|  |
| --- |
| **ETB LOGO** |

**Professional Added Years (Former SOLAS/FÁS STAFF)**

|  |  |
| --- | --- |
| **Education Body Name:** |  |
| **Contact Details for Education Body:**   1. **Name** 2. **Address** 3. **Contact number** 4. **Email address** | **(i)**  **(ii)**  **(iii)**  **(iv)** |
| **PERSONAL DETAILS** |  |
| **Ref./Staff Number:** |  |
| **Date of Birth:** |  |
| **Start Date in Education Body:** |  |
| **Added Years Post:** |  |
| **Date of Appointment to the Added Years Post which is the subject of the proposed award:** |  |
| **Proposed or Actual Retirement Date:** |  |
| **Age at Retirement:** | ***Years*** ***Days*** |
| **Current Post:** |  |
| **Pensionable Remuneration at Retirement:** | **€** |
| **PRSI Class:** |  |
| **New Entrant:** | **YES NO** |
| **SERVICE DETAILS[[1]](#footnote-1)** |  |
| **Actual service in Education Body at retirement date:** | ***Years* *Days*** |
| **Service transferred in via Transfer Network:** | ***Years* *Days*** |
| **Service credited via Transfer Value(s) from non-Network organisation(s):** | ***Years* *Days*** |
| **Purchased Service (Notional Purchase Scheme):**  *(purchased service would differ for Pension and Lump Sum where actuarial reduction applies)* | **for Pension:**  ***Years* *Days***  **for Lump Sum:**  ***Years Days*** |
| **Ill-health added years (***if appropriate***):** | ***Years* *Days*** |
| **Proposed net Professional Added Years award:[[2]](#footnote-2)** | ***Years* *Days*** |
| **Total Service for Pension:** | ***Years* *Days*** |
| **Total Service for Lump Sum** (*if* *different*): | ***Years* *Days*** |
| ***Revised Total Service (Pension):*** | ***Years Days*** |
| ***Revised Total Service (Lump Sum*** *if different****):*** | ***Years Days*** |

**Please give details of any unpaid absences and periods of less than full-time service**

|  |  |
| --- | --- |
| **ADDED YEARS DETAILS** |  |
| **Post in respect of which added years are claimed:** |  |
| **Basis for added years claimed (***quote para. no. and relevant Statute, if model scheme applies quote circular – please complete appendix 2 when using formula***):** |  |
| **State the minimum qualification and/or experience requirement, or minimum age requirement, as specified in the competition document/advertisement (***please attach copy of competition, advertisement or supporting documents)*: |  |
| **GROSS AWARD: Y*ears Days*** |  |
| **Details of the calculation:** |  |
| **REDUCTIONS** |  |
| **(i) Reduction for retirement before age 65 (yr for yr basis)** |  |
| **(ii) Transferred or Transferrable Service:** | ***Years* *Days*** |
| **(iii) Retained Benefits (superannuation entitlements) from previous employment(s) -- converted service value for abatement purposes (***must be confirmed by the Department of Social Protection***):** | ***Years Days*** |
| **(iv) If employee is on modified PRSI, has s/he any Social Welfare entitlements ?**  **(***must be confirmed by the Department of Social Protection***):** | **Yes No** |
| **If “YES” -- converted service value for abatement purposes:** | ***Years* *Days*** |
| **(iv) Abatement for unpaid absences/reduced working hours:** | **Yes No** |
| **If ‘YES’ please specify:** |  |
| **Reduction to meet 40 years total service limit** |  |
| **PROPOSED NET AWARD:** | ***Years******Days*** |
|  |  |
|  |  |
|  |  |

**Signed on behalf of the Education Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submit completed form (with appendices) to:**

The Pensions Unit, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath

**APPENDIX 1**

**Please provide below details of all employments prior to joining the Education Body.**

**(***alternatively, a detailed CV may be provided***).**

**In the case of periods of employment greater than two years with the same employer, a Statement should be procured from the employer (and retained on file) confirming whether or not pension benefits were accrued during that employment and, if so, the details of those benefits.**

**APPENDIX 2**

Please provide below details of all qualifications and experience which is included in the formula **Q+E,** where

Q is the minimum number of years in which the qualifications can be obtained and

E is the minimum number of years essential experience required.

**It is the responsibility of the Education Body to confirm the qualifications and experience listed below and retain this confirmation on file.**

**Minimum Relevant Qualifications required for the post (Q)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Start Date dd/mm/yy** | **End Date**  **dd/mm/yy** | **Full name of qualification** | **Level of qualification [[3]](#footnote-3)** | **Relevance to Added Years Post [[4]](#footnote-4)** | **Minimum time this qualification can be completed[[5]](#footnote-5)** | **Q [[6]](#footnote-6)** |
|  |  |  |  |  |  | yrs |
|  |  |  |  |  |  | yrs |
|  |  |  |  |  |  | yrs |
|  |  |  |  |  |  | yrs |
|  |  |  |  |  |  | yrs |
| **Total Q[[7]](#footnote-7)** |  |  |  |  |  | yrs |

**Minimum Relevant Experience required for the post (E) [[8]](#footnote-8)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start Date dd/mm/yy** | **End Date**  **dd/mm/yy** | **Part-time/full time [[9]](#footnote-9)** | **Experience (Name of employer and post held)** | **Relevance to Added Years Post [[10]](#footnote-10)** | **E** |
|  |  |  |  |  | *yrs days* |
|  |  |  |  |  | *yrs days* |
|  |  |  |  |  | *yrs days* |
|  |  |  |  |  | *yrs days* |
|  |  |  |  |  | *yrs days* |
|  |  |  |  |  | *yrs days* |
|  |  |  |  |  | *yrs days* |
|  |  |  |  |  | *yrs days* |
|  |  |  |  |  | *yrs days* |
| **Total E[[11]](#footnote-11)** |  |  |  |  | ***yrs days*** |

1. Details of all employment prior to joining the Education Body to be supplied at Appendix 1. [↑](#footnote-ref-1)
2. As calculated on following page [↑](#footnote-ref-2)
3. Undergraduate degree, masters, PhD etc. [↑](#footnote-ref-3)
4. Please refer specifically to the minimum qualifications required for appointment to the post [↑](#footnote-ref-4)
5. Credit will only be given for the shortest possible time it takes to complete the relevant qualification [↑](#footnote-ref-5)
6. An academic year = 1 year for the purposes of calculating Q [↑](#footnote-ref-6)
7. Where a minimum qualification was specified for the competition, qualifications relevant to the post up to a maximum of the minimum qualification required will be accepted. Where a minimum qualification was not specified for the competition, only qualifications relevant and necessary for the post will be accepted. [↑](#footnote-ref-7)
8. Under the principle of ‘no double counting’ the same period of time cannot be counted for both experience and qualification [↑](#footnote-ref-8)
9. Please include the proportion worked in relation to a whole time post eg. if a person worked for 1 day a week that is 0.2 w.t.e. (whole time equivalent) and E = period from start date to end date X 0.2 [↑](#footnote-ref-9)
10. Please refer specifically to the minimum experience required for appointment to the post [↑](#footnote-ref-10)
11. Where a minimum number of years essential experience was specified for the competition, only experience relevant to the post and up to the maximum of the number of years specified will be accepted. Where the competition required essential experience but did not quantify it, only experience relevant to the post, up to a maximum of 10 years, will be accepted. [↑](#footnote-ref-11)