

FET Learner Payments Policy and Operating Guidelines

Effective from 1st January 2025

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Learner Payment Categories

1. Learners entitled to Social Welfare Payments (F103 & DA103 & DB103)

The majority of learners who are in receipt of a social welfare entitlement will be eligible to receive a training allowance while they are on their FET course. Learners in receipt of a social welfare payment should have their entitlement certified by social welfare on the relevant F103/DA103/DB103 form. This form should be presented to the ETB prior to starting the course to avoid any delays in the payment of Training Allowances. Learners are required to sign off/close their DSP claim when they commence training/education courses with ETBs.

In circumstances where a learner continues to receive their social welfare payment directly from the Department of Social Protection for the duration of their course no training allowance is payable by the ETB or other provider.

A training allowance is **not to be paid** to participants commencing training who are pending status with The Department of Social Protection (DSP) until their status is resolved. Learners are only entitled to one payment from either DSP or ETB.

2. Youthreach and Community Training Centre (CTC) Learners

While Youthreach and CTC Learners may be eligible for a training allowance under these Guidelines, training allowance payments made to these Learners will be subject to the current Youthreach and CTC guidelines and if an individual absents him/herself without authorisation, the Co-ordinator will deduct the allowance in accordance with the Youthreach/CTC guidelines for the period of absence on a pro-rata basis (calculated in terms of the hours missed). Travel, meals and accommodation allowances are paid in accordance with Section 9 below.

3. Support for Beneficiaries of Temporary Protection (BoTP)

When a BoTP presents to an ETB, with a completed F103 outlining a DSP payment entitlement of €38.80/week for each adult (plus €29.80 for each child), they receive the Standard Training Allowance, at the INDIVIDUAL RATE only (€244.00 per week for over 18; €45.00 per week fulltime, €25.90 per week parttime for under 18 with no social welfare entitlement).

BoTP Applicants living [outside](#) Designated/State Serviced Accommodation including Designated Accommodation Centres (DACs) receive Qualified Adult and Child Support rates, if applicable.

BoTP Applicants residing [inside](#) State-serviced accommodation, including Designated Accommodation Centres (DAC) DO NOT receive Qualified Adult and Child Support Payment rates.

Learner Category	Current Receipt	Training Allowance	+ per adult	+ per child
In receipt of Adult Rate over 18	€38.80	€244.00pw	N/A	N/A
Under 18 Full-Time		€45.00pw		
Under 18 Part-Time		€25.90pw		

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4. Under 18 Learners

- a. Payments to Pre 18-year-old learners:
Learners who commence courses before turning 18 will be eligible for a weekly payment. Details of the payment are listed in **Appendix i** under the heading “Young person with no SW (Social Welfare) Entitlement.”
- b. Payments to Learners who turn 18 years old while on an ETB course:
Learners who turn 18 while on an ETB course will be eligible for a training allowance for the remaining duration of their participation on the programme. Where YR (Youthreach) learners move from year 1 to year 2 without a break their payment will remain the same for the duration of the course. Details of the payment are listed in **Appendix i**.

5. Apprenticeship

- a. **Craft Apprenticeships**
Craft Apprentices are eligible for Training Allowance and Supplementary Allowances (Meals & Travel or Accommodation Allowances while undertaking Off-the-Job training (on Phases 2; 4 or 6). The payments that you get while you are on Phase 2, 4 or 6 off-the-job training are the rates that are set by the employers and other partners in your industry. Full details are available on the attached Link. [Generation Apprenticeship](#)
- b. **Post-2016 Apprenticeships**
No allowances are paid on post-2016 apprenticeship training. [Generation Apprenticeship](#)

Operational Guidelines

6. Registration of New Learners

- a. It is the responsibility of the ETB / Provider to ensure that all learners on an ETB programme are correctly registered on the system for their programme, payments and Learner Supports.
- b. Where the course is being run by a 3rd Party provider, the ETB may provide the 3rd Party with the relevant Learner Registration Form and will advise the second provider (where relevant) regarding the arrangements for registration.
- c. Learners must provide the documentation required for their registration which may include the following:
 - Personal Identification i.e., Passport, Driving License, National Identity Card
 - Birth Certificate
 - Bank A/c Details
 - DSP Payment Details – F103/DA103/DB103
- d. Fully completed Learner Registration forms and all supporting documentation must be returned to the ETB FET Registration Staff by Wednesday of the first week of the learner taking up the programme.
- e. Upon registration, all learners must complete the PLSS (Programme Learner Support System) form. The PLSS form may be completed electronically through FETCH courses or in paper format.

