

Post-qualification Professional Practice Conditions

Transitional Arrangements 2020/2021

Updated January 2021

An Chomhairle
Mhúinteoireachta



The Teaching Council

***Droichead* is the new integrated induction process for teachers and is available to both primary and post- primary teachers. The traditional processes of Probation, Post-qualification Employment (PQE) and the Induction Workshop Programme have either concluded or are being phased out. It is important to note that *Droichead* is the only route of induction for all primary and post-primary teachers registered from 1 June 2020.**

During this growth phase a number of measures are made available by the Council to support the teachers and the schools.

This document sets out the options for the following:

- a) primary and post-primary teachers who registered with conditions prior to 01 June 2016 and who commenced fulfilling their post-qualification professional practice conditions during the pilot phase of *Droichead*.
- b) primary and post-primary teachers who registered with the traditional conditions of Probation, PQE and Induction Workshop Programme on and after 01 June 2016 and prior to 01 June 2020
- c) primary and post-primary teachers who registered with the condition of *Droichead* on and after to 01 June 2020.
- d) primary and post-primary teachers who commenced *Droichead* during 2019/2020 but due to the COVID-19 outbreak were unable to complete the process.
- e) primary and post-primary teachers who commenced *Droichead* during 2020/2021 but due to the Covid 19 pandemic were affected by school closures and/or illness and/or self-isolation.

The options available to all teachers are determined by:

- a) the setting of the employment e.g. primary, post-primary, SET etc.
- b) the duration of the employment e.g. contract/offer of employment
- c) the conditions attached to the teacher's registration

Post-qualification Professional Practice Conditions Procedures and Criteria 2020/2021

These Transitional Arrangements should be read in conjunction with *Post-qualification Professional Practice Conditions Procedures and Criteria 2020/2021* which outlines the procedures for both the *Droichead* and traditional processes (PQE and Induction Workshop Programme). It also gives full details of the settings and eligibility for each of the processes; Section 2.1.2 *Droichead*; Section 3.2.1 Post- qualification Employment (PQE). Information on the legacy process of Probation is available in the Appendices.

As a general rule, teachers with suitable contracts of employment are expected to complete the *Droichead* process.

All queries in relation to conditions attached to registrations should be emailed to conditions@teachingcouncil.ie.

1 Primary

1.1. Overview of Options 2020/2021 (*Droichead*)

2020/2021 SETTING	CONTRACT/WORKING ARRANGEMENT	WHICH PROCESS?
All Primary Schools including Special Education Schools	Contract/offer of employment of 60 days or more	The <i>Droichead</i> process is the only route to full registration
All Primary schools including Special Education Schools	Job-sharing contract for the full academic year or a contract of 12.5 hours min per week for the full academic year	The <i>Droichead</i> process is the only route to full registration and extends for the full academic year

*From September 2020, the Inspectorate will no longer be facilitating the probationary process on behalf of the Teaching Council.

1.2. Probation partially completed

A teacher who completed the first 50 days of the probationary process under the Inspectorate and who has to complete the final 50 days, or a teacher who has previously engaged in the probationary process but did not receive a successful outcome, may :

- 1.2.1. complete *Droichead* if employed for 60 days or more in an eligible setting.
OR
- 1.2.2. on an exceptional basis complete *Droichead* if employed for 50-59 days in an eligible setting if employment does not meet the 60 day requirement. In such cases, the 50 days or more service that was completed in respect of probation will be recognised as a maximum of 10 days' credit towards the *Droichead* 60 day requirement.
OR
- 1.2.3. complete *Droichead* in a minimum of 50 days, if the teacher commenced the probationary process during the 2019/2020 school year. (Note 3)

Please note the following:

- Note 1:** Completion of 1.2. above will remove the condition of *Droichead* and the traditional conditions of Probation and Induction Workshop Programme on submission to the Teaching Council and acceptance of a completed Form D.
- Note 2:** Eligible settings for primary schools are set out in Sections 2.1.2 (*Droichead*) of the *Post-qualification Professional Practice Conditions Procedures and Criteria 2020/2021*.
- Note 3:** Teachers availing of option 1.2.3 must have been registered with Limerick Education Centre (LEC) for the probationary process during the 2019/2020 school year.

1.3. Job-sharing or part-time contracts for the full academic year

Applications for the *Droichead* process will be accepted for the school year 2020/2021 for teachers registered under Primary, or Route 4 Other, with the condition of *Droichead* or Probation attached to their registration, who are:

- 1.3.1. on a job-share contract for the duration of the full academic year, including teachers employed as replacement teachers.

