Rannóg Oideachais Múinteoirí
An Roinn Oideachais agus Scileanna
Cor na Madadh
Baile Átha Luain
Co. na hIarmhí

N37 X659

Teacher Education Section
Department of Education and Skills
Cornamaddy
Athlone
Co. Westmeath

N37 X659

Date: 18/01/2016 **Circular 0004/2016**

Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers Involved in Learning Support and Special Education – 2016/2017

To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools
And
The Chief Executives of Education and Training Boards

Introduction

In order to assist all schools and educational services in meeting the needs of students requiring learning support and the teaching of students with special educational needs, a combined post-graduate diploma programme of continuing professional development will be offered to teachers in September 2016.

1. **Programmes 2016/2017**

In the school year 2016/2017, this combined post-graduate diploma programme of continuing professional development will be offered in the following centres:

- Dublin City University, Institute of Education, DCU St Patrick's Campus, Drumcondra, DC09 DC00 *to include the Church of Ireland College of Education and St. Patrick's College which are currently incorporating into this Institute* (up to 115 places available)
- Mary Immaculate College, South Circular Road, Limerick (50 places available)
- School of Education, National University of Ireland, Galway (30 places available)
- St. Angela's College, Lough Gill, Sligo (50 places available)
- University College Cork, Cork (25 places available)
- School of Education, University College Dublin, Belfield, Dublin 4 (25 places available)

2. **Funding**

Funding for the programmes in the above Colleges/Universities is provided to each centre by the Teacher Education Section of the Department of Education and Skills.

3. **Aim and Content**

The aim of the programme is to provide substantial theoretical and practical continuing professional development for teachers working with students with special educational needs and for teachers working in recognised mainstream and other educational settings with those students requiring learning support teaching and, thereby, to contribute to the school's overall capacity in this area. Qualifications will be awarded, by the Colleges/Universities involved, to participants who successfully complete the programme. **Participants will be assessed on the basis of full attendance at the programme venue, successful completion of selected tasks and written assignments (and examinations where relevant), supervision of their work in schools/centres and final evaluation**. Further details will be made available to applicants by the individual College/University.

4. **Duration and Organisation**

The programmes are of **one academic year's duration**. Applicants should note that there will be a total of **eight weeks' release** from schools/centres for attendance at the relevant programme venue and the remainder of the year will involve teaching in participants' own educational settings. There will be some variations between the participating Colleges/Universities in terms of organisation, assessment and title of awards. All of the programmes listed below provide qualifications recognised by the Department of Education and Skills in the area of special education and learning support for teachers in the following roles: Learning Support Teacher and/or Resource Teacher, Teacher in a Special School and Teacher in a Special Class.

5. **Colleges/Universities**

(a) DCU Institute of Education, DCU St Patrick's Campus, Drumcondra, DC09 DC00 (www.dcu.ie)
The Church of Ireland College of Education and St Patrick's College are in the process of incorporation into the new Institute of Education, Dublin City University. It is proposed that this new Institute will provide a programme that will lead to the award of Graduate Diploma in Inclusive, Learning Support and Special Education. It runs from September 2016 to June 2017 and involves a blended model of delivery incorporating block release from school/centre for eight weeks, on-line learning and attendance on four Saturdays during the year. In order to participate in the programme, teachers will need access to a computer and broadband internet access. Particular expertise has been developed within the programme that relates to the inclusion of students in primary, post-primary and special schools (for example, those with severe and profound general learning disability) and other education centres. Further details are available on the Institute's website, https://www.dcu.ie/institute_of_education/index.shtml at www.cice.ie and www.spd.dcu.ie. Contact details are available in Appendix 2.

