

**Invitation to join our tutor panel**

**WLD is seeking applications from self-employed tutors in the following areas:**

1. **English Language Tutors**
2. **Translators – various languages in particular Arabic & Ukrainian**
3. **Job & Technical Skills Tutors**
4. **ICT Tutors**
5. **Gardening & Animal Care Tutors**
6. **Cookery & Crafts Tutors**
7. **Personal Care & Presentation Tutors**

Wexford Local Development is funded by a number of Government agencies and Departments to deliver a range of programmes which address poverty, unemployment and educational disadvantage and to promote social inclusion through community development approaches in areas of socio-economic disadvantage.

WLD programmes also aim to promote rural development; support Enterprise and Social Enterprise development; improve energy efficiency amongst low-income households and tackle substance misuse and criminal behaviour.

The Social Inclusion and Community Action Programme (SICAP) 2024 -2028 provides funding to tackle poverty and social exclusion at a local level through local engagement and partnership between disadvantaged individuals, community organizations and public sector agencies.

Wexford Local Development is the Programme Implementer contracted by Wexford County Council’s Local Community Development Committee (LCDC) to deliver the SICAP programme 2024-2028. SICAP is funded by the Irish Government and co-funded by the European Social Fund.

Wexford Local Development is creating a panel of Tutors with whom to engage for the purposes of delivering a wide range of accredited and unaccredited training, principally for SICAP but including other programmes in Co. Wexford.

**Specification of Requirements**

WLD implements the SICAP programme to tackle unemployment, educational disadvantage and social exclusion by:

* Encouraging adults to return to learning to increase their personal progression and employment prospects as well as to help them to support the education and development of younger generations within their families and communities.
* Working to provide community developmental supports with disadvantaged communities
* Leading collaborations and community planning for social inclusion
* Promoting Enterprise and Social Enterprise
* Supporting disadvantaged children, families and young people

WLD works with the following target groups:

* Disadvantaged children and families
* Disadvantaged young people aged 15 – 24
* Disadvantaged Women
* Lone Parents
* Low Income households
* New Communities
* People living in Disadvantaged Communities
* People with Disabilities
* Roma
* Travellers
* The Disengaged from the Labour Market (Economically Inactive)
* The Unemployed

 **Contract Tutors** **General Information**:

WLD hourly rate: €40 per hour for course delivery

* 1. Payment applies to course delivery rather than preparation or travel time
	2. Eligible hours must equate to estimate for course delivery agreed in advance
	3. Payments will be made retrospectively by electronic transfer based on submission of invoices.
	4. Course materials, if required, must be agreed before purchase with WLD and are remunerated on a receipted basis only.
	5. Tutors are responsible for the provision of learner handouts, resources and equipment; however laptops will be provided for the delivery of IT courses where necessary.
	6. Tutors will be requested to undergo Garda Vetting
	7. Tutors working with children and young people will be expected to have completed Child Protection training before taking up any work.

**Tutors’ professional qualifications and/or experience must correspond with at least one of the following as a minimum requirement:**

1. The Tutor must hold a recognized qualification in the particular discipline at least 1 level (equivalent to the National Framework of Qualifications) above the module or overall course certification to be delivered and have at least 2 years related professional experience in the discipline. A recognized teaching/training qualification would be desirable.
2. The Tutor must hold a recognized qualification in the particular discipline at the same level (equivalent to the National Framework of Qualifications) and have a minimum of 4 years related professional experience in the discipline.
3. Where no recognized professional qualification exists for the course, the Tutor must have a minimum of 7 years related experience in the discipline.

**Selection Criteria will be based on:**

* The provision of evidence of meeting the minimum requirements of both professional qualification standards and teaching experience.
* An understanding of needs and training requirements of client groups and an ability to create an empathetic and supportive learning environment.
* Previous experience in the provision of training to client groups.

**Appointment to the Tutor Panel**

Appointment to the Tutor Panel will be made on the basis of documentation received and interview. Wexford Local Development is not obliged to accept any Tutors onto the panel nor does inclusion on the panel guarantee work. Subsequent additions may be undertaken during the period of the panel subject to training needs.

