



CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open Competition for Temporary Appointment (Fixed-Term) to the Role of

**Visiting Teacher
for Children who are Deaf/Hard of Hearing or
Blind/Vision Impaired**

(The post will be filled by secondment)

**in the
National Council for Special Education**

Closing Date: 3pm 7 March 2024

The National Council for Special Education is committed to a policy of equal opportunity.

This competition will be run in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa.ie

Contact: HR Recruitment Unit
National Council for Special Education
1-2 Mill Street
Trim, Co Meath

Email: recruitment@ncse.ie

Contents

Section 1: Overview of the NCSE	3
Section 2: Job Specification.....	4
Section 3: Role Specification	6
Section 4: Application and Selection Process	6
Section 5: Principal Conditions of Service	9
Section 6: Important Information	10
Section 7: Review Procedures	12
Section 8: Candidates' Obligations	13
Section 9: Data Protection	14

**Visiting Teacher
For Children who are Deaf/Hard of Hearing or Blind/Vision Impaired
in the
National Council for Special Education**

Section 1: Overview of the NCSE

Background

The National Council for Special Education (NCSE) was set up to facilitate the delivery of education services to persons with special educational needs (SEN) arising from disabilities. The Council was established in December 2003. The NCSE's statutory functions include the coordination of the provision of education supports to children with Special Education Needs (SEN), their families and schools. It includes planning for the inclusion of students with SEN needs in mainstream education settings and allocating supports for students with disabilities in mainstream and special school settings in accordance with national policies.

The NCSE is an independent civil service body under the aegis of the Department of Education (DE). The Headquarters of the NCSE is located in Trim, Co. Meath and it has approximately 30 local offices throughout the State.

Currently the NCSE support services are delivered through our regional teams comprising:

- Special Educational Needs Organisers (SENOs) who interact with parents and schools in providing resources to support children with special education needs;
- Advisors who provide Teacher Professional Learning (TPL) delivered mainly through seminars and in-school support to schools in the area of special educational needs;
- Visiting Teachers for Deaf/Hard of Hearing or Blind/Visually Impaired, who provide support to children and young people who are Deaf/Hard of Hearing or Blind/Visually Impaired, their families and teachers;
- Occupational Therapists, Speech and Language Therapists and Behaviour Practitioners who provide TPL – including in school support to schools to build school capacity to support students with special education needs;
- ISL – Specialist Classroom Support (SCS) who provide intensive in-class communication support for individual students;
- Head office and other personnel.

Regional Structure

NCSE Operations is currently comprised of 5 Regions

- Dublin
- West (Mayo, Galway, Roscommon, Limerick, Kerry, Clare)
- North (Donegal, Leitrim, Longford, Westmeath, Sligo, Louth, Meath, Cavan, Monaghan)
- South East (Waterford, Kilkenny, Carlow, Kildare, Wicklow, Wexford)
- South West (Cork, Tipperary, Laois, Offaly)

Currently, each region has two teams comprising of Advisors, SENOs and Visiting Teachers who are led by a Team Manager. A team in both Dublin and the South East also comprise of OTs, SLTs and Behaviour Practitioners.

More information about the NCSE is available on its website at www.ncse.ie

Section 2: Job Specification

The Role

The NCSE provides services through regionally-based, inter-disciplinary teams, which provide a comprehensive support service for children, schools and families, with a strong emphasis on quality service delivery, evidence based practice, development of expertise and capacity building.

The Council currently employs Special Educational Needs Advisors who work with schools nationwide to develop the schools' capacity to support students with special educational needs and to promote a continuum of educational provision which is inclusive and responsive.

The Visiting Teacher Service for Children who are Deaf/ Hard of Hearing (VTDHH) and Children who are Blind/ Visually Impaired (VTBVI) form an integral part of the NCSE Support services. These services aim to develop schools' capacity to include students with special educational needs and to promote a continuum of educational provision which is inclusive and responsive.

The Visiting Teacher shall:

- (a) Report to a NCSE Team Manager who will be responsible for the management, allocation and monitoring of case workload.
- (b) Continue to evaluate and respond to new referrals for Visiting Teacher support.
- (c) Be based in a designated geographical area which may be altered, in consultation with the VT, from time to time.
- (d) Have responsibility for the children within eligible criteria who are deaf/hard of hearing or blind/vision impaired within his/her area.
- (e) Maintain contact with the parents of all children with special needs related to hearing loss in his/her area.
- (f) Engage in Teacher Professional Learning (TPL) as appropriate.

Pre-School

The Visiting Teacher shall:

- (a) work in partnership with parents of pre-school children who are deaf/hard of hearing or blind/vision impaired; visiting their homes and/or meeting them in groups to inform, advise and offer guidance in matters pertaining to their education, and overall development,
- (b) Give tuition, where appropriate, to pre-school children, and assist them in the acquisition of cognitive, social, language and communication skills. The needs of pre-school children with a severe/profound degree of impairment are a particular priority.

