

Circular Number: FE 01/26

Date of Issue: 03 February 2026

## Subject: The DE Early Years SEN Assistant Training Project source of funding and CDR coding guidance

### Target Audience:

- Principals of Further Education (excluding BMC)
- FE College Finance Officers (excluding BMC)
- FE College MIS (excluding BMC)
- FE DE Early Years SEN Assistant Training Project Co-Ordinators (excluding BMC)

### Summary of Contents:

This circular states the DE Early Years SEN Assistant Training Project should be set up using Source of Funding code SOF 79.

### Enquiries:

Any enquiries about the contents of this circular should be addressed to:

Skills Initiatives Branch  
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Related Documents: None

Superseded Documents: None

Expiry Date: **This circular will remain in effect until otherwise notified by the Department.**

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## 1. INTRODUCTION

- 1.1 The **DE Early Years SEN Assistant Training Project** is one of the early actions to be delivered a direct result of the SEN Reform Agenda which was recently published by the Minister of Education along with the associated Delivery Plan in February 2025. This is one of a number of projects funded through the Public Sector Transformation Board.
- 1.2 The Department for the Economy is delighted to be collaborating with the Department of Education to deliver a new training programme aimed at adults who work in pre-school and Foundation Stage (primary 1 and 2) of primary school, and who support children who have special educational needs (SEN).
- 1.3 This circular provides information on Source of Funding Code.

## 2. CODING FOR MIS

- 2.1 The Course and Student Source of the DE Early Years SEN Assistant Training Project is shown in the table below. Colleges should add this value to the relevant CDR Verifier lists.

Code	Year	Description
79	2025	Cinemagic, Inclusive Futures, DE SEN Project

**NB: The 79 code will remain in place for all subsequent years, should the programme receive funding beyond 2025/2026.**

- 2.2 To enable identification and analysis of the programme the following curriculum set up must be followed:
- The code 'DESEN' must be added to the HLA Pathway (course).

2.3 Colleges should add these values to the HLA\_PATHWAY CDR Verifier list.

Year	Code	Description
2025	DESEN	DE EY SEN Project

2.4 A new validation will be added to check for these valid values in the 26/27 CDR Changes cycle and in the interim local validations will be provided.

2.5 Colleges are required to make the necessary amendments to their systems to enable input for all current DE Early Years SEN Assistant Training Project enrolments.

### 3. VALIDATION AND AUDIT

3.1 Colleges will be responsible for ensuring that the revised coding guidance is implemented in full and ensuring any changes throughout the academic year are reflected in the data.