

**PLEASE ENSURE THE FOLLOWING ESSENTIAL STEPS ARE ADHERED TO ON COMPLETION OF THE APPLICATION FORM**

1. E-mail application form to [recruitment@loetb.ie](mailto:recruitment@loetb.ie) by **12 noon, Wednesday 5th March 2025**
2. Please ensure that the completed Application Form is saved as a **PDF** document with your own name and the job reference number, for e.g. John Smith ADM001.
3. Insert Correct Reference Number in subject line of Email **FET373.** Please only enter the reference number in the subject line of the email as it appears on the advertisement (do not include spaces/dashes/additional words e.g. Reference).
4. Applications are only accepted by email and in PDF format. Late applications will not be considered.

Before completing this form please note the following:

* Application Form must be TYPED.
* Application is by official Laois and Offaly Education and Training Board (LOETB) Application Form only. No letter of application, CV or written reference should accompany this form.
* Do not alter the application form as it may render your application invalid. Boxes may be expanded as required – please comply with maximum word count.
* All sections must be fully and accurately completed, giving as much detail as possible of your skills and experience relevant to the position advertised.
* Each person who is appointed by LOETB to a position that a necessary and regular part of which, consists mainly of the person having access to, or contact with, children or vulnerable adults must be vetted in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and receive a satisfactory disclosure from the National Vetting Unit.
* All personal information which LOETB holds is protected by the Data Protection Acts 1988 to 2018. The Data Protection Acts apply to the keeping and processing of Personal Data, both in manual form and on computer.  LOETB is obliged to comply with data protection as set out in these Acts.
* LOETB is subject to the Freedom of Information Act, 2014 and this Act gives people a right of access to certain records held by LOETB.
* LOETB is an Equal Opportunities Employer.
* Canvassing will disqualify.
* Shortlisting of candidates may take place. Canvassing will disqualify.
* Appointment is subject to the candidate’s eligibility to work in Ireland.

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**NZEB/RETROFIT CONSTRUCTION INSTRUCTOR**

**1x PERMANENT POST**

**REFERENCE NO: FET373**

1. **Personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Name(s):** |  |
| **Home Address:** |  |
| **eircode:** |  |
| **Contact Details:**  **Mobile:**  **E-mail:** |  |
| **Eligibility Criteria:** | **do you hold a relevant trade qualification? Yes** ¨ **NO** ¨ |

**pension history**

|  |  |  |
| --- | --- | --- |
| Are you currently in receipt of a State Pension | Yes | No |
| Are you currently in a Pension Scheme? | Yes | No |
| Are you currently in receipt of a Public Service Pension in respect of previous employment? | Yes | No |

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| **training qualifications** |
| Do you hold a recognised training qualification:  **Yes** ¨ **(give details below) NO** ¨  \*(all applicants taking up a post who do not hold a formal qualification will be required to undergo an accredited training delivery course as part of the induction process) |

1. **Education/Training & qualifications- (you will be required to provide evidence of qualifications at selection stage)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Craft / College / School** | **From**  **(mm/yy)** | **To**  **(mm/yy)** | **Course** | **Qualification Obtained**  **& NFQ Level** |
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1. **Employment history**

**Please give details of your work history beginning with the most recent position. (Note: Please Copy and Paste the table below to add information on other relevant employment)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer:** |  | | | |
| **Job Title:** |  | | | |
| **Duration:** | **From: (Month & Year)** |  | **To: (Month & Year)** |  |
| **Job Details and Responsibilities:** | | | | |

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| --- | --- | --- | --- | --- |
| **Name and Address of Employer:** |  | | | |
| **Job Title:** |  | | | |
| **Duration:** | **From: (Month & Year)** |  | **To: (Month & Year)** |  |
| **Job Details and Responsibilities:** | | | | |
| **Name and Address of Employer:** |  | | | |
| **Job Title:** |  | | | |
| **Duration:** | **From: (Month & Year)** |  | **To: (Month & Year)** |  |
| **Job Details and Responsibilities:** | | | | |

1. **EXPERIENCE**

**All applicants will be assessed across the following areas:**

* Relevant experience and knowledge of the trade
* Teaching / Instructing / training experience or ability
* Managing people & resources
* Communications skills (which will be assessed through your application & interview)

