



Heritage in Schools Programme

Application Guide

How to Apply to Join the Panel?

Important Information:

- **Framework Reference:** HISPP-2026-001
- **Closing Date:** Monday 6th July, noon GMT
- **Submit via:** www.etenders.gov.ie ONLY
- **Questions:** Use the Q&A facility on www.etenders.gov.ie

Welcome

Thank you for your interest in joining the Heritage in Schools panel. This guide will help you complete your application step by step.

The Heritage in Schools programme connects heritage specialists with schools to deliver engaging heritage education workshops. Through the inception of this framework, we are establishing a panel for **Post-Primary** schools. Applicants interested in delivering heritage-based educational workshops via the programme are encouraged to apply to join our panel.

This guide explains:

- What you need to provide
- How your application will be assessed
- What happens at interview stage
- How to submit your application

Please read this entire guide carefully before completing your application.

Part 1: Understanding the Application Process

How Will My Application Be Assessed?

Your application goes through three stages:

Stage 1: Mandatory Checks (Pass/Fail)

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Stage 2: Written Application Scoring (75 marks)

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Stage 3: Interview (60 marks)

Stage 1: We check that you meet all mandatory requirements (like safeguarding training). If you don't meet these, your application cannot proceed.

Stage 2: We score your written application based on your heritage expertise, experience working with young people, and communication skills. You need at least 30 marks to be invited to interview.

Stage 3: If invited, you attend an interview where we assess your understanding of the role, communication skills, and commitment to the programme.

Who Can Apply?

You can apply if you are:

- An independent contractor, sole trader, single-person company or other small company with relevant heritage expertise, where the service will be delivered by named individual expert(s)
- A named individual expert who will personally deliver workshops and will be assessed on your own merits (not on the wider resources of any company you may be associated with)
- Committed to safeguarding children and young people
- Not disqualified for safeguarding, tax, or legal reasons
- Willing and able to travel to schools
- Committed to safeguarding children and young people
- Public sector workers:

It is your responsibility to ensure you are eligible under public sector employment rules.

You cannot apply if you are a full-time permanent public servant.

Part-time/casual/temporary public employees and retired public servants may apply but must ensure compliance with the "one person, one salary" principle.

By applying, you confirm your eligibility. False declarations will result in removal from the panel.

Heritage Council funding:

If you currently receive any funding from the Heritage Council (for example a grant or project funding), you must declare this in your application. The Heritage Council will check that there is no double-funding or conflict of interest before confirming any place on the panel.

Which Stream Can I Apply For?

Post-Primary Stream: For Applicants who wish to deliver workshops to young people aged 12-18 in post-primary schools (Junior Cycle, Transition Year, and Leaving Certificate (inc. Leaving Certificate Applied and Leaving Certificate Vocational Programme))

Part 2: Stage 1 - Mandatory Requirements (Pass/Fail)

You MUST meet ALL of these requirements. If you do not meet any one of them, your application will not proceed.

Requirement 1: Safeguarding Declaration and Training

- You must complete the safeguarding declaration (we provide the text)
- You must have a valid *Children First* e-learning certificate in your name
- Your certificate must have at least 2 years remaining before it expires (as of the date of application)
- You must upload a copy of your certificate with your application

Where to get Children First training:

- Free online training available at <https://www.tusla.ie/children-first/children-first-e-learning-programme/>
- Takes approximately 1-2 hours to complete
- You receive a certificate immediately on completion
- Make sure to download and save your certificate

The Safeguarding Declaration (you will be asked to tick all boxes):

"I declare that:

- "I have never been convicted of, nor am I currently under investigation for, any offence that may pose a risk to children or young people
- I have never been the subject of any safeguarding-related disciplinary action or professional misconduct finding
- I agree to comply with all safeguarding and child protection policies, *including Children First: National Guidance for the Protection and Welfare of Children*, and with The Heritage Council's Safeguarding Statement and Child Protection Policy

- I understand that Garda Vetting is required and that my engagement is subject to its successful completion
- The information I have provided is true and complete, and I understand that providing false or misleading information may result in exclusion from the recruitment process or termination of engagement”

Note: If you are successful at interview, you will need to be Garda vetted by the Heritage Council for this particular role.