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7. Induction of New Learners

- a. All ETB programmes include a mandatory Induction Module, which must be completed in the first week of the training programme.
- b. The purpose of the Induction module is:
 - To introduce the learners to their learning environment
 - To advise learners on the structure of their training programme
 - To inform learners of the ETB guidelines, policies and procedures that are in place for their programme
 - To advise learners of the policies that are in place in relation to Health, Safety & Welfare, Child Protection (if applicable) and Complaints & Grievances
- c. The Induction module is specific to the programme and contains all information required by the learner including:
 - Welcome to the programme
 - Information about the programme- timetables, modules, dates etc.
 - Computer and Internet usage
 - Health and Safety
 - Respect and Dignity
 - Code of Conduct Infringement Process
 - Assessment and Certification
 - Complaints and Grievances
 - Green / Climate Action Awareness
 - GDPR agreement
- d. On completion of the Induction module, learners must sign an acknowledgement that they have completed, understood and agree to comply with its contents.

8. Learner Attendance

- 8.1 Daily attendance records must be maintained for all learners on an ETB programme.
- 8.2 Paper or electronic records may be used and should contain the following:
 - Learner Name
 - Learner Registration number
 - Day and date
 - Learner start time
 - Learner finishing time
 - Learner signature
 - Tutor/ programme manager signature (weekly)
- 8.3 Where available, the current web based TACS time and attendance system should be used to record Learner time and attendance. In the absence of TACS, A fully completed summary attendance sheet must be returned to the ETB provider learner pay section on a weekly basis.
- 8.4 The authorisation/approval of all planned learner absences is the responsibility of the Instructor/Tutor/Co-ordinator who has responsibility for the class. This authorisation/Approval must be in accordance with the approved planned absences detailed below. The absence and the reason for the planned absence should be recorded on TACS or the weekly summary attendance sheet. In the absence of the class Instructor/Tutor/Co-ordinator the Manager should authorise/approve the absence and this

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should be documented and communicated to the Instructor/Tutor/Co-ordinator who has responsibility for the class. This approval should be sought in advance of the planned leave.

- 8.5 Permitted time off for other absences should be approved by the Trainer/Instructor/Employer/Co-ordinator, reason(s) recorded on TACS or the weekly summary attendance sheet and approved back-up to be attached to attendance sheet.
- 8.6 If the learner is unable to attend the course for any unplanned reason, the learner must notify their Trainer/Instructor/Employer/Co-ordinator by 10am. on the morning of the absence. If the learner does not contact their Trainer/Instructor/Employer/Co-ordinator and does not attend training for three consecutive days it will be assumed that the learner has left the training course and the learner's participation on the training course will be subject to review by the ETB, and the learner may be terminated from the course.
- 8.7 The ETB Management has discretion to authorise payments of allowances to a learner in cases of genuine hardship. In these cases, the Manager/Assistant Manager must place a note/email on course/class attendance file.

9. Training Allowances

- 9.1 Where a Learners F103/DA103/DB103 indicates a personal entitlement to a training Allowance. A weekly training allowance is paid based on the rates in **Appendix i** plus any Qualified Adult & Child Support Payment entitlements and less any means identified in the Learners F103/DA103/DB103 Form.
- 9.2 If a participants' personal Social Welfare entitlement exceeds the amount, a training allowance equivalent to their personal entitlement will be paid on receipt of certified evidence to this effect. Evidence of Social Welfare entitlement must be in the form of a duly completed 'Participants Allowance Entitlement' form (F103/DA103/DB103) see **Appendix iii**.
- 9.3 Training Allowance full-time rates are based on 33.25hr/pw (except VTOS 22hr/pw and Youthreach 28hr/pw); with part-time rates calculated on a pro rata basis.
- 9.4 Where a participant progresses **directly** from one course to another then the original F103/DA103/DB103 applies unless an updated F103/DA103/DB103 is received.
- 9.5 **For Information:** Where both of a couple are in receipt of Jobseeker's Allowance in their own right the family rate is divided between them. Where one member of a couple is claiming Jobseeker's Allowance and the other is in receipt of certain PRSI based payments their combined payments cannot exceed the amount which would be payable if only one person made a claim. Where the combined payments exceed this maximum amount, the Jobseeker's Allowance payment must be reduced by the amount of the excess (i.e., the Jobseeker's Allowance payment is reduced by the difference between the maximum amount payable and the amount of the other payment).
- 9.6 The date of birth of child dependants is required to ascertain the correct entitlements as there is a difference in the rates for children over 12 and under 12 years old as determined by the National Budget.
- 9.7 Where training Allowances are in line with statutory social welfare rates, no reductions for absences should be processed for this group of Learners. YR and CTC Learners are excluded from this group of learners and subject the terms and conditions set out in **Section 2**. above.
- 9.8 Training Allowance increases tend to keep pace with Social Welfare payment increases with the revised rates published in **Appendix i**.