(b) Mary Immaculate College, South Circular Road, Limerick (www.mic.ul.ie)
This programme, which is organised by the Department of Special Education, leads to the award of a Graduate Diploma in Special Education, accredited by the University of Limerick. The course offers an in-depth exploration of an SEN area of choice (Autism, Dyslexia, Attention Deficit Hyperactivity Disorder, Mild General Learning Disabilities, Emotional & Behavioural Disorders, Down Syndrome or other SEN areas) for each participant. The course runs from September 2016 to May 2017 and involves block release from school/centre for designated periods (a total of eight weeks), and four Saturdays. Those considering participation in this programme should contact the college for more details in relation to block release. Further details are available on the College website. Contact details are available at Appendix 2.

(c) National University of Ireland, Galway (www.nuigalway.ie)
This programme provided by the School of Education, leads to the award of a Postgraduate Diploma in Special Education. It runs from early September 2016 until May 2017 and involves release from schools/centres for designated block periods (a total of eight weeks over the academic year) to attend lectures and workshops at the University. In addition, teachers will be required to attend lectures and workshops at the University on four Saturdays. The programme also includes supervised work in the teachers' own schools/centres and supported ongoing study throughout the year using a variety of modes of content delivery. Further details are available on the College website. Contact details are available at Appendix 2.

(d) St. Angela's College, Sligo (www.stangelas.nuigalway.ie)
This programme is organised by the Centre for Special Educational Needs, Inclusion and Diversity and leads to the award of a Post-Graduate Diploma in Special Education, accredited by the National University of Ireland, Galway. It runs from September 2016 until May 2017. The course is based on a combined approach of block release from school/centre for a total of eight weeks, four Saturdays of face-to-face tuition and distance learning, together with supervised work in the teachers' own schools/centres. The programme also includes supported ongoing study throughout the year using a variety of modes of delivery. The programme structure is comprised of four core modules and a specialist study module. Participants can choose two areas from the following range: Specific Learning Disabilities; Autistic Spectrum Disorders; Adult / Disadvantage / Intercultural Education; and Challenging Behaviour. Those considering participation in this programme should contact the college for more details in relation to block release. Contact details are available at Appendix 2.

(e) University College Cork (www.ucc.ie)
This programme is provided by the School of Education, UCC, and leads to the award of a Postgraduate Diploma in Special Education. It will run from September 2016 to May 2017 and involves a total of eight weeks block release from school/centre, four Saturdays, distance learning and supervised work in the teacher's own school/centre. Contact details are available at Appendix 2.

(f) University College Dublin, Belfield, Dublin 4 (www.ucd.ie)
This programme, provided by the School of Education, leads to the award of the Graduate Diploma in Special Education. It will run from September 2016 to May 2017 and involves a blended model of delivery incorporating block release from school/centre amounting to a total of eight weeks, four Saturdays of collaborative workshops and seminars and ongoing supervised work in the participant's own school/centre. Those considering participation in this programme should contact the college for more details in relation to block release. Contact details are available at Appendix 2.

6. **Eligibility**

Please note that all teachers must be registered in accordance with Section 31 of the Teaching Council Act, 2001. Please refer to the Teaching Council website www.teachingcouncil.ie for further information.

This programme is open to all serving teachers who are employed in a position funded by the Department of Education and Skills and who provide Learning Support and/or Resource Teaching in recognised Primary schools, Post-Primary schools, and other recognised Educational Services. Teachers serving in special schools and special classes are also eligible to apply. **The programme is designed specifically to assist teachers in meeting the learning and teaching needs of students requiring learning support and/or students with special educational needs. Potential applicants must therefore have a teaching role in relation to students requiring learning support and/or students with special educational needs.**
Please refer to the circulars listed in Appendix 1 for information on the qualifications necessary for Learning Support/ Resource Teaching posts at Primary and Post-Primary levels and qualifications necessary to teach in Special Schools.

Please note that in order for teachers to be eligible to take up a place or continue on the course the necessary hours and facilities to enable full participation must be provided in their own school setting. It is particularly important that teachers participating in the Programme are given a work-load which will permit them to benefit fully from the continuing professional development being offered.