Requirement 2: Applicant & Funding Declaration

You must confirm that:

- You are applying either as an independent contractor / sole trader, or on behalf of a small company or single-person company
- The named individual expert(s) in your application will be the person(s) who actually deliver the school visits
- You understand that each individual expert will be assessed on their own unique merits, not on the wider resources of any organisation
- You are not currently receiving funding from The Heritage Council through any other programme or grant scheme, or if you are, that this is clearly declared in your application so that potential conflicts and double-funding can be checked
- If your funding status changes, you will notify the Heritage Council immediately

What this means:

The Heritage in Schools programme is designed to empanel individual heritage specialists, whether they operate as sole traders or through small companies. Each place on the panel relates to a named individual expert, not to a whole organisation. Larger organisations (such as medium or large companies, museums, public bodies, NGOs or consortia) cannot apply to the panel in their own right

Requirement 3: Tax Compliance

You must demonstrate that you are tax compliant. You can do this in one of three ways:

Option 1 (most common): Provide your Tax Clearance Access Number

- If you are already self-employed or trading through a small company you should have a Tax Clearance status
- Provide your name, VAT Registration or Tax Reference Number (PPSN), and Access Number
- The Heritage Council can verify tax clearance once an individual reaches €10,000 income in a year.

Option 2: Upload a current valid Tax Clearance Certificate

- Generally for non-residents

- Provide Registration Number and Certificate Number

Option 3: Confirm you have applied for Tax Clearance

- You must provide the certificate when requested

Not sure if you're tax compliant?

- Contact Revenue at www.revenue.ie or phone 01 738 3636
 - If you are not currently registered as self-employed or as a trading entity, you may need to register

Requirement 4: Financial Capacity

You must confirm that you have the financial capacity to pay debts as they fall due. This is a standard declaration required in public procurement. For most individuals and small companies, this simply means confirming you/your business are not insolvent or bankrupt.

You may be asked to provide evidence (such as a letter from an accountant) before being appointed to the panel.

Requirement 5: Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57)

You must declare that you have not been convicted of any offences that would make you unsuitable to work in schools with children. This is a standard legal requirement in public procurement to protect vulnerable persons. This declaration covers serious criminal offences including fraud, corruption, child exploitation, and other crimes listed in EU public procurement law. For most applicants, this simply means confirming you have no relevant criminal convictions.

Note: This declaration is separate from Garda vetting. All successful applicants will undergo Garda vetting specifically for work with children before joining the panel.

Requirement 6: Insurance

You must confirm that you will obtain and maintain appropriate Public Liability Insurance if appointed to the panel. This is a standard requirement to protect yourself, schools, and the Heritage Council in case of accidents during school visits. You do not need to have insurance in place when applying—this confirmation allows you to research costs and providers before committing. You will only be required to provide proof of insurance after you are successfully appointed to the panel and before your first school visit.

Requirement 7: Statutory Declaration Obligations

You must declare that you comply with the following legislation:

- Employment Equality Acts 1998-2011
- Equal Status Acts 2000-2011
- National Minimum Wage Act 2000 (as amended)

- Organisation of Working Time Act 1997 (as amended)
- Safety, Health and Welfare at Work Act 2005
- Disability Act 2005
- General Data Protection Regulation 2016/679

What this means: You agree to follow Irish law in relation to equality, working time, health and safety, and data protection in your work with the Heritage in Schools programme.

Requirement 8: Conflicts of Interest and Anti-Collusion

You must declare that:

- You have no conflict of interest that would prevent you from performing the role objectively
- You will comply with ethics legislation and will not canvass or lobby for your application
- You have prepared your application independently without discussing it with other applicants

What this means: You confirm there is nothing that would prevent you from doing this role fairly and professionally, and that your application is your own work.

Part 3: Stage 2 - Written Application Scoring (75 marks)

If you pass all mandatory requirements, your written application will be scored out of 75 marks. You need at least **30 marks (40%)** to be invited to interview.

