



Crescent College Comprehensive SJ

CPD FUNDING POLICY

17/1/2017



**A.M.D.G.
CRESCENT COLLEGE COMPREHENSIVE S.J.**

CPD FUNDING POLICY

The Board of Management of Crescent College Comprehensive S.J. Community School is committed to promoting the professional development of its employees relevant to their areas of work and to the needs of the school and its curriculum. Interested persons may apply to the Board of Management for a refund of fees arising out of courses undertaken in pursuit of their professional development. The Board will consider requests for financial support from teachers, special needs assistants and ancillary staff to undertake and complete relevant courses of study which will be of benefit to the school and the students. This scheme operates in conjunction with the DES Refund of Fees scheme. Courses that are grant aided by the Department of Education or other bodies will not be considered under this scheme.

The following Guidelines apply:

- The course being undertaken must be assessed as relevant to the school's needs and must have the prior approval of the Board.
- It must lead to an approved qualification – certificate, diploma, etc.
- The teacher or participant will initially meet the cost of course fees.
- The Board will consider the granting of a bursary when the course has been satisfactorily completed.
- Application shall be by way of a standard letter of application to the Board complete with a copy of certification and course fees.
- Where the initial outlay would place an intolerable financial burden on the individual the Board may consider part payment of the fees before course completion.

- Where the Board make a substantial investment in an individual's training or upskilling the recipient is expected to remain with the school for a period of three years following the award of the bursary.
- If the recipient leaves the employ of the Board before the end of three years the Board will require payment or part payment of the Bursary.
- The Board cannot guarantee funding. All bursaries are awarded on the availability of funding.
- Previous recipients of bursaries will not be eligible to re-apply for further bursaries.
- The maximum amount awarded in any bursary is €500.
- Priority will be given to permanent, CID holders. Teachers in their first three years of service in Crescent College Comprehensive S.J. Community School are not eligible to apply.
- Applications will be considered in November/December each year.

This policy was approved by the Board of Management of
Crescent College Comprehensive SJ
On 17th January 2017

Signed: _____
Chairperson, Board of Management

Signed: _____
Principal & Secretary, Board of Management