



An
Phríomh-Oifig
Staidrimh

Central
Statistics
Office

Teaching and Learning International Survey
(TALIS) 2024

Starting Strong

Field Trial



ELC Setting Coordinator Manual

(Early Childhood and Pre-Primary Education)





Organisation for Economic Co-operation and Development (OECD)

Teaching and Learning International Survey (TALIS) 2024

ELC Setting Coordinator Manual – Field Trial Starting Strong (Early Childhood and Pre-Primary Education)

15 November 2022

International Consortium



International Association for the Evaluation of Educational Achievement
(Amsterdam, The Netherlands; Hamburg, Germany)



RAND Europe
(Cambridge, United Kingdom)



Australian Council for Educational Research
(ACER, Melbourne, Australia)



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(Brussels, Belgium)

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1 Introduction

The Teaching and Learning International Survey (TALIS) is the first international OECD survey to focus on the learning environment and the working conditions of teachers in schools. TALIS Starting Strong is a module of TALIS which focuses on staff and leaders in the Early Learning and Care (ELC) sector. First administered in 2018 with 9 countries¹, the number of participants has increased to 17 in this second cycle. TALIS Starting Strong is the first survey that offers the opportunity for staff and leaders to contribute to ELC research and policy development. International comparisons from TALIS Starting Strong will allow participants to identify common challenges and to learn from other policy approaches.

TALIS Starting Strong 2024 samples staff and leaders who work with two different age groups of children:

- ISCED level 01 - Children under the age of three (early childhood education or U3)
- ISCED level 02 - Children between the ages of 3 to 6 (pre-primary education)

Ireland is taking part in both the early childhood and pre-primary education options.

The survey is divided into three key stages: the Pilot Study, the Field Trial and the Main Survey. The Pilot Study took place in February and March 2022 and gathered feedback from a small number of staff and leaders who reviewed the draft questionnaires. Their feedback and that of other participating countries has led to the current versions of the questionnaires.

You have been appointed as a TALIS Starting Strong 2024 Field Trial ELC Setting Coordinator for implementing the survey in your ELC setting. Data collected during the Field Trial **will not be published** but is essential for finalising the Main Survey questionnaires that enable all participating countries to collect high quality data.

Please note that this survey is in no way an attempt to evaluate the performance of individual ELC settings, staff or leaders. ELC setting-level and individual results will not be used for assessment purposes at national level and will not be disclosed as part of the international reports.

If you require more detailed information at national level (<https://link.cso.ie/talisinfo>) or international (www.oecd.org/talis)

Attention Point!

If you have any questions or concerns, please contact us:

Email - Talis@cso.ie

Phone - 021 453 5110 (Monday to Friday 9:30 – 5:30)

2 Your role as an ELC Setting Coordinator

Thank you for agreeing to support TALIS Starting Strong 2024 as an ELC Setting Coordinator during the Field Trial. Your work as an ELC Setting Coordinator will contribute to Ireland's efforts to obtain accurate and useful information for the development of the survey. We appreciate your willingness to help. Your efforts and support are crucial to the success of the survey at the ELC setting level since you are the link between the ELC setting, the staff and the CSO.

¹ The terms "country" or "national" are used here to refer to any TALIS "participant", which may be a country, an OECD partner economy, an educational system, a region/jurisdiction or a likewise sub-national entity.

Please be aware that ELC Setting Coordinators have to treat all survey information, especially personally identifying information and responses, **as confidential at all times**. You are also not allowed to use this information for any other purposes than the current survey administration. In accordance with this, please sign the confidentiality agreement in Annex A and send it to the Central Statistics Office (CSO) who are administering this survey in Ireland. A business reply envelope is enclosed.

TALIS Starting Strong 2024 comprises four questionnaires: the Leader Questionnaire, the Staff Questionnaire, a combined questionnaire for the leader if they are both leader and have staff duties and a short questionnaire if there is only one person working in the setting. The TALIS questionnaires will be provided in English and Irish.

Table 1: Four components of the TALIS Starting Strong 2024 administration

The questionnaires	Further notes
Leader Questionnaire:	➤ To be filled by the ELC setting leader. ➤ If the ELC setting does not have a leader (but for example a management team), please contact the CSO and clarify whom to approach. The CSO will be able to select the appropriate respondent based on the definitions in the TALIS 2024 Technical Standards.
Combined Questionnaire – Main:	➤ To be filled in by ELC setting leaders who have staff duties.
Staff Questionnaire:	➤ To be filled in by (usually) eight randomly selected staff per ELC setting.
Combined Questionnaire – Short:	➤ To be filled in by staff in one-person ELC settings.

As an ELC Setting Coordinator in this survey, we ask you to assist us in the identification and sampling of staff, and to ensure the correct distribution and collection of all survey materials. In your role, you are to play some part in overseeing the administration of the setting in your ELC setting.

2.1 Main tasks of the ELC Setting Coordinator

In particular, we seek your assistance with regard to the following tasks.

Step	Activity	Manual Section	Schedule	Completed
1	Receive the ELC Setting Coordinator Manual and the Listing Form from the CSO.	n.a.	5 weeks prior to the collection period.	☐
2	Prepare the Listing Form and submit it to the CSO.	3	3 weeks prior to the collection period.	☐
3	FIELD TRIAL ADMINISTRATION	n.a.	1 st March – 31 st March 2023	☐
4	Encouraging staff to take part in the survey during the period of collection.	n.a.	1 st March – 31 st March 2023	☐

3 Preparing the Listing Form

To sample the staff in the ELC setting, the CSO needs every eligible staff member's information to be listed on the Listing Form (an example Listing Form is presented in Figure 1 below). Staff members will be randomly selected for participation. The Listing Form is included in the pack you have received from CSO. Please use the business reply envelope to return the Listing Form.

Please be aware that the information given on the Listing Form affects who will be sampled. For this reason, we stress the importance of careful and accurate staff listing, as described in subsections 3.1 and 3.2. If you cannot provide some of this information, or if you are in doubt about specific aspects of the form, please contact the CSO for further support.

3.1 Who must be listed on the Listing Form?

In Ireland, the target group for the TALIS Starting Strong 2024 survey comprises all staff in early childhood and pre-primary education and the leaders and deputy leaders of the settings in which they work.

As an ELC Setting Coordinator implementing the survey in your ELC setting to staff working with children in early childhood and pre-primary education, you need to provide, on the Listing Form, a **complete list of staff including the ELC setting leader** who meet the following definitions:

- **Leader definition**
 - A “leader” is defined as the person with the most responsibility for the administrative, managerial and/or pedagogical leadership at the ELC setting. As part of the leadership role, leaders may be responsible for the monitoring of children, the supervision of other staff, contact with parents and guardians, and/or the planning, preparation and carrying out of the pedagogical work in the ELC setting.
 - Leaders may also spend part of their time working with the children. Deputy managers who have significant administrative and less pedagogical responsibilities should also be included as leaders.
- **Staff definition**
 - ELC “staff” comprise all persons regularly carrying out pedagogical work, providing learning opportunities or care in early childhood and pre-primary education within registered early education and care settings.
 - There is no minimum cut-off concerning the amount of work in early childhood and pre-primary education that staff need to be engaged in.

You will be given just one individual listing form which will be marked either ISCED Level 02 or U3. ISCED Level 02 deals with children between ages 3 and 6 and U3 with children below the age of 3. **When listing *staff* please only list staff that deal with children in the age ranges you have been assigned.** For example, if you have been given a U3 form, do not list the members of staff who exclusively deal with 3- to 6-year-olds. Staff, however, who work with children in both age groups can be listed in either form.

Figure 1: Example of a Listing Form on paper

TALIS Starting Strong 2024 FT – [ISCED Level 02] Listing Form

Country/Region:	Ireland
ELC Setting Name:	Example ELC Setting
ELC Setting ID:	1234

(1) Name	(2) Sequence Number	(3) Leader Role	(4) Staff role	(5) Year of Birth	(6) Gender	(7) Survey Language Preference
Leader	1	1	1	1951	1	
Staff 1	2		3	1964	2	
Staff 2	3		3	1972	2	
Staff 3	4		2	1958	1	
Staff 4	5		3	1971	2	
Staff 5	6		3	1979	2	
Staff 6	7		2	1969	1	
...	...	...	...	...	...	

EXAMPLE!
DO NOT COPY!

Use additional sheets if necessary

Column (1): First and last name of leader and staff

Column (2): Sequential ID.