Overview of Scoring

What We Score	Maximum Marks
<i>Core Criteria (Essential)</i>	
Your heritage expertise	20 marks
Your experience working with young people or children	20 marks
Your written communication skills	20 marks
<i>Subtotal for core criteria</i>	<i>60 marks</i>
<i>Additional Criteria (Bonus)</i>	
Irish language proficiency (if applicable)	Up to 5 marks
Built heritage or inclusive heritage skills (if applicable)	Up to 8 marks
Teaching qualifications (if applicable)	Up to 2 marks
<i>Subtotal for additional criteria</i>	<i>Up to 15 marks</i>
TOTAL POSSIBLE	75 marks
Minimum needed for interview	30 marks

Important: The core criteria (heritage expertise, youth engagement experience, communication skills) are weighted double because they are fundamental to the role. The additional criteria are bonuses that recognize desirable attributes but are not essential.

Criterion 1: Heritage Expertise (20 marks)

What we are assessing: Your knowledge and capability in your heritage discipline(s).

How you can demonstrate this: Choose Route A OR Route B

Route A - Through Qualifications (most common):

- Upload copies of your heritage-related qualifications (certificates, diplomas, degrees)
- Each NFQ Level is worth 1 mark (up to maximum 10 marks before weighting)
- Multiple qualifications can be counted

NFQ Level	Examples	Marks
Level 6	Higher Certificate	6 marks
Level 7	Ordinary Bachelor Degree	7 marks
Level 8	Honors Bachelor Degree	8 marks
Level 9	Master's Degree	9 marks
Level 10	Doctoral Degree (PhD)	10 marks

Example: If you have a Level 8 degree in Archaeology (8 marks) and a Level 6 certificate in Heritage Studies (6 marks), you would receive the maximum 10 marks (we stop counting at 10).

Foreign qualifications: If your qualification is from outside Ireland, you will need to provide evidence of how it compares to the Irish NFQ system. We use the NARIC Ireland database (www.qqi.ie) for this.

Route B - Through a Portfolio (if you don't have formal qualifications):

Some heritage skills (like traditional crafts) may have been learned through practice rather than formal education. If this applies to you, you can submit a portfolio containing:

- **Two reference letters** from people who can confirm your heritage expertise, such as:
 - Recognized experts in your discipline
 - Professional bodies or accrediting organisations
 - Customers or clients who have used your services

- Reference letters should be on headed paper or include contact details so we can verify them. *This is worth up to 4 marks before weighting*
- **Three examples of your heritage-related work**, such as:
 - Photographs of your work
 - Links to videos or online content
 - Written descriptions or documentation
 - Audio recordings (for traditional music)
 - Publications or articles
- *This is worth up to 6 marks before weighting*

After scoring, your marks are multiplied by 2, giving you up to 20 marks for this criterion.

Criterion 2: Youth Engagement Experience (20 marks)

What we are assessing: Your experience working with young people or children, particularly in school or educational settings.

How to demonstrate this: List your relevant experience, including:

- The calendar years you were involved (e.g. "2019, 2020, 2021")
- A description of what you did
- The age group you worked with
- The context (school, youth club, museum education programme, etc.)

How we score this:

If applying for Post-Primary Stream:

- 2 marks per calendar year with relevant experience serving a post-primary school setting
- 1 mark per calendar year with relevant experience serving a youth engagement or education context other than post-primary (e.g. a primary school setting, YouthReach, youth clubs, further or higher education etc.)

Maximum: We count up to 5 years' experience (so maximum 10 marks before weighting)

Example: You delivered workshops in secondary schools in 2020, 2021, 2022 (= 6 marks) and ran a youth heritage club in 2018 and 2019 (= 2 marks). Total = 8 marks, but we cap at 10 marks anyway.

What counts as "relevant experience"?

Experience that helps you deliver engaging heritage-based workshops to young people, such as:

- Teaching or tutoring
- Museum education programmes
- Youth workshops or clubs
- Community heritage projects involving young people
- School visits or tours
- Youth leadership or mentoring

After scoring, your marks are multiplied by 2, giving you up to 20 marks for this criterion.

Criterion 3: Written Communication Skills & Programme Understanding (20 marks)

What we are assessing:

- How clearly you can communicate about your heritage offering to schools
- Your understanding of how your work connects to the school curriculum
- Your ability to explain what students will learn from your workshops

How to demonstrate this: Write a draft profile text, using the template provided in Appendix 4- Tender Response Document (TRD), describing what you offer to schools through Heritage in Schools.

