



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

**Building Momentum - A New Public Service Agreement 2021-2022
Implementation of Sectoral Bargaining with effect from
1 February 2022– Payment of PME/HDip Allowance to post primary
teachers on the pre-2011 teacher pay scale**

1. The Minister for Education wishes to inform Managerial Authorities and Post Primary Teachers of the application of additional adjustments to certain allowances for post primary teachers in Oireachtas funded posts, including post primary teachers working in settings other than post primary schools (e.g. further education settings/special schools providing the post primary component) from the Sectoral Bargaining Fund with effect from 1 February 2022.
2. [Building Momentum – A New Public Service Agreement 2021-2022](#) provided for the equivalent of a 1% increase in annualised basic salaries to be used as a Sectoral Bargaining Fund or a general pay round increase on 1 February 2022.
3. The post-primary unions have opted to use the Sectoral Bargaining Fund to settle a number of claims or awards within the terms of the fund and within the Exchequer funding limit in place.
4. [Circular 0059/2022](#), issued in September 2022, set out the agreed outcomes with the post-primary unions in relation to Sectoral Bargaining Fund to settle a claim for the payment of the Professional Master of Education (PME)/Higher Diploma in Education Allowance (H.Dip in Ed) for certain new entrant teachers (i.e. teachers who entered service on or after 1 January 2011).
5. This circular sets out the agreed outcome in relation to the payment of the Professional Master of Education (PME)/Higher Diploma in Education Allowance (H.Dip in Ed) or an accepted equivalent qualification for teachers whose date of first qualified teaching service is between 5th December 2011 and 28th April 2013 during the process of the discontinuation of the PME/H.Dip in Ed allowance on 1 February 2012 and who were appointed to the existing pre-2011 pay scale.
6. This arrangement applies to appropriately qualified and appropriately registered post primary and further education teachers only, including teachers working in settings other than post primary schools (e.g. further education settings). It does not apply to primary teachers.

7. Further circulars will issue in due course outlining the agreed outcome on any remaining outstanding claims or awards which will be dealt with under the provisions of the Sectoral Bargaining Fund in the post-primary sector.

Payment of the Allowance

8. The change to be implemented, under this circular, is the payment of the Professional Master of Education (PME)/Higher Diploma in Education Allowance (H. Dip in Ed) to eligible teachers.
9. For the avoidance of doubt and the purposes of this circular, eligible teachers are those that are appropriately qualified and registered Route 2 post primary teachers and Route 3 further education teachers, who:

- a. Were first appointed to an Oireachtas funded teaching post before 1st January 2011 and
 - Whose date of first qualified teaching service is between 5th December 2011 and 28th April 2013 and
 - who were appointed to the existing pre-2011 pay scale and
 - who hold a Professional Master of Education (PME) or equivalent (as set out at Appendix 1), and
 - are not currently paid the PME/H.Dip in Ed Allowance as they were subject to the maximum value of the honours primary degree allowance.

OR

- b. Were first appointed between 1st January 2011 and 31st January 2012 and
 - Whose date of first qualified teaching service is between 5th December 2011 and 28th April 2013 and
 - who were appointed to the existing pre-2011 pay scale scale due to having previous unqualified teaching service and
 - who hold a Professional Master of Education (PME) or equivalent (as set out at Appendix 1), and
 - are not currently paid the PME/H.Dip in Ed Allowance as they were subject to the maximum value of the honours primary degree allowance.
10. This circular applies to eligible teachers teaching in post primary schools or in other approved settings including Further Education settings (VTOS, BTEI, PLC etc), Centres of Education and Special Schools with a Post Primary component and who are currently paid on the pre-2011 pay scale.
11. For such eligible teachers teaching in post primary schools, further education or in other approved settings, payment of the PME/H.Dip in Ed Allowance will be based on an application process.

12. The payroll adjustments necessitated by this Circular will be implemented at the earliest possible date with retrospective effect to 1 February 2022 and the rate applicable will be based on the level of qualification attained as set out in the table below.

| H. Dip /PME Allowance for pre-2011 entrants only | Rate effective from 1 Feb 2022 | Rate effective from 2 Feb 2022 | Rate effective from 1 Oct 2022 | Rate effective from 1 Mar 2023 |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| (a) H. Dip. in Ed. (Pass) | €628 | €647 | €653 | €666 |
| (b) H. Dip. in Ed. (1st or 2nd Hons) | €1,314 | €1,353 | €1,367 | €1,394 |

13. For the avoidance of doubt, the current salary scales for teachers, allowances and the part-time rates for teachers set out in [Circular 0007/2023](#) continue to apply with effect from 1 March 2023 and are not altered by the terms of this Circular.

Submission of Applications for Qualification Allowances

14. An application should **not** be made if a teacher does not meet the eligibility requirements set out at number 9.
15. Applications must be submitted on the relevant prescribed form TSNA-QA2, as set out at Appendix 2 with supporting documentation. The allowance will not be paid until the form is returned to the addresses provided below and assessed.
16. The onus is on the teacher concerned to provide the requisite documentation in support of their application.
17. Applications for teachers on the Department of Education's Post Primary payroll should be forwarded to Teacher/SNA Terms and Conditions Section, Department of Education, Cornamaddy, Athlone, Co Westmeath. Applications for ETB Post-Primary and Further Education Teachers should be forwarded to the relevant HR Department of the ETB.
18. Where applications are posted directly to the address provided, certified proof of postage should be retained by the teacher.
19. The closing date for receipt of applications for qualification allowances will be 29th March 2024. Any late application received by the Department/ETB after 29th March 2024 will not be processed and will be returned to the sender. There will be no exceptions to this provision.

