



AN CHOMHAIRLE MHÚINTEOIREACHTA
The Teaching Council

**A Guide to the Functions, Records, Rules and
Practices of the Teaching Council
prepared in accordance with Sections 15 and 16
of the Freedom of Information Acts
1997 and 2003**

Every effort was made to ensure that the information contained in this document was current at the time of publication. (25 January 2010). However, many of the details in this manual are subject to change. Users are therefore advised to contact the Teaching Council by email or telephone to confirm details in relation to particular issues.

The information contained in this manual is included for guidance purposes only and does not purport to be a legal interpretation of any legislation mentioned.

The manual will be reviewed every three years and updated as appropriate. The Council reserves the right to amend or delete any of the information included at anytime.

FOREWORD

In accordance with Section 15 of the Freedom of Information Acts 1997 and 2003, this manual is intended to facilitate access to official information held by the Teaching Council. It does this by outlining the structure and functions of the Council; the services we provide and how they may be availed of; the classes of records we hold and how to make a request to the Council under the Freedom of Information Acts 1997 and 2003.

In accordance with Section 16 of the FOI Act, this manual also includes details of the rules, procedures, practices and guidelines used by the Teaching Council in carrying out its work.

This manual will be reviewed every three years.

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1. INTRODUCTION

The Freedom of Information (FOI) Acts 1997 and 2003 (referred to hereafter as 'The FOI Act') provide three main statutory rights:

- a legal right for each person to access information held by public bodies;
- a legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- a legal right to obtain reasons for decisions affecting oneself.

The FOI Act asserts the right of members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

In accordance with Section 29 (7) of the Teaching Council Act, 2001, the provisions of the FOI Act apply to the Teaching Council. This manual has been prepared by the Teaching Council in accordance with the publication requirements set out in Sections 15 and 16 of the FOI Act.

1.1. How to use this Manual

This manual is divided into a number of sections.

Section 2 outlines the range of information which is routinely available from the Council and advises how this may be accessed.

Section 3 explains how to access information from the Council under FOI

Section 4 outlines the fees that apply in respect of requests made under the FOI Act.

Sections 5 and 6 set out the Council's vision and mission and provide an overview of its role and functions.

Section 7 provides an overview of the Council's organisational structure, while Section 8 includes a detailed structural breakdown of the Council and includes a range of information in respect of each section as follows:

- Role and structure – outlines the main work of each section of the organisation and gives details of the staffing structure
- Delivery of services – provides a synopsis of our main activities and the rules and procedures governing those activities
- Classes of records held – details the types of records held by each section.

Appendices

Appendix 1 – Members of the Council including details of the organisations they represent.

Appendix 2 – Details of the role and composition of all Council committees, panels and working groups.

Appendix 3 – An organisational chart setting out the Council's staff structure.

Appendix 4 – An FOI application form to be used when requesting access to records under the FOI Act.

1.2. Availability of this Manual

Copies of this manual may be downloaded from the Publications page of the Council's website, www.teachingcouncil.ie. Hard copies are also available free of charge from:

Catherine Brewer
Communications and Education
The Teaching Council
Block A
Maynooth Business Campus
Maynooth
Co. Kildare

E-mail catherine.brewer@teachingcouncil.ie

2. HOW TO OBTAIN ROUTINELY AVAILABLE INFORMATION

The Teaching Council currently makes information routinely available to the public in relation to its functions and activities. Such information will continue to be available without the need to use the FOI Act.

The Council operates a LoCall number, 1890 224 224 and a general email address (info@teachingcouncil.ie). These are the primary points of contact for our customers for a range of topics including:

- Registration matters
- Vetting matters
- Professional standards
- Teacher education
- Research.

Through its website, www.teachingcouncil.ie, the Council provides access to a range of information including legislation, registration application procedures, press releases, information on the Council's functions, career opportunities and vacancies and the Register of Teachers.

The Council has a range of publications available to download or to request in print. These include:

- Annual Reports
- The Codes of Professional Conduct for Teachers
- The Council's Strategic Plan – Fás agus Forbairt
- Newsletters
- Information leaflets.

In accordance with Section 29 (6) of The Teaching Council Act, 2001, any person may apply to the Council for a certified or uncertified copy of, or extract from, an entry in the Register of Teachers. A fee of €10 is payable for such a copy or extract.

The FOI Act is designed to allow public access to information held by public bodies which is NOT routinely available through other sources. Access to information under the FOI Act is subject to certain exemptions and involves specific procedures and time limits. This reference book provides a guide to the Council so as to help you access information under the FOI Act.

3. HOW TO OBTAIN INFORMATION UNDER THE FREEDOM OF INFORMATION ACTS

3.1 Applications under the FOI Act

Under the FOI Act, anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right of:

- access to records held by the Council;
- correction of personal information held by the Council in relation to himself/herself, where it is inaccurate, incomplete or misleading;
- access to reasons for decisions made by the Council directly affecting him/her.

The following records come within the scope of the FOI Act:

- all records relating to personal information held by the Council irrespective of when created;
- all other records created from the commencement date of the FOI Act - 21 April 1998
- any other records necessary to the understanding of a current record
- Personnel records of serving staff created from 21 April 1995 and those created prior to that date where they are being used or proposed to be used in a way which adversely affects or may affect the person involved.

The Council will normally be obliged to respond to the request within 20 working days.

Applications under the FOI Act should be addressed to:

Carmel Kearns
Freedom of Information Officer
The Teaching Council
Block A
Maynooth Business Campus
Maynooth
Co. Kildare

E-mail carmel.kearns@teachingcouncil.ie

Applications must be in writing and should indicate that the information is sought under the Freedom of Information Acts, 1997 and 2003.

The following guidelines should be followed when making a request:

- The request should be in writing and, if applicable, accompanied by the appropriate fee (see section 4.1 below). Requesters may use the application form which is included in Appendix 4. If a requester choose not to use this form, the request should indicate that access to the record(s) is being sought under the FOI Act.
- If the information is required in a particular format (such as a photocopy, computer disk, etc.) this should be mentioned in the request.

- Requesters should give as much detail as possible to enable the staff of the Council to identify the record and reply promptly to the request. Where possible, the request should indicate the time period for which access to the records is being sought records created between January 2009 and June 2009. If a requester has difficulty in identifying the precise records required, the FOI Officer will be happy to assist him or her in preparing the request.
- The request should include full contact details including a daytime contact telephone number so that the requester may be contacted quickly if it is necessary to clarify the details of the request.

3.2 Assistance to Persons with a Disability

The Council's FOI Officer is available to provide assistance to persons with a disability to exercise their rights under the FOI Act (e.g. accepting oral requests from requesters who are unable to read, print and/or write due to their disability, enabling the requester to inspect or have records explained to him or her).

3.3 FOI Decision-making in the Teaching Council

The Teaching Council has a Freedom of Information Officer who administers all work relating to FOI. Staff members at Higher Executive Officer and Assistant Principal grades act as decision makers dealing with requests, liaising with requesters as appropriate and making decisions on the requests. The Deputy-Director of the Council will normally carry out internal reviews.

3.4 Rights of Review and Appeal

The FOI Act sets out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of third parties.

