



COMMUNITY EMPLOYMENT SUPERVISOR TRAINING- 2019

Overview

Funding is available to refresh the competencies of CE Supervisors. However, such training must have a direct link to Community Employment and the effective management of the Scheme in achieving the agreed targets of the programme as set down by the Department.

Criteria for Training Provision

Training must be identified through consultation between the Supervisor the Sponsor and be approved by the DEASP Community Development Officer (CDO) and Community Employment Policy Unit. Training must be directly related to the daily running of the Scheme, e.g.:

- ILP Training
- ICT Training
- Payroll Training
- Bookkeeping
- Computerised Accounts
- Project Management
- Coaching/mentoring
- Career guidance and support

The objective of this fund is to ensure that the competencies of CE Supervisors and Assistant Supervisors are up to date in terms of changes to the programme and the changing external working environment. This fund is not for the purposes of the long-term development of applicants but for once off component awards not exceeding Level 6 on the National Framework of Qualifications.

Before the training takes place and **before** the Scheme pays for the training, the Scheme must provide:

1. A completed “Supervisor Training Grant Application Form” (available on www.welfare.ie). Justification for the training required and a quote from the training provider for same.
2. Evidence that the training provider is an approved trainer under the National Framework of Qualifications.

The CDO will send these documents to the Policy Section in Carrick on Shannon for approval/recommendation. The email address is CEPolicy@welfare.ie and full postal address is below.

The CDO will contact the Sponsor/Supervisor with the decision on whether the training is approved or not.

Budget for Supervisor Training

The amount allowed is €250.00 per Supervisor/Assistant Supervisor.

Reimbursement of Supervisor Training Costs

1. Once the training has been approved by the DEASP, and the Scheme has incurred the cost of same, the Scheme can claim for the reimbursement of the training from the DEASP.
2. Claims are made through a "Supervisor Development Grant Form" CEF21A (available on www.welfare.ie).
3. A copy of the Invoice from the trainer and proof that the payment has been made by the Scheme must be attached to the claim and evidence of course completion.
4. Proof of Payment can be:
 - An original Receipt issued by the Trainer
 - or**
 - A copy of the cheque and a bank statement which shows the cheque being cashed.
 - Evidence of course completion
5. Once this claim is approved by the CDO, a Claim Payment Authorisation Form must be completed and approved appropriately.
6. This should be attached to the Supervisor Development Grant Claim Form and the supporting documentation, as listed above.
7. Once approved send to *the Community Employment Policy Unit in Carrick on Shannon either by post or email (email address above)*

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