**Please give details below of your relevant experience across the following 3 assessment areas.**

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| 1. **Relevant experience and knowledge of the trade** |
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| 1. **Teaching/Instructing/Training experience or ability** |
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| 1. **Managing People & Resources** |
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1. **References**

It is the policy of LOETB to seek a reference from two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made.  One should be your current or most recent employer.  [*Please note:  your referees may be contacted without further communication with you]*.

|  |  |
| --- | --- |
| **Reference Number 1** | **Reference Number 2** |
| Name: | Name: |
| Relationship to you: | Relationship to you: |
| Position: | Position? |
| Address: | Address: |
| Mobile No: | Mobile No: |
| Email Address: | Email Address: |

1. **ADDITIONAL INFORMATION**

**PERIOD OF NOTICE**

How soon after an offer of appointment would you be able to take up employment?

**ADVERTISING**

Where did you see this position advertised? ￼

**DECLARATION**

I certify that all particulars in this application are true and correct, to the best of my knowledge and belief. I am aware that any employment offered to me is dependent upon the information given here being correct. I am aware that false or misleading information or deliberate omissions may result in termination of any employment offered.

In the event of my application being successful, I give LOETB permission to contact previous public sector employer(s) regarding previous service, salary details and entitlements.

I declare that the information supplied in this application form is accurate and true.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

***(Applicant)***

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| **Job Description**  **NZEB/Retrofit Construction Instructor** | |
| **Job Title**  **Overall Responsibilities** | NZEB/ Retrofit Construction Instructor  Instructors will provide both theory and practical instruction in construction skills, building principles, physics, fabrics, renewable energy, health & safety, hand tools, power tools and construction drawings, MMC and NZEB. |
| **Reporting to:** | Director of Further Education and Training Services/FET Management Team |
| **Place of work:** | National Construction Training Centre, Mount Lucas, Daingean, Co Offaly.  Your area of employment may change in line with LOETB requirements |
| **Renumeration & benefits** | Remuneration for this post will be in line with all Department of  Education relevant Circular Letters.  The **Salary Scale** for these positions ranges from €47,027 - €74,147 (Career Grade Staff – contributory)  Starting pay will be dependent on an applicant’s post-qualification experience.  Incremental credit will be applied based on the number of years post-qualification experience up to a **maximum** of 5 increments.  **For example, an applicant taking up a position with 5 years post qualification experience will start on point 6 of the scale which is €53,459.**  Applicants choosing part-time options will be paid at a pro-rata and /or hourly rate. |
| **Annual Leave:** | The **Annual leave** entitlement for the position is 25 days per annum for a full-time post. This will be applied pro-rata for successful candidates taking up part-time options. |
| **Date of issue:** | 20th February 2025 |

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| **Main duties and Responsibilities** |
| The role and responsibilities will encompass the following:   * Instruct the learners in all aspects of construction skills i.e. practical skills, personal skills, drawing, related knowledge and hazards, to the prescribed standard and in accordance with the relevant syllabus. * Prepare lesson plans, course notes, overheads and handouts as appropriate. * Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administration tasks. * Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed repeats procedure. * Maintain prescribed course records. * Supervise learners and ensure that correct methods, quality standards, health & safety procedures are observed. * Supervise learners in respect of their timekeeping, attendance, behaviour and application. * Prepare and issue progress reports to the employer in respect of each learner. * Ensure adequate security of tools, equipment, machines and materials located in the training area. * Ensure that equipment and machines are maintained in accordance with the manufacturers recommended maintenance schedule. * Plan and ensure the timely delivery of all course materials and non-capital tools and equipment. * Raise Requests for Purchase for the supply of course material and non-capital tools and equipment. * Ensure that course materials are used in an economical and cost-effective manner. * Use new technology, as appropriate, to assist in delivering and administering training. * Undertake such duties as may be assigned from time to time.   This list is not an exhaustive list, and you may be required to take on other tasks and duties for the proper and effective performance of your role. |

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| **Competencies:** |
| The person appointed to the above post will be required to show evidence of the following five competencies:   * **Relevant experience and knowledge of the trade**: MMC and NZEB. * **Teaching/Instructing/Training experience or ability:** Plan and communicate clear, challenging and achievable expectations for learners – and support them to achieve positive outcomes * **Managing People and Resources:** Takes responsibility and is accountable for the delivery of agreed objectives / Successfully manages a range of different projects and work activities at the same time * **Communication Skills:** Motivate, inspire and celebrate learners’ effort and success |