Where the Council invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc. may also be the subject of appeal. Details of the appeals mechanisms are as follows:

3.4.1 Internal Review

An internal review of the initial decision may be sought if:

- a requester is dissatisfied with the initial response received i.e. refusal of information, form of access, charges, etc., or
- a requester has not received a reply within four weeks of the initial request. This is deemed to be a refusal of the request and allows the requester to proceed to internal review.

An official at a higher level will carry out the review.

Requests for internal review should be submitted in writing and, if applicable, accompanied by the appropriate fee, to:

Brendan O'Dea
Deputy Director
The Teaching Council
Block A
Maynooth Business Campus

Maynooth
Co. Kildare

E-mail brendan.odea@teachingcouncil.ie

Such a request for internal review must be submitted within four weeks of the initial decision. The Council must complete the review within three weeks. The internal review should normally be completed before an appeal may be made to the Information Commissioner.

3.4.2 Review by the Information Commissioner

Following the completion of an internal review, an independent review of the decision by the Information Commissioner may be sought. Where a reply to a request for internal review has not been received within three weeks, this is deemed to be a refusal and, in such circumstances, requesters may appeal the matter to the Information Commissioner. Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner
18 Lower Leeson Street
Dublin 2

Telephone (01) 639 5689 or LoCall 1890 223 030
Fax (01) 639 5674 or (01) 639 5676
E-mail info@oic.ie

4. FEES

There are two types of charges under the FOI Act:

- Processing fees that accompany a request for a record under the FOI Act (or subsequent application for review or appeal)
- Fees/Deposits related to the costs of search and retrieval and copying of records.

4.1 Processing Fees

The Freedom of Information Act (Fees) Regulations 2003 provides for the charging of fees for processing requests under the FOI Act, internal reviews of such requests, and subsequent reviews by the Information Commissioner. This section sets out the arrangements as they apply to requests for personal and non-personal information.

4.1.1 Personal Information

In the case of requests where only personal information related to the requester is being sought, no processing fee applies in respect of either the initial request or any subsequent internal review or review by the Information Commissioner. Neither is a fee payable where the request relates to applications under Sections 17 or 18 of the FOI Act i.e. requests for amendment of records relating to personal information or relating to the right of a person to information regarding acts of a public body affecting the person.

4.1.2 Non-personal Information

Where requests relate to records containing non-personal information, a fee of €15 is required before processing can begin. A reduced fee of €10 applies where the requester is covered by a medical card, in which case details of the medical card registration number together with requester's consent to the verification of these details with the Health Service Executive, should be supplied.

A fee of €75 is required before processing a request for Internal Review under the FOI Act can begin. A reduced fee of €25 applies where the requester is covered by a medical card, in which case details of the medical card registration number together with requester's consent to the verification of these details with the Health Service Executive, should be supplied. No fees are payable where the request for internal review relates to a decision to charge a fee or deposit in the first instance.

Fees for processing requests under the FOI Act or requests for internal review can be paid by cheque, bank draft or payable order to the Teaching Council or An Chomhairle Mhúinteoireachta.

A fee of €150 is required before processing an appeal to the Information Commissioner under the FOI Act. A reduced fee of €50 applies where the requester is covered by a medical card, in which case details of the medical card registration number together with requester's consent to the verification of these details with the Health Service Executive, should be supplied.

4.2 Search and Retrieval Fees

This section sets out the arrangements as they apply to requests for personal and non-personal information.

4.2.1 Personal Information

In respect of records containing only personal information, the Council will normally only apply a charge in respect of the cost of copying the records **released**. Furthermore, no fees will be charged in respect of the cost of search and retrieval unless a large number of records are involved.

4.2.2 Non-personal Information

In respect of requests relating to non-personal information, fees may be charged in respect of the time spent in efficiently locating and copying the records **released**, based on a standard hourly rate. No charges will apply in respect of the time spent by the Council in considering requests.

Fees are currently set as follows in accordance with Statutory Instruments Nos. 139 of 1998 and 13 of 1997:

- €20.95 per hour of search and retrieval
- €0.04 per sheet for a photocopying
- €0.51 for a floppy disk
- €10.16 for a CD-ROM containing copy documents
- €6.35 for a Radiograph (X-ray) containing copy documents.

A deposit of 20% may be payable where the total fee in respect of search and retrieval of the records sought is likely to exceed €50.79. In these circumstances,

the Council will, if requested, assist the member of the public to amend the request so as to reduce or eliminate the amount of the deposit.

Charges may be waived in the following circumstances:

- where the cost of collecting and accounting for the fee would exceed the amount of the fee;
- where the information in the record would be of particular assistance to the understanding of an issue of national importance; or,
- in the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

5. OUR VISION AND MISSION

The Teaching Council's vision and mission are set out in its Strategic Plan, Fás agus Forbairt, 2008 – 2011.

The Teaching Council's vision is to be at the heart of teaching and learning, promoting, supporting and regulating the teaching profession. It will serve the best interests of education, in partnership with other interested parties, by being an authoritative, respected voice for the profession and a guardian of teaching standards, establishing best practice at all stages on the continuum of teacher education.

The Council's mission is to promote and maintain the highest standards of teaching, learning and professional conduct in our schools.

6. DESCRIPTION AND FUNCTIONS OF THE COUNCIL

The Teaching Council is the professional body for teaching which was established on a statutory basis under the Teaching Council Act, 2001, in March 2006,

- to regulate the teaching profession
- to establish and promote the maintenance and improvement of standards of
 - teacher education
 - teaching, knowledge, skill and competence
 - professional conduct of teachers, and
- to promote teaching as a profession and to promote the professional development of teachers.

The Council's statutory responsibilities are aligned with the teaching career beginning with initial teacher education and entry to the profession, followed by induction, probation and continuing professional development. The Council seeks to ensure that standards at each stage of the teaching career are upheld, in the interests of young people and society and, also, for the purpose of maintaining the reputation of the profession.

The Teaching Council's principal functions are:

- **To establish and maintain the Register of Teachers**
The Council maintains the Register of Teachers. Registration will be mandatory for all teachers wishing to teach in recognised schools* where salaries are paid from State monies. Entry to the register is dependent on satisfying the Council's registration conditions which include teacher education qualification requirements.
- **To protect standards of entry to the profession**
The Council is mandated to review and accredit programmes of initial teacher education and to establish procedures in relation to induction and probation. It is the designated authority for the recognition (for registration purposes) of teaching qualifications awarded within the EU/EEA and the competent authority for the recognition (for registration purposes) of teaching qualifications awarded outside the EU/EEA.
- **To maintain and improve standards of professional practice and conduct**
The Council has published Codes of Professional Conduct for Teachers which include standards of teaching, knowledge, skill and competence. Through its disciplinary role, the Council seeks to ensure that the highest standards of professional conduct are maintained. The Council will review and accredit programmes of continuing professional development.
- **To promote research and establish procedures for the exchange of information with teachers, organisations involved in education and the public**
The Council commissions research and consults regularly with the partners in education and the wider education community on professional matters. Through its research bursary schemes, the Council promotes and facilitates research by registered teachers as part of their professional development. It also supports others carrying out research in the areas of teaching, learning and assessment.

* Recognised in accordance with Section 10 of the Education Act, 1998.

- **To advise the Minister for Education and Science on a range of professional matters**
The Council, based on its research and consultation activities, and the extensive range of information held on the Register of Teachers, will advise the Minister on a range of professional matters.
- **To promote teaching as a profession**
The Council publicly acknowledges and aims to reinforce the quality of teaching in Ireland. It uses a variety of methods and opportunities to ensure that high calibre entrants continue to be attracted into the profession.