(a) Primary:

Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter[1] from the Teaching Council, when submitting their application form. If the "Education Sector(s)" field is blank, teachers will be required to provide evidence that they have qualifications suitable to teach in either the mainstream primary sector or to teach students with special educational needs or students requiring learning support in the primary sector.

Applicants from Primary Schools should have successfully completed their probationary period in accordance with the requirements as set out by the Teaching Council in their new publication *Procedures for Induction and Procedures and Criteria for Probation* and hold a position in a sanctioned post in an area of special education or learning support, or be taking up such posts in September 2016. For the purpose of the course, teachers will need to deliver a range of programmes related to the learning and teaching of students with special educational needs and/or those requiring learning support.[2] Teachers' timetables must also include periods during which they are working with small groups of students. Collaborative practices, such as team-teaching, can also form a part of these arrangements.

(b) Post Primary

Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter (see footnote 1 below) from the Teaching Council, when submitting their application form. If the "Education Sector(s)" field is blank, teachers will be required to provide evidence that they have qualifications suitable to teach in either the mainstream post-primary sector or to teach students with special educational needs or students requiring learning support in the post-primary sector.

Applicants from Post-Primary Schools should have successfully completed their Induction and Post Qualification Employment (PQE).

Learning Support Teachers
Qualified teachers who are assigned to Learning Support work should provide support for pupils requiring learning support for a **minimum** of 11 hours per week including in-class support. At least four class periods should be allocated to teaching individuals or groups of not more than six students. Additional time should also be made available for consultation with parents/guardians and colleagues. Together with work in numeracy, assigned Learning Support hours **must** include at least 4 class periods per week of literacy work (maintaining a focus on developing pupils' literacy skills related to reading, writing, listening and speaking rather than focusing on language-based subject areas such as History/Geography).

Resource Teachers
Applications are invited from recognised second-level schools/centres that have been allocated resource posts or resource hours or officially sanctioned special classes. The person nominated must be a teacher eligible to hold a permanent post in recognised second level schools. In order to be eligible for the programme, teachers must spend a **minimum** of 11 hours per week including in-class support working with students who have special educational needs. For the purpose of the course, teachers will need to deliver a range of programmes related to the learning and teaching of students with special educational needs and/or those requiring learning support across the curriculum.

Teachers' timetables must also include periods during which they are working with small groups of students. Collaborative practices, such as team-teaching, can also form a part of these arrangements.

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[1] Confirmation of Registration letter is available to download from the Registered Teacher Login Facility on the Teaching Council website www.teachingcouncil.ie

[2] Please see the following links for definitions of Special Education /Learning Support categories as described in DES Circulars SP ED 02/05 - www.education.ie/en/Circulars-and-Forms/Active-Circulars/sped02_05.pdf and SP ED 08/02 www.education.ie/en/Circulars-and-Forms/Archived-Circulars/Applications-for-full-time-or-part-time-resource-teacher-support-to-address-the-special-education-needs-of-children-with-disabilities.pdf

The DES Circular SP ED 08/02 should be interpreted in accordance with the terms of circular SP 02/05. Please note that the General Allocation Model is not currently applicable at post-primary level.

(c) Special Schools

Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter (see footnote 1 on page 4) from the Teaching Council, when submitting their application form. If the "Education Sector(s)" field is blank teachers will be required to provide evidence that they have qualifications suitable to teach either in the mainstream primary or post-primary sectors or to teach students with special educational needs or students requiring learning support in the primary or post-primary sector or to teach in special school settings.

Applicants from Special Schools should have successfully completed their probationary period in accordance with the requirements as set out by the Teaching Council in their new publication Procedures for Induction and Procedures and Criteria for Probation and hold a sanctioned post in a Special School or be taking up such posts in September 2016.