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| **Selection Criteria:** | **Essential** | **Desirable** |
| **Education and Training:**   * An equivalent professional qualification, levels 6-9 or hold a level 6 National Craft Certificate * A degree or its equivalent in the relevant subject area * A relevant technical/training qualification that will allow the candidate to be competent in teaching all theoretical & practical aspects of the occupation/trade * Proficient IT Skills   **Motivation:**   * Record of achievement in own career * Knowledge of ETB Training Services activities   **Work History:**   * Supervisory or teaching experience * Understanding of programme planning and delivery * Experience working within the construction sector * Experience of delivering MMC and NZEB programmes   **Communication/ Interpersonal Skills:**   * Group management skills * Clear and effective written and verbal communication skills * Ability to engage with learners * Commitment to the development of learners   **Circumstances/ Special requirements for this post:**   * Must be able to meet the travel requirements of the post * Driving license * Car owner | ****  ****  ****  ****  ****  ****  ****  **** | ****  ****  ****  ****  ****  ****  ****  ****  **** |

**Privacy Notice**

By applying for any post, working or volunteering with, or otherwise taking up any position with Laois and Offaly Education and Training Board (LOETB), you acknowledge that your personal data (including special category personal data) shall be processed by LOETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).

1. We are LOETB. Our address and contact details are Administrative Offices, Ridge Road, Portlaoise, Co. Laois (057/8621352). We provide secondary level education, further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; specialist programmes e.g. through Music Generation and other programmes/courses as
2. maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).
3. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; CV and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, and appointments processes; other IR/HR processes; pensions details etc. We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation etc. The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).

1. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within LOETB, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, TUSLA, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR/HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks/financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references etc.), other service providers (including IT providers, security providers, legal advisors) etc. The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and may aggregate it with other information they already hold about you. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).
2. We do not transfer your personal data to a third country or international organisation.
3. We do not engage in automated decision making/profiling.
4. Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. we retain your data even after you leave our employment). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).
5. You have the following statutory rights, that can be exercised at any time:
6. Right to complain to supervisory authority.
7. Right of access.
8. Right to rectification.
9. Right to be forgotten.
10. Right to restrict processing.
11. Right to data portability.
12. Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at [www.loetb.ie](http://www.loetb.ie)/data-protection, or alternatively contact our Data Protection Officer.

If you have any queries, please consult our Data Protection Policy (available at [www.loetb.ie/data-protection](http://www.laoisoffalyetb.ie/data-protection)) or contact our DPO at [dpo@loetb.ie](mailto:dpo@loetb.ie).

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| **Terms & Conditions of Appointment** |
| * The appointment will be subject to the sanction of the Chief Executive. * The appointment will have a probationary period, details of which will be stipulated in the contract of employment. * Any offer will be subject to the receipt of two satisfactory references. * Appointment is to Laois & Offaly ETB as a whole, not to a particular centre. LOETB reserves the right to transfer Officers as the needs of the scheme dictates. * The person appointed to the post will be required to contribute to the relevant Superannuation Scheme. * For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at LOETB’s expense, a medical examination by a qualified practitioner nominated by LOETB. * External work may not be undertaken without the prior consent of LOETB |
| **Sick Leave and Special Leave** |
| Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards. |
| **Garda Vetting** |
| Laois & Offaly ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the Board’s recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures, where applicable. LOETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment. |
| **Superannuation & Retirement** |
| The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie/).    Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.    Key provisions attaching to membership of the Single Scheme are as follows:   * Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age). * Retirement Age: Scheme members must retire on reaching the age of 70. * Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are updated each year by reference to CPI). * Post retirement pension increases are linked to CPI. |
| **Pension Abatement** |
| If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position**.    However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition)the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible. |
| **Department of Education Early Retirement Scheme for Teachers Circular 10/2007** |
| The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease.    Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment). |
| **Exclusions** |
| Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:    **Incentivised Scheme for Early Retirement (ISER**): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the *same employment or the same sector*. Therefore, such retirees may not apply for this position;    **Department of Health and Children Circular (7/2010):** The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for reemployment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. |
| **Ill Health Retirement** |
| Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment. |
| **Pension Accrual** |
| A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment. |
| **Additional Superannuation Contribution** |
| This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. |
| **Declaration** |
| Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment. |