Further information in relation to the Council's goals and objectives is available from its Strategic Plan, Fás agus Forbairt, 2008-2011.

6.1 Policy statement with regard to confidentiality and Freedom of Information

The Council undertakes to hold any information provided to it by individuals or others on a confidential basis, subject to the Council's obligations under law, including the Freedom of Information and Data Protection Acts.

Individuals or others providing information to the Council who wish, for any reason, that the information provided should not be disclosed because of its sensitive nature, must, when supplying the information, make clear this wish and specify the reasons for the information's sensitivity. The Council will consult with the provider of the information before making a decision on any Freedom of Information request received involving sensitive information which may have been supplied.

7. ORGANISATIONAL STRUCTURE

Membership of Council

The Teaching Council is made up of 37 members acting in a voluntary capacity as non-executive directors of the Council. These are representative of the partners in education, as follows:

- 11 Primary teachers (nine elected and two union nominees)
- 11 Post-primary teachers (seven elected and four union nominees)
- 2 nominated by Colleges of Education
- 2 nominated by specified third level bodies
- 4 nominated by school management bodies (two primary and two post-primary)
- 2 nominated by parents' associations (one primary and one post-primary)
- 5 nominated by the Minister for Education and Science, including one representing each of IBEC and ICTU.

The appointment of Council Members is a function of the Minister for Education and Science under the Teaching Council Act, 2001. The members of the Council which began its current statutory three year term of office on 28 March 2009 are included in Appendix 1.

In order to facilitate its work, the Council has established a number of committees, working groups and panels. Details of the functions and members of each are set out in Appendix 2.

The Teaching Council has approved a Code of Practice for Council Members, the Chairperson, Director and Secretary which sets out the functions, authority and responsibility of each. The Code is available for download from the *About the Council* section of the Council's website.

Council Staff

The work of the Council is supported by a team of staff under the leadership of a chief executive officer known as the Director.

An organisational chart is included in Appendix 3.

8 STRUCTURAL BREAKDOWN

The following gives a breakdown of the internal structure and organisation of the Council and includes details of the role and main activities of the various sections, the rules and procedures governing the work they do and the classes of records held by each.

8.1 DIRECTOR AND SENIOR MANAGERS

Role and structure

The Council's Director acts as its Chief Executive Officer, translating Council policies and decisions into effective action. As secretary to the Council, the Director is responsible to the Council for ensuring that Council procedures are followed and that applicable rules and regulations are complied with. She/he is assigned authority commensurate with this responsibility in the Council's Code of Practice. She/he may formally delegate the performance of duties but remains ultimately responsible for all executive actions and decisions.

The senior management structure is:

Director
Áine Lawlor

Deputy Director
Brendan O'Dea

Registration Officer
Colm O'Leary

Communications and Education Officer
Carmel Kearns

Head of Finance
Harry McGeary

For further information, please see Appendix 3.

Delivery of Services

The Director is supported, at management level, by a Deputy Director and three senior managers. The Deputy Director has specific responsibility for the corporate governance, strategic management and legal services areas and oversees the Council's Registration, Finance and Corporate Services functions. The Registration Officer, Communications and Education Officer and Head of Finance manage the Registration, Communications and Education and Finance sections respectively. Together, the Director, Deputy Director and senior managers ensure the implementation of Council policy, as set out in its Strategic Plan, Fás agus Forbairt, 2008-2011. They do this by developing and maintaining effective structures, systems and processes and by ensuring optimum use of available resources.

Classes of Records

- Legal Advice
- Statutory Instruments

- Regulations
- Correspondence
- Briefing material
- Documentation for meetings

8.2 REGISTRATION

Role and structure

The Council's Registration section comprises Qualifications Assessment, Teacher Registration and Evidence of Character staff. It is responsible for maintaining and updating the Register of Teachers so as to protect standards of entry into the profession.

The structure is:

Colm O'Leary
Registration Officer

Declan O'Leary
Assistant Registration Officer
(Qualifications Assessment section)

Karen Eastwood Lovett
Higher Executive Officer
(Teacher Registration section)

Mary Condon
Executive Officer
(Evidence of Character section)

Geraldine Conlon
Executive Officer
(Qualifications Assessment section)

Elaine McDermott
Executive Officer
(Qualifications Assessment section)

Pat Meehan
Executive Officer
(Qualifications Assessment section)

Ailish Murphy
Executive Officer
(Qualifications Assessment section)

Agnes Cunningham
Clerical Officer
(Qualifications Assessment section)

Seán Deegan
Clerical Officer (Part-time)
(Teacher Registration section)

Etain Furlong
Clerical Officer
(Evidence of Character section)

Bronagh Greene
Clerical Officer (Part-time)
(Teacher Registration section)

Siobhán Healy
Clerical Officer
(Qualifications Assessment section)

Leona Lawlor
Clerical Officer
(Qualifications Assessment section)

Vacancy
Clerical Officer
(Qualifications Assessment section)

8.2.1 Teacher Registration

Role and Structure:

Teacher Registration staff process applications from persons seeking admission to the Register of Teachers, with the exception of those applicants who have undergone the qualifications assessment process outlined in 8.2.3. They do so in accordance with the Council's registration requirements, as detailed in the Teaching Council [Registration] Regulations, 2009, which are available for download from the Council's website.

Its functions are:

- To process applications from persons seeking admission to the Register of Teachers
- To process applications for a Review of Decision from persons whose application for registration was refused or granted subject to conditions
- To maintain the register
- To generate statistical data from the register to support the Council's advisory and research roles
- To issue Confirmation of Registration letters, Registration Certificates and Letters of Professional Standing
- To oversee the process whereby teachers are removed from the Register of Teachers
- To support the work of the Director, the Registration Committee and the Council by preparing briefing material, drafting policy papers and seeking legal and other professional advice on their behalf.

Its structure is:

Colm O'Leary
Registration Officer

Karen Eastwood Lovett
Higher Executive Officer

Ailish Murphy
Executive Officer

Sean Deegan
Clerical Officer (Part-time)

Bronagh Greene
Clerical Officer (Part-time)

Delivery of Services

Staff check all applications received to ensure that they are complete. Each application is assessed having regard to pre-determined criteria in relation to qualifications and teaching experience as well as evidence of character. This process involves the assessment of supplementary documentation including qualification transcripts. At the end of that process, registration may be granted in full or with conditions, or refused.

Applicants are offered the opportunity to have the outcome of the registration process reviewed, where the outcome is a refusal of registration or a grant of registration subject to conditions. Further details on the Review of Decision process are available from the *Registration* section of the Council's website.

In accordance with section 31(8) of the Teaching Council Act, 2001 where the Council makes a decision to refuse to register a person or to register the person subject to conditions, that person may apply to the High Court for an annulment of the decision concerned within 21 days of the date of service of a notice of the Council's decision.

On an ongoing basis, registered teachers' details are updated as new information is supplied by them. Teachers' registration status is amended where conditions have been met or where the timeframe for meeting conditions has expired and one or more conditions has not been met. In such circumstances, the teacher's registration lapses. Teachers may also apply to have their names removed from the register using the relevant form, or their names may be removed by the Council where they do not maintain their registration by renewing it annually. (see also section 8.4.2).