Your profile text should include:

1. What you offer:

- Type of workshops you deliver
- Your heritage discipline (e.g. archaeology, traditional music, ecology)
- What activities are involved
- Where workshops take place (school, outdoor site, heritage location)
- Any materials costs

2. Curriculum connections:

- Which year groups your workshops suit
- Which curricular subjects your workshops support
- Specific curricular links (learning outcomes, strands, assessment tasks etc.)

3. Student learning:

- What students will learn

- How they will learn it (active learning, hands-on activities, inquiry-based)
- What makes your workshop engaging and memorable

We score this in two parts:

Part A - Clarity, conciseness and informativeness (5 marks):

- Is your profile clear and easy to understand?
- Does it give schools the information they need?
- Is it concise (not too long or wordy)?

Part B - Curricular connections and student learning (5 marks):

- Do you show understanding of the curriculum?
- Do you make specific, relevant curricular connections?
- Do you describe appropriate learning approaches for your heritage discipline?

Tips for writing your profile text:

- Write as if you are talking directly to a teacher
- Be specific (not vague or general)
- Use plain English (avoid jargon)
- Focus on what schools will find most useful
- Proofread carefully
- Follow the template provided

After scoring, your marks are multiplied by 2, giving you up to 20 marks for this criterion.

Additional Criterion 1: Irish Language Proficiency (Up to 5 marks)

What this is: A bonus for applicants who can deliver workshops fully through Irish (Gaeilge) in Irish-medium schools.

Why we include this: The Heritage Council is committed to ensuring Irish language provision is clearly represented in funded programmes, in line with the Official Languages Act 2003.

Who should apply for this bonus:

- Applicants who are proficient in Irish (at least TEG B2 level), and

- Applicants who are willing and able to conduct visits fully through Gaeilge in Irish language medium post-primary schools (i.e. Gaelcholáistí)

How to claim this bonus: Choose Route A OR Route B

Route A - Irish Language Qualifications:

- Upload certificates showing Irish language qualifications
- Level 5 NFQ = 2 marks
- Level 6 NFQ or higher = 5 marks

Route B - TEG Self-Assessment:

- Complete the TEG (Teastas Eorpach na Gaeilge) self-assessment test online at www.teg.ie
- Declare your TEG level in the application
- B2 level = 2 marks
- C1 level = 5 marks

AND you must also tick the declaration: "I am willing and able to conduct visits fully through Gaeilge in Irish language medium post-primary schools (i.e. Gaelcholáistí)"

If you cannot deliver through Irish, you should not claim this bonus. However, you can still apply for and succeed on the panel without Irish language skills.

Additional Criterion 2: Built Heritage or Inclusive Heritage Skills (Up to 8 marks)

What this is: A bonus for applicants working in heritage areas that are currently under-represented in the programme.

Why we include this: Programme data shows gaps in provision of traditional built heritage skills and in heritage relating to under-represented groups. This bonus helps us address those gaps.

Who can claim this bonus:

Option 1 - Built Heritage Skills:

Your expertise relates to a traditional built heritage craft, such as:

- Dry stone walling
- Thatching
- Traditional carpentry or woodworking

- Lime plastering or rendering
- Traditional blacksmithing
- Traditional signwriting
- Other vernacular built heritage skills

Option 2 - Inclusive Heritage:

Your heritage work focuses on the heritage of one or more under-represented or marginalized groups, such as:

- Traveller heritage
- Disability heritage
- LGBTQ+ heritage
- Ethnic minority heritage
- Working-class heritage
- Women's history and heritage
- Other marginalized communities' heritage

How to claim this bonus:

- Tick the relevant box in your application
- Explicitly state which skill or which group your work focuses on
- This is a self-declaration (you don't need to provide additional evidence beyond what you've already provided for the heritage expertise criterion)

If your work covers both (e.g. your traditional built heritage skills are specifically associated with an under-represented group), you should identify which category is most relevant to your heritage discipline.

This bonus is worth 8 marks (no weighting applied).

Additional Criterion 3: Teaching or Education Qualifications (Up to 2 marks)

What this is: A modest bonus for applicants with formal teaching or education qualifications.

