be worked in each academic year. As per 4.4 above, any hours in excess of the 1,110 hour threshold will not be carried over or aggregated with any other hours for the purpose of calculating incremental credit.
- 3.6. In no circumstance can the maximum of the relevant Teacher scale be exceeded when allowing incremental credit for prior service.
- 3.7. An ETB will be expected to provide verification of the hours worked by the applicant which are forming the basis of their application for incremental credit.

- 3.8. In the case of a dispute on the awarding of incremental credit in recognition of prior equivalent or relevant experience, it will be a matter for the employee to raise with the ETB as their employer and/or former employer under the relevant grievance procedures.
- 3.9. In instances where an applicant has previously been granted incremental credit on the basis of relevant non-teaching service, the sponsoring ETB will be expected to provide a statement of the number of incremental credits awarded.
- 3.10. The above thresholds are for incremental credit purposes only and shall not be used as a precedent for the application of such a threshold for any other purpose.

Worked examples are included at Appendix 1.

4. Applications

- 4.1. Applications from recognised teachers for the award of incremental credit under this scheme as provided for in this circular will be accepted only on the form as prescribed from time to time by the Department for the purpose of this scheme – the relevant form is provided at Appendix 2
- 4.2. Duly completed application forms should be submitted to:
- 4.2.1. In the case of non-ETB post primary teachers, to the Teacher/SNA Terms and Conditions Unit, Department of Education, Cornamaddy, Athlone, Co. Westmeath.
- 4.2.2. In the case of ETB post primary teachers, the relevant HR section of their ETB
- 4.3. The effective date for the award of credit under this circular is 1st September 2023 or the date of appointment if later.

4.4. Persons who have already had their Youthreach Service considered under relevant non-teaching service may submit a new application to have their application reviewed for any additional benefit accruing under the arrangements set out in this circular.

4.5. Persons who have already had their Youthreach Service considered under relevant non-teaching service must provide details of the outcome of the previous application. These details to include evidence of approval from the HR Unit of their ETB.

5. Queries

If you have any query in relation to:

5.1. this circular please email your query to incrementalcredit@education.gov.ie

5.2. payment of incremental credit in respect of:

- Secondary/Community/Comprehensive School teachers please email your query to ppppayroll@education.gov.ie
- Vocational/Community College teachers contact your CEO.

An Irish version of this circular is available on the Department of Education website at www.gov.ie.

Appendix 1

Worked Example 1

Between 1st September 2010 and 31st March 2015 “Employee A” worked in a number of ETBs on three fixed-term contracts providing substitution as a Youthreach Resource Person. “Employee A” applied for and was successful in getting a position in a permanent capacity as a teacher with effect from the 1st September 2017.

Incremental credit awarded is 2 years and is calculated as follows:

Contract Duration	Cover Post	Hours Worked	Incremental Credit
Sept 2010 - May 2011	Career Break	1,582	1 increment awarded , threshold of 1,110 reached.
Jan 2012 – May 2012 - 20 weeks @ 35 hours per week	Sick leave	700	None awarded – threshold of 1110 not reached
Oct 2014 – March 2015 - 24 weeks @ 37 hours per week	Maternity leave	888	888 hours worked plus 700 hours carried over = 1,588. 1 increment awarded. Threshold of 1110 reached over two years combined and each year there was in excess of 555 hours worked.

Worked Example 2

Between 1st September 2005 and 31st March 2015 “Employee B” worked in a number of ETBs as a Youthreach Resource Person. “Employee B” applied for and was successful in getting a position in a permanent capacity as a teacher with effect from the 1st September 2017.

As “Employee B” applied for incremental credit after taking up their permanent teaching role in September 2017, their application was processed under the relevant non-teaching category of 29/2007. The outcome was an award of 5 years maximum incremental credit for their service as a Youthreach Resource Person from 1/9/2005 – 31/8/2010. This award will not be reassessed under this circular.

With regard to their service from 1st September 2010 to 31st March 2015 a further 2 years of incremental credit is being awarded under this circular as calculated below:

Contract Duration	Cover Post		Incremental Credit
1 Sep 2005 – 31 Aug 2010	Worked in an ETB as a Youthreach Resource Worker or Youthreach Coordinator	5 years service	Awarded 5 years maximum RNT incremental credit as per circular 29/2007
Sept 2010 - May 2011	Career Break	1,582 hours worked	1 increment awarded, threshold of 1,110 reached.
Jan 2012 – May 2012 - 20 weeks @ 35 hours per week	Sick leave	700 hours worked	None awarded – threshold of 1110 not reached
Oct 2014 – March 2015 - 24 weeks @ 37 hours per week	Maternity leave	888 hours worked	888 hours worked plus 700 hours carried over = 1,588. 1 increment awarded. Threshold of 1110 reached over two years combined and each year there was in excess of 555 hours worked.



Appendix 2

Incremental Credit Application Form for Post-Primary Teachers with regard to prior Youthreach Service

Section 1 – to be completed by the applicant

1. Personal Details

PPS number	
Payroll/Teacher No	
Full Name	
Former Name (e.g. Maiden name):	
Correspondence Address:	
Contact Telephone No:	
Mobile No:	
E-mail Address:	
Date of Birth:	
Teaching Council Registration Number:	
Date of Teaching Council Registration:	
Are you in receipt of any occupational pension from the Department or any ETB or any Public Service Body or other source? Please Indicate (by v)	Yes _____ No _____
If the answer to above is "Yes", please give details	

2. Current Employer Details

School Name and Address:	
School Roll Number:	
Contact Telephone Number:	

3. Qualification Details:

Qualification Title:	Awarding Body	Subject(s) of Final Examination (Second Level Teachers)	Length/Years of Training Dates From/To	Year of Award

4. Details of Youthreach Claim:

4.1. Exact period in respect of which this incremental credit is now being claimed:-

From: (i.e. Day/Month/Year)	To: (i.e. Day/Month/Year)	Hours worked	Name and address of where this service was given:

4.2. Is this your first publicly funded teaching post in Ireland? Yes ___ No ___

4.3. If the answer to above is "No", please give details

4.4. Have you previously claimed and/or received incremental credit on the incremental salary scale under the terms of any incremental Credit scheme in operation in Ireland? Yes ___ No ___

4.5. If the answer to above is “Yes”, please give details

4.6. Was the service listed at 4.1 given while on Career Break? Yes ___ No ___

5. Certification of Applicant:

I certify that I have read both this circular and circular 29/2007.

I confirm that all information given on this form is accurate and I am aware that in the event of false or misleading statement which results in an overpayment the Department of Education will recover in full the amount of any such overpayment.

I understand that only a complete application will be processed.

Name (Block Capitals):

Signature of Applicant:

Date:

Failure to fully complete all relevant sections will lead to forms being returned and may result in loss of award.

Additional clarification on this form may be sought in support of the information given if not enough information is provided.

Section 2 – to be completed by the ETB

6. Name of Youthreach Centre:

7. Telephone Number: _____

8. Email Address: _____

9. Name and Address of Teacher:

10. Period of employment with the ETB for which incremental credit is being claimed for:
(Please give exact Dates)

From:		To:	
From:		To:	
From:		To:	
From:		To:	

11. Was the service given remunerated: Yes ___ No ___

12. Was service satisfactory in all respects? Yes ___ No ___

13. If the answer to 12 is No, please state why:

I certify that all information given by me is true and accurate in accordance with the employment records of this school.

Name (Block Capitals):		
Signature:		
Position:		
	(CEO of ETB or designated officer)	
Telephone No.:		
Email Address:		Authenticating Stamp or Seal of Employer
Date:		