A business intelligence software system has been installed to facilitate the generation of statistical reports.

Confirmation of Registration letters and Registration Certificates are issued to registered teachers on completion of the registration process. Further copies are available on request, on payment of the appropriate fee. Letters of Professional Standing are also issued on request, on payment of the appropriate fee.

Classes of Records:

- Application Forms
- Parchments
- Transcripts
- Certified translations
- Course handbooks
- Assessors' reports
- Proof of Identity e.g. birth certificates, passports
- Section administration
- Section correspondence
- Agenda, minutes and other meeting documentation

8.2.2 Evidence of Character (Garda Vetting)

Role and Structure:

The role of the Evidence of Character (Garda vetting) team is to ensure, as part of the overall registration process, that persons seeking admission to the Register of Teachers meet the Council's Evidence of Character requirements. The Council also co-ordinates the vetting of new teachers in accordance with the Department of Education and Science Circular 0094/2006.

Its main functions are:-

- To process applications for Garda vetting by liaising with the Garda Central Vetting Unit
- To process character reference forms
- To seek and process additional evidence of character information from teachers who have lived outside of Ireland and/or Northern Ireland for three years or more
- To support the work of the Council's Evidence of Character Panel. (See Appendix 2 for further information in relation to the Evidence of Character Panel.)

Its structure is:

Colm O'Leary
Registration Officer

Karen Eastwood Lovett
Higher Executive Officer

Mary Condon
Executive Officer

Etain Furlong
Clerical Officer

Delivery of services

The Council's Evidence of Character staff receive and check completed Garda Vetting Application Forms and forward them to the Garda Central Vetting Unit (GCVU) to have vetting carried out. Once the vetting results are returned by the GCVU, a Vetting Letter is prepared for each applicant giving the outcome of the vetting process. The letter contains a number of security features and applicants may present it to potential employers for recruitment purposes.

Where a teacher has lived outside of Ireland and/or Northern Ireland for three years or more, staff seek a police clearance certificate from the jurisdiction(s) of previous residence as well as a character reference from their most recent employer. The teacher is also required to submit a letter of professional standing from the competent authority in the relevant country(ies).

Where the vetting or police clearance process discloses a conviction, prosecution pending, or other court outcome, the Council's Evidence of Character staff present this to the Evidence of Character Panel. That panel assesses the disclosure and decides on the relevance of the conviction to the teacher's suitability for registration. In making its decision, the panel has regard to the Council's approved guidelines, which are available from the Council's website, www.teachingcouncil.ie. (See Appendix 2 for further information in relation to the Evidence of Character Panel).

Where an applicant is refused registration by the Evidence of Character Panel, or where conditions are applied, he or she is offered the opportunity to have the outcome reviewed. Further details on the Review of Decision process are available from the *Registration* section of the Council's website.

In accordance with section 31(8) of the Teaching Council Act, 2001 where the Council makes a decision to refuse to register a person or to register the person subject to conditions, that person may apply to the High Court for an annulment of the decision concerned within 21 days of the date of service of a notice of the Council's decision.

Classes of Records

The Evidence of Character staff hold a range of records including:

- Garda Vetting Applications
- Garda Vetting Disclosures
- Vetting Letters
- Character References
- Evidence of Qualified Teacher Status (QTS)
- Sworn Declarations
- Police Clearances from other jurisdictions
- Section Correspondence
- Section Administration
- Agendae, Minutes and other meeting documentation

8.2.3 Qualifications Assessment

Role and structure

The role of the Qualifications Assessment team is to ensure, as part of the overall registration process, that the qualifications of persons seeking admission to the Register of Teachers meet the Council's registration requirements.

Its main functions are –

- To enable the Council to fulfil its role as the designated authority for the recognition of teaching qualifications awarded within the EU and the competent authority for the recognition of qualifications awarded outside of the EU.
- To support the work of the Council's Primary and Post-primary Applications Panels (See Appendix 2 for details regarding the Applications Panels).
- To arrange for the assessment of the qualifications of applicants for registration, where such qualifications are not already recognised by the Council.
- To review, on an ongoing basis, the list of approved programmes and the subject-specific requirements which are used to determine the suitability of degree programmes for entry to a programme of post-primary teacher education.
- To process applications for accreditation from providers of new teacher education programmes.
- To arrange the assessment of degree qualifications to determine the suitability of those programmes for entry into programmes of post-primary teacher education.
- To process applications for a Review of Decision.

The structure is:

Declan O'Leary
Assistant Registration Officer

Geraldine Conlon
Executive Officer

Elaine McDermott
Executive Officer

Pat Meehan
Executive Officer

Agnes Cunningham
Clerical Officer

Siobhán Healy
Clerical Officer

Leona Lawlor
Clerical Officer

Vacancy
Clerical Officer

Delivery of Services

1. Assessment of qualifications for registration purposes:

Staff receive applications from persons requiring to have their qualifications assessed for the purposes of registration. The applications are initially examined to ensure that they are complete and that all necessary documentation has been submitted.

Once the Qualifications Assessment team is satisfied that the application is complete, it may be assessed internally with reference to established criteria or referred to an external subject assessor and staff liaise with the assessor as appropriate.

The report of the assessor is considered by the relevant Applications Panel (primary or post-primary) along with all other relevant documentation and advice. The panel may approve a qualification, approve it subject to conditions or refuse to approve it. (See Appendix 2 for further information in relation to the Applications Panels).

The Qualifications Assessment section then notifies the applicant of the Panel's decision and advises the applicant that a decision in relation to Registration will issue when that process has been completed. Where the qualifications are deemed to have met the requirements for registration, the application continues to be processed in accordance with Section 31(5) of the Teaching Council Act, 2001. This involves an assessment of the application for registration with regard to teaching experience and evidence of character.

Where the Applications Panel decides not to approve the qualification(s) for the purposes of registration, the applicant is informed of this decision and the applicant is offered the opportunity to request a review of the decision by the Council's Registration Committee Review Group. (See Appendix 2 for further information in relation to the Registration Committee Review Group).

Where, following a review, the Council's Registration Committee Review Group decides not to approve an applicant's qualification(s), and therefore refuse registration, the applicant is informed of this decision and of his or her right to appeal this decision to the High Court within 21 days. Further details on the Review of Decision process are available from the *Registration* section of the Council's website.

2. Applications for a Review of Decision

The Qualifications Assessment team processes applications for a Review of Decision from persons whose application for registration has been refused or whose application has been granted with conditions. In doing this, the Qualifications Assessment section supports the work of the Registration Committee Review Group. (See Appendix 2 for further information in relation to the Registration Committee Review Group).

3. Applications from programme providers seeking recognition of a qualification for registration purposes

The Qualifications Assessment team also assesses applications from third level providers for general recognition of degree or teacher education qualifications for registration purposes. Providers must submit a detailed outline of the programme and cross-reference it with the relevant Teaching Council requirements. There are prescribed requirements for primary teacher education qualifications and post-primary teacher education qualifications as well as subject-specific criteria at post-primary level.

Qualifications Assessment staff establish an assessment team to review the course documentation and conduct a site visit, if deemed appropriate. The assessment team will then compile a report and recommendation which the Qualifications Assessment staff present to the Education Committee for its consideration and decision. If the programme in question is deemed to meet the registration requirements, the accredited qualifications list (post-primary) is updated on the Council's website.