Column (3): Leader Role: 1 = Leader of this ELC setting

Column (4): Staff Role: 1 = <Only leader (no pedagogical work)>; 2 = <Teacher (Early Years Lead Educators)>; 3 = <Assistant (Early Years Educators)>; 4 = <Staff for individual children>; 5 = <Staff for special tasks>; 6 = <Intern (Students)>

Column (5): Year of Birth: YYYY; 9999 = Not specified

Column (6): Gender: 1 = Female; 2 = Male; 3 = non-binary/diverse; 9 = Refused

Column (7): Language: 1 = English; 2 = Irish

3.2 Who must NOT be listed in the Listing Form?

The following table describes the types of staff considered as out-of-scope for TALIS Starting Strong 2024. These types of staff must not be listed on the Listing Form.

Table 2: Types of staff that must NOT be listed in the Listing Form (out-of-scope)

Types of staff	Further details
Nanny/babysitter	Persons working as a baby minder within a child's home or in an informal arrangement.
Volunteers	Volunteer persons are those who would occasionally come in to the ELC setting for a special activity.
Auxiliary staff	Auxiliary staff who do not interact regularly in a pedagogical manner with the children, such as cleaners or cooking staff.
Medical and therapeutic staff	Staff such as speech therapists and occupational therapists whose work is primarily non-pedagogical.
Occasional or emergency staff	Occasional or emergency staff are those who fill in on a temporary basis for a staff member who is still employed as either a full-time or part-time staff member at the ELC setting. Such an occasional or emergency staff member would be employed for at most six consecutive weeks. Common examples would be for a substitute staff member to undertake the work of a staff member who is on sick leave. Note that substitute staff covering maternity leave are typically employed for more than six consecutive weeks and would therefore usually be in scope.
Staff on long-term leave	Staff on long-term leave who are absent when the Listing Form is created and not expected to be back during the data collection (staff on sabbatical or on leave because of a disability).

Attention Point!

If you are unsure about these definitions and explanations, or if you have any questions or concerns, please contact us:

Email - Talis@cso.ie

Phone - 021 453 5110 (Monday to Friday 9:30 – 5:30)

3.3 Preparing the Listing Form

We ask you to prepare a list of all staff, including the ELC setting leader, who work with children based on the definitions and exclusions given in subsections 2.1 and 2.2. The example Listing Form in Section 2.1:

- ELC “staff” comprise all persons regularly carrying out pedagogical work, providing learning opportunities or care, in early childhood and pre-primary education within registered early education and care settings. This includes childminders but does not include any member of staff listed in Table 2.
- There is no minimum cut-off concerning the amount of work in early childhood and pre-primary education staff need to be engaged in.
- The form listed in Figure 1 is listed as ‘ISCED Level 02’ which indicates that only staff members who deal with 3- to 6-year-olds should be included in the form. If it was marked ‘U3’ then only staff members who deal with 0–2-year-olds should be included. The distinction between ISCED Level 02 or U3 should not alter the leader portion of the form, this distinction is only important for listing staff.

- The form listed in Figure 1 will be similar to the one you will receive from the CSO.

Composing the list of staff should be a straightforward task. However, we kindly ask you to check your list with the utmost care. The list of staff should be as up-to-date as possible. Start on the first row, prepare one entry for the leader and for each staff, preferably in alphabetic order, and avoid blank lines.

Please pay particular attention for the leader, who should be marked in the “Leader Role” column, and whose level of pedagogical work with children should be marked in the “Staff Role” column. Note that it is possible to combine the leader position with any code in the “Staff Role” column, regardless of whether the leader works directly with children or not. The table below provides more detailed instructions.

Name of columns in the Listing Form	Explanation
(1) Name	Fill in the person’s first and last name.
(2) Sequence Number	This column does not have to be filled out for your centre.
(3) Leader Role	In this column, the ELC setting leader should be identified. Use “1” if the listed person is the leader or also acts as the leader. We expect exactly one leader per setting. If your setting does not have a dedicated leader, please contact the CSO and clarify whom to approach.
(4) Staff Role	In this column, the role of the listed staff should be indicated. Use “1” for the leader who does no direct work with the children in the target population. There should not be any other person listed as staff using this code. Leaders who work with children should not get code “1”, but the code which reflects their work with children. Use “2” for a <Teacher> Use “3” for <Assistant> <ELC Staff> Use “4” for <Staff for individual children> Use “5” for <Staff for special tasks> Use “6” for <Intern> Use “7” for <Other>
(5) Year of birth	Fill in the person’s year of birth as a 4-digit number, e.g. 1962. Use 9999 if this information is not known or is not allowed to be provided.
(6) Gender	Use “1” for female persons. Use “2” for male persons. Use “3” for non-binary/diverse. Use “9” if the information is not known or not allowed to be provided.
(7) Language	Use “1” for English Use “2” for Irish

3.4 Returning the Listing Form

Make a photocopy of the Listing Form once it is complete. A copy of the completed Listing Form should be securely stored at the ELC setting until 31st March 2023, the end of field trial operations. Upon the end of the field trial all data required for the management of the field trial should be removed and deleted. The CSO will delete its Listing Form records soon after this time.

Attention Point!

Please return the Listing Form to the CSO **no later than 27th February 2023**, in the business reply envelope supplied.

The CSO will use the information provided on the Listing Form to randomly select the staff to be surveyed.

- In general, eight staff will be selected to receive the Staff Questionnaire.
- If there are fewer than eight eligible staff members at the ELC setting, all of them will be selected.

The CSO will send a letter and details of the questionnaire detail (logon, URL etc) to each staff member who has been chosen to take part. These letters should arrive in your centre within two weeks of submitting your Listing Form. You, as leader of the centre, should encourage staff to take part during this period. The CSO will issue a reminder 7-10 days after the first letter arrives to those who haven't participated.

4 Administering the questionnaire

Questionnaire administration is one of the tasks for you as ELC Setting Coordinator. The leader should continually explain the importance of this survey to all staff members and remind them to take part. The leader and the staff member should contact the CSO if there are any issues with logging on or accessing the questionnaire.

In TALIS Starting Strong 2024, online participation is the only administration mode available.

Attention Point!

The TALIS Starting Strong 2024 Field Trial will be administered in the period between 1st and 31st March 2023.

It is important that you adhere to the timeline because otherwise the ELC setting's data cannot be used for international analysis and all of the work already done would have been in vain.

4.1 Storing the survey materials

As an ELC Setting Coordinator, you are responsible for the security and safe storage of all materials prior to the survey.

- The materials **must not** be duplicated or displayed in any way
- The materials should be **secured** when not in use
- Any unused materials should be returned to the CSO

4.2 Distribution of cover letters and questionnaire details

Once the Listing Form has been received in the CSO those who are sampled to take part will be contacted by post at their centre. The cover letter will include details of logon, URL etc.

On average, the questionnaire will take about 60 to 75 minutes to complete. For research purposes, the questionnaires for the Field Trial are longer than the versions which will be prepared for the Main Survey in 2024, which should take 45 to 60 minutes. By answering this questionnaire, leaders and staff are helping the respondents who will receive a shorter and revised questionnaire for the Main Survey. Please extend the CSO's gratitude to the participating leader and staff.

Attention Point!

The cover letter will indicate the name and/or ID code of the person to whom the letter should be addressed.

It is crucial that each person receives the cover letter assigned to him or her. Staff MUST NOT be replaced or substituted under any circumstances!

4.3 Accessing the online questionnaires

The staff and leader will be able to access and complete the online questionnaires using a computer or laptop, as well as devices such as tablets and mobile phones. The online questionnaires have been designed to work with minimum browser requirements, though it is best to have the latest version of the most common browsers (e.g., Firefox, Chrome, Edge, Safari) to ensure a smooth experience. The online questionnaires do **not** require JavaScript to work and 'cookies' will not be used.

To access the online questionnaire, the staff and leader should have a stable internet connection, sufficient bandwidth and no firewall. There is no special amount of working memory/storage space needed on the device to complete the questionnaires.

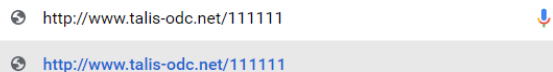
Please reassure staff and the leader that the anonymity of respondents is **always guaranteed**. Responses are saved as people go from question to question. They may leave the questionnaire at any time and log in again later (for example, on the next day) during the administration period.

In the cover letters, the respondent will find the following information (dummy examples):

- An internet address to access the online questionnaire
- For leaders: a 4-digit username (ELC setting ID) such as '1234'
- For staff: a 6-digit username (Staff ID) such as '123456'
- A 5-digit login password (Checksum), such as '12345'

As illustrated in Figure 2, the internet address has to be typed in directly into the browser address bar, not via a search engine (e.g., Google, Bing, Yahoo etc.). The internet address added in Figure 2 is just a dummy example.