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10. Supplementary Allowance (Meals/Travel/Accommodation)

- 10.1 Where a learner qualifies for a training allowance, they also become eligible for the payment of meal, travel or accommodation allowances, in accordance with regulations concerning where they are domiciled. Rates applicable are in **Appendix ii**.
- 10.2 Although a learner does not qualify for a training allowance, they might still be eligible for the payment of meal, travel or accommodation allowances, in accordance with regulations concerning where they are domiciled in relation to the closest FET College or Community College.
- 10.3 The payment of the full weekly supplementary allowances (i.e. meals, accommodation or travel) will continue to Learners once they have been in attendance for at least 1 day in the training week (1 day minimum).
- 10.4 Every effort should be made to reduce the actual cost of travel such as the use of Public Transport, block purchase of tickets, weekly tickets etc.
- 10.5 Accommodation Allowance is **not payable** if Course Participant is in receipt of Travel Allowances.
- 10.6 Supplementary Allowances are **not payable** to participants on Night Training courses.

11. Fuel Allowance and Christmas Bonus

- 11.1 FET Learners in receipt of a Social welfare payment may be entitled to fuel allowance, Christmas bonus, or other one-off payments linked to their previous Social Welfare Status.
- 11.2 Details of these entitlements and the rules governing their payment can be found on the Department of Social Protection's website.
- 11.3 Only FET Learners with an underlying Social Welfare entitlement are eligible for fuel allowance, Christmas bonus or other one-off payments linked to their previous Social Welfare status.
- 11.4 Learners must satisfy all qualifying criteria to be eligible for these payments in line with the Department of Social Protection (DSP) guidelines.
- 11.5 Learners qualifying for a Fuel Allowance payment may apply for a weekly payment or two instalment payments over the fuel allowance season or alternative arrangements in line with the Department of Social Protection (DSP) guidelines.

12. Absence arising from Medical, Dental or Optical Appointments (Planned)

- 12.1 Learners will be paid for reasonable absences arising from medical appointments including hospital visits for medical tests/scans and/or consultants, dental or optical appointments. Payment will be made based on proof of appointment/attendance (in cases of emergency the next working day after the appointment will be acceptable).
- 12.2 Every effort should be made to limit duration of absence.

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13. Payment of Allowances on Bank and Public Holidays or on days where the training Location is officially closed

13.1 On these days, the Learner will be paid all allowances as if they were in training.

14. Learners on 2 Year Courses

14.1 Learners with an underlying Social welfare entitlement via their F103/DA103/DB103 may continue to receive their Training Allowance and associated benefits between course semesters. Please see programme details outlined in the Training Programme Specification.

Unplanned Absences

15. Absence arising from Sickness

15.1 If the learner is sick or unable to attend the course, the learner must notify their Trainer/Instructor/Employer/Co-ordinator of their absence by 10am.

16. Certified Sickness

16.1 Payments are made for certified sickness in respect of learners who are in receipt of an ETB Training Allowance.

16.2 Where learner participation on the course is being adversely affected by certified sickness in excess of 10 consecutive days then their participation on the course should be reviewed with the course Trainer/Instructor/Employer/Co-ordinator to see what the best option for the Learner is.

16.3 Learners shall continue to receive their Training Allowance in accordance F103/DA103/DB103 entitlement on receipt of a valid doctor's certificate, within 1 month of the first day of the absence.