Classes of Records

- Application Forms
- Parchments
- Transcripts
- Certified translations
- Course handbooks
- Assessors' reports
- Proof of Identity e.g. birth certificates, passports
- Evidence of Qualified Teacher Status (QTS)
- Evidence of certificates under EU Directive
- Section administration
- Section correspondence
- Agenda, minutes and other meeting documentation

8.3 COMMUNICATIONS AND EDUCATION

The Council's Communications and Education section is responsible for the Council's education, research, external communications and Freedom of Information functions.

The structure is:

Carmel Kearns
Communications and Education Officer

Cliona McLoughlin
Higher Executive Officer

Catherine Brewer
Clerical Officer

8.3.1 Education

Role and Structure:

The Council's Education staff co-ordinate the Council's role in setting the standards for teacher education at all stages of the teaching career. They are also responsible for the Council's research function.

The main functions of the Education team are:

- To support the work of the Council's Education Committee
- To co-ordinate the review and accreditation of programmes of initial teacher education in accordance with Section 38 of the Teaching Council Act, 2001.
- To develop strategies for the implementation of the Council's *Policy on the Continuum of Teacher Education*, when finalised and when the relevant sections of the Teaching Council Act, 2001 have been commenced.
- To commission research in accordance with agreed Council priorities.
- To administer the Council's research bursary schemes.
- To support the Education Committee in maintaining Codes of Professional Conduct for Teachers.

Its structure is:

Carmel Kearns
Communications and Education Officer

Cliona McLoughlin
Higher Executive Officer

Catherine Brewer
Clerical Officer

Delivery of Services:

Education staff prepare briefing material and draft policy papers to support the work of the Director, the Education Committee and the Council. Where appropriate, they seek legal and other professional advice on the Committee's behalf. They co-ordinate consultation processes and collate verbal and written feedback and present this to the Committee.

The team also manages the implementation of the Council's research policy. It administers the research bursary schemes and liaises with applicants throughout the application, adjudication and awards process. Further details on these processes are available from the *Research* page of the Council's

website. Where research has been commissioned by the Council, staff of the Education section liaise with the researchers having regard to the agreed research brief.

The Education team plays a key role in the Review and Accreditation of programmes of initial teacher education, liaising with providers and providing administrative support to the Review Panels.

Classes of Records

- Policy documentation
- Initial teacher education
- Induction
- Continuing professional development
- Commissioned research
- Research bursaries
- Section correspondence
- Section administration

8.3.2 Communications

Role and Structure

The Communications team co-ordinates the Council's external communications strategy to support it in building and maintaining effective relationships with key stakeholders including teachers, parents, management bodies, teacher educators and the media.

Its main functions are:

- To co-ordinate the Council's event management function
- To co-ordinate the Council's publications function and develop a range of information resources including DVDs, posters, leaflets etc.
- To manage the Council's website as an up-to-date and user-friendly information resource
- To implement the Council's media relations strategy
- To co-ordinate the Council's response to requests made under the Freedom of Information Acts and ensure that it complies fully with that legislation.

Its structure is:

Carmel Kearns
Communications and Education Officer

Cliona McLoughlin
Higher Executive Officer

Catherine Brewer
Clerical Officer

Delivery of Services

The services provided by the Communications team include :

Media Relations

Staff communicate with the media in accordance with the Council's media relations policy. They issue speeches and press releases, seek to have articles placed in the national media and organise launches and photo-calls to highlight key messages. They provide an efficient and effective media response service, and endeavour to respond openly and courteously to all media queries.

Event Management

Staff co-ordinate the Council's public events throughout the year including national conferences, regional meetings, etc.

Exhibitions

The Communications team co-ordinates the Council's attendance at a range of careers exhibitions in order to promote teaching as a profession and provide information for those interested in entering the profession.

Publications

The team manages the production and distribution of the Council's publications. It does so in compliance with the Official languages Act. Publications include the Council's newsletter, Oide, its strategic plan, its annual reports and a number of leaflets and posters.

Advertising

Occasionally, the Council uses print advertising to complement other communications activities and the Communications team coordinates the design and placement of such advertisements.

Teaching Council Contact Person

The Communications team administers the Council's scheme of contact persons in schools and issues regular emails to them.

Other Information Resources

The team has produced a DVD and also issues regular electronic updates via email. It has editorial responsibility for the Council's websites www.teachingcouncil.ie and www.teach.ie.

Freedom of Information

It co-ordinates the provision of information in accordance with the Freedom of Information Acts and produces and maintains the manuals required by Sections 15 and 16 of those Acts.

Classes of Records

- Advertising
- Events and exhibitions
- Publications
- Photo library
- Speeches
- Articles
- DVD productions
- Press releases

- Media coverage
- Corporate identity
- Section correspondence
- Section administration

8.4 FINANCE

Role and Structure

The Finance section co-ordinates the Council's financial affairs and accounting systems including the preparation of the annual budget, the ongoing monitoring of income and expenditure and the management of Council funds. It also manages the registration renewal process.

The structure is:

Harry McGeary
Head of Finance

Suzanne Lambe
Executive Officer
(Accounts)

Nollaig O Maonaigh
Executive Officer
(Registration Renewal)

Linda Fitzgerald
Clerical Officer
(Accounts)

8.4.1.Accounts

Role and Structure

The Accounts team administers the Council's accounting systems including the preparation of the annual budget, the ongoing monitoring of income and expenditure and the management of Council funds.

The structure is:

Harry McGeary
Head of Finance

Suzanne Lambe
Executive Officer

Linda Fitzgerald
Clerical Officer

The functions of the Accounts team are:

- to maintain and develop appropriate accounting systems and controls
- to manage income and expenditure flows
- to provide regular income and expenditure reports to senior management and the Finance and Audit Committees
- to co-ordinate the provision of an internal and external audit function and prepare year-end accounts for audit and publication
- to support the work of the Council's Finance and Audit Committees by preparing financial reports, drafting policy papers and seeking legal and other professional advice on its behalf
- to manage the Council's risk management policies.

Delivery of Services

At the beginning of each year a budget is prepared, framed within the annual plan for the year. The budget is approved by Council and updated in August in the light of any change in circumstances.

A monthly Income and Expenditure account is prepared, comparing the actual to the budgeted position. An explanation of the main variances is also prepared. Year-end accounts are prepared for audit by the external auditors.

On an ongoing basis, goods and services are procured in compliance with Department of Finance procurement requirements. Payments, including electronic transfer of funds/cheques/bank drafts to the suppliers of goods and services are made at the request of the Head of Finance or other managers within the Council, having regard to the Council's internal financial controls. The Council is subject to the requirements of the Prompt Payments of Accounts Act, 1997 and it is the responsibility of the Accounts team to ensure compliance throughout the organisation.

The Council's funds are actively managed to maximise the return achieved on those funds.

Salaries are paid to Council staff via electronic transfer. Travel and subsistence expenses are payable in line with Department of Finance approved rates and guidelines and are paid by either cheque or electronic transfer.

Classes of Records

- Monthly accounts
- Annual accounts
- Budgets
- Bank statements
- General payments
- Lodgements
- Nominal ledger
- Travel and subsistence
- Insurance
- Payroll
- Pension
- Section correspondence

- Section administration

8.4.2. Registration Renewal

Registration Renewal staff manage the annual registration renewal process. They also process applications from registered teachers wishing to be removed from the register.