OR

- 1.3.2. on a part-time contract of not less than twelve and a half hours (12.5 hours) for the duration of the academic year.

Please note the following:

- Note 1:** In relation to teachers who meet either of the above eligibility requirements, the Council will accept applications for the *Droichead* process on the understanding that the applications are made by **30 September 2020** and that the process will extend for the duration of the academic year.
- Note 2:** All other requirements of the process must be met unless otherwise exempted e.g. Cluster meetings, professional learning activities, observations.
- Note 3:** Where a teacher has 2 separate part-time contracts which total more than 12.5 hours for the full academic year, they may apply for *Droichead* once both schools agree to the process and a PST cluster arrangement is put in place, if necessary. Advice should be sought from the Teaching Council by emailing conditions@teachingcouncil.ie.
- Note 4:** Where applications for *Droichead* are made after the deadline of the 30 September and / or the eligibility requirements at 1.3.1 and 1.3.2 are not adhered to, the *Droichead* requirements will not be deemed met and the *Droichead* condition will remain on a teachers registration. The NQT/school should email conditions@teachingcouncil.ie for advice prior to applying for *Droichead*.

1.4. *Droichead* partially completed (*Droichead* Pilot)

A teacher who partially completed the *Droichead* pilot process in less than 100 days prior to 31 August 2016, but who still has to complete the associated service requirement, may complete the service requirement in any eligible setting(s).

Please note the following:

- Note 1:** The *Droichead* condition (and the traditional condition of probation) will be removed on submission and acceptance of a completed Form A for *Droichead* undertaken prior to 31 August 2016.
- Note 2:** Where the Induction Workshop Programme condition has not been fulfilled, this will remain as a condition on the teacher's registration.

1.5. *Droichead* – Interim Measures 2019/2020 (COVID 19)

Additional flexibility was introduced to support teachers who commenced the *Droichead* process in the 2019/2020 academic year but were unable to complete the process due to the unprecedented interruption of the school year. Teachers were unable to complete Strand A (school based in-school support observations and professional discussions) including the required time element of 60 consecutive days, and/or Strand B (Professional Learning Activities – Cluster Meetings and Professional Learning Activities). Such teachers fall into one of two groups:

- 1.5.1. A teacher who engaged in the *Droichead* process for the minimum of 60 days and who has completed Strand A but has not completed all of Strand B may submit a completed Form D. (See Note 1)
- 1.5.2. A teacher who has not completed the minimum of 60 days and/or other elements of Strand A or/and Strand B may bank the time and complete the balance at a future date. (See Note 3 and Section 3)

Please note the following:

- Note 1:** It is the Council's expectation that the teacher will have the majority of Strand B completed e.g. Cluster Meeting(s) and/or the Professional Learning Activity. As new entrants into the profession, it is the Council's expectation that teachers will subsequently continue to participate further in a range of additional professional learning activities including online Induction Workshops, webinars etc) in order to address any shortfall in Strand B.
- Note 2:** Teachers referred to in 1.5.1 who have met the requirements of Strand A including the time requirement and may have some of Strand B outstanding should submit a completed Form before the 31 December 2020. A completed Form D may be submitted as a scanned attachment by email or by post.
- Note 3:** It is essential that the teacher submits a Form D for the 2019/2020 academic year, highlighting the days and elements completed up to the end of the academic year. This will allow the Council to bank those hours /elements and also allow the teacher to re-apply for *Droichead* in the future where they may then complete the balance of time and or/outstanding elements of Strand A and/or Strand B.
- Note 4:** PST members who have completed days 1 and 2 of their PST training but have yet to conclude days 3 and 4 may sign the Form D. All queries relating to PST training should be directed to the NIPT at droicheadinterimmeasures@teacherinduction.ie
- Note 5:** Additional information and guidance may be found on the Frequently Asked Questions (FAQs) section of the Council's website or by emailing conditions@teachingcouncil.ie
- Note 6:** Teachers whose period of registration with conditions is due to expire, must apply for, and will be granted an extension.