17. Uncertified Sickness

17.1 Where learner participation on the course is being adversely affected by uncertified sickness in excess of 5 cumulative days then their participation on the course should be reviewed with the course Trainer/Instructor/Employer/Co-ordinator to see what the best option for the Learner is.

17.2 Learners will continue to receive their Training Allowance in accordance F103/DA103/DB103 but will be required to justify their absence. Where there is a pattern of absence due to uncertified sickness then the ETB will review the further participation of the learner on the course.

17.3 If the learner does not contact their Trainer/Instructor/Employer/Co-ordinator and does not attend training for three consecutive days it will be assumed that the learner has left the training course and the learner's participation on the training course will be subject to review, and the learner may be terminated from the course.

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18. Absence arising from a Family Bereavement

- 18.1 On the death of a learner's spouse/partner or child, up to 20 days bereavement leave may be paid to a learner in receipt of a Training Allowance in accordance F103/DA103/DB103 entitlement.
- 18.2 For absence arising from the death of an immediate family member up to a maximum of 5 days bereavement leave may be paid to a learner in receipt of a Training Allowance in accordance with F103/DA103/DB103 entitlement.
- 18.3 1-day bereavement leave for other close relatives to include uncle, aunt, niece, or nephew.
- 18.4 In exceptional circumstances, special leave in excess of the limits prescribed above may be granted.
- 18.5 To avoid unnecessary hardship for the Learner the payment of accommodation allowance and fuel allowances (where applicable) can be continued for the period of both certified sickness and uncertified sickness, which by its nature will be for short periods.

19. Termination of Training

- 19.1 A Termination form must be completed in respect of learners all learners including those who leave their training programme prior to the agreed end date.
- 19.2 The Termination form should outline the reasons for early termination and detail any certification/ qualifications attained by the learner while on the programme.
- 19.3 The termination form should be signed by the tutor/programme manager and submitted to the ETB as soon as possible following the termination of the learner.
- 19.4 The FET/ETB Admin Staff must ensure that the learner completion status (full/partial/early) is entered in PLSS.

20. Learner Certification

- 20.1 Learner certification status (fully/partially/no certification) and details of the award attained must be entered in PLSS on completion of the programme.
- 20.2 Learner outcomes (employment, further education & training etc) must be entered in PLSS within 4 weeks of completion of the programme. PLSS may be updated to record late outcomes i.e., up to 36 weeks after the programme has ended.

21. Extension of Training/Late Termination

- 21.1 If it is not possible for a learner to complete their training within the time period of the programme, an extension of training/ late termination may apply.
- 21.2 An Extension of Training form must be completed by the tutor/programme manager setting out the reason(s) for the extension of training and the expected date of completion of training.
- 21.3 The completed form should be submitted to ETB for approval prior to the confirmation of the extension with the learner.

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22. Disciplinary Procedure

- 22.1 ETB Policy in relation to dealing with disciplinary matters is contained in the ETB Policy on Learner Code of Conduct Infringement Process.
- 22.2 This must be followed in all instances where a learner's behaviour is not consistent with the rules and regulations of the training programme and its environment.
- 22.3 The ETB must be informed of all conduct infringements and the outcome of the disciplinary process.