The structure is:

Harry McGeary
Head of Finance

Nollaig Ó Maonaigh
Executive Officer

At peak times, temporary staff are engaged to support the registration renewal process.

The functions of the Registration Renewal team are:

- To process applications from registered teachers for renewal of their registration on an annual basis and update the Register of Teachers as appropriate
- To receive and reconcile monthly payments from employers in respect of registered teachers paying their registration renewal fee by means of deduction from salary
- To process applications from registered teachers wishing to be removed from the Register of Teachers
- To arrange for the removal from the Register of teachers who have not renewed their registration. (See also section 8.2.1).

Delivery of Services

In accordance with Section 33 of the Teaching Council Act, 2001, registered teachers are required to renew their registration annually.

Each year, in advance of teachers' registration renewal date, staff send personalised renewal application forms to registered teachers requesting that they be submitted by the deadline specified along with the appropriate fee or authorisation of payment of the fee. A range of payment methods is offered including online payment, payment by cheque or postal order, credit or Laser card and deduction from salary. The mailing also includes a form, *Application by a Registered Teacher to be Removed from the Register of Teachers*, which is intended for use by teachers who have recently retired or others who no longer wish to maintain their registration.

All registration renewal application forms received are processed and the Register of Teachers is updated. In the case of teachers paying the fee by means of deduction from salary, monthly payments are received from each of the 35 employers (33 VECs and the Department of Education and Science primary and post-primary payroll sections) in the form of either cheque or electronic fund transfer. Such payments are accompanied by electronic files setting out the names of teachers in their employment and the relevant salary deduction details.

The Register of Teachers is updated having regard to those details. In circumstances where the electronic file indicates that a monthly deduction has not been made in respect of a registered teacher, the outstanding debt is pursued by liaising with the employer and/or the registered teacher in question.

All applications by registered teachers to be removed from the Register of Teachers are processed and the Register of Teachers is updated.

Where, following a teacher's registration renewal deadline, an application for renewal of registration or an application for removal from the Register of Teachers has not been received, a reminder is sent to the teacher in question. Where, an application for renewal of registration or removal from the Register of Teachers has still not been received, a final notice is issued in accordance with Section 34 of the Teaching Council Act, 2001. The notice, which is sent by registered post, gives the teacher a further period within which to apply for renewal of registration. Where, following that period, an application for renewal of registration or removal from the Register of Teachers has still not been received, the teacher is removed from the Register of Teachers.

Classes of Records

- Annual renewal forms
- Authorisations for payment of fees
- Section correspondence
- Section administration

8.5 CORPORATE SERVICES

Role and Structure

The Corporate Services section is responsible for the effective implementation of the Council's human resource strategy including selection and recruitment, training and development and health and safety compliance. It also has Council secretariat, reception and catering, internal communications and records management functions and has overall responsibility for the ongoing maintenance and development of the Council's office accommodation and facilities.

Its functions are:

- To develop a range of HR policies and provide ongoing support to staff and line management in the implementation of these policies
- To co-ordinate the Council's Partnership Committee and implement its internal communications strategy
- To manage postal, telephone and reception services
- To provide Council secretariat services to the Council
- To co-ordinate the provision of catering services for a range of in-house meetings and events
- To co-ordinate the Council's records management policy so as to ensure that all hard copy and electronic records are recorded, referenced, retrieved, retained and disposed of according to the legislative requirements and best practice guidelines
- To manage the provision of office accommodation and facilities and ensure that it continues to meet the Council's needs
- To co-ordinate the provision of cleaning services in the Council offices.

The structure is:

Brendan O'Dea
Deputy Director

Lorraine Crawford
Higher Executive Officer

Breda Keating
Staff Officer

Anna Melia
Clerical Officer

Delivery of Services

The Council's Partnership Committee facilitates consultation between management and staff in the areas of strategic and organisational change.

Through this committee a range of policies are developed including policies on Dignity at Work, Health and Safety and Flexible Working Hours respectively. All are contained in a staff resource manual which is made available to all staff.

Employee remuneration, allowances, superannuation and employment conditions are comparable with public service norms and comply with guidelines set by the Department of Finance.

Recruitment takes place in line with relevant employment legislation, including equality legislation and Department of Finance Guidelines and all permanent vacancies are filled by publicly-notified, open competition.

At peak times, staff may be engaged on a temporary basis to support the registration renewal process or other high volume activities.

Office furniture and supplies and all related services including contract cleaning services, are procured in accordance with Department of Finance procurement guidelines.

Classes of Records

- Personnel/Staff
- Recruitment
- Promotion competitions
- Section administration
- Section correspondence
- Partnership
- Salaries/pensions
- Training
- Agendae, minutes and other meeting documentation
- Procurement of goods and services

8.6 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

Role and structure:

The Council's ICT section provides technical systems and support for the staff and members of the Council. The Council's ICT system and infrastructure includes:

- the database which holds the Register of Teachers
- a number of web interfaces with that database
- file servers
- network infrastructure
- information security systems
- email services
- photocopiers and printers
- the telephone system
- fire suppression systems
- building access security systems
- an air conditioning system
- a power back-up system
- a staff attendance management system
- desktop and laptop computers
- a range of software applications.

Its functions are:

- To maintain the Council's IT systems and infrastructure and update it in line with industry standards and the Council's evolving requirements
- To provide technical support and assistance for staff and members of the Council
- To manage the Council's electronic databases including the Register of Teachers.
- To manage the Council's off-site data storage in line with best practice in ICT and disaster recovery procedures
- To ensure the continued functionality of the Council's website.

Its structure is:

Colm O'Leary
Registration Officer

Peter Kennedy
Systems Administrator

Delivery of Services

The ICT section purchases hardware, software and consultancy as required to meet the Council's needs. It also develops and implements policies in a range of ICT areas including acceptable usage, information security, data storage and disaster recovery.

It responds to requests from Council staff and members for technical support and provides training on new software as required.