Circulation

20. Please ensure that copies of this Circular are provided to all members of the Board of Management/ Education and Training Board and its contents are brought to the attention of all teachers in your employment including those on leave of absence.
21. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>

Mark Bohan
External Staff Relations
28th August 2023

James Walsh
Teachers/SNAs Terms & Conditions Unit

Appendix 1 – Teacher Training Allowances (Post-Primary only) and Rates

Teacher Training Allowances (for teachers on Pre-2011 Pay Scale only)

| Teacher Training Qualification | Result | Allowance |
|--|---|---|
| Higher Diploma in Education / postgrad diploma in Education ¹ | Pass | Higher Diploma in Education allowance (Pass). |
| Higher Diploma in Education / postgrad dip in Education ¹ | 1st, 2nd Class Honours | Higher Diploma in Education allowance (Honours). If both qualifications are held only one allowance is payable |
| Concurrent degree ² Of 4 years duration only (3 years concurrent degrees do not attract a H.Dip allowance) A concurrent degree is a degree that incorporates the teacher training element | 1st, 2nd Class Honours | Higher Diploma in Education allowance (Honours) |
| Concurrent degree (4 years duration) | 3rd Class Honours or Pass | Higher Diploma in Education allowance (Pass) |
| UK Postgraduate Certificate in Education (PGCE) or equivalent (must be recognised for Post Primary teaching) | PGCE's obtained in England, Wales, Scotland, Northern Ireland generally attract a pass H.Dip. Allowance as they are unclassified and just awarded on a pass/fail basis. In order to apply for an honours H.Dip. Allowance it is necessary to provide a statement that the "award had it been awarded on a percentage basis would be equivalent or higher to an overall average of 55%". The statement should come from the Registrar, Head of the Department or Examinations office. | |

¹ Recognised Post-Primary Teacher Education Qualification (Ages 12 to 18).

² Recognised for Post Primary sector

Appendix 2 – Application Form for Payment of a Professional Master of Education (PME)/Higher Diploma in Education Allowance (H.Dip in Ed) Allowance for appropriately qualified and registered post primary teachers on the pre-2011 pay scale

FORM TSNA-QA2

PLEASE NOTE: An application for payment of this allowance should not be made unless you fulfil the criteria set out in this Circular. This is a two page form. Please ensure that you have completed all pages in full. Incomplete applications will be returned to the sender.

| Personal Details | |
|---|--|
| Full Name: | |
| Postal Address: | |
| Eircode: | |
| Phone Contact Number: | |
| E-Mail Address: | |
| Payroll Number (as per pay slip): | |
| PPS Number: | |
| Teaching Council Registration No: | |
| Date of Teaching Council Registration: (DD/MM/YYYY) | |
| Date first employed as a teacher* (DD/MM/YYYY) | |
| Date first qualified service as a teacher** (DD/MM/YYYY) | |
| <i>* in an unqualified capacity in the Public Sector (i.e. paid from public funds)</i> <i>** in a qualified and/or registered capacity (as appropriate) in the Public Sector (i.e. paid from public funds)</i> | |
| Employer Details | |
| School Name and Address: | |
| School Roll Number: | |

| Professional Master of Education (PME) / Higher Diploma in Education Allowance (H.Dip in Ed) Qualification Details | |
|--|--|
| Title of Qualification: | |
| Grade Achieved: | |
| Awarding Body: | |
| Start Date of Award*: (DD/MM/YYYY) | |
| Date of Award**: (DD/MM/YYYY) | |
| *Date on which course of study commenced. **Date on transcript. | |
| Checklist for completion | |
| <ol style="list-style-type: none"> 1. I have enclosed a full photocopy of my PME / Degree /higher diploma parchment (i.e. the parchment relevant to the H.Dip in Ed / PME allowance being claimed). 2. My qualification is classified i.e. awarded with first/second/third class honours or pass grades. 3. I have enclosed an original statement of results/transcript from the awarding authority confirming classification (First/Second/Third Class Honours or Pass). Please note: A computer printout or photocopy is not sufficient. Your statement of results/transcript will be returned to you by post. <p>Note: PGCE's obtained in England, Wales, Scotland, Northern Ireland generally attract a pass H.Dip. Allowance as they are unclassified and just awarded on a pass/fail basis. In order to apply for an honours H.Dip. Allowance it is necessary to provide a statement that the "award had it been awarded on a percentage basis would be equivalent or higher to an overall average of 55%". The statement should come from the Registrar, Head of the Department or Examinations office."</p> | |
| Declaration and Signature | |
| <p>I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, that I will be required to repay any payment I receive from the Department of Education or an Education and Training Board (ETB) and that I may be prosecuted. I understand that the Department of Education/ETB may verify the information I have provided with the awarding institution.</p> | |
| Applicant's Signature: | |
| Date: | |
| <p>Data Protection: The Department of Education will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Department's registration with the Data Protection Commissioner (DPC) - REF 10764/A. If the information you have provided is to be used for purposes other than outlined in the Department's registration with the DPC your permission will be sought.</p> | |

Please return to: Teacher/SNA Terms & Conditions,
 Post Primary H.Dip in Ed/PME Allowance,
 Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659.

In the case of Teachers employed in Education & Training Boards return this form to the HR Department of the relevant ETB.