**How to apply:**

1. Complete the application form
2. Include copies of CV, certificates, qualifications and relevant documents.
3. All tutors must be registered for tax and will be required to be tax compliant. A tax clearance cert will be required.
4. Applications will be accepted by email only. Incomplete or late applications will be deemed ineligible

Please email completed applications to training@wld.ie

Closing date for applications is 5.00 p.m. on Friday 8th November 2024.

**Appendix I – Application Form**

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| --- | --- |
| **1.** | **Company Details** |
| **Name of Individual/Company** |  |
| **Address** |  |
| **Contact Person** |  |
| **Email address** |  |
| **Contact Number** |  |
| **Brief Summary/Overview of Business** |  |
| **2.**  | **Category/Categories** |
| **Note: Please list relevant Category or Categories that you or your company specializes in.** **See appendix II** and tick relevant courses within category/categories. |  |
| **3.** | **Experience** |
| **Note: please outline relevant experience of delivering training to target groups in short bullet point format** |  |
| **4.** | **Qualifications** |
| **Note: please outline relevant qualifications in short bullet point format.**Applicants are required to submit a copy of all certificates/qualifications as listed here. |  |
| **5.** | **References**  |
| **1a.: Name** |  |
| **1b. Organisation** |  |
| **1c. Contact Details** |  |
| **2a.: Name** |  |
| **2.b.: Organisation** |  |
| **2.c: Contact Details** |  |
| **6.** | **Potential Conflicts of Interest** |
| **Note: please list any potential conflicts of Interest here.** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I confirm and declare that my tax affairs are fully in order and agree to supply my Tax Clearance Access Number (s) and Tax Reference Number (s) to facilitate online verification of my tax status by Revenue. The Contracting Authority Wexford Local Development can verify your tax clearance status through Revenue’s online facility at <https://www.revenue.ie/itp/view/jsp>. To this end please confirm:

|  |  |
| --- | --- |
| Do you grant the Contracting Authority permission to verify your tax cleared position online? |  |
| Registration Number(as shown in your Tax Clearance Certificate) |  |
| Certificate Number(as shown in your Tax Clearance Certificate)  |  |

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**Appendix II Categories of Training**

WLD hourly rate: €40 per hour for course delivery

**Category 1: English Language Tutors**

* 1.1 English Language Tutors

**Category 2: Translators**

* 2.1 Arabic
* 2.2 Portuguese
* 2.3 Spanish
* 2.4 Ukrainian
* 2.5 Other

Please provide details of other languages:

**Category 3: Job & Technical Skills**

* 3.1 CV Preparation & Interview Skills
* 3.2 Employability Skills
* 3.3 Job Seeking Skills
* 3.4 Career Planning
* 3.5 Pre-Employment Training
* 3.6 Technical skills for employment
* 3.7 Pre Apprenticeship workshops

**Category 4: ICT**

* 4.1 Basic IT
* 4.2 Basic Digital Skills
* 4.3 Pre ECDL
* 4.4 Social Media Skills
* 4.5 Internet Skills
* 4.6 Graphic Design

**Category 5: Gardening & Animal Care**

* 5.1 Gardening Skills
* 5.2 Basic horticulture
* 5.3 Animal Care

**Category 6: Cookery & Crafts Tutors**

* 6.1 Cookery
* 6.2 Healthy Eating
* 6.3 Arts & Crafts

**Category 7: Personal Care & Presentation**

* 7.1 Hair
* 7.2 Makeup Artistry
* 7.3 Nail Technician
* 7.4 Beauty Therapy
* 7.5 Other

Please provide details of other complementary therapies:

**Check List**

Have you attached the following as part of your request for inclusion on the WLD tutor panel? Late or incomplete applications are deemed ineligible, application via email only please.

🞎 Appendix I Application Form

🞎 Appendix II (break down of courses ticked)

🞎 Certificates (copies relevant to your application, scanned as one document please)

🞎 Tax Clearance Cert

🞎 Copy of CV