Figure 2: Example of correct and incorrect way to access the online questionnaire using a browser

Correct: typing the internet address in the browser address bar	Incorrect: typing the internet address into a search engine
	

Attention Point!

Please emphasise to participants that the internet address has to be typed directly into the address bar of the browser.

If respondents in the ELC setting have difficulties logging in or when completing their questionnaire, please contact the CSO at 021 453 5110.

Note that it is not permitted to use print-outs of the online questionnaires under any circumstances!

4.4 Monitoring participation

Only the CSO can monitor online participation. The CSO will send reminders to those who haven't taken part and may contact the leader to discuss participation rates.

A Tracking Form may be issued to you during the survey fieldwork which would help indicate the level of participation in your setting. An example of a Tracking Form is shown below.

The main purpose of the Tracking Form is to document any discrepancies between the information about the persons listed on the form and the current situation in the ELC setting. Of vital importance here is **column (8)** where the questionnaire return status is recorded. The codes that should be used for this column are described in Table 3 below.

Table 3: Codes for Questionnaire Return Status in the Tracking Form

Codes	Meaning	Explanation
1	Returned (online)	Used for participants who completed the questionnaire online. Completing this has to be coordinated with the CSO as the ELC setting coordinator cannot monitor online participation.
2	Returned (paper) – Not applicable for Field Trial	Only used if the ELC setting requested paper questionnaires.
3	NOT returned	Used when the questionnaire has not been returned.
4	Left ELC setting permanently	Used if the person left the ELC setting after being listed but before the administration started.
5	Person should have been out-of-scope	In the case that staff were listed although they should have been out-of-scope for one of the reasons listed in section 3.2 or it is apparent that they do not work with children.
9	Unknown	Used in case the ELC Setting Coordinator has no information about the return status.

If you have questions or encounter problems of any kind, please contact your CSO at the earliest possible convenience email: Talis@cso.ie or telephone: 021 453 5110 during office hours.

Figure 2: Example of a Tracking Form in Excel format

TALIS Starting Strong 2024 FT – [ISCED Level 02] Tracking Form

Country/Region:	Ireland
ELC Setting Name:	Example ELC Setting
ELC Setting ID:	1234

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Name	ID	Year of Birth	Gender	Staff Role	Questionnaire	Questionnaire Mode	Questionnaire Return Status	Staff Questionnaire Data Availability
Staff 1	123401	1951	1	1	10	1	1	
Staff 3	123402	1972	2	3	22	1	4	
Staff 5	123403	1971	2	2	21	2	2	
...	...	...	...	...	...	...	...	

Column (1): First and last name

Column (2): Identification codes. Sequential ID

Column (3): Year of Birth: YYYY; 9999 = Not specified

Column (4): Gender: 1 = Female; 2 = Male; 3 = Non-binary/diverse; 9 = Refused

Column (5): Staff Role: 1 = <Only leader (no pedagogical work)>; 2 = <Teacher (Early Years Lead Educators)>; 3 = <Assistant (Early Years Educators)>; 4 = <Staff for individual children>; 5 = <Staff for special tasks>; 6 = <Intern (Students)>

Column (6): Questionnaire: 10 = Leader Questionnaire Form A; 11 = Leader Questionnaire Form B; 21 = Staff Questionnaire Form A; 22 = Staff Questionnaire Form B; 30 = Combined Questionnaire – Main; 31 = Combined Questionnaire – Short

Column (7): Questionnaire Mode: Online is the default mode for the Field Trial.

1 = Online; 2 = Paper

Column (8): Questionnaire Return Status:

1 = Returned (online); 2 = Returned (paper); 3 = Not returned; 4 = Left ELC setting permanently; 5 = Person should have been out-of-scope; 9 = Unknown

Column (9): Staff Questionnaire Data Availability: This information will be extracted from the online system; no entries needed for column 9.

1 = No data available; 2 = Online

Data protection

As part of the survey materials, the leader and staff will have received a Personal Data Protection Notice, which informs them about their rights to access and rectify personal data, as well as to object to its processing, request erasure, and obtain data portability in certain circumstances. Please inform the leader and staff that if they would like to exercise any of these rights, they will need to contact the CSO and provide their ID information from the Cover Letters. The CSO will then be able to process their request.

5 Quality control during the Field Trial

Quality control takes place at numerous stages during questionnaire preparation and also during data processing. This is one of the reasons why it is important that you **always** adhere to all of the above procedures.

You may be approached by a National Quality Observer (NQO), a person who is appointed by the CSO to observe data collection standards. The NQO ensures that the implementation of the survey in ELC settings has been undertaken according to the TALIS Technical Standards, such as checking that the anonymity of respondents has been respected and that the Listing Form has been filled in correctly and stored securely.

The OECD, International Study Centre and CSO thank you for your time and contribution to this important international study.

Annex A: Confidentiality agreement to be signed by the ELC Setting Coordinators

TALIS Starting Strong 2024 Confidentiality Agreement

The Central Statistics Office agrees not to disclose any information or data other than to authorised parties or staff members and to protect the questionnaires, personally identifiable information, questionnaire responses and any other TALIS materials. Authorised parties or staff members refer to those at the OECD, the International Study Centre and its sub-contractors and partners.

TALIS Starting Strong 2024 ELC setting coordinators must understand and obey the same confidentiality rules in the survey administration. Signing this confidentiality agreement means they agree, regardless of their organisational affiliation, that they will NOT:

- 1) reveal the content of any confidential material or data
- 2) make any disclosure whereby a survey respondent or his/her related responses/data could be identified
- 3) permit anyone other than the individuals under the same confidentiality agreement to access TALIS materials, including, but not limited to, the Listing Form, questionnaires and any staff or leader responses

By extension, I, as an ELC Setting Coordinator for the TALIS Starting Strong 2024 Field Trial, agree to the above terms.

Name (first and last): _____

Job title: _____

ELC Setting/Organisation: _____

Date: _____

Signature: _____

Annex B: ELC setting statistical information required from the leader

The questionnaire to be completed by leaders asks, amongst other things, questions pertaining to the ELC setting's location, funding and characteristics of staff and children. The following information would be useful to have to hand:

1. The current number of ELC staff at your setting and the role they fulfil within the setting (e.g. number of early years lead educators)
2. Information on staff turnover over the last 12 months (e.g. the number of staff who left or began work at the setting in the last 12 months or who are on extended leave)
3. The number of substitutes that needed to be hired to fill in for ELC staff absences in the last 12 months
4. The number of staff absences on the most recent Tuesday that this ELC setting was in session at the time you take the survey
5. The current number of children enrolled in early childhood and pre-primary education in this ELC setting
6. If available, how many of the children enrolled at the setting who fall into different categories

If you do not have the above information, rough estimates are sufficient.



An
Phríomh-Oifig
Staidrimh

Central
Statistics
Office

Suirbhé Idirnáisiúnta maidir le Teagasc agus Foghlaim
(TALIS) 2024

Ag Tosú go Láidir

Triail Allamuigh



Lámhleabhar do Chomhordaitheoir an tSuímh ELC

(Oideachas na Luath-Óige agus Réamh-bhunscoile)





An Eagraíocht um Chomhar agus Forbairt Eacnamaíochta (OECD)

Suirbhé Idirnáisiúnta maidir le Teagasc agus Foghlaim (TALIS) 2024

Lámhleabhar do Chomhordaitheoir an tSuímh ELC – Triail Allamuigh

Ag Tosú go Láidir

(Oideachas na Luath-Óige agus Réamh-bhunscoile)

15 Samhain 2022

Cuibhreannas Idirnáisiúnta

**An Comhlachas Idirnáisiúnta do Mheastóireacht ar Ghnóthachtáil
Oideachais**

(Amstardam, an Ísiltír; Hamburg, an Ghearmáin)

RAND Europe

(Cambridge, An Ríocht Aontaithe)

Comhairle na hAstráile um Thaighde Oideachais

(ACER, Melbourne, An Astráil)



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1 Réamhrá

Is é an Suirbhé Idirnáisiúnta maidir le Teagasc agus Foghlaim (TALIS) an chéad suirbhé idirnáisiúnta de chuid OECD a dhíríonn ar thimpeallacht foghlama agus ar dhálaí oibre múinteoirí i scoileanna. Is modúl de TALIS é TALIS Ag Tosú go Láidir a dhíríonn ar bhaill foirne agus ar cheannairí san Earnáil Luathfhoghlama agus Cúraim (ELC). Riaradh den chéad uair é in 2018 le 9 tír¹, agus tá méadú tagtha ar líon na rannpháirtithe go 17 sa dara timthriall seo. Is é TALIS Ag Tosú go Láidir an chéad suirbhé a thugann deis don fhoireann agus do cheannairí cur le taighde agus forbairt beartais ELC. Le comparáidí idirnáisiúnta ó TALIS Ag Tosú go Láidir beidh rannpháirtithe in ann dúshláin choiteanna a aithint agus foghlaim ó chur chuige beartais eile.