Why we include this: Research with teachers highlighted that the use of appropriate teaching methods (like active learning) is particularly important for effective workshops. This bonus recognises pedagogical expertise.

However: You do NOT need teaching qualifications to apply or to succeed. Heritage expertise is far more important. This is just a small bonus.

How to claim this bonus:

- Upload copies of teaching or education qualification certificates
- Level 5 or 6 NFQ = 1 mark
- Level 7 NFQ or higher = 2 marks

Examples of relevant qualifications:

- Bachelor of Education (BEd)
- Professional Master in Education (PME)
- Postgraduate Diploma in Education (PGDE)
- Higher Diploma in Education (HDipEd)
- Postgraduate/Professional Certificate in Education (PGCE)
- QQI awards in Education and Training

This bonus is worth up to 2 marks (no weighting applied).

Summary: What Your Score Means

- **60+ marks:** Excellent application - strong candidate
- **45-59 marks:** Good application - competitive candidate
- **30-44 marks:** Acceptable application - meets threshold for interview
- **Below 30 marks:** Application does not meet threshold for interview

Please note: Even if you score above 30 marks, if more than 100 applicants per stream meet the threshold, only the top 100 will be invited to interview (due to practical interview capacity).

Part 4: Stage 3 - Interview (60 marks)

Who Gets Invited to Interview?

You will be invited to interview if:

- You pass ALL mandatory requirements (Stage 1), AND
- You score at least 30/75 on your written application (Stage 2)

If more than 100 applicants per stream meet these requirements, the top 100 will be invited (ranked by written application scores).

When and Where Will Interviews Take Place?

It is expected interviews will take place between the 19th and 26th August 2026. We will contact you by email to arrange your interview time. Interviews will be in person in Kilkenny (location

to be announced) or via video conferencing if you have accessibility needs or exceptional circumstances.

What to Expect at Interview?

Interview format:

- 2-4 assessors will interview you
- Interview lasts approximately 25 minutes
- You will be asked 6 questions
- We use standardized scoring sheets (everyone gets the same questions)

What we are assessing:

We assess three competency areas:

Competency	What We're Looking For
Communication Skills	Can you communicate clearly and effectively? Do you explain things in a way that is easy to understand?
Understanding of the Role	Do you understand what Heritage in Schools involves? Do you understand how your heritage work connects to education? Can you explain your offering clearly?
Commitment to the Programme	Are you willing to meet programme requirements? Are you flexible and adaptable? Will you work collaboratively with schools and the Heritage Council?

How we score your answers:

Each question is scored on a scale from 0 to 5:

Quality Level	Score	What This Means
Excellent	5	Outstanding answer, comprehensive and well-articulated
Very Good	4	Strong answer with good detail and clarity
Good	3	Satisfactory answer covering key points
Fair	2	Basic answer, limited detail
Poor	1	Weak answer, significant gaps
Unacceptable	0	No answer or completely inadequate

Total marks available: 60 marks (20 marks per competency area)

What You Need to Pass the Interview

To be successful at interview, you must achieve:

- Overall minimum score: 36/60 (60%)
- Minimum score per competency: 8/20 (40%) in EACH of the three competencies
- No zero scores on any individual question

If you do not meet all three requirements, you will not be appointed to the panel.

Tips for a Successful Interview

- Think in advance about how your heritage work connects to school education
- Consider how you would engage different year groups/curricular stages
- Be ready to talk about your specific heritage offering in concrete terms
- Think about why Heritage in Schools is important and what you can contribute
- Familiarise yourself with the programme and how it works (e.g. visit www.heritageinschools.ie)
- Be yourself - we want to understand your authentic approach and passion for heritage
- Ask for clarification if you don't understand a question
- Take a moment to think before answering

Reasonable accommodations: If you need any accommodations for your interview (e.g. extra time, specific arrangements), please let us know as soon as possible.

Part 5: After the Interview

Final Ranking

If you pass the interview, your final ranking is based on:

- Written application score (75 marks)
- Interview score (60 marks)
- **Total: 135 marks**

Places on the panel will be awarded in order of final ranking, up to 100 places for the post-primary stream.

What Happens Next?