2 Post-primary

2.1. Overview of Options (*Droichead* & PQE) for 2020/2021

2020/2021 SETTING	CONTRACT/WORKING ARRANGEMENT	WHICH PROCESS?
Teacher holds registration with the condition of PQE		
All Post-primary schools and Special Education Schools offering post-primary curricular subjects.	Contract/offer of employment of more than 200 hours	The <i>Droichead</i> process is the only route to full registration
	Contract/offer of employment of less than 200 hours	These hours can be banked towards PQE The Induction Workshop programme is also required to get full registration
Teacher does not hold registration with the condition of PQE		
All Post-primary schools and Special Education Schools offering post-primary curricular subjects.	Contract/offer of employment of more than 200 hours	The <i>Droichead</i> process is the only route to full registration
	Contract/offer of employment of less than 200 hours	PQE is not available

Please remember that it is the Council's expectation a teacher completes *Droichead* in accordance with the table above irrespective of previously banked hours towards PQE.

2.2. Post-qualification employment (PQE) partially completed

A teacher who is registered with the condition of PQE and commenced the PQE process prior to 31 August 2020 but has not completed the process may:

- 2.2.1. Complete *Droichead* if employed for 200 hours or more in an eligible setting. This will remove the condition of *Droichead* (and the traditional conditions of PQE and Induction Programme) on submission and acceptance of a completed Form D.
OR
- 2.2.2. Complete PQE in an eligible setting
 - 2.2.2.1. if employed on a short-term contract of less than 200 hours (Note 2)
OR
 - 2.2.2.2. if employed on a series of short term rolling or extended employment contracts (Note 2)
OR
 - 2.2.2.3. any combination of 2.2.2.1 and 2.2.2.2 above.

Please note the following:

- Note 1:** Completion under 2.2.2 will remove the condition of PQE (and the *Droichead* condition) on submission and acceptance of a completed Form B. A separate Form B should be completed for each school where PQE was undertaken.
- Note 2:** Teachers applying for completion of PQE under 2.2.2 above will require confirmation from the school principal as to the employment contracts/offers under which the teacher was employed.
- Note 3:** Where the Induction Workshop Programme condition has not been fulfilled, this will remain on the teacher's registration and must be fulfilled.
- Note 4:** Eligible settings for Post primary schools are set out in Sections 2.1.2 (*Droichead*) and 3.2.1 (PQE) of the Post-qualification Professional Practice Conditions Procedures and Criteria 2020/2021.
- Note 5:** The submitted Form B(s) may include hours completed in school years prior to current school year and/or can be from multiple schools.

2.3. *Droichead* partially completed (*Droichead* Pilot)

A teacher who completed the 100 hours of the *Droichead* pilot process prior to 31 August 2016, but has to complete the service requirement of 200 hours, may do so in any eligible setting(s).

Please note the following:

- Note 1:** When the 200 hours have been completed, the *Droichead* condition will be removed from his/her registration, on submission and acceptance of a completed Form A (including Part D of that form).
- Note 2:** Where the Induction Workshop Programme condition has not been fulfilled, this will remain on the teacher's registration.
- Note 3:** Since September 2016, the *Droichead* process must be completed within the same school year. Exception introduced in *Droichead* Interim Measures (Covid 19) in 2019/2020. (See 2.5 and Section 3)

2.4. *Droichead* partially completed – Interim Measures 2019/2020 (COVID 19)

Additional flexibility was introduced to support teachers who commenced the *Droichead* process in the 2019/2020 academic year but were unable to complete the process due to the unprecedented interruption of the school year. Teachers were unable to complete Strand A (school based in-school support observations and professional discussions) including the required time element of 200 hours, and/or Strand B (Professional Learning Activities – Cluster Meetings and Professional Learning Activities). Such teachers fall into one of two groups:

- 2.4.1. A teacher who engaged in the *Droichead* process for the minimum of 200 hours and who has completed Strand A but has not completed all of Strand B may submit a completed Form D. (See Note 1)
- 2.4.2. A teacher who has not completed the minimum of 200 hours and/or other elements of Strand A and/or Strand B may bank the time and complete the balance at a future date. (See Note 3 and Section 3)

Please note the following:

- Note 1:** It is the Council's expectation that the teacher will have the majority of Strand B completed e.g. Cluster Meeting(s) and/or the Professional Learning Activity. As new entrants into the profession, it is the Council's expectation that teachers will subsequently continue to participate further in a range of additional professional learning activities including online Induction Workshops, webinars etc) in order to address any shortfall in Strand B.
- Note 2:** Teachers referred to in 2.4.1 who have met the requirements of Strand A including the time requirement and may have some of Strand B outstanding should submit a completed Form before the 31 December 2020. A completed Form D may be submitted as a scanned attachment by email or by post.
- Note 3:** It is essential that the teacher submits a Form D for the 2019/2020 academic year, highlighting the days and elements completed up to the end of the academic year. This will allow the Council to bank those hours /elements and also allow the teacher to re-apply for *Droichead* in the future where they may then complete the balance of time and or/outstanding elements of Strand A and/or Strand B.
- Note 4:** PST members who have completed days 1 and 2 of their PST training but have yet to conclude days 3 and 4 may sign the Form D. All queries relating to PST training should be directed to the NIPT at droicheadinterimmeasures@teacherinduction.ie
- Note 5:** Additional information and guidance may be found on the Frequently Asked Questions (FAQs) section of the Council's website or by emailing conditions@teachingcouncil.ie
- Note 6:** Teachers whose period of registration with conditions is due to expire, must apply for, and will be granted an extension.

3 *Droichead* – Covid 19 Interim Arrangements for Completion of *Droichead* commenced in 2019/2020 and 2020/2021 (Primary & Post-primary)

3.1. *Droichead* partially completed during 2019/2020

This section applies to primary and post-primary teachers as identified under 1.5 and 2.4 who commenced the *Droichead* process in 2019/2020 but were unable to complete it during the 2019/2020 school year due to the impact of the Covid 19 pandemic. Additional flexibility is being granted to these teachers on an exceptional basis to allow them to complete the *Droichead* process.

OUTSTANDING ELEMENT STRAND A	PROCESS TO BE FOLLOWED
Period of practice	Discuss and agree the completion of the remaining days /hours with the school/PST once employed in an eligible setting for the outstanding period of time.
Observations	Discuss and agree the observations to be completed with the school/PST once employed in an eligible setting. These may also link to the professional conversations or may be separate depending on the specific needs of the teacher.
Professional Conversations	Discuss and agree the professional conversations to be completed with the school/PST once employed in an eligible setting. These may also link to the observations or TAISCE or may be separate depending on the specific needs of the teacher.
TAISCE (process of portfolio based learning)	Continue to build on TAISCE. The reflections and key learning moments collected in TAISCE may link as a support to the professional conversations.
OUTSTANDING ELEMENT STRAND B	PROCESS TO BE FOLLOWED
Cluster Meetings	Where possible, Cluster Meeting 1 at a minimum should be completed. See Note 4.
Professional Learning Activity	Discuss and agree a relevant professional learning activity to be completed with the school/PST. See Note 4.

Please note the following:

- Note 1:** It is essential that the teacher submits a Form D for the 2019/2020 academic year, highlighting the time and elements completed up to the end of the academic year. This will allow the Council to bank that time and elements and also allow the teacher to re-apply for *Droichead* in the future where they may then complete the balance of time and or/outstanding elements of Strand A and/or Strand B.
- Note 2:** Where a teacher commences new employment in a school which does not have a trained PST, the school should contact the NIPT to discuss the option of offering the process using the External PST model or an inter-schools model.
- Note 3:** Where a teacher only has the period of practice requirement outstanding, this can be completed in any school irrespective of having a trained PST but requires the prior agreement of the school/PST. The resulting Form D should then be signed by the PST or where none is available the principal, confirming the time has been completed. This will then be added to the previously submitted Form D, checked and registration updated.
- Note 4:** It is the Council's expectation that the teacher will have the majority of Strand B completed e.g. Cluster Meeting(s) and/or the Professional Learning Activity. As new entrants into the profession, it is the Council's expectation that teachers will subsequently continue to participate further in a range of additional professional learning activities including online Induction Workshops, webinars etc. in order to address any shortfall in Strand B.
- Note 5:** Additional information and guidance may be found on the Frequently Asked Questions (FAQs) section of the Council's website or by emailing conditions@teachingcouncil.ie
- Note 6: Process Clarifications**
- a) With the agreement of the PST, online teaching and learning can be counted towards the period of practice required for *Droichead*.
 - b) With the agreement of the PST, online observations can be counted towards *Droichead*.
 - c) Once employment is secured in the next academic year the teacher may re-apply through "My Registration" login on the Teaching Council website www.teachingcouncil.ie.
 - d) If a teacher has previously completed the Cluster Meetings, Professional Learning Activities and Observations in 2019/2020 they are not required to complete any of these elements again.
 - e) Teachers may complete outstanding elements including periods of practice in a different setting/school from where they originally started the *Droichead* process in 2019/2020. The completion of the process should occur once the teacher has gained a single contract/offer of employment in an eligible setting to allow for the outstanding elements to be carried out.
 - f) The time gap between the end of the academic year 2019/2020 and the date a teacher starts in an eligible position will not be considered as a break in service.