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Appendices

Appendix i. Training Allowance Rates Guide 2025

TRAINING ALLOWANCES GUIDE 2025		01/01/2025
From 1st January 2025, the standard training allowance is equivalent to the DSP BTEA rate of €244 and will be paid to NEW ENTRANTS and COURSE PARTICIPANTS who have current personal entitlement (per F103/DA103/DB103) in one of the following categories:		
CATEGORY	AGE	ALLOWANCE
<u>Job Seekers Allowance</u>	N/A	Where F103/DA103/DB103 indicates a personal entitlement. PARTICIPANT RECEIVES: A training allowance of €244* per week adjusted as follows: PLUS Qualified Adult and Child Support Payment amounts per Form F103/DA103/DB103 and MINUS Means amount per Form F103/DA103/DB103 (Qualified Adult Payment rate is €162.00 and Child Support Payment rates are €50.00 under 12 and €62.00 over 12) effective from the 1st of January 2025.
<u>Job Seekers Benefit</u>	18+	
<u>Supplementary Welfare Allowance (SWA)</u>	N/A	
<u>Occupational Injuries Benefit</u>	N/A	
<u>Disability Allowance</u>	18+	
<u>Beneficiary of Temporary Protection</u> (Applicants living outside Designated/State Serviced Accommodation)	18+	Travel & Meal Allowance only
<u>One Parent Family Payment</u>	N/A	
<u>Deserted Wife Benefit</u>	N/A	
<u>Widows/Widowers Pension</u>	18+	
<u>Illness Benefit & Invalidity Pension</u>	N/A	
<u>Farm Assist</u>	N/A	
<u>Fish Assist</u>	N/A	
<u>Dependant on Partner's Claim</u>	18+	
<u>Credits Only</u>	18+	
<u>Young person with no SW Entitlement</u>	16-17	
	16-17	
<u>Beneficiary of Temporary Protection</u> (Applicants living inside Designated/State Serviced Accommodation)	18+	
	16-17	
	16-17	

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Appendix i. Training Allowance Rates Guide 2025 (cont'd)

*	If a participants' personal Social Welfare entitlement exceeds this amount, a training allowance equivalent to their personal entitlement will be paid on receipt of certified evidence to this effect. Evidence of Social Welfare entitlement must be in the form of a duly completed 'Training Allowance Entitlement' form (F103/DA103/DB103).
*	On <u>all</u> FET programmes, where a person qualifies for a training allowance, they also automatically qualify for the travel and accommodation allowances, in accordance with regulations concerning where they are domiciled. Also where a person on a FET programme where training allowances are paid does not qualify for a training allowance, they still qualify for the accommodation and travel allowances in accordance with regulations depending on where they are domiciled.
①	Effective 1st Jan 2025, it is agreed that a training allowance of €244 will be paid to participants who turn 18 while in training for the remaining duration of their participation on the programme.
①	Where a participant progresses <u>direct</u> from one course to another then the original F103/DA103/DB103 applies unless an updated F103/DA103/DB103 is received.
①	When there is an approved increase in the standard Training Allowance, the rate for Qualified Adult and Child Support Payments should also be increased to the published new rates for these allowances by
NB:	A training allowance is not to be paid to participants commencing training who are pending status with DSP until their status is resolved.
NB	Full-time rates are based on 33.25hr/pw (except VTOS 22hr/pw and Youthreach 28hr/pw); Part-time rates are calculated on a pro rata basis.
NB	Verification of a participant's entitlement to an allowance on all FET programmes (except for those under 18) continues to be determined by their F103/DA103/DB103.
Notes:	
1.	The Jobseeker's Transitional Payment (JST) is a special arrangement under the Jobseeker's Allowance scheme that aims to support lone parents of young children. This payment is available to applicants who are not cohabiting and whose youngest child is aged between 7 and 13 years inclusive. <u>From 16th November 2016, JST customers will continue to be paid by the DSP while attending an ETB course.</u>
2.	Applicants who are in receipt of the One-Parent Family Payment will continue to be paid by the DSP while attending an ETB course.
3.	Max Pay: Where both of a couple are in receipt of Jobseeker's Allowance in their own right the family rate is divided between them. Where one member of a couple is claiming Jobseeker's Allowance and the other is in receipt of certain PRSI based payments their combined payments cannot exceed the amount which would be payable if only one person made a claim. Where the combined payments exceed this maximum amount, the Jobseeker's Allowance payment must be reduced by the amount of the excess (i.e. the Jobseeker's Allowance payment is reduced by the difference between the maximum amount payable and the amount of the other payment).
4.	An applicant is considered long term for Jobseeker's Allowance or Supplementary Welfare Allowance in line with the Department of Social Protection (DSP) guidelines. All applicants must also satisfy the other qualifying conditions for the Fuel Allowance scheme.
5.	Learners qualifying for a Fuel Allowance payment may apply for a weekly payment or two instalment payments over the fuel allowance season or alternative arrangements in line with the Department of Social Protection (DSP) guidelines.
6.	The date of birth of child dependants is required to ascertain the correct entitlements as there is a difference in the rates for children over 12 and under 12 as determined by the National Budget.
7.	Beneficiaries of the Temporary Protection (BOTP) Payment will be entitled to a full Adult Training Allowance only (no dependents, travel, meal or other allowances as per the Learner Allowance Guidelines). The payment rate is in line with the Standard Training Allowance rate and is available to BOTP learners in state accommodation taking up a full time FET course.
8.	Please note that International Protection Applicants are NOT eligible for Training Allowances . They are entitled to Daily Expense Allowances (DEAs) which are made via the Department of Social Protection (DSP) and should not be taken over by ETBs if an International Protection Applicant starts a FET programme.