If you are successful:

1. You will receive a formal offer of appointment
2. You must complete Garda Vetting (the Heritage Council will facilitate this)
3. You must confirm you have:
 - Appropriate IT equipment and internet access
 - Ability to use the Heritage in Schools booking system
 - Access to transport to travel to schools
 - Appropriate insurance (Public Liability)
4. You must attend the Heritage in Schools induction training
5. You will sign a **Framework Agreement in Appendix 3 of RFT document**
6. Once everything is complete, you will be appointed to the panel

If you are unsuccessful:

- You may request written feedback on your performance
- Feedback requests should be submitted via email within 14 days of notification
- We will provide feedback within 15 working days

Review and Appeals

If you believe there has been a material error in evaluating your application, you may request a review within 14 days of notification. Your request must clearly state:

- What error you believe occurred
- What remedy you are seeking

We will review your application and respond within 10 working days where practicable.

Part 6: What Being on the Panel Means?

Your Status

You will be engaged as an independent contractor and not as an employee of the Heritage Council. Whether you operate as a sole trader or through a small company, you are responsible for your own tax, PRSI and professional obligations

There is no guaranteed work or income. The number of visits you receive will depend on school demand, your geographic location, your specialism, your availability, your willingness to promote yourself locally and your performance.

Your Responsibilities

Tax and PRSI:

- You are responsible for your own tax affairs
- You must register appropriately with Revenue (for example as self-employed or as a company director) and ensure your tax affairs are in order
- You must declare all income and pay appropriate tax and PRSI
- The Heritage Council pays you gross (without deducting tax)

Insurance:

- You must maintain appropriate Public Liability insurance (up to a limit of €6.5 million with a specific indemnity to The Heritage Council)

Safeguarding:

- You must maintain valid Garda Vetting throughout your panel membership
- You must comply with *Children First* guidance at all times

You must familiarize yourself with and adhere to the Heritage Council's Child Protection Policy and Safeguarding Statement

Programme Requirements:

- You must respond to booking requests in a timely manner
- You must deliver visits professionally and to a high standard
- You must attend required training and meetings
- You must complete claim forms accurately and in a timely fashion
- You must respond to all communications from The Heritage Council within seven days

How the Programme Works?

1. Your profile is published on the Heritage in Schools website
2. Schools browse specialist profiles, contact specialists directly to discuss potential visits, and then formally request visits through the online booking system
3. You receive an email notification of the booking request
4. You accept or reject the booking request. If you accept, it then goes to The Heritage Council for approval
5. Once approved, you will receive confirmation of this via email
6. You deliver the workshop at the agreed date and time, making sure to get the school to stamp and sign your Visit Confirmation Form while on site. It is the school's responsibility to pay you their portion of the fee once the visit has been completed

7. You then submit a claim via the online claims system for The Heritage Council's portion of the fee
8. The Heritage Council processes payment into your bank account

Fees: At post-primary, fees will be as per table below, plus travel expenses at €0.434 per km up to a limit of 241km per return journey.

	Full day visit (5hrs+)	Half day visit (3-4hrs)	Short session visit (1-2hrs)
Total visit fee (including school's contribution)	€250	€175	€95
<i>Breakdown:</i>			
<u>Visits to non-DEIS schools</u>			
School's contribution	€100	€65	€35
Heritage Council's contribution	€150	€110	€60
<u>Visits to DEIS schools</u>			
School's contribution	€60	€45	€20
Heritage Council's contribution	€190	€130	€75

Minimum commitment: You must be available to deliver at least **10 visits per calendar** year to remain active on the panel

Performance and Quality

Your performance will be monitored through:

- Teacher feedback forms after each visit
- Response times to booking requests
- Visit completion rates
- Compliance with policies and procedures

You may be removed from the panel for:

- Safeguarding concerns
- Persistent poor performance
- Non-compliance with requirements and terms of the Framework Agreement in Appendix 3 of RFT document
- Professional misconduct
- Failure to meet requirements around minimum visit numbers

The Heritage Council will follow fair procedures before removing anyone from the panel.

Part 7: How to Submit Your Application

Submitting via eTenders

You MUST submit your application via www.etenders.gov.ie

Applications submitted by email, post or hand delivery will NOT be accepted.