Déanann TALIS Ag Tosú go Láidir 2024 sampláil ar fhoireann agus ar cheannairí a oibríonn le dhá aoisghrúpa éagsúla leanaí:

- ISCED leibhéal 01 - Leanaí faoi trí bliana d'aois (oideachas luath-óige nó U3)
- Leibhéal ISCED 02 – Leanaí idir 3 agus 6 bliana d'aois (oideachas réamh-bhunscoile)

Tá Éire ag glacadh páirt sna roghanna oideachais luath-óige agus réamh-bhunscoile araon.

Tá an suirbhé roinnte i dtrí phríomhchéim: an Staidéar Píolótach, an Triail Allamuigh agus an Príomhshuirbhé. Rinneadh an Staidéar Píolótach i mí Feabhra agus Márta 2022 agus bailíodh aiseolas ó líon beag ball foirne agus ceannairí a rinne athbhreithniú ar na dréacht-cheistneoirí. Is é an toradh a bhí ar a n-aiseolas agus ar aiseolas na dtíortha rannpháirteacha eile ná an leagan reatha de na ceistneoirí.

Ceapadh thú mar Chomhordaitheoir Suímh ELC don TALIS Ag Tosú go Láidir Triail Allamuigh 2024 chun an suirbhé a chur i bhfeidhm i do shuíomh ELC. **Ní fhoilseofar** sonraí a bhailítear le linn na Trialach Allamuigh ach tá siad riachtanach chun bailchríoch a chur ar cheistneoirí an Phríomhshuirbhé a chuireann ar chumas na dtíortha rannpháirteacha uile sonraí ardcháilíochta a bhailiú.

Tabhair do d'aire le do thoil nach iarracht ar bhealach ar bith é an suirbhé seo chun meastóireacht a dhéanamh ar fheidhmíocht na suíomhanna, na foirne ná na gceannairí aonair ELC. Ní úsáidfear torthaí ar leibhéal suímh ELC ná torthaí aonair ELC chun críocha measúnaithe ar an leibhéal náisiúnta agus ní nochtfar iad mar chuid de na tuarascálacha idirnáisiúnta.

Má tá faisnéis níos mionsonraithe ag teastáil uait ar an leibhéal náisiúnta (<https://link.cso.ie/talisinfo>) nó idirnáisiúnta (www.oecd.org/talis)

Pointe Airde!

Má tá aon cheist nó ábhar imní agat, déan teagmháil linn le do thoil:

Ríomhphost - talis@cso.ie

Fón - 021 453 5110 (Luan go hAoine 9:30 – 5:30)

2 Do ról mar Chomhordaitheoir Suímh ELC

Go raibh maith agat as tacú le TALIS Ag Tosú go Láidir 2024 mar Chomhordaitheoir Suímh ELC le linn na Trialach Allamuigh. Rannchuideoidh do chuid oibre mar Chomhordaitheoir Suímh ELC le hiarrachtaí na hÉireann eolas cruinn agus úsáideach a fháil chun an suirbhé a fhorbairt. Is mór againn do thoilteanas

¹ Úsáidtear na téarmaí “tír” nó “náisiúnach” anseo chun tagairt a dhéanamh d’aon “rannpháirtí” TALIS, a d’fhéadfadh a bheith ina thír, ina gheilleagar comhpháirtíochta de chuid an ECFE, ina chóras oideachais, ina réigiún/dlínse nó ina eintiteas fonáisiúnta mar an gcéanna.

chun cabhrú leis an tsuirbhé. Tá d'iarrachtaí agus do chuid tacaíochta ríthábhachtach chun go n-éireoidh leis an suirbhé ag leibhéal an ELC ós rud é gur tusa an nasc idir suíomh an ELC, an fhoireann agus an Phríomh-Oifig Staidrimh (CSO).

Tabhair do d'aire nach mór do Chomhordaitheoirí Suímh ELC déileáil le gach faisnéis suirbhé, go háirithe faisnéis agus freagraí aitheantais pearsanta, mar fhaisnéis agus freagraí **faoi rún i gcónaí**. Níl cead agat ach an oiread an fhaisnéis seo a úsáid chun críocha ar bith eile seachas le haghaidh riarachán an tsuirbhé reatha. I gcomhréir leis sin, iarraidimid ort an comhaontú rúndachta in Iarscríbhinn A a shíniú agus a sheoladh chuig an bPríomh-Oifig Staidrimh (CSO) atá i bhfeighil ar an tsuirbhé seo in Éirinn. Tá clúdach freagartha faoi iamh

Tá ceithre cheistneoir i gceist le TALIS Ag Tosú go Láidir 2024: Ceistneoir don Cheannaire, an Ceistneoir Foirne, ceistneoir comhcheangailte don cheannaire sa chás go bhfuil sé/sí ina c(h)eannaire agus a bhfuil dualgais foirne orthu freisin agus ceistneoir gearr mura bhfuil ach duine amháin ag obair sa suíomh. Cuirfear ceistneoirí TALIS ar fáil i mBéarla agus i nGaeilge.

Tábla 1: Ceithre mhír a bhaineann le riarachán TALIS Ag Tosú go Láidir 2024

Na ceistneoirí	Nótaí breise
Ceistneoir Ceannaire:	➤ Le comhlánú ag ceannaire suímh ELC. ➤ Mura bhfuil ceannaire ag an suíomh ELC (ach foireann bainistíochta, mar shampla), déan teagmháil leis an bPríomh-Oifig Staidrimh (CSO) le do thoil agus soiléirigh cé leis ar cheart dul i dteagmháil. Beidh an Phríomh-Oifig Staidrimh in ann an freagróir cuí a roghnú bunaithe ar na sainmhínithe i gCaighdeáin Theicniúla TALIS 2024.
Príomhcheistneoir Comhcheangailte:	➤ Le comhlánú ag ceannairí suímh ELC a bhfuil dualgais foirne acu.
Ceistneoir Foirne:	➤ Le comhlánú (go hiondúil) ag ochtar ball foirne a roghnaítear go randamach in aghaidh an tsuímh ELC.
Ceistneoir Comhcheangailte – Gearr:	➤ Le comhlánú ag baill foirne i suíomhanna ELC le duine amháin.

Mar Chomhordaitheoir Suímh ELC sa suirbhé seo, iarraidimid ort cabhrú linn baill foirne a shainaitheint agus a shampláil, agus a chinntiú go ndéantar gach ábhar suirbhé a dháileadh agus a bhailiú i gceart. I do ról, tá tú chun páirt a ghlacadh agus léargas ginearálta a thabhairt maidir le riarachán an tsuímh i do shuíomh ELC.

2.1 Príomhchúraimí Chomhordaitheoir an tsuímh ELC

Go háirithe, iarraidimid do chúnamh maidir leis na tascanna seo a leanas.

Céim	Gníomhaíocht	Cuid láimhe	Sceideal	Críochnaithe
1	Lámhleabhar an Chomhordaitheora Suímh ELC agus an Fhoirm Liostaithe a fháil ón bPríomh-Oifig Staidrimh.	n.a.	5 seachtaine roimh an tréimhse bhailiúcháin.	☐
2	An Fhoirm Liostaithe a ullmhú agus í a chur faoi bhráid na Príomh-Oifige Staidrimh.	3	3 seachtaine roimh an tréimhse bhailiúcháin.	☐
3	RIARACHÁN NA DTRIALACHA ALLAMUIGH	n.a.	1 Márta – 31 Márta 2023	☐
4	Baill foirne a spreagadh chun páirt a ghlacadh sa suirbhé le linn na tréimhse bailiúcháin.	n.a.	1 Márta – 31 Márta 2023	☐

3 Ag ullmhú na Foirme Liostaithe

Chun sampláil a dhéanamh ar an bhfoireann sa suíomh ELC, ní mór don Phríomh-Oifig Staidrimh faisnéis gach ball foirne incháilithe a liostú ar an bhFoirm Liostaithe (tá sampla den Fhoirm Liostaithe curtha ar fáil i bhFíor 1 thíos). Roghnófar baill foirne go randamach le bheith rannpháirteach. Tá an Fhoirm Liostaithe san áireamh sa phacáiste a fuair tú ón bPríomh-Oifig Staidrimh. Bain úsáid as an gclúdach freagartha a cuireadh ar fáil chun an Fhoirm Liostaithe a sheoladh ar ais.