School/Centre of Learning

The Visiting Teacher shall:

- (a) Visit schools/centres of learning and, where appropriate, provide tuition for children who are deaf/hard of hearing or blind/vision impaired.
- (b) Work in partnership with the principal teachers, class teachers, Special Education Teachers and ancillary staff; give advice and guidance on individual education planning, curriculum implementation, teaching/learning strategies, specialist teaching equipment and materials, on evaluation and assessment and on specific approaches to cognitive, linguistic, physical, social and emotional development.

- (c) Monitor the progress and attainment of children who are Deaf/Hard of Hearing or Blind/ Vision Impaired

Working with parents and other relevant services/agencies

The aim of working in partnership with parents, and other relevant services/agencies will be to further the education of children/students who are Deaf/Hard of Hearing or Blind/ Vision Impaired.

The Visiting Teacher shall:

- (a) Support and advise parents in helping their children to derive maximum benefit from the educational opportunities available,
- (b) Advise personnel working with children who are deaf/hard of hearing or blind/vision impaired, including those attending special schools (excluding Schools for the Deaf/Hard of Hearing or Blind/ Vision Impaired),
- (c) Be available to advise staff in third level institutions and post-school training facilities which may have students who are deaf/hard of hearing or blind/vision impaired,
- (d) Liaise with professionals from agencies such as the Cochlear Implant Unit in Beaumont Hospital, HSE Ophthalmology, NEPS, TESS, Comhairle, the local HSE centres, and other relevant bodies.

Planning, Recording and Reporting

The purpose of planning, recording and reporting is to:

- facilitate the effective delivery of the service
- facilitate effective management of the service
- inform the NCSE and the wider public of the work of the Service
- facilitate effective collaboration with other agencies.

The Visiting Teacher shall:

- (a) Maintain records of data relevant to the education and progress of the children/students who are deaf/hard of hearing or blind/vision impaired within their catchment areas in line with department policy,
- (b) Maintain a shared calendar of work,
- (c) Submit an annual report in collaboration with line-managers and in accordance with an agreed format,
- (d) Attend regular management meetings.

Ensure Efficient Use of Resources

Visiting teachers should use available resources to work in the most efficient and effective way in order to contribute to the aims of NCSE and to ensure maximum value for money.

Vacancies

NCSE is now establishing panels of qualified applicants to fill current and anticipated Visiting Teacher vacancies which may arise in the following teams.

NCSE Regional Teams

- North Team 1: Donegal, Leitrim, Longford, Westmeath, Sligo

- North Team 2: Louth, Meath, Cavan, Monaghan
- West Team 1: Mayo, Galway, Roscommon
- West Team 2: Limerick, Kerry, Clare
- South West Team 1: Cork city and West Cork county
- South West Team 2: Offaly, Laois, Tipperary and East Cork,
- South East Team 1: Waterford, Kilkenny, Carlow, part of Wexford
- South East Team 2: Kildare, Wicklow, part of Wexford
- Dublin Team 1: Dublin North
- Dublin Team 2: Dublin South

Following an assessment process, candidates who achieve the qualifying standard will be placed on a panel from which appointments will be made. The post will be offered to the candidate ranked first and, if refused, to the remaining candidates in sequence until the post/s are filled. While it is anticipated that a number of appointments will be made as a result of this competition, the Order of Merit will remain in place for a period of up to 12 months from the date of the panel formation, or until exhausted, and will be used to fill further vacancies, if any, that may arise during that period.

Section 3: Role Specification

Essential Requirements

On or before the closing date of this competition:

- An applicant must be a qualified teacher at primary or second level, and have full registration with the Teaching Council.
- An applicant, if qualified outside Ireland, must already be registered with the Teaching Council as qualified to teach in special education settings.
- An applicant must provide Teaching Council confirmation of registration.
- A minimum of five years satisfactory teaching service in a mainstream class and/or in a special school or special class setting is required.
- An applicant must have a full Irish drivers licence and/or access to a car.

Desirable Requirements for Deaf/ Hard of Hearing Posts

- Competence in sign language

Candidates should note that admission to the competition does not imply that they meet the eligibility criteria. Therefore candidates should satisfy themselves that they meet the eligibility criteria for this competition.

Section 4: Application and Selection Process

How to Apply

Completed application forms should be submitted as an email attachment to recruitment@ncse.ie.

Please note that all sections of the application form must be fully completed or your application may receive no further consideration. Late or incomplete applications will not be considered.

Closing Date

Your application must be submitted no later than **3pm on 7 March 2024**.

All queries relating to this recruitment campaign should be directed to recruitment@ncse.ie with **the subject heading** Visiting Teacher for Children who are Deaf/Hard of Hearing or Blind/Visual Impairment.

