

NQTs who have been engaged in *Droichead* in the 2019/2020 school year will fall into one of three groups. Please read carefully below the instructions which apply to you. Strand A (School based) relates to the in-school support including observations. Strand B (Professional Learning Activities) relates to Cluster Meetings and professional learning activities. If you require any further information, please email us at [conditions@teachingcouncil.ie](mailto:conditions@teachingcouncil.ie) and don't forget to include your registration number.

Group	Criteria	Instructions
<b>Group 1</b>	You have completed the <i>Droichead</i> process (Strand A and Strand B) on or before 12 March 2020.	<ul style="list-style-type: none"> <li>• Please submit your fully completed Form D by post or by email to <a href="mailto:conditions@teachingcouncil.ie">conditions@teachingcouncil.ie</a>. Forms will be accepted up to December 2020.</li> <li>• Your Form D will be queued for processing. Please expect some delays as forms will be processed in rotation.</li> <li>• Once your Form D has been processed, your registration details will be updated, and an email will be issued to you.</li> <li>• The Council reserves the right to verify any information provided by you in the Form.</li> </ul>
<b>Group 2</b>	You have engaged in the <i>Droichead</i> process for the required minimum time (60 days for Primary/200 hours for Post-primary) and have completed Strand A, but may not have completed all of Strand B (Additional Professional Learning Activities) on or before 12 March 2020.	<ul style="list-style-type: none"> <li>• Please submit your completed Form D by post or by email to <a href="mailto:conditions@teachingcouncil.ie">conditions@teachingcouncil.ie</a>. Forms will be accepted up to December 2020.</li> <li>• Your Form D will be queued for review and processing. Please expect some delays as forms will be reviewed in rotation.</li> <li>• The Council may contact you in relation to your <i>Droichead</i> process.</li> <li>• Once clarifications have been provided, your Form D will be processed, your registration details will be updated, and an email will be issued to you.</li> <li>• It is expected that you will have the majority of Strand B completed e.g. Cluster Meetings and/or Professional Learning Activities. The Council's expectation is that you will continue to participate in professional learning activities which may include Induction Workshops, webinars etc.</li> <li>• The Council reserves the right to verify any information provided by you in the Form.</li> </ul>
<b>Group 3</b>	You commenced the <i>Droichead</i> process but had not completed the required minimum time for Strand A (60 days for Primary/200 hours for Post-primary) on or before 12 March 2020.	<ul style="list-style-type: none"> <li>• Please submit your Form D highlighting the time you have completed up to the 12 March 2020. This will be banked for you and will allow you to re-apply to complete the balance of time in the future.</li> <li>• Form D should be signed by the PST to verify the completed elements. When you secure eligible employment, you will be able to re-apply for <i>Droichead</i> to complete the balance of time and address any outstanding elements of the process.</li> <li>• The Council reserves the right to verify any information provided by you in the Form.</li> </ul> <p><b>Please Note</b></p> <ol style="list-style-type: none"> <li>1. You will be able to complete the balance of time/outstanding elements in a different setting/school from where you originally started the <i>Droichead</i> process.</li> <li>2. The time gap between 12 March 2020 and the date you will start a new position will not be considered as a break in service.</li> <li>3. If your condition is due to expire soon, you will need to apply for an extension request.</li> <li>4. Further guidance will be issued to you on receipt of your 2019/20 Form D.</li> </ol>

Please note that:

1. Additional information regarding the banking of time/the completion of the balance will be available on the Teaching Council website [www.teachingcouncil.ie](http://www.teachingcouncil.ie) in due course.
2. The minimum time requirement for Strand A is 60 days (Primary) and 200 hours (Post-primary) from the date listed on the confirmation email issued to the NQT at the start of the process.