Tabhair do d'aire go mbeidh tionchar ag an bhfaisnéis a thugtar ar an bhFoirm Liostaithe ar an té a dhéanfar a shampláil. Ar an gcúis sin, cuirimid béim ar an tábhacht a bhaineann le liostú cúramach agus cruinn foirne, mar a thuairiscítear i bhfo-ailt 3.1 agus 3.2. Mura féidir leat cuid den fhaisnéis seo a chur ar fáil, nó má tá amhras ort faoi ghnéithe sonracha den fhoirm, déan teagmháil leis an bPríomh-Oifig Staidrimh chun tuilleadh tacaíochta a fháil.

3.1 Cé nach mór a liostú ar an bhFoirm Liostaithe?

In Éirinn, cuimsíonn an spriocghrúpa do shuirbhé TALIS Ag Tosú go Láidir 2024 gach ball foirne in oideachas luath-óige agus réamh-bhunscoile agus ceannairí agus leasceannairí na suíomhanna ina n-oibríonn siad.

Mar Chomhordaitheoir Suímh ELC a chuireann an suirbhé i bhfeidhm i do shuíomh ELC do bhaill foirne atá ag obair le leanaí in oideachas luath-óige agus réamh-bhunscoile, ní mór duit **liosta iomlán foirne** a chur ar fáil ar an bhFoirm Liostaithe, **lena n-áirítear ceannaire an ELC** a chomhlíonann na sainmhínithe seo a leanas:

- **Sainmhíniú ar cheannaire**

- Sainmhínítear “ceannaire” mar an duine is mó atá freagrach as an gceannaireacht riaracháin, bhainistíochta agus/nó oideolaíoch ag an suíomh ELC. Mar chuid den ról ceannaireachta, d'fhéadfadh ceannairí a bheith freagrach as monatóireacht a dhéanamh ar leanaí, maoirseacht a dhéanamh ar bhaill foirne eile, teagmháil a dhéanamh le tuismitheoirí agus caomhnóirí, agus/nó an obair oideolaíoch a phleanáil, a ullmhú agus a chur i gcrích sa suíomh ELC.
- Féadfaidh ceannairí roinnt dá gcuid ama a chaitheamh ag obair leis na leanaí freisin. Ba cheart leas-bhainisteoirí a bhfuil freagrachtaí suntasacha riaracháin acu agus nach bhfuil mórán freagrachtaí oideolaíocha acu a áireamh mar cheannairí freisin.

- **Sainmhíniú ar fhoireann**

- Cuimsíonn “foireann ELC” gach duine a dhéanann obair oideolaíoch go rialta, a chuireann deiseanna foghlama nó cúram ar fáil in oideachas luath-óige agus réamh-bhunscoile laistigh de shuíomhanna cláraithe luathoideachais agus cúraim.
- Níl aon scoithphointe íosta ann maidir leis an méid oibre san oideachas luath-óige agus san oideachas réamh-bhunscoile nach mór don fhoireann a bheith páirteach ann.

Ní thabharfar duit ach Foirm Liostaithe aonair amháin a bheidh marcáilte le ISCED Leibhéal 02 nó U3. Déileálann ISCED Leibhéal 02 le leanaí idir 3 agus 6 bliana d'aois agus U3 le leanaí faoi bhun 3



bliana d'aois. **Agus tú ag liostú na mball foirne, ná liostaigh ach na baill foirne a dhéileálann le leanaí san aoisghrúpa a sannadh duit.** Mar shampla, má tugadh foirm U3 duit, ná liostaigh na baill foirne a dhéileálann ach le leanaí idir 3-6 bliana d'aois. Is féidir baill foirne a oibríonn le leanaí sa dá aoisghrúpa a liostú i gceachtar den dá fhoirm, áfach.

Fíor 1: Sampla d'Fhoirm Liostaithe ar pháipéar

TALIS Ag Tosú go Láidir 2024 FT – [Leibhéal ISCED 02] Foirm Liostaithe

Tír/Réigiún:	Éire
Ainm an tSuímh ELC:	Suíomh Samplach ELC
Aitheantas an tSuímh ELC:	1234

(1) Ainm	(2) Sraithuim hir	(3) Ról an Cheann aire	(4) Ról an bhaill foirne	(5) Bliain bhreithe	(6) Inscne	(7) Rogha Teanga don Suirbhé
<i>Ceannaire</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1951</i>	<i>1</i>	
<i>Ball Foirne 1</i>	<i>2</i>		<i>3</i>	<i>1964</i>	<i>2</i>	
<i>Ball Foirne 2</i>	<i>3</i>		<i>3</i>	<i>1972</i>	<i>2</i>	
<i>Ball Foirne 3</i>	<i>4</i>		<i>2</i>	<i>1958</i>	<i>1</i>	
<i>Ball Foirne 4</i>	<i>5</i>		<i>3</i>	<i>1971</i>	<i>2</i>	
<i>Ball Foirne 5</i>	<i>6</i>		<i>3</i>	<i>1979</i>	<i>2</i>	
<i>Ball Foirne 6</i>	<i>7</i>		<i>2</i>	<i>1969</i>	<i>1</i>	
...	...	...	...	...	...	
	SAMPLA! NÁ CÓIPEÁIL!					

Úsáid bileoga breise más gá

Colún (1): Céadainm agus sloinne an cheannaire agus an bhaill foirne

Colún (2): Aitheantas Seicheamhach.

Colún (3): Ról an Cheannaire: 1 = Ceannaire an tsuímh ELC seo

Colún (4): Ról an Bhaill Foirne: 1 =<Ceannaire amháin (gan obair oideolaíoch)> ; 2 =<Múinteoir (Príomhoideoirí Luathbhlianta)> ; 3 =<Cúntóir (Oideoirí Luathbhlianta)> ; 4 =<Ball foirne do leanaí aonair> ; 5 =<Baill foirne le haghaidh cúraimí speisialta> ; 6 =<Intéirneach (Scoláirí)>

Colún (5): Bliain bhreithe: BBBB; 9999 = Gan sonrú

Colún (6): Inscne: 1 = Baineann; 2 = Fireann; 3 = neamh-dhénártha/éagsúil; 9 = Diúltaithe

Colún (7): Teanga: 1 = Béarla; 2 = Gaeilge

3.2 Cé NACH GÁ a liostú ar an bhFoirm Liostaithe?

Sa tábla seo a leanas, tugtar tuairisc ar na cineálacha ball foirne a mheastar a bheith lasmuigh den raon feidhme le haghaidh TALIS Ag Tosú go Láidir 2024. Níor cheart na cineálacha ball foirne sin a liostú ar an bhFoirm Liostaithe.

Tábla 2: Na cineálacha ball foirne NACH gá a liostú ar an bhFoirm Liostaithe (lasmuigh den raon feidhme)

Cineálacha foirne	Tuilleadh sonraí
Feighlí linbh	Daoine atá ag obair mar fheighlí linbh laistigh de theach an linbh nó i socrú neamhfhoirmiúil.
Oibrithe Deonacha	Is oibrithe deonacha iad siúd a thagann isteach sa suíomh ELC ó am go chéile le haghaidh gníomhaíocht speisialta.
Foireann chúnta	Foireann chúnta nach n-idirghníomhaíonn go rialta ar bhealach oideolaíoch leis na leanaí, amhail glantóirí nó foireann cócaireachta.
Baill foirne leighis agus teiripeacha	Baill foirne amhail teiripeoirí urlabhra agus teiripeoirí saothair a bhfuil a gcuid oibre neamhoideolaíoch go príomha.
Foireann ócáideach nó éigeandála	Is iad baill foirne ócáideacha nó éigeandála iad siúd a líonann isteach ar bhonn sealadach do bhall foirne atá fós fostaithe mar bhall foirne lánaimseartha nó páirtaimseartha ag an suíomh ELC. Bheadh ball foirne ócáideach nó éigeandála den sórt sin fostaithe ar feadh sé seachtaine as a chéile ar a mhéad. Samplaí coitianta a bheadh ann ná do bhall foirne ionaid tabhairt faoin obair a dhéanann ball foirne atá ar shaoire bhreitheachta. Tabhair faoi deara go mbíonn baill foirne ionaid a chlúdaíonn saoire mháithreachais fostaithe ar feadh níos mó ná sé seachtaine i ndiaidh a chéile de ghnáth agus, dá bhrí sin, go mbeadh raon feidhme acu de ghnáth.
Baill foirne ar shaoire fhadtéarmach	Baill foirne atá ar shaoire fhadtéarmach agus atá as láthair nuair a chruthaítear an Fhoirm Liostaithe agus ní mheastar go mbeidh siad ar ais le linn an bhailithe sonraí, baill foirne atá ar shaoire shabóideach nó ar saoire mar gheall ar mhíchumas.