Steps:

1. Go to www.etenders.gov.ie
2. Register for a free account if you don't already have one
3. Search for tender reference HISPP-2026-001
4. Download the Application Questionnaire
5. Complete all sections of the Application Questionnaire
6. Prepare all supporting documents (save as PDFs where possible)
7. Submit through the electronic postbox on eTenders
8. You will receive an automatic acknowledgement

Closing date/time: Monday 6th July 2026, noon GMT

Late applications will not be accepted under any circumstances.

Getting Help

Technical issues with eTenders:

Contact the eTenders helpdesk at irish-eproc-helpdesk@eurodyn.com or by telephone at 0818 001459 (Ireland), or +353 818001459 (International).

Questions about the application process or requirements:

Use the Q&A facility on the eTenders notice for HISPP-2026-001. All questions and answers will be published for all applicants to see.

Deadline for questions: Monday 29th June 2026, noon GMT

Reasonable accommodations:

If you need any accommodations to complete your application or to participate in the interview, contact Ger Croke (gcroke@heritagecouncil.ie) at The Heritage Council as soon as possible.

Part 8: Key Information Summary

Timeline (Indicative)

Milestone	Date
Application deadline	Monday 6 th July, noon GMT
Written application results notified	Week beginning 27 th July 2026
Interviews take place	19 th to 26 th August
Interview results notified	Week beginning 7 th September 2026
Standstill period	14 days after notification
Garda Vetting completed	Prior to panel going live
Induction training	November/December 2026: date tbc
Panel goes live	4 th January 2027

Scoring Summary

Stage	Marks
Stage 1: Mandatory Requirements	Pass/Fail
Stage 2: Written Application	
- Heritage expertise	20
- Youth engagement experience	20
- Written communication & programme understanding	20
- Irish language bonus (if applicable)	Up to 5
- Built/inclusive heritage bonus (if applicable)	Up to 8
- Teaching qualifications bonus (if applicable)	Up to 2
<i>Subtotal (minimum 30 needed for interview)</i>	<i>75</i>
Stage 3: Interview	
- Communication skills	20
- Understanding of role	20
- Commitment to program	20

<i>Subtotal (minimum 36 needed to pass)</i>	<i>60</i>
TOTAL POSSIBLE	135

Contact Information

Heritage Council

Church Lane, Kilkenny, R95 X264

Website: www.heritagecouncil.ie

Heritage in Schools: www.heritageinschools.ie

All queries must be submitted via the eTenders Q&A facility

Glossary of Terms:

- **Award Criteria:** The factors we use to score and rank applications (heritage expertise, experience, communication skills, etc.)
- **Children First:** National guidance for the protection and welfare of children; includes mandatory e-learning training for people working with children
- **Framework:** A standing panel arrangement where we pre-approve Applicants who can then be engaged for specific work as Heritage in Schools specialists when needed
- **Garda Vetting:** Background check conducted by the Garda National Vetting Bureau to ensure suitability to work with children
- **Independent Contractor:** Independent Contractor: A person (for example a self-employed individual or a director of a small company) who provides services but is not an employee
- **Mandatory Selection Criteria:** Requirements you must meet to be considered (Pass/Fail)
- **MEAT (Most Economically Advantageous Tender):** The method of evaluating tenders based on quality (and sometimes price), not just lowest cost
- **NFQ (National Framework of Qualifications):** Irish system for comparing qualifications from Level 1 to Level 10
- **NARIC:** Service for comparing foreign qualifications to Irish NFQ levels
- **Pass/Fail:** Requirements that have no scoring - you either meet them or you don't
- **PPSN:** Personal Public Service Number (your tax reference number)

- **Stream:** Post-Primary opening in 2026
- **Tax Clearance:** Confirmation from Revenue that you are compliant with tax obligations
- **TEG (Teastas Eorpach na Gaeilge):** European Certificate in Irish - a framework for assessing Irish language proficiency levels

Good luck with your application!

We look forward to receiving your application to join the Heritage in Schools panel. Heritage specialists play a vital role in bringing Ireland's heritage to life for young people, and we are committed to supporting high-quality heritage education in schools.

If you have any questions, please use the **Q&A facility on eTenders**.