Appendix 1

Members of Council 28 March 2009 to 27 March 2012

	Category	Constituency/Sector
Carmel Bradwell (retired 28.09.09)	Elected	Primary – Leinster
Mary Brennan (appointed 01.12.09)	Elected	Primary – Leinster
Noel Buckley	Elected	Voluntary Secondary – Connacht, Munster, Ulster
Antoinette Buggle	Nominee	School Management (Primary)
Christy Carroll	Elected	Primary – Munster
Jerry Cronin	Nominee	School Management (Post-primary)
Lily Cronin	Elected	Voluntary Secondary – Connacht, Munster, Ulster
Elaine Devlin	Nominee	ASTI
Oliver Donohoe	Nominee	Minister (ICTU)
Emer Egan	Nominee	Minister
Ciarán Flynn	Nominee	School Management (Post-primary)
Eileen Flynn	Nominee	School Management (Primary)
Dr. Jim Gleeson	Nominee	Universities & HEIs
Professor Kathy Hall	Nominee	Universities & HEIs
Susie Hall	Elected	Community & Comprehensive – Connacht, Munster, Ulster
Dr. Pádraig Hogan	Nominee	Minister
Jack Keane	Nominee	ASTI
Micheál Kilcrann	Elected	Primary – Dublin
Vivienne MacSweeney	Nominee	TUI
Christopher Maginn	Elected	Vol. Secondary – Leinster
Gerry Malone (Deputy Chairperson)	Nominee	INTO
Dr. Kevin Marshall	Nominee	Minister (IBEC)
Anita McCann	Nominee	National Parents Council (Primary)
Fergal McCarthy	Elected	Vocational – Connacht, Munster, Ulster
Anne McElduff	Nominee	INTO
Pat McQuaile (Chairperson)	Elected	Vocational – Leinster
Dympna Mulkerrins	Elected	Primary – Dublin
Micheál O Gríofa	Elected	Primary – Dublin
Alice O'Connell	Elected	Primary – Munster
Maree O'Connell	Elected	Primary – Connacht, Ulster
Kieran O'Driscoll	Nominee	Minister
Dr. Anne O'Gara	Nominee	Colleges of Education
Tim O'Meara	Nominee	TUI
Bernadine O'Sullivan	Elected	Voluntary Secondary – Leinster
Eleanor Petrie	Nominee	National Parents Council (Post-primary)
Seán Rowley	Elected	Primary – Connacht, Ulster
Dr. Pauric Travers	Nominee	Colleges of Education
Milo Walsh	Elected	Primary Leinster

Appendix 2

Council Committees, Panels and Working Groups

Committees of the Council

In order to facilitate its work, the Council has established a number of committees, working groups and panels. Details of the functions and membership of each of these are set out below.

THE EXECUTIVE COMMITTEE

The Executive Committee is designed to facilitate the efficient and effective functioning of the Council by conducting the business of the Council between general meetings of the Council. Its specific functions include the following:

- Providing a co-ordinating mechanism to assist the Council in the performance of its functions
- Acting on behalf of the Council when, due to time constraints or other circumstances, it is not possible to arrange a general meeting of the Council
- Making interim orders on behalf of the Council in urgent situations where the Council is unable to meet at short notice
- Reviewing and making recommendations to the Council in respect of the establishment, membership, terms of reference and continuance of committees
- Reporting regularly to the Council.

The Executive Committee has eleven members as follows:

Pat McQuaile (Chairperson)
Noel Buckley
Emer Egan
Ciarán Flynn
Dr Jim Gleeson
Susie Hall
Fergal McCarthy
Gerry Malone (Deputy Chairperson)
Anne McElduff
Kieran O'Driscoll
Seán Rowley

THE INVESTIGATING COMMITTEE

When Part 5 of the Teaching Council Act is commenced, the Council or any person may apply to the Investigating Committee for an inquiry into the fitness to teach of a registered teacher where:

- The teacher has failed to comply with or has contravened the Teaching Council Act, 2001, the Education Act, 1998, the Education (Welfare) Act, 2000 or the VEC Acts, 1930 to 1999 or any regulation, rules or orders made under these Acts
- The teacher's behaviour constitutes professional misconduct as defined by the Teaching Council Act, 2001
- The teacher's registration is erroneous due to a false or fraudulent declaration or misrepresentation, or
- She/he is medically unfit to teach.

The Committee will not routinely become involved in day-to-day contractual or disciplinary matters, or in hearing complaints which can be more appropriately dealt with at local level. When it is deemed appropriate to do so, the Committee will refer an application to the Disciplinary Committee.

The Investigating Committee has eleven members as follows:

Gerry Malone (Chairperson)
Antoinette Buggle
Elaine Devlin
Oliver Donohoe
Ciarán Flynn
Anita McCann
Vivienne MacSweeney
Dympna Mulkerrins
Tim O'Meara
Bernadine O'Sullivan
Milo Walsh

THE DISCIPLINARY COMMITTEE

When Part 5 of The Teaching Council Act, 2001 is commenced, a panel of the Disciplinary Committee will conduct a hearing on a complaint referred to it by the Investigating Committee. This hearing is conducted in accordance with Section 43 and Schedule 3 of the Teaching Council Act, 2001, and the associated rules and procedures which have been drawn up by the Council. Based on the hearing, the panel may find a teacher unfit to teach, or it may dismiss the application. The panel makes its report to the Disciplinary Committee.

Where a finding of “unfit to teach” is reached, the Committee applies an appropriate sanction which may involve withdrawal of registration on a temporary or permanent basis or continuing registration subject to a number of conditions.

The Disciplinary Committee has thirteen members as follows:

Pat McQuaile (Chairperson)
Christy Carroll
Lily Cronin
Eileen Flynn
Dr Jim Gleeson
Dr Pádraig Hogan
Christy Maginn
Fergal McCarthy
Alice O'Connell
Maree O'Connell
Kieran O'Driscoll
Micheál Ó Gríofa
Eleanor Petrie

THE REGISTRATION COMMITTEE

The Registration Committee advises the Council and makes recommendations in all areas relating to the registration of teachers by the Council. This work includes advising and making recommendations on:

- the regulations governing registration

- the processes for implementing such regulations
- the process used for the review of panel decisions
- the appointment of assessors to assist the Applications Panels and the Review of Decision process
- advising the Council on the form of certification to be issued
- criteria and guidance for the assessment of qualifications for registration purposes
- issues relating to evidence of character and probation.

The Registration Committee has thirteen members as follows:

Seán Rowley (Chairperson)
 Jerry Cronin
 Oliver Donohoe
 Ciarán Flynn
 Professor Kathy Hall
 Jack Keane
 Micheál Kilcrann
 Dr Kevin Marshall
 Dympna Mulkerrins
 Fergal McCarthy
 Dr Anne O'Gara
 Tim O'Meara
 Bernadine O'Sullivan

THE EDUCATION COMMITTEE

This committee has responsibility for drafting submissions and making recommendations to the Council on a number of areas of the Council's work including:

- the standards of education and training that should apply to persons entering programmes of teacher education in the State and the review and accreditation of such programmes
- the review of the standards of knowledge, skills and competence required for the practice of teaching
- matters relating to the induction of new members to the profession
- the promotion of the continuing education, training and professional development of teachers and the review and accreditation of programmes of continuing professional development
- the drafting and review of codes of professional conduct for teachers
- the promotion of teaching as a profession to potential new entrants
- the Council's research policy
- the Council's communications strategy.

In addition, the Council has devolved responsibility to the Education Committee for accrediting degree programmes and programmes of initial teacher education for registration purposes.

The Education Committee has thirteen members as follows:

Susie Hall (Chairperson)
 Noel Buckley
 Christy Carroll
 Jerry Cronin
 Dr Jim Gleeson
 Emer Egan

Professor Kathy Hall
Dr Pádraig Hogan
Micheál Kilcrann
Vivienne MacSweeney
Micheál Ó Gríofa
Tim O'Meara
Dr Pauric Travers

THE FINANCE COMMITTEE

The Finance Committee oversees the Council's financial affairs including the preparation of the annual budget, the ongoing monitoring of income and expenditure and the Council's general administrative arrangements.

Its functions include:

- Reviewing and reporting on the financial affairs of the Council
- Considering the annual budget
- Reviewing actual income and expenditure against the budget at regular specified intervals during the annual budget cycle and ensuring a revised budget is prepared where necessary
- Supervising the disbursement of funds
- Reviewing and making recommendations with respect to the Council's fees
- Liaising with and preparing accounts for the auditors and reporting to the Council on its financial affairs.