Note 7: Form D Clarifications

- a) The specific elements of Strand A completed by an NQT may be outlined under Section 3 (page 2) of the Form D. This should be done in advance of the PST signing the form.
- b) The completed Form D 2019/2020, signed by the PST, must be submitted to the Council who will bank the hours and elements of Strand A engaged in up to the end of the academic year 2019/2020. This will also allow the NQT to re-apply for *Droichead* in the future where they may complete the balance of time and/or outstanding elements of Strand A.
- c) The 2019/2020 Form D must be submitted prior to the 31st December 2020 and before the teacher re-applies for *Droichead* in the next academic year.
- d) When a teacher completes the balance of time and/or missing elements of Strand A he/she should submit a new Form D detailing the completion of the outstanding elements. The Council will combine both Form D's and update the teachers' registration.
- e) The two Form D's may be signed by different PST members in the same or different schools. Where a school does not have a PST please. (See Notes 2 and 3)

3.2. Commencing *Droichead* in 2020/2021

This section applies to primary and post-primary teachers who wish to commence the *Droichead* process in the 2020/2021 school year. Due to the uncertainty surrounding the impact of the Covid 19 pandemic, and on an exceptional basis, additional flexibility is being introduced to support the process for both the teachers and the schools/PST involved.

- 3.2.1. In some cases the teacher may have a contract in an eligible setting for the required period of time but the school does not have at least two trained PST members as set out under Section 5. In these instances and with the agreement of the school(s), the process may commence where:
 - 3.2.1.1 one fully trained PST member is available. In order to complete the process, the fully trained PST member and the principal are required to sign Form D. (See Note 1)
 - 3.2.1.2 one partially trained PST member is available and where the external PST model or the inter-schools model is used. In order to complete the process, all PST members involved are required to sign Form D. (See Note 2)
- 3.2.2 Where no trained PST member is available, the school should contact the NIPT to discuss the options available (Note 2)

Please note the following:

- Note 1:** Where a principal who is not PST trained is required to co-sign Form D under section 3.2.1.1, he/she is confirming that the *Droichead* process took place.
- Note 2:** Where a teacher commences new employment in a school which does not have a trained PST, the school should contact NIPT to discuss the option of offering the process using the External PST model or an inter-schools model.
- Note 3:** Schools availing of the options listed under 3.2 are required to engage with the NIPT in relation to PST training.
- Note 4:** It is the Council's expectation that the teacher will complete all of Strand A i.e. observations, professional discussions, Taisce and Strand B i.e. Cluster Meeting(s) and the Professional Learning Activity.
- Note 5:** Additional information and guidance may be found on the Frequently Asked Questions (FAQs) section of the Council's website or by emailing conditions@teachingcouncil.ie.

3.3. Absences & *Droichead* 2020/2021

This section applies to primary and post-primary teachers who commenced the *Droichead* process in the 2020/2021 school year and due to illness or self-isolation requirements may find themselves unable to teach.

- 3.3.1 Where a teacher is unable to continue to engage in the *Droichead* process due to periods of certified sick leave, the process may continue on return to the teaching post and extend to allow completion of the required elements of Strand A and Strand B.
- 3.3.2 Where a teacher is unable to continue to engage in the *Droichead* process due to periods of self-isolation, the process may continue on return to the teaching post and extend to allow completion of the required elements of Strand A and Strand B.
- 3.3.3 Where a teacher, as set out in 3.3.1 and 3.3.2 above, does not have the additional period of practice available on return to the teaching post or where it is not possible to continue to engage in the *Droichead* process, then Section 3.4 applies.

Please note the following:

- Note 1:** With the agreement of the PST, online teaching and learning can be counted towards the period of practice required for *Droichead*.
- Note 2:** With the agreement of the PST, online observations can be counted towards *Droichead*.
- Note 3:** The time gap arising from illness or self-isolation will not be considered as a break in service.
- Note 4:** The teacher does not have to recommence the process and may bank all the completed elements.

