



## Information Note ESR ETB 0001/2024

**To: The Chief Executives of Education and Training Boards**

**Re: Regularisation of Tutors employed by ETBs in Adult, Community and Further Education settings**

### **1. Purpose and Principles**

This note is to inform ETBs that agreement has been reached on an offer to tutors employed by ETBs in Adult, Community and Further Education settings. The offer relates to placing Tutors on an incremental pay scale. Each tutor will decide whether or not to remain on existing pay rates or move to the new pay scale in line with the implementation process agreed.

This offer does not apply to Tutors engaged on adult self-financing programmes in FET Colleges or those who are ineligible for access to public service pension schemes.

An Implementation Process from Tutor to Adult Educator has been discussed between the Unions and ETB Management and will be the primary source of discussion for issues arising during the implementation process.

Each ETB should now move to put in place arrangements for staff to consider options and to advise of decision in a timeframe that ensures implementation takes place during 2024. In making arrangements it is advised that offer letters should be circulated by late April to allow sufficient time for tutors to consider options by mid-June in order for contract changes to take effect from September 2024, where a tutor opts to convert.

Each ETB will be required to maintain records of the implementation process so that they can report to SOLAS/DFHERIS. Reporting requirements will issue under separate cover.

### **2. Background**

ETBs employ adult education tutors to deliver some Adult, Community and Further Education and Training programmes. There are no nationally agreed standard pay arrangements or terms

of employment for tutors, who are typically employed on a part-time basis, with tutors being paid on various rates across the sector.

Earlier progress has been made in the regularisation of the posts of tutors with the introduction of a consistent method for awarding Contracts of Indefinite Duration across ETBs and the provision of access to leave schemes, paid leave and access to the appropriate public sector pension scheme. The offer of an incremental pay scale is now being made in response to a Labour Court recommendation.

The need for a consistent approach to the role of Tutor to support the activity and business process of the ETBs is acknowledged by all parties. ***Future FET: Transforming Learning***, the FET Strategy for 2020-2024 sets out an ambitious agenda for the FET Sector and within this, tutors have a critical role in ensuring that the sector continues to adapt and facilitate the development and delivery of responsive and agile learning pathways to meet the emerging skills needs and the diverse needs of learners.

### 3. Implementation Process

The grade of ***Adult Educator*** is formally established with a standardised pay scale which will be aligned with the Youthreach Resource Person Scale. The contractual obligations on Adult Educators will be to deliver 1,044 contact hours and an associated 782 non-contact hours (for a whole-time post), equating to 1,826 hours for a FTE. This equates to 20 hours direct contact and 15 hours non-contact per week. This FTE equivalent of 1,044 contact hours represents the maximum contact hours an adult educator can work in a year.

While it is not proposed to timetable non-contact/administration time, the expected undertaking of associated work of 45 minutes (0.75 hour) for every contact hour timetabled for an adult educator, is to provide for:

- Programme Development
- Pre Preparation for delivery
- Assessment of learners
- PLSS engagement
- Attendance at required PL&D events / seminars
- Involvement in communities of practice
- Participation in support groups e.g., H&S, quality assurance, active inclusion etc.

The proposed effective date for the assimilation is 1st April 2023.

#### 4. Pay Assimilation

The majority of tutors are currently paid one of the following rates inclusive of 8% holiday pay:

- €52.49 (pre 2011) or
- €46.41 (new entrants)

(rates w.e.f. 1.1.2024).

#### Proposed Scale:

	<b>Adult Educator Scale As of 1 January 2024</b>	<b>Equivalent rate per Contact Hour for comparison</b>
1	€ 35,182	€ 33.70
2	€ 36,822	€ 35.27
3	€ 38,110	€ 36.50
4	€ 39,920	€ 38.24
5	€ 42,075	€ 40.30
6	€ 44,233	€ 42.37
7	€ 46,401	€ 44.45
8	€ 48,569	€ 46.52
9	€ 50,746	€ 48.61
10	€ 52,986	€ 50.75
11	€ 55,274	€ 52.94
12	€ 57,591	€ 55.16
13	€ 60,077	€ 57.54
LSI 1	€ 62,142	€ 59.52
LSI 2	€ 64,210	€ 61.50

Accordingly, it is proposed that existing tutors paid at the (pre-2011) rate will be assigned **to point 11 on the pay scale and those paid at the new entrant rate (post 2011) will be assigned to point 8 on the pay scale.**

An Adult Educator's FTE will be based on their current contracted hours. The effective date for the new pay rates is 1<sup>st</sup> April, 2023 with no retrospection before that date.

Each Tutor on a Year 1, Year 2 or Year 3 fixed term contract will be issued with an Adult Educator Contract on renewal of contract with effect from the date of the proposal document (26 March 2024). Placement on salary will be assessed and you will be placed on appropriate salary point as outlined above.

#### Tutors Delivering SOLAS funded programmes paid other rates

There are a number of tutors employed to carry out SOLAS funded programmes, who are currently paid hourly rates aligned to self-financing rates, however the programmes they deliver are not self-financing, but Exchequer funded programmes.

These tutors will be offered assimilation to the new adult educator scale at the relevant point corresponding to their hourly rate. Where such a tutor is paid a mix of hourly pay rates for different classes, assimilation will be a revised hourly rate which will be calculated based on an average of the rates paid. Where a tutor is assimilated to a point higher than point 11 in the case of a pre-2011 tutor or point 8 in the case of a post 2011 tutor, they will mark time on that point.

Any tutor paid at any other pay rate will have their case examined on an individual basis with regards to assimilation.

As per section 5 below, individuals recruited to carry out SOLAS funded programmes should not be assigned to any other contract or pay rate than the appropriate point of the Adult Educator scale.

Individuals recruited to deliver self-financing programmes should be assigned to the Tutor contract at the appropriate non pensionable self-financing hourly rate of pay and not recruited as Adult Educators.

The proposed approach is that each adult education tutor will assess their own situation and will be allowed to opt to avail of the offer and assimilate to the new grade scale or retain their existing arrangement.

### **5. Future Recruitment**

A newly hired adult educator in any ETB will begin at point 1 - €33,307 or the corresponding hourly rate. For each contact hour the new hire will be paid the equivalent of 1.75 hours (€31.92 currently), where they are engaged on less than an FTE.

### **6. If Tutors do not choose to Assimilate**

Tutors who have a CID who choose not to move to the new pay scale will continue to be paid as per their CID including pay rate and retain all terms and conditions associated with the rate.

Tutors who do not have a CID who choose not to move to the new pay scale will continue to be paid as per their current contract including pay rate and retain all terms and conditions associated with the rate. Future contracts offered to such tutors will be aligned to pay and conditions set out above.

### **7. Circulation of Information Note**

Please ensure that the contents of this Note are brought to the attention of all members of the Education and Training Boards and all staff in your employment, including those on leave of absence.

Queries should be sent in the first instance to [hr@etbi.ie](mailto:hr@etbi.ie) for response and for collation and forwarding to Department of Education where appropriate.

This Circular can be accessed on the Department's website at [www.gov.ie](http://www.gov.ie).

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**22 April 2024**