Pointe Airde!

Mura bhfuil tú cinnte faoi na sainmhínithe agus na mínithe seo nó má tá aon cheist nó ábhar imní agat, déan teagmháil linn le do thoil:

Ríomhphost - Talis@csso.ie

Fón - 021 453 5110 (Luan go hAoine 9:30 – 5:30)

3.3 Ag ullmhú na Foirme Liostaithe

Iarraimid ort liosta a ullmhú den fhoireann ar fad, lena n-áirítear ceannaire an suímh ELC, a oibríonn le leanaí bunaithe ar na sainmhínithe agus na heisiaimh a thugtar i bhfo-ailt. 2.1 agus 2.2. An Fhoirm Liostaithe shamplach i Roinn 2.1:

- Cuimsíonn “foireann” ELC gach duine a dhéanann obair oideolaíoch go rialta, a chuireann deiseanna foghlama nó cúram ar fáil, in oideachas luath-óige agus réamh-bhunscoile laistigh de shuíomhanna cláraithe luathoideachais agus cúraim. Áirítear leis seo feighlithe leanaí ach ní áirítear ann aon bhall foirne atá liostaithe i dTábla 2.
- Níl aon scoithphointe íosta ann maidir leis an méid oibre atá le déanamh ag baill foirne san oideachas luath-óige agus réamh-bhunscoile.
- Tá an fhoirm atá liostaithe i bhFíor 1 liostaithe mar ‘ISCED Leibhéal 02’, rud a léiríonn nár cheart ach baill foirne a dhéileálann le daoine 3-6 bliana d’aois a chur san áireamh ar an bhfoirm. Dá mbeadh sé marcáilte ‘U3’, níor cheart ach baill foirne a dhéileálann le leanaí idir 0 agus 2 bliana d’aois a chur san áireamh. Níor cheart go n-athródh an t-idirdhealú idir ISCED

Leibhéal 02 nó U3 an chuid den fhoirm a bhaineann leis an gceannaire, níl an t-idirdhealú seo tábhachtach ach amháin chun foireann a liostú.

- Beidh an fhoirm atá liostaithe i bhFíor 1 cosúil leis an bhfoirm a gheobhaidh tú ón bPríomh-Oifig Staidrimh.

Ba chóir gur tasc simplí a bheadh i liosta na mball foirne a chruthú. Mar sin féin, iarraimid ort do liosta a sheiceáil go cúramach. Ba cheart liosta na mball foirne a bheith chomh cothrom le dáta agus is féidir. Tosaigh ar an gcéad sraith, ullmhaigh iontráil amháin don cheannaire agus do gach ball foirne, in ord aibítire más féidir, agus seachain línte folmha.

Tabhair aird ar leith le do thoil ar an gceannaire, ba chóir é a mharcáil sa cholún “Ról na gCeannairí”, agus ba chóir a leibhéal oibre oideolaíoch le leanaí a mharcáil sa cholún “Ról Foirne”. Tabhair faoi deara gur féidir an post ceannaire a chur le haon chód sa cholún “Ról Foirne”, is cuma cé acu a oibríonn an ceannaire go díreach le leanaí nó nach n-oibríonn. Tugtar treoracha níos mionsonraithe sa tábla thíos.

Ainm na gcolún sa bhFoirm Liostaithe	Míniú
(1) Ainm	Líon isteach céadainm agus sloinne an duine.
(2) Sraithuimhir	Ní gá an colún seo a líonadh amach do d'ionad.
(3) Ról an Ceannaire	Sa cholún seo, ba cheart an ceannaire suímh ELC a shainaithint. Úsáid “1” más é an duine atá liostaithe an ceannaire nó má ghníomhaíonn sé nó sí mar cheannaire freisin. Táimid ag súil le díreach ceannaire amháin in aghaidh an tsuímh. Mura bhfuil ceannaire tiomnaithe ag do shuíomh, déan teagmháil leis an bPríomh-Oifig Staidrimh le do thoil chun a dhearbhuí cé leis a rachaidh tú i dteagmháil.
(4) Ról Foirne	Sa cholún seo, ní mór ról na mball foirne atá liostaithe a chur in iúl. Bain úsáid as “1” don cheannaire nach ndéanann aon obair dhíreach leis na leanaí sa spriocdhaonra. Níor chóir go mbeadh aon duine eile liostaithe mar bhaill foirne ag baint úsáid as an gcód seo. Níor cheart go bhfaigheadh ceannairí a oibríonn le leanaí cód “1”, ach an cód a léiríonn a gcuid oibre le leanaí. Úsáid “2” le haghaidh <Múinteoir> Úsáid “3” le haghaidh<Cúntóir><Ball foirne ELC> Úsáid “4” le haghaidh<Ball foirne do leanaí aonair> Úsáid “5” le haghaidh<Baill foirne le haghaidh cúraimí speisialta> Úsáid “6” le haghaidh<Intéirneach> Úsáid “7” le haghaidh<Eile>
(5) Bliain bhreithe	Líon isteach bliain bhreithe an duine mar uimhir 4 digit, m.sh. 1962. Bain úsáid as 9999 mura bhfuil an fhaisnéis seo ar eolas nó mura gceadaítear í a sholáthar.
(6) Inscne	Úsáid “1” le haghaidh mná. Úsáid “2” le haghaidh fir. Úsáid “3” le haghaidh neamh-dhénártha/éagsúil.

	Úsáid “9” mura bhfuil an fhaisnéis ar eolas nó mura gceadaítear í a sholáthar.
(7) Teanga	Úsáid “1” don Bhéarla Úsáid “2” don Ghaeilge

3.4 An Fhoirm Liostaithe a sheoladh ar ais

Déan fótachóip den Fhoirm Liostaithe nuair a bheidh sé comhlánaithe. Ba cheart cóip den Fhoirm Liostaithe chomhlánaithe a stóráil go sábháilte ag an suíomh ELC go dtí an 31 Márta 2023, sé sin ag deireadh na n-oibríochtaí trialach allamuigh. Ag deireadh na trialach allamuigh, ba cheart na sonraí go léir is gá chun an triail allamuigh a bhainistiú a bhaint agus a scríosadh. Scríosfaidh an Phríomh-Oifig Staidrimh taifid a bhFoirm Liostála go luath ina dhiaidh sin.

Pointe Airde!

Seol an Fhoirm Liostaithe ar ais chuig an bPríomh-Oifig Staidrimh **tráth nach déanaí ná an 27 Feabhra 2023, i gclúdach litreach an Fhreagra Gnó a cuireadh ar fáil.**

Úsáidfídh an Phríomh-Oifig Staidrimh an t-eolas atá ar fáil ar an bhFoirm Liostaithe chun an fhoireann a bhfuil suirbhé le déanamh orthu a roghnú go randamach.

- Go ginearálta, roghnófar ochtar ball foirne chun an Ceistneoir Foirne a fháil.
- Má tá níos lú ná ochtar ball foirne incháilithe ag an suíomh ELC, roghnófar iad go léir.

Seolfaidh an Phríomh-Oifig Staidrimh litir agus eolas faoi shonraí an cheistneora (logáil isteach, URL srl) chuig gach ball foirne a roghnaíodh chun páirt a ghlacadh ann. Ba cheart go sroichfeadh na litreacha seo d’ionad laistigh de choicís tar éis duit d’Fhoirm Liostaithe a chur isteach. Ba chóir duitse, mar cheannaire san ionad, baill foirne a spreagadh chun páirt a ghlacadh le linn na tréimhse sin. Eiseoidh an Phríomh-Oifig Staidrimh meabhrúchán 7-10 lá tar éis don chéad litir teacht chuig na daoine sin nár ghlac páirt ann.

4 Riaradh an cheistneora

Tá riarachán an cheistneora ar cheann de na cúraimí atá ort mar Chomhordaitheoir Suímh ELC. Ba cheart don cheannaire an tábhacht a bhaineann leis an suirbhé seo a mhíniú do gach ball foirne agus a mheabharrú dóibh páirt a ghlacadh ann. Ba cheart don cheannaire agus don bhall foirne dul i dteagmháil leis an bPríomh-Oifig Staidrimh má bhíonn aon fhadhbanna ann maidir le logáil isteach nó rochtain a fháil ar an gceistneoir.

Le TALIS Ag Tosú go Láidir 2024, is rannpháirtíocht ar líne an t-aon mhodh riaracháin atá ar fáil.