3.4. Completing *Droichead* in 2020/2021

This section applies to primary and post-primary teachers who commenced the *Droichead* process in the 2020/2021 school year. Due to the uncertainty surrounding the impact of the Covid 19 pandemic, and on an exceptional basis, additional flexibility is being introduced to support the process for both the teachers and the schools/PST involved. It makes provision for school closures where remote teaching and learning allows for *Droichead* to continue and also where remote learning does not occur.

- 3.4.1 Any NQT who completes the *Droichead* process (Strand A and Strand B) should submit a completed Form D. (Group A)
- 3.4.2 Any NQT who commenced the *Droichead* process in 2020/2021 and completes the process (Strand A and Strand B) on or before 26 February 2021, does not have to complete Cluster Meeting 2, and may submit a completed Form D. (Group B)
- 3.4.3 Any NQT who commenced the *Droichead* process in 2020/2021, but has not completed Strand A (school-based) by the end of the contract/academic year may bank the time and complete the balance of time at a future date. As Strand B can be completed on-line it is anticipated that all NQTs have completed Strand B. (Group C)

Please note the following:

- Note 1:** It is essential that the teacher submits a Form D for the 2020/2021 academic year, highlighting the time and elements completed up to the end of the contract/academic year. This will allow the Council to bank that time and elements. It will also allow the teacher to re-apply for *Droichead* in the future where they may then complete the balance of time and or/outstanding elements of Strand A and/or Strand B.
- Note 2:** All Cluster Meetings will be made available online during the year.
- Note 3:** Where a teacher commences new employment in a school which does not have a trained PST, the school should contact the NIPT to discuss the option of offering the process using the External PST model or an inter-schools model.
- Note 4:** Where a teacher only has the period of practice requirement outstanding, this can be completed in any school irrespective of having a trained PST but requires the prior agreement of the school/PST. The resulting Form D should then be signed by the PST or where none is available the principal, confirming the time has been completed. This will then be added to the previously submitted Form D, checked and registration updated.
- Note 5:** It is the Council's expectation that the teacher will meet the Cluster Meeting requirements with the exception of those completing *Droichead* on or before 26 February 2021. Teachers are expected to complete Cluster Meeting 2 and Cluster Meeting 3 online as required under the policy. As new entrants into the profession, it is the Council's expectation that teachers will subsequently continue to participate further in a range of additional professional learning activities including online Induction Workshops, webinars etc. in order to address any shortfall in Strand B.
- Note 6:** Additional information and guidance may be found on the Frequently Asked Questions (FAQs) section of the Council's website or by emailing conditions@teachingcouncil.ie
- Note 7: Process Clarifications**
- a) With the agreement of the PST, online teaching and learning can be counted towards the period of practice required for *Droichead*.
 - b) With the agreement of the PST, online observations can be counted towards *Droichead*.
 - c) Once employment is secured in the next academic year the teacher may re-apply through "My Registration" login on the Teaching Council website www.teachingcouncil.ie.
 - d) If a teacher has previously completed the Cluster Meetings, Professional Learning Activities and Observations in 2020/2021 they are not required to complete any of these elements again.
 - e) Teachers may complete outstanding elements including periods of practice in a different setting/school from where they originally started the *Droichead* process. The completion of the process should occur once the teacher has gained a single contract/offer of employment in an eligible setting to allow for the outstanding elements to be carried out.
 - f) The time gap between the end of the contract/academic year and the date a teacher starts in an eligible position will not be considered as a break in service.

Note 8: Form D Clarifications

- a) The expectation is that all teachers engaging in *Droichead* will continue to address the outstanding elements of the process for the duration of their contract/the academic year.
- b) The specific elements of Strand A completed by an NQT may be outlined under Section 3 (page 2) of the Form D. This should be done in advance of the PST signing the form.
- c) The completed Form D 2020/2021, signed by all members of the PST, must be submitted to the Council who will bank the hours and elements of Strand A and Strand B engaged in up to the end of the academic year/contract. This will also allow the NQT to re-apply for *Droichead* in the future where they may complete the balance of time and/or outstanding elements of Strand A and/or Strand B.
- d) The 2020/2021 Form D must be submitted prior to **31 July 2021** and before the teacher re-applies for *Droichead* in the next academic year.
- e) When a teacher completes the balance of time and/or missing elements of Strand A he/she should submit a new Form D detailing the completion of the outstanding elements. The Council will combine both Form D's and update the teachers' registration.
- f) The two Form D's may be signed by different PST members in the same or different schools. Where a school does not have a PST please. (See Notes 2 and 3).

