

Tutor Agreement

This document outlines important information regarding the role of the PDST Technology in Education tutor.

Tutor's Responsibilities

- Attendance and participation in the relevant national tutor training programme
- Commitment to delivering the relevant training course on a minimum of two occasions for the local Education Centre
- Ensuring you are fully prepared and punctual for all sessions
- Ensuring you are familiar with the Education Centre/venue procedures regarding health and safety, catering arrangements, security and adhering to these procedures.
- Ensuring you have the final course materials well in advance of the course commencement date
- Notifying the Education Centre as to any requirements well in advance. (Note; most courses now have soft copy materials only)
- Ensuring participants sign the attendance sheets for the courses and returning them promptly to the Education Centre
- Signing participant certificates of completion at the end of each course
- Ensuring that all participants complete the course evaluation form on the web-based evaluation system. It is recommended that this is not left until the end of the course.
- Completing the tutor evaluation form at the end of each course/support group delivered
- Providing regular feedback to the Education Centre and/or PDST Technology in Education on the course content, materials, course venue and facilities.
- Contributing to the continuous improvement of the quality of the PDST Technology in Education's ICT professional development programme for teachers.

Tutor Payment Rates

1. TUTORS DELIVERING COURSES

TUTOR FEE (PRIMARY AND POST PRIMARY TEACHERS)

The PDST observes the rates of the Teacher Education Section of the Department of Education and Skills.

A) The following rates apply to all tutors lecturing outside of school time

Hourly Rate	Applies to all Tutors
€46.98	For 1 hour stand-alone lecturing contact period
€40.63	For each hour if more than 1 hour per day, up to a max. of €203.16 per day / €812.63 per week

B) The following rates apply to all tutors lecturing in school time

Hourly Rate	Applies to all Tutors lecturing during school time
€35.55	For 1 hour stand-alone lecturing contact period
€27.93	For each hour if more than 1 hour per day, up to a max. of €139.67 per day / €558.68 per week

(Note: School time in the context of the above is time for which substitution is claimable)

TUTOR TRAVEL & SUBSISTENCE ALLOWANCES

TUTOR'S SUBSISTENCE ALLOWANCES

RATE €14.01	For 5 hours and under 10 hours <i>(applies to absence of at least 8km between home & course venue)</i>
€33.61	For 10 hours or more.
€125	Overnight allowance (24 hour period) <i>(applies to actual overnight stays where it is essential due to distance, road conditions or other reason to stay overnight) Overnight payment will be considered only when the distance to the destination is in excess of 100km, except in exceptional circumstances.</i>

TUTOR'S TRAVEL EXPENSES

The cost of public transport. Where public transport is not available, and the tutor uses his/her private car, the rate of expenses payment depends on the engine capacity (horse power of the car).

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
39.12 cent per km	46.25 cent per km	59.07 cent per km

*Note1: These rates **do not** apply to teachers/tutors attending training (e.g. tutor training) – see below for details of these. (Since 20/01/2005 all distances are measured in kilometres and not miles. Conversion rate is 1 mile = 1.609 kilometres)*

2. TUTORS ATTENDING COURSES

TUTOR TRAVEL & SUBSISTENCE ALLOWANCES FOR TUTORS ATTENDING TRAINING

Tutors attending PDST Technology in Education tutor training courses may claim the following expense rates:

SUBSISTENCE ALLOWANCE

RATE €14.01	For 5 hours and under 10 hours <i>(applies to absence of at least 8km between home & course venue)</i>
€33.61	For 10 hours or more.
€125	Overnight allowance (24 hour period) <i>(applies to actual overnight stays where it is essential due to distance, road conditions or other reason to stay overnight) Overnight payment will be considered only when the distance to the destination is in excess of 100km, except in exceptional circumstances.</i>

TRAVEL

The cost of public transport. Where less expensive public transport is not available, participants may claim for the cost of travel expenses for private transport at the following rates depending on engine capacity.

Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
14.64 cent per km	16.64 cent per km	19.49 cent per km

Distance allowance may not be paid in respect of claimants who have to travel less than 16 kilometres (single journey) to the course.

General Regulations for Travel and Subsistence claims

- Original receipts (or proof of payment) must be provided for all claimed travel expenses, including public transport tickets, taxi receipts, parking and tolls, in order for reimbursement to take place. In cases where receipts are not attached, the claim will be paid less any amounts for unreceipted expenditure. (Parking will only be paid for attendance at location of the tutor training – no additional/separate charges for accommodation/hotel parking expenses will be reimbursed.)
- Travel expenses cannot be paid in respect of any portion of journey which covers all or part of the usual route between home and work.
- Distance allowed is from work or home, whichever is the lesser

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- Public transport must be used where available for all or part of journey, unless the cost of mileage is lesser. Public transport may not be available end point to end point, however, private transport should be used to get to bus/train/airport and public transport taken for part of journey.
- If car is used, specific reason for non-use of public transport must be provided. Where not provided, the cost of public transport only will be paid.
- If travelling from the same area, attendees should make every effort to share cars.
- The costs of meals provided must be deducted from the subsistence claim as per the following:
 - Lunch or dinner – deduct a 5 hour rate
 - Lunch and dinner – deduct a 10 hour rate
 - Breakfast – deduct one half of a 5 hour rate
- Claims must be submitted within 30 days of the event.

The above should be read in conjunction with regulations applying to travel and subsistence of all public servants.

Contracting Tutors

Tutors are contracted to deliver courses by their local Education Centre usually. If a course attracts in excess of 15 participants, the Education Centre may appoint a second tutor for the course. Please note that only tutors appointed by the Education Centre in advance can be paid for the delivery of PDST Technology in Education courses.

METHOD OF PAYMENT

Tutors are paid through the Education Centre directly. Each Education Centre will have their own payment procedures. Generally, a tutor must submit a payment claim form or an invoice to the Education Centre. This must be submitted by the end of the month in which you finish delivering a course or within one month of attending a national tutor training event. Withholding tax or PAYE/PRSI/USC/PRD deductions may be applied.

Any queries in relation to this Tutor Agreement should be addressed to your local Education Centre or the PDST Technology in Education CPD team.

Declaration: *I confirm that I have read, understood and agreed to the terms and conditions outlined above in relation to PDST Technology in Education tutors.*

Signature: _____

Date: _____

Print Name: _____