The Finance Committee has six members as follows:

Fergal McCarthy (Chairperson)
Mary Brennan
Antoinette Buggle
Lily Cronin
Dr Kevin Marshall
Anita McCann

THE AUDIT COMMITTEE

The Audit Committee monitors the systems, financial controls and procedures of the Council to ensure they operate in an orderly and efficient manner. It meets with and receives reports from the Council's internal and external auditors.

The Audit Committee has five members as follows:

Ciarán Flynn (Chairperson)
Mary Brennan
Lily Cronin
Emer Egan
Vivienne MacSweeney

PRIMARY APPLICATIONS PANEL

This panel considers the recommendations of staff and/or external assessors and decides whether the applicant's qualifications meet the primary qualifications criteria for registration. Where the panel deems that the qualifications do not fully meet the criteria, it may determine that qualifications conditions be imposed or that registration be refused.

The Primary Applications Panel has seven members as follows:

Micheál Ó Gríofa (Chairperson)
Christy Carroll
Emer Egan
Christy Maginn
Anita McCann
Seán Rowley
Dr Pauric Travers

POST-PRIMARY APPLICATIONS PANEL

This panel considers the recommendations of staff and/or external assessors and decide whether the applicant's qualifications meet the post-primary qualifications criteria for registration. Where the panel deems that the qualifications do not fully meet the criteria, it may determine that qualifications conditions be imposed or that registration be refused.

The Post-primary Applications Panel has seven members as follows:

Bernadine O'Sullivan (Chairperson)
Mary Brennan
Lily Cronin
Dr Pádraig Hogan
Jack Keane
Vivienne MacSweeney
Kieran O'Driscoll

EVIDENCE OF CHARACTER PANEL

The Council's Evidence of Character Panel assesses the evidence of character of applicants seeking entry to the Register of Teachers. It does so having regard to guidelines which have been approved by the Council, and which are available for download from the Council's website, www.teachingcouncil.ie.

Where the panel decides that an applicant's evidence of character renders her/him unsuitable for registration purposes, the applicant will be notified of its decision, the reasons for that decision and the courses of action open to the applicant at that point. The panel then prepares a report for the attention of the Registration Committee.

The Evidence of Character Panel has seven members as follows:

Eleanor Petrie (Chairperson)
Antoinette Buggle
Elaine Devlin
Oliver Donohoe
Maree O'Connell
Tim O'Meara
Milo Walsh

REGISTRATION COMMITTEE REVIEW GROUP

The Council's Primary Registration Committee Review Group considers applications for reviews of decisions made by the Applications Panels or the Evidence of Character Panel, where registration has been refused or where registration conditions have been applied. It does this in accordance with the Review of Decision process adopted by the Council. Full details of this process are available from the Council's website.

The Council's Registration Committee Review Group is divided into primary and post-primary sub-groups, with membership as follows:

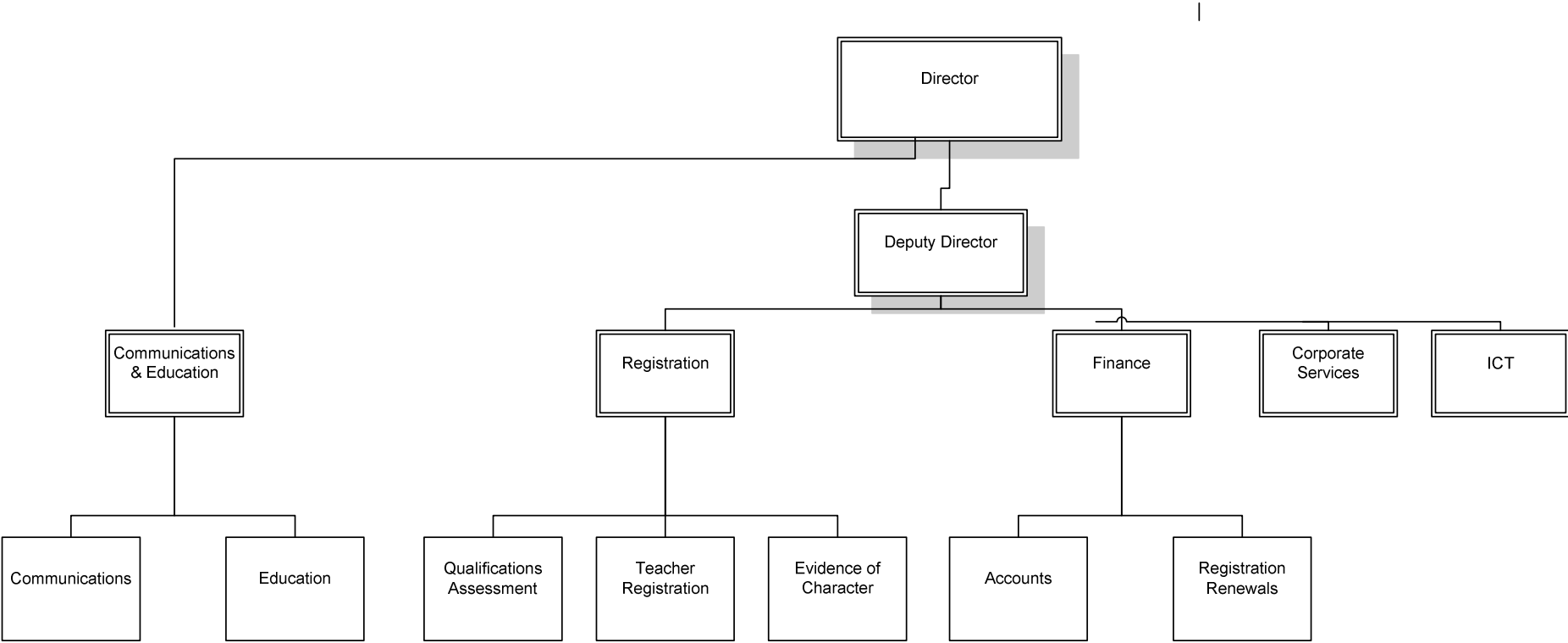
Primary

Jack Keane
Micheál Kilcrann
Dr. Anne O'Gara
Bernadine O'Sullivan
Dr. Kevin Marshann
Dympna Mulkerrins

Post-primary

Jerry Cronin
Oliver Donohoe
Ciarán Flynn
Prof. Kathy Hall
Fergal McCarthy
Tim O'Meara
Seán Rowley

**Appendix 3
Organisational Chart**



Appendix 4

FREEDOM OF INFORMATION APPLICATION FORM

Request for Access to Records under the FOI Acts, 1997 and 2003

Please use **BLOCK** letters

Surname: _____ First Name: _____

Postal Address: _____

E-Mail Address _____

Telephone Number(s) Home _____

Mobile : _____

Business: _____

Form of Access

My preferred form of access is; *(please tick as appropriate)*

to receive copies of the records by post

other – please specify _____

In accordance with Section 7 of the FOI Act, I request access to records which are: *(Please tick as appropriate)*

Personal *

Non-personal**

* Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity.

** If you are submitting a non-personal FOI request, your request must be accompanied by an up-front fee of €15.00. Your request will not be accepted without an up-front fee.

(In the space provided please describe the records as fully as you can. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person.)

I request the following records:

PLEASE SIGN HERE: _____ **DATE:** _____