Interviews for these posts are likely to commence in late March 2024.

Candidates should make themselves available on the interview date(s) specified by the NCSE and should make sure that the contact details specified on the application form are correct.

Candidates will be responsible for all expenses incurred in connection with their application and attendance at interview.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the National Council for Special Education (NCSE). NCSE accepts no responsibility for communication not accessed or received by an applicant. **Applications will not be accepted after the closing date.**

Selection Process

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- completion of online questionnaire(s)
- presentation or other exercises
- a final competitive interview
- work sample/role play/ media exercise, and any other tests or exercises that may be deemed appropriate

Communication

Candidates should note that all communications relating to this competition including the provision of results, will issue by way of email only. Candidates should ensure that a valid email address is provided on the application form and should check that email address on a regular basis.

Candidates should make themselves available on the date(s) specified by the National Council for Special Education and ensure that the contact details specified on the application form are correct.

The National Council for Special Education will not be responsible for refunding any expenses incurred by candidates.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the NCSE may decide that a limited number only will be called to interview. In this respect, the NCSE provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Panel

Through this competition, the NCSE will establish panels for VTs from which future VT vacancies may be filled.

It is the intention that at least one of the above VT positions will be filled by a candidate with the required level of Irish to provide supports to Irish schools. Please note that where a candidate wishes to apply for one of these posts, the candidate will be interviewed in the normal manner and if they are placed on the panel will be assessed on their level of competence through Irish as part of a separate assessment. Canvassing directly or indirectly will disqualify applications.

The panels will expire after a period of 12 months from the panels formation.

Other important information

The National Council for Special Education will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the National Council for Special Education are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the National Council for Special Education will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Appointment process from panels

Offers of appointment must be accepted within a maximum period of five working days from date of offer; otherwise the offer will be considered as having been refused. If a person refuses, or is deemed to have refused, the post will be offered to the next candidate on the panel for the specific county in accordance with the order of merit. If a candidate:

- Accepts an offer, then he/she will be removed from all other panels for which they have applied.
- Declines an offer for a particular county, he/she will be removed from that panel for that county and will not during the lifetime of the panel be offered a post for that county, but will

remain on the panel(s) in respect of all other counties, which he/she has ranked higher on his/her application form.

Section 5: Principal Conditions of Service

- Secondment is subject to Department of Education circular CL 0029/2018
- Persons appointed on secondment must hold a full time post in a recognised primary, post primary or special school. It is a matter for successful candidates to secure the agreement of their school authorities for release to take up the post for the period concerned.
- An applicant must be vetted by the NCSE in line with current Garda vetting requirements prior to taking up a position in the NCSE.
- The salary for this post will be in accordance with the common basic scale for teachers.
- Visiting Teachers are employed to provide a service for the full extent of the primary school year in Ireland – from late August/September to June, inclusive - which encompasses the post-primary school year. The conditions of employment of visiting teachers are those generally applicable to primary teachers.
- Continuous Professional Development/ Teacher Professional Learning is an integral part of the role and a teacher will be expected to commit to further training where necessary.
- The individual must also have, or be prepared to arrange on appointment, appropriate car insurance which covers the appointee to use their personal vehicle for work purposes (including driving to and from work).

Duties

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any business which would interfere with the performance of official duties.

Secondment Regulations:

- Successful candidates are fully subject to the regulations and procedures specified in Circular 29/18.
- Successful candidates will be appointed on a secondment basis for one school year, subject to satisfactory completion of a three-month probationary period. Appointments may be extended in accordance with DE secondment arrangements (Circular 0029/18) up to a maximum of five consecutive years and subject to organisational needs and satisfactory on-going performance review.
- The secondment is subject to annual review and renewal and to annual school authority/Board of Management and NCSE approval.
- If the successful candidate is a teacher who is already on secondment, their current service on secondment will be included as part of the maximum five-year term.
- A teacher who was on secondment and returned to school after the 1st September 2013 following a secondment must have served for a period equal to the duration of the previous secondment arrangement before being eligible to apply for this post, e.g. if a teacher has been on secondment for three years, s/he must return to duty in the school/ETB for three years before being eligible for release on secondment again.
- A secondment shall commence at the start of a school year and a return to duty in the school/ETB which granted the secondment shall not be permitted other than at the start of a succeeding school year. In exceptional circumstances, an employer may authorise a teacher

to commence a secondment during the course of a school year and terminate not earlier than the end of that school year. This is deemed to be a one-year secondment.

- The duration of a secondment may not extend beyond the date of compulsory retirement age.

Candidates should also note the following:

- The appointment is subject to the sanction of the NCSE. No definitive offer of appointment can be made before sanction is given.
- Health, sick leave and general work record must be satisfactory.
- The successful candidate will be required to work exclusively for the NCSE and may not take on other employments for the period of their contract without the appropriate approval.
- Each successful candidate will be required to sign a secondment contract, which will provide for an on-going performance review process.