FET LEARNER PAYMENTS POLICY and OPERATING GUIDELINES**Appendix ii. Supplementary Allowances****Travel Allowance** (Full and Part-Time Courses)

Effective Date: 1 January 2002

Miles / Kilometers	€	Miles / Kilometers	€
3 - 5 miles / 5km - 8km	4.60	20 - 30 miles / 32km - 48km	21.60
5 - 10 miles / 8km - 16km	11.90	30 - 40 miles / 48km - 64km	27.70
10 - 20 miles / 16km - 32km	17.60	40 - 50 miles / 64km - 80km	32.60

Notes:

- * Every effort should be made to reduce the actual cost of travel through measures such as block purchase, weekly tickets etc.
- * These rates are the maximum payable for the single journey distance from the Participant's residence to the location of the training course.
- * Accommodation Allowance is not payable if Course Participant is in receipt of Travel Allowances.
- * Travel Allowances are **not** payable to participants on Night Training courses.

Accommodation Allowance

Effective Date: 1 January 2002

	€
Maximum Rate Payable	69.90 per week

Note:

- * Travel Allowances are not payable if Course Participant is in receipt of Accommodation Allowance.

Meal Allowance

Effective Date: 1 January 2002

(For lunch in locations where ETB canteen facilities are not available)

	€
Participant – Full Time	0.80 per day
Participant – Part Time	0.40 per day

FET LEARNER PAYMENTS POLICY and OPERATING GUIDELINES**Appendix iii. Participant Allowance Entitlement Form Sample****A. F103 Sample Document****TRAINING ALLOWANCE ENTITLEMENT – FORM F103**

Có-mhaoinithe ag an
Aontas Eorpach
Co-funded by the
European Union

PART A: To be completed by the ETB's Further Education & Training Centre/College

NAME: Firstname 299617L Lastname 299617L
ADDRESS: Address1 299617L Address2 299617L
 Cork City
PPS Number: 7165637J
EIRCODE:

Date of First Payment by ETB:

Course Title:	Skills to Compete - Healthcare Support Traineeship		
Course Location:	Cork City (General)	Course Start Date:	17/05/2021
ETB Contact:	C-Firstname1591 C-Lastname1591	Course Finish Date:	04/03/2022
Email:	contact.1591@plss.ie	PLSS Course Ref No:	313478
Contact Telephone No:	0800001591	Course Duration:	42 Weeks

PART B: To be completed by the Department of Social Protection

To establish if an applicant is eligible for a Training Allowance please complete the following:

1. Is the applicant in receipt of Department of Social Protection Payment:

Yes ☐ No ☐ Pending ☐ If pending, state **Scheme Type:**

2. If 'YES' to Question 1, please tick the relevant payment category listed below:

A. Jobseeker's Allowance under 25	☐	L. Invalidity Pension / Partial Capacity See Note 4 overleaf	☐
B. Jobseeker's Allowance 25 and over	☐	M. Pandemic Unemployment Payment (PUP)	☐
C. Jobseekers Benefit	☐	N. Jobseekers Benefit Credits Only	☐
D. One-Parent Family Payment (OFP) See Note 2 overleaf	☐	O. Farm Assist	☐
E. Jobseeker's Transitional Payment See Note 1 overleaf	☐	P. Fish Assist	☐
F. Supplementary Welfare Allowance (BASI) under 25	☐	Q. Deserted Wife's Benefit	☐
G. Supplementary Welfare Allowance (BASI) 25 and over	☐	R. Widower's or Surviving Civil Partner's Pension	☐
H. Occupational Injuries Benefit	☐	S. Blind Pension	☐

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I. Dependant on Spouse/Partner's Claim See Note 3 overleaf		T. Daily Expenses Allowance (BASI SWA) - Formerly called Direct Provision Allowance See Note 5 overleaf	
J. Disability Allowance		U. Beneficiaries of Temporary Protection (BOTP) Payment See Note 8 overleaf	
K. Illness Benefit / Partial Capacity Benefit See Note 4 overleaf			