4 Induction Workshop Programme (Primary & Post-primary)

4.1. *Droichead* Pilot or Probation/PQE completed but Induction Workshops Programme outstanding

Any teacher who completed the *Droichead* process prior to 01 September 2016 (that is, during the *Droichead* pilot process), or the traditional processes of Probation/PQE but has the Induction Workshop Programme condition outstanding, must complete the Induction Workshop Programme requirement. This section does not apply to teachers who do not have the condition of induction workshop programme.

Teachers may choose from two options. Option A – they may select from a suite of workshops delivered via the Education Centre network (some workshops are available online). Alternatively with the agreement of the school, they may choose Option B and complete 14 hours of workshops combined with 6 hours of school based learning which is supported by a trained NIPT mentor / PST member.

	OPTION A	OPTION B
	No School-Based Mentoring from an NIPT Trained Mentor	Availing of School-Based Mentoring with an NIPT Training Mentor
Workshops*	Minimum 20 hours	Minimum of 14 hours
Reckonable School Based Learning*	N/A	Maximum 6 hours

* Workshops are facilitated by the NIPT through local Education Centres

* School must have a trained NIPT mentor/PST member.

For further information on completing the Induction Workshop Programme, please see the NIPT website at <http://teacherinduction.ie/en/supports/induction-programme>

4.2. Induction Workshops Programme completed and intending to complete *Droichead*

From September 2018, teachers who previously completed the Induction Workshop Programme (20 hours) requirement may take this into account if participating in the *Droichead* process. The teacher will now be required to attend Cluster Meeting 1 only to meet the Strand B requirements of *Droichead*.

Please note the following:

Note 1: Substitution of other Cluster Meetings will not be accepted. Cluster Meeting 1 is essential to the completion of *Droichead* as it clarifies the process, requirements and expectations.

Note 2: Attendance at other Cluster Meetings and Additional Professional Learning Activities is optional and a matter for the teacher and the Professional Support Team (PST).

5 General Points in relation to *Droichead*

- 5.1. Teachers engaging in *Droichead* must apply for the *Droichead* process via the *My Registration* login of the Council's website. The *Droichead* process including the eligible service is deemed to have commenced on the date of application. In exceptional circumstances where there is a delay in submitting an application, the process may be deemed to have commenced at a maximum of five working days prior to the application date. Any service completed in advance of that date will not be counted towards the eligible service requirement.
- 5.2. Teachers should always seek the approval of the school/PST before applying for *Droichead*.
- 5.3. In exceptional circumstances a teacher may apply for the *Droichead* process where a Professional Support Team (PST) has completed the first two days of the PST professional development (PST training). It should be noted, however, that concluding the process requires the PST to have completed all the required four days of their PST training. In such circumstances, the teacher's eligible service may be deemed to have commenced on, or subsequent to, the day after the PST has completed the first two days of PST training, or the date of application for the *Droichead* process as outlined in point 5.1 above, whichever is the later (See also Section 3.2 and Section 5.8 for additional flexibility due to Covid 19 pandemic).
- 5.4. Cluster meetings must be attended within the timeframe indicated on the application. Attendance at cluster meetings in advance of receipt of email confirming acceptance onto the *Droichead* process will not be considered (See also Section 3.4.2 for additional flexibility due to Covid 19 pandemic).
- 5.5. Only fully trained members of the PST are eligible to sign a Form D. Please note, a minimum of two fully trained PST members must sign the form confirming completion of all strands of the process (See also Section 3.1 and 3.4 for additional flexibility due to Covid 19 pandemic).
- 5.6. Form D is the form that should be used for completing the *Droichead* process. Form A should only be submitted if the *Droichead* pilot process was completed prior to 31 August 2016.
- 5.7. Due to the unprecedented situation of school closures in 2019/2020, additional flexibility was introduced to support teachers in completing the *Droichead* process. These are detailed in Section 1.5 (Primary), Section 2.4 (Post-primary) and Section 3 (Primary and Post-primary).
- 5.8. Due to the uncertainty surrounding the impact of Covid-19 and on an exceptionally basis, additional flexibility is being introduced to support the process for teachers and the schools/ PST involved. Details relating to PST training and eligibility to facilitate *Droichead* are outlined in Section 3.2.
- 5.9. Where schools wish to offer *Droichead*, they should contact the NIPT regarding PST training and the options available. More information can be found at www.teacherinduction.ie

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