Release from Present Post

- It is a matter for successful candidates to secure the agreement of their school authorities for release to take up a post for the period concerned.
- Successful candidates will be expected to be available to take up appointment on start of the **2024/25** school year.
- Commitment of release from your employer will be required. On receipt of an offer the successful candidate will be asked to seek immediate confirmation from his/her employer (e.g. Chairperson of the Board of Management/ETB). This signed statement should indicate that the employer (e.g. Chairperson of the Board of Management/ETB) is in a position to release the successful applicant.

Section 6: Important Information

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

Clearance Procedure

You will be required to complete and return a Garda Vetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided, verification of identity, qualifications, experience, and medical status, and the provision of references. However should your application for the competition be unsuccessful this form will be destroyed by NCSE. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

Eligibility Requirements

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

Please note that NCSE is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they come under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out. NCSE reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Candidates with Disabilities

Candidates who have indicated on their application or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide NCSE with information to act as a basis for determining reasonable accommodations, where appropriate.

These reports must be forwarded to the HR Unit, National Council for Special Education by close of business on 7 March 2024. **You should email a scanned copy** of the report to recruitment@ncse.ie

If you would like to talk about your candidature and any accommodations that may be of benefit during the recruitment process, please contact recruitment@ncse.ie. For further information on the accessibility of our service please see our [Accessibility page](#).

Contravention Code of Practice

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process;
- has been appointed to a post following the recruitment process, they will be removed from that post

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned,
- Be suitable on the grounds of character,
- Be suitable in all other relevant respects for appointment to the post concerned.

If successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed,
- Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Section 7: Review Procedures

Candidates Rights

Procedures where a candidate seeks a review of a Decision taken in relation to their application
A request for a review may be taken by a candidate should they be dissatisfied with an action or decision taken by the NCSE. The NCSE will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice Appointments to Positions in the Civil and Public Service published by the Commission for Public Service Appointments. When making a request for review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the Office holder considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the selection board who had played a key role in the selection process. Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 5 working days of the date of receipt of the decision. Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below. If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 5 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

The candidate must address his/her concerns in relation to the process in writing to the NCSE, outlining the facts that they believe show an action taken or decision reached was wrong. A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the NCSE. The outcome must generally be notified to the candidate within 25 working days of receipt of request for review.

Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by the NCSE that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under Section 8 to the NCSE in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe to the NCSE in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong.

The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they, the complainant cannot support their allegations by setting out how the NCSE has fallen short of the principles of this Code.

On receipt of a complaint the NCSE may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice Appointments to Positions in the Civil and Public Service which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

There is no obligation on the NCSE to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for Feedback

Feedback in relation to the selection process is available on written request. Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

Section 8: Candidates' Obligations

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Personate a candidate at any stage of the process
- Interfere with or compromise the process in any way
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition. A third party must not impersonate a candidate at any stage of the process.

A third party must not impersonate a candidate at any stage of the process.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview(s) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any

person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Use of Recording Equipment

The NCSE does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate, and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the NCSE, or who do not, when requested, furnish such evidence as the NCSE require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to the NCSE, including all forms issued by the NCSE for completion within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

General

It is the candidate's own responsibility to ensure they retain copies of any documentation submitted in support of their candidature.

Fully documented records, which clearly support each stage of the process, will be forwarded to and retained by the NCSE, including any notes of interviews or assessments. However, under the terms of the General Data Protection Regulations, Article 5, section 1(e), the NCSE will not retain any personal documents in relation to this competition, including candidates' application forms, assessments, CVs, notes, marks or any other feedback from the selection process, after the expiry of the panel.

Section 9: Data Protection

In line with the Data Protection Act 2018 and the General Data Protection Regulation, all personal information submitted with a job application is used for the purpose of processing your application. It will be stored securely by the NCSE and will be used for the purposes of the recruitment process. Where the services of a third party are used in processing your application, it may be required to

provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Information provided will not be retained longer than necessary. The NCSE will not retain any personal documents in relation to this competition, including candidates' application forms, assessments, CVs, notes, marks or any other feedback from the selection process, after the expiry of the panel.

To make a request to access your personal data please submit your request by email to ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

The NCSE's policy in relation to data protection is set out at www.ncse.ie/ncse-data-protection

Confidentiality

Subject to the provisions of the Freedom of Information Acts 2014, applications will be treated in strict confidence. The NCSE would like to assure all applicants that protecting confidentiality is a priority. Each applicant can expect, and the NCSE guarantees, that all enquiries, applications and all aspects of the proceedings will be treated as strictly confidential and will not be disclosed to anyone, outside those directly involved in that aspect of the process.

Queries

Any queries in relation to this document should be emailed to: recruitment@ncse.ie