3. Duration of **continuous** payment? _____ (Months /Days)
4. Number of days signing for JA and JB? _____ as of _____ (insert date)
5. Weekly Rate (Where the applicant has no entitlement under any heading, please enter 'NIL')

Weekly Rate	€	*Please list date of Birth for any Qualified Children dd/mm/yyyy See Note 7 overleaf					
Personal Amount		Child 1	/	/	Child 5	/	/
Qualified Adult Amount		Child 2	/	/	Child 6	/	/
Qualified Child Amount *(No. of children)		Child 3	/	/	Child 7	/	/
Less Weekly Means		Child 4	/	/	Child 8	/	/
Total Amount Paid							

Please tick appropriate boxes for the three questions below. See Note 6 Overleaf

Qualifies for Fuel Allowance: YES ☐ NO ☐

If Yes: Weekly Option ☐ Lump Sum Option ☐ 1st Lump Sum Paid _____

2nd Lump Sum Paid _____

Signed: _____

Print Name: _____

Email: _____

Contact Telephone Number: _____

**Department of
Social Protection Stamp**



Rialtas na hÉireann
Government of Ireland



Gómhadróirthe ag an
Aontas Eorpach
Co-funded by the
European Union

Officer, Department of Social Protection

20241029 - 1200

FET LEARNER PAYMENTS POLICY and OPERATING GUIDELINES

Completing F103 Form - Training Allowance Entitlement

PART A should be fully completed by the ETB's Further Education & Training Centre.

PART B should be completed by the Department of Social Protection.

Notes:

1. Jobseeker's Transitional Payment (JST) is a special arrangement under the Jobseeker's Allowance scheme that aims to support lone parents of young children. This payment is available to applicants who are not cohabiting and whose youngest child is aged between 7 and 13 years inclusive. From 16th November 2016, JST customers will continue to be paid by the Department of Social Protection while attending an ETB course.
2. Applicants who are in receipt of **One-Parent Family Payment** will **continue to be paid by the Department of Social Protection while attending an ETB course.**
3. If your spouse or partner is claiming for you on their Department of Social Protection payment, you must request them to seek a statement from the Department of Social Protection confirming the weekly dependant allowance paid. The dependent spouse or partner must submit their statement at the same time as the F103.
4. FET learners must also submit a letter of exemption from the F103 to participate on a course, applicable where reference is made on the form.
5. Applicants who are in receipt of the Daily Expenses Allowance are not in receipt of a DSP payment but in fact are in receipt of income support from the Dept. of Justice and therefore are not eligible for a training allowance. (Note, this is to record the eligibility status of any relevant training allowance and is not a requirement to collect data on daily expenses allowances).
6. An applicant is considered long-term on Jobseeker's Allowance or Supplementary Welfare Allowance purposes when they have been signing for 390 days. Applicants must also satisfy the other qualifying conditions for the Fuel Allowance scheme. An applicant can apply for a weekly payment of Fuel Allowance, or 2 lump sums October to December and January to March. Please refer to the DSP website regarding the increase of €5 to the Fuel Allowance from October 2021.
7. The date of birth of child dependants is required to ascertain the correct entitlements, as there is a difference in the rates for children over 12 and under 12 as a result of the Budget 2019 changes.
8. Beneficiaries of the Temporary Protection (BTP) Payment will be entitled to a full Adult Training Allowance only (no dependents, travel, meal or other allowances as per the Learner Allowance Guidelines). The payment rate is in line with the Standard Training Allowance rate and is available to BTP learners in state accommodation taking up a full time FET course.

Additional Note

Max Pay: Where both members of a couple are in receipt of Jobseeker's Allowance in their own right, the family rate is divided between them. Where one member of a couple is claiming Jobseeker's Allowance and the other is in receipt of certain PRSI based payments, their combined payments cannot exceed the amount which would be payable if only one person made a claim. Where the combined payments exceed this maximum amount, the Jobseeker's Allowance payment must be reduced by the amount of the excess (i.e. the Jobseeker's Allowance payment is reduced by the difference between the maximum amount payable and the amount of the other payment).