(d) Other Educational Service

Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter (see footnote 1 on page 4) from the Teaching Council, when submitting their application form. If the "Education Sector(s)" field is blank teachers will be required to provide evidence that they have qualifications suitable to teach either in the mainstream primary or post-primary sectors or to teach students with special educational needs or students requiring learning support in the primary or post-primary sectors.

Applicants must have successfully completed their Induction and probationary period/PQE in accordance with Teaching Council requirements and be recognised as being eligible for permanent appointment in a primary, post-primary or special school. Applications are invited from qualified teachers employed by ETBs as literacy and/or numeracy tutors in Youthreach, Community Projects or in the Prison Service and who are assigned to Learning Support work for a **minimum** of 11 hours per week. At least four class periods should be allocated to teaching individuals or groups of not more than six students. Additional time should also be made available for consultation with parents/guardians and colleagues. Together with work in numeracy, assigned Learning Support hours **must** include at least 4 class periods per week of literacy work.

Candidates should note that evidence of having completed Garda vetting is required for participation in the course.

7. **Applications and Selection**

Applications must be returned to the College or University of choice by 5pm on 29th of February 2016.

Applicants should retain evidence of postage.

Priority will be given to teachers who meet the criteria and who have not already attended a similar post-graduate programme for Learning Support teachers or teachers of students with special educational needs recognised by the Department of Education and Skills.

Generally, only one application per School/Centre will be considered.

Candidates should note that some institutions require applicants to attend for interview.

It is intended that, on those programmes which accept primary and post-primary teachers, an equal number of places will be allocated to each group but the ratio may be modified in response to demand and local circumstances.

The selection of participants from the eligible applicants will be a matter for the College/University authorities.

8. **Programme Fees**

No fee or registration charges will apply for applicants eligible under the terms of this Circular.

9. **Extra Personal Vacation**

No extra personal vacation will be allowed in respect of attendance at the Programme.

10. **Substitution**

Substitution, which must be approved by the managerial authority of the school/ETB, will be allowed. The substitution must be deemed necessary to cover the approved periods of absence of the teacher from teaching duty for attendance at the course. Documentation from the College/University specifying the absence details must be retained by the school. **It should be noted that paid substitution cover will not be provided by the Department of Education and Skills where a teacher takes personal leave during the block release element of the programme.**

11. **Salary Arrangements**

All teachers on block release under the terms of this Programme will continue to receive their salary in the usual way.

Please note that successful completion of this programme will not result in any entitlement to additional remuneration from the Department of Education and Skills.

12. **Travel and Subsistence**

Please note that there will be **no** reimbursement of any travel or subsistence expenses incurred by participants in the Programme which is the subject of this Circular.

13. **Masters Programme**

Those who successfully complete the Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education, and who meet entry requirements, are eligible to seek admission to a Masters Programme provided through the institutions listed in section 1 of this Circular. Further information is available on individual institutions' websites, details of which are available at Appendix 2.

Eddie Ward
Principal Officer

January 2016

APPENDIX 1

The following Circulars are available for download on the website of the Department of Education and Skills, www.education.ie:

SP ED 02/2005	Organisation of Teaching Resources for Pupils who need Additional Support in Mainstream Primary Schools
0031/2011	Teacher Recruitment Registration and Qualifications
0025/2013	Requirement for Teachers in Recognised Schools to Register with the Teaching Council
0052/2013	Procedures on the Commencement of Section 30 in Recognised Schools

APPENDIX 2

Addresses of Colleges/Universities offering the Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education

1. School of Inclusive and Special Education,
DCU Institute of Education,
DCU St Patrick's Campus,
Drumcondra,
DC09 DC00
https://www.dcu.ie/institute_of_education/index.shtml