Pointe Airde!

Déanfar Triail Allamuigh 2024 TALIS Ag Tosú go Láidir a riar sa tréimhse idir: 1 agus 31 Márta, 2023.

Tá sé tábhachtach go gclófidh tú leis an amlíne toisc nach féidir sonraí an ELC a úsáid le haghaidh anailís idirnáisiúnta taobh amuigh de sin agus bheadh an obair ar fad atá déanta cheana féin curtha amú.

4.1 Ábhair an tsuirbhé a stóráil

Mar Chomhordaitheoir Suímh ELC, tá tú freagrach as slándáil agus stóráil shábháilte na n-ábhar go léir roimh an tsuirbhé.

- **Níor cheart** na hábhair a chóipeáil ná a thaispeáint ar bhealach ar bith
- Ba chóir na hábhair a **dhaingniú** nuair nach bhfuil siad in úsáid
- Ba chóir aon ábhar nár úsáideadh a sheoladh ar ais chuig an bPríomh-Oifig Staidrimh

4.2 Dáileadh litreacha cumhdaigh agus sonraí ceistneora

Nuair a bheidh an Fhoirm Liostaithe faighte sa Phríomh-Oifig Staidrimh (CSO) déanfar teagmháil leo siúd a sampláladh chun páirt a ghlacadh tríd an bpost ag a n-ionad. Áireofar sa litir chumhdaigh sonraí faoi logáil isteach, URL etc.

Ar an meán, tógfaidh sé idir 60 agus 75 nóiméad an ceistneoir a chomhlánú. Chun críocha taighde, tá na ceistneoirí don Triail Allamuigh níos faide ná na leaganacha a ullmhófar don phríomhshuirbhé in 2024, ba cheart go dtógfadh sé 45 nóiméad go 60 nóiméad. Tríd an gceistneoir seo a fhreagairt, tá ceannairí agus baill foirne ag cabhrú leis na freagróirí a gheobhaidh ceistneoir athbhreithnithe níos giorra don Phríomhshuirbhé. Gabh buíochas na Príomh-Oifige Staidrimh leis an gceannaire agus leis an bhfoireann a ghlac páirt.

Pointe Airde!

Léireofar sa litir chumhdaigh ainm agus/nó cód aitheantais an duine ar chóir an litir a sheoladh chucu.

Tá sé ríthábhachtach go bhfaighidh gach duine an litir chumhdaigh a shanntar dó nó di. NÍ CHEADAÍTEAR baill foirne a ionadú in imthosca ar bith!

4.3 Rochtain a fháil ar na ceistneoirí ar líne

Beidh an fhoireann agus an ceannaire in ann rochtain a fháil ar na ceistneoirí ar líne agus iad a chomhlánú ag baint úsáid as ríomhaire nó ríomhaire glúine, chomh maith le gairis amhail táibléid agus fóin phóca. Dearadh na ceistneoirí ar líne chun oibriú le híosriachtanais bhrabhsálaí, cé gur fearr an leagan is déanaí de na brabhsálaithe is coitianta (e.g., Firefox, Chrome, Edge, Safari) a bheith acu chun eispéireas éasca a chinntiú. **Ní theastaíonn** JavaScript chun go n-oibreoidh na ceistneoirí ar líne agus ní úsáidfear 'fianáin'.

Chun rochtain a fháil ar an gceistneoir ar líne, ba cheart go mbeadh nasc idirlín cobhsaí, bandaleithead leordhóthanach agus gan balla dóiteáin ag an bhfoireann agus ag an gceannaire. Níl méid speisialta cuimhne oibre/spás stórála ag teastáil ar an ngaireas chun na ceistneoirí a líonadh isteach.

Cuir in iúl don fhoireann agus don cheannaire le do thoil go ndéantar anaithnideacht na bhfreagróirí **a ráthú i gcónaí**. Sábháiltear freagraí de réir mar a théann daoine ó cheist go ceist. Féadfaidh siad an ceistneoir a fhágáil tráth ar bith agus logáil isteach arís níos déanaí (mar shampla, an chéad lá eile) le linn na tréimhse riaracháin.

Sna litreacha cumhdaigh, gheobhaidh an freagróir an fhaisnéis seo a leanas (samplaí bréige):

- Seoladh idirlín chun teacht ar an gceistneoir ar líne
- Do cheannairí: ainm úsáideora 4 digit (Aitheantas an tsuímh ELC) amhail '1234'
- Don fhoireann: ainm úsáideora 6 digit (Aitheantas Foirne) amhail '123456'
- Pasfhocal logála isteach 5 digit (Suim sheiceála), amhail '12345'

Mar a léirítear i bhFíor 2, ní mór an seoladh idirlín a chlósscríobh go díreach isteach i mbarra seoltaí an bhrabhsálaí, seachas trí inneall cuardaigh (e.g., Google, Bing, Yahoo etc.). Níl sa seoladh idirlín a cuireadh le Fíor 2 ach sampla bréige.

Fíor 2: Sampla den bhealach ceart agus mícheart chun rochtain a fháil ar an gceistneoir ar líne ag baint úsáid as brabhsálaí

Ceart: an seoladh idirlín a chlóschríobh i mbarra seoltaí an bhrabhsálaí	Mícheart: an seoladh idirlín a chlóschríobh isteach in inneall cuardaigh

Pointe Airde!

Cuir in iúl do na rannpháirtithe le do thoil nach mór an seoladh idirlín a chlóschríobh go díreach isteach i mbarra seoltaí an bhrabhsálaí.

Má bhíonn deacrachtaí ag freagróirí sa suíomh ELC logáil isteach nó an ceistneoir a chomhlánú, téigh i dteagmháil leis an bPríomh-Oifig Staidrimh ag 021 453 5110.

Tabhair faoi deara nach gceadaítear aon asphriontaí de na ceistneoirí ar líne a úsáid in imthosca ar bith!

4.4 Monatóireacht a dhéanamh ar rannpháirtíocht

Ní féidir ach leis an bPríomh-Oifig Staidrimh monatóireacht a dhéanamh ar rannpháirtíocht ar líne. Seolfaidh an Phríomh-Oifig Staidrimh meabhrúcháin chucu siúd nár ghlac páirt ann agus féadfaidh an Phríomh-Oifig Staidrimh teagmháil a dhéanamh leis an gceannaire chun rátaí rannpháirtíochta a phlé.

D'fhéadfaí Foirm Rianaithe a eisiúint chugat le linn obair allamuigh an tsuirbhé a chuideodh le leibhéal na rannpháirtíochta i do shuíomh a léiriú. Taispeántar sampla d'Fhoirm Rianaithe thíos.

Is é príomhchuspóir na Foirme Rianaithe aon neamhréireachtaí a dhoiciméadú idir an fhaisnéis faoi na daoine atá liostaithe ar an bhfoirm agus an staid reatha sa suíomh ELC. Tá **colún (8)** ríthábhachtach anseo áit a dtaifeadtar stádas fillte an cheistneora. Tá cur síos ar na cóid ar chóir a úsáid don cholún seo thíos.

Tábla 3: Cóid le haghaidh Stádas Fillte an Cheistneora san Fhoirm Rianaithe

Cóid	Brí	Míniú
1	Seolta ar ais (ar líne)	Úsáidtear é le haghaidh rannpháirtithe a chomhlánaigh an ceistneoir ar líne. Ní mór é seo a chomhordú leis an CSO mar ní féidir le comhordaitheoir suíomh ELC monatóireacht a dhéanamh ar rannpháirtíocht ar líne.
2	Seolta ar ais (páipéar) - Neamhbhainteach leis an Triail Allamuigh	Ní úsáidtear iad ach amháin má d'iarr an ELC ceistneoirí páipéir.
3	Níor seoladh ar ais	Úsáidtear é nuair nár cuireadh an ceistneoir ar ais
4	D'fhág an suíomh ELC go buan	Úsáidtear é má d'fhág an duine an suíomh ELC tar éis dó a bheith liostaithe ach sular thosaigh an riarachán
5	Ba chóir go mbeadh duine lasmuigh den raon feidhme	Sa chás gur liostaíodh baill foirne cé gur cheart go mbeadh siad lasmuigh den raon feidhme ar cheann de na cúiseanna a

		liostaítear sa chuid 3.2 nó gur léir nach n-oibríonn siad le leanaí
9	Ní fios	Úsáidtear é i gcás nach bhfuil aon fhaisnéis ag Comhordaitheoir Suímh ELC maidir le stádas an fhille

Má tá ceisteanna agat nó má bhíonn fadhbanna agat de chineál ar bith, téigh i dteagmháil le do Phríomh-Oifig Staidrimh (CSO) a luaithé is féidir le do thoil. Ríomhphost: talis@cso.ie nó teileafón: 021 453 5110 le linn uaireanta oifige.

