**Frequently Asked Questions – Part-time teaching posts to cover NCSE approved resource hours for the 2015/16 school year**

This document should be read in conjunction with Department Circular 0005/2015.

**1. Who should complete Form Resource2015-16?**

This form should only be completed by those schools that are unable to access their NCSE approved resource hours from the network of full-time Resource Base posts already allocated to either their school (if any) and to neighbouring schools.

[Click here](http://ncse.ie/wp-content/uploads/2014/10/NCSE_14_15_Resource_Allocation_Primary.pdf) for an updated list of the schools that have been allocated full-time resource base posts.

Prior to submitting an application form you are required to contact nearby schools that have been allocated resource base posts to see if they have any available surplus capacity. The relevant details should be filled in on Table A.

Please note that before any of the part-time hours sought on Table B are approved, your school may be referred to a school with surplus capacity as part of the Departments approval process.

**2. Can schools make a joint application for a full-time (25 hour) resource post to cover their NCSE approved allocation?**

Yes, provided no school with a base post(s) within the neighbouring area has any available surplus capacity within this post(s) to cover the approved NCSE allocation. In such circumstances the Department will allocate a full-time shared fixed term (temporary) resource posts to successful applicant schools. This post will automatically cease at the end of the 2015/16 school year.

**3. How do schools make a joint application?**

A form Resource2015-16 should be completed by each of the schools.

The base school for the proposed cluster should then submit the completed forms, ensuring that Table C has also been completed.

**4. What should I do if my school has a part-time CID holder?**

If you have not already done so and in order to enable this CID holder to remain on payroll, you must now notify the Department (Primary Allocations Section) of the number of part-time hours in the CID contract using the following e-mail address: [primaryallocations@education.gov.ie](mailto:primaryallocations@education.gov.ie).

The part-time CID hours will be added to those of any base post(s) in your school to determine your school’s total resource base hours. These hours must then be used to cover your school’s NCSE approved allocation and any surplus capacity must be made available to neighbouring schools to cover their NCSE approved allocation or part thereof.