Fíor 2: Sampla den Fhoirm Rianaithe i bhformáid Excel

TALIS Ag Tosú go Láidir 2024 FT – [ISCED Leibhéal 02] Foirm Rianaithe

Tír/Réigiún:	Éire
Ainm an tSuímh ELC:	Suíomh Samplach ELC
Aitheantas an tSuímh ELC:	1234

(1) Ainm	(2) Aitheantais	(3) Bliain bhreithe	(4) Inscne	(5) Ról Foirne	(6) Ceistneoir	(7) Modh ceistneora	(8) Stádas fillte an Cheistneora	(9) Infhaighteacht Sonraí an Cheistneora Foirne
Ball	123401	1951	1	1	10	1	1	
Ball	123402	1972	2	3	22	1	4	
Ball	123403	1971	2	2	21	2	2	
...	...	...	...	...	...	...	...	

Colún (1): Céadainm agus sloinne

Colún (2): Cóid aitheantais. Aitheantas seicheamhach

Colún (3): Bliain bhreithe: BBBB; 9999 = Gan sonrú

Colún (4): Inscne: 1 = Baineann; 2 = Fireann; 3 = Neamh-dhénártha/éagsúil; 9 = Diúltaithe

Colún (5): Ról an Bhaill Foirne: 1 =<Ceannaire amháin (gan obair oideolaíoch)> ; 2 =<Múinteoir (Príomhoideoirí Luathbhlianta)> ; 3 =<Cúntóir (Oideoirí Luathbhlianta)> ; 4 =<Ball foirne do leanaí aonair> ; 5 =<Baill foirne le haghaidh cúraimí speisialta> ; 6 =<Intéirneach (Scoláirí)>

Colún (6): Ceistneoir: 10 = Ceistneoir Ceannaire Foirm A; 11 = Ceistneoir Ceannaire Foirm B; 21 = Ceistneoir Foirne Foirm A; 22 = Ceistneoir Foirne Foirm B; 30 = Príomhcheistneoir Comhcheangailte; 31 = Ceistneoir Comhcheangailte – Gearr

Colún (7): Modh Ceistneora: Is ar líne an modh réamhshocrú don Triail Allamuigh.

1 = Ar Líne; 2 = Páipéar

Colún (8): Stádas fillte an Cheistneora:

1 = Seolta ar ais (ar líne); 2 = Seolta ar ais (páipéar); 3 = Níor seoladh ar ais; 4 = D'fhág an suíomh ELC go buan; 5 = Ba cheart go mbeadh an duine lasmuigh den raon feidhme; 9 = Ní fios

Colún (9): Infhaighteacht Sonraí an Cheistneora Foirne: Bainfear an fhaisnéis seo as an gcóras ar líne; níl aon iontrálacha ag teastáil do cholún 9.

1 = Níl aon sonraí ar fáil; 2 = Ar Líne

Cosaint sonraí

Mar chuid d'ábhair an tsuirbhé, beidh Fógra Cosanta Sonraí Pearsanta faighte ag an gceannaire agus ag an bhfoireann, a chuireann in iúl dóibh faoina gcearta chun rochtain a fháil ar shonraí pearsanta agus iad a cheartú, chomh maith le cur i gcoinne a phróiseála, scríodh a iarraidh, agus iniomparthacht sonraí a fháil i gcúinsí áirithe. Cuir in iúl don cheannaire agus don fhoireann le do thoil go mbeidh orthu, más mian leo aon cheann de na cearta sin a fheidhmiú, teagmháil a dhéanamh leis an bPríomh-Oifig Staidrimh agus a bhfaisnéis aitheantais a sholáthar ó na Litreacha Cumhdaigh. Beidh an Phríomh-Oifig Staidrimh (CSO) in ann a n-iarratas a phróiseáil ansin.

5 Rialú cáilíochta le linn na Trialach Allamuigh

Déantar rialú cáilíochta ag céimeanna éagsúla le linn ullmhúchán an cheistneora agus le linn na próiseála sonraí freisin. Tá sé seo ar cheann de na cúiseanna a bhfuil sé tábhachtach go gcloífidh tú i **gcónaí** le gach ceann de na nósanna imeachta thuasluaite.

Féadfaidh Breathnóir Cáilíochta Náisiúnta (NQO) dul i dteagmháil leat, sé sin duine atá ceaptha ag an bPríomh-Oifig Staidrimh chun breathnú ar na caighdeáin bailithe sonraí. Cinntíonn an NQO go ndearnadh cur chun feidhme an tsuirbhé i suíomhanna ELC de réir Chaighdeáin Theicniúla TALIS, amhail a sheiceáil gur urramaíodh anaithnideacht na bhfreagróirí agus go bhfuil an Fhoirm Liostaithe comhlánaithe i gceart agus stóráilte ar bhealach sábháilte.

Gabhann an OECD, an tIonad Staidéir Idirnáisiúnta agus an Phríomh-Oifig Staidrimh buíochas leat as do chuid ama agus as an méid a chuir tú leis an staidéar tábhachtach idirnáisiúnta seo.

Comhaontú Rúndachta 2024 Ag Tosú go Láidir TALIS

Aontaíonn an Phríomh-Oifig Staidrimh gan aon fhaisnéis nó sonraí a nochtadh seachas do pháirtithe údaraithe nó do bhaill foirne agus an ceistneoir, faisnéis inaitheanta phearsanta, freagraí na gceistneoirí agus aon ábhair TALIS eile a chosaint. Tagraíonn páirtithe údaraithe nó baill foirne dóibh siúd san ECFE, ag an Lárionad Staidéir Idirnáisiúnta agus a fhochonraitheoirí agus a chomhpháirtithe.

Ní mór do chomhordaitheoirí suímh ELC TALIS Ag Tosú go Láidir 2024 na rialacha rúndachta céanna a thuiscint agus a chomhlíonadh i riarachán an tsuirbhé. Ciallaíonn síniú an chomhaontaithe rúndachta seo go n-aontaíonn siad, beag beann ar a gcleamhnacht eagraíochta, NACH ndéanfaidh siad:

- 1) inneachar aon ábhair nó sonraí rúnda a nochtadh
- 2) aon nochtadh a dhéanamh trína bhféadfaí freagróir suirbhé nó a fhreagraí/sonraí gaolmhara a aithint
- 3) cead a thabhairt d'aon duine seachas na daoine aonair faoin gcomhaontú rúndachta céanna rochtain a fháil ar ábhair TALIS, lena n-áirítear, ach gan a bheith teoranta dóibh, an Fhoirm Liostaithe, ceistneoirí agus aon fhreagraí foirne nó ceannaire.

Dá réir sin, aontaím leis na téarmaí thuas mar Chomhordaitheoir Suímh ELC do Thriail Allamuigh TALIS Ag Tosú go Láidir 2024.

Ainm (céadainm & sloinne): _____

Teideal an phoist: _____

Suíomh/Eagraíocht ELC: _____

Dáta: _____

Síniú: _____

Iarscríbhinn B: Faisnéis staidrimh an tsuímh ELC a theastaíonn ón gceannaire

Sa cheistneoir atá le comhlánú ag na ceannairí, cuirtear ceisteanna, i measc nithe eile, maidir le suíomh, maoiniú agus tréithe foirne agus leanaí an ELC. Bheadh sé úsáideach dá mbeadh an t-eolas seo a leanas in aice láimhe:

1. Líon reatha na mball foirne ELC ag do shuíomh agus an ról a chomhlíonann siad laistigh den suíomh (m.sh. líon na bpríomhoideoirí luathbhlianta)
2. Eolas ar láimhdeachas foirne le 12 mhí anuas (m.sh. líon na mball foirne a d'fhág nó a thosaigh ag obair sa suíomh le 12 mhí anuas nó atá ar shaoire fhadaithe)
3. Líon na n-ionadach ba ghá a fhostú le líonadh isteach le haghaidh neamhláithreachtaí foirne ELC le 12 mhí anuas
4. Líon na neamhláithreachtaí foirne ar an Máirt is déanaí a bhí an suíomh ELC seo ar siúl ag an am a dhéanann tú an suirbhé
5. Líon reatha na leanaí atá cláraithe in oideachas luath-óige agus réamh-bhunscoile sa suíomh ELC seo
6. Má tá sé ar fáil, cé mhéad de na leanaí atá cláraithe sa suíomh a thagann faoi chatagóirí éagsúla.

Mura bhfuil an t-eolas thuas agat, is leor meastacháin gharbha.