Phone (01) 8842031 (St Pats),
(01) 4970033 (CICE) Fax: (01) 8842294

email: DC983@dcu.ie

2. Mary Immaculate College,
Department of Special Education,
South Circular Road,
Limerick.
www.mic.ul.ie

Phone: (061) 204563
Fax: (061) 313632

email: mairead.horan@mic.ul.ie

3. School of Education,
National University of Ireland,
University Road
Galway.
www.nuigalway.ie

Phone: (091) 492195

Fax: (091) 750538
email: education@nuigalway.ie

4. St. Angela's College,
Centre for Special Educational Needs, Inclusion and Diversity,
Lough Gill,
Sligo.
www.stangelas.nuigalway.ie

Phone: (071) 9195551
Fax: (071) 9146510

email: education@stangelas.nuigalway.ie

5. Special Education Department,
School of Education,
Leeholme,
University College Cork,
Cork.
www.ucc.ie

Phone: (021) 4902465
Fax: (021) 4270291

email: Dan.OSullivan@ucc.ie

6. School of Education,
Roebuck Castle,
University College Dublin,
Belfield,
Dublin 4.
www.ucd.ie

Phone: (01) 7167967
Fax: (01) 7161143

email: ann.owens@ucd.ie

Application Form – Post-Primary Teachers – Circular 0004/2016

Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education – 2016/2017

To be completed by Teachers in Post-Primary Schools or in other Educational Services, e.g., Interventions, Youthreach, Prison Services, etc.

Please complete and **return to the College/University of your choice by 29th February 2016.**

1. Personal Details

Name: _____ School: _____

Home Address: _____ School Address: _____

_____ _____

_____ _____

Home Ph: _____ School Roll No: _____

Mobile: _____ School Phone: _____ Fax: _____

Personal email: _____ School email: _____

Teacher Payroll No: _____ Principal: _____

Please state Year of fulfilling Induction and PQE requirement: _____

2. Registration Details (Per Teaching Council Registration Certificate or Confirmation of Registration letter)*

Teacher Registration Number _____Education Sector _____

Do you hold current Garda Vetting? Yes ☐ No ☐

* A copy of the **Registration Certificate** or a **Confirmation of Registration letter** must accompany this form.

3. Current Teaching Position

3 (a) Please tick which of the following best describes your current Employment Status:

Permanent ☐

Contract of Indefinite Duration (CID) ☐

Fixed Term Contract ☐

Other, please specify: _____

If employed in a part time capacity, for how many hours are you employed? _____

3 (b) Please tick which of the following best describes the teaching position you will hold in 2016/2017 (*You may tick more than one box)*:

Position	√ as appropriate	Position	√ as appropriate
Learning Support Hours in Mainstream		Ex-quota Learning Support Post	
Resource Post		Teacher in Special Class	
Resource Hours in Mainstream			
Other: Please specify: _____			

3 (c) Please state:

- Your total number of years teaching: _____
- Number of years teaching in your present school: _____
- When were you appointed to your present LS/SEN post/hours? _____
- Date of establishment of this LS/SEN post: _____
- Have you been given timetabled hours for Learning Support work for the current year? (please state the number of hours): _____
- Have you been given timetabled hours for Special Educational Needs work for the current year? (please state the number of hours): _____

3 (d) Please state:

Number of students you are currently teaching in your capacity as indicated at **3 (c)** above: _____

3 (e) Please state:

Number of timetabled hours you teach in mainstream classes: _____

3 (f) Have you been given timetabled hours for **Learning Support** work for **2016/2017**: _____

If yes, please state the number of hours: _____

3 (g) Have you been given timetabled hours for **Resource Teaching** work for **2016/2017**: _____

If yes, please state the number of hours: _____

3 (h) For the school year 2016/2017, how many hours per week will you be timetabled in the following areas of work:

Special Class (include designation of special class) _____

Withdrawal Work: _____ Team-Teaching: _____

Consultation with Colleagues/Parent/Others (please specify): _____

Other (please specify): _____

If your timetable has not yet been drawn up, please confirm with your principal that it will accord with the criteria in the accompanying circular:

I have certified with my Principal that this will be the case: Yes: ☐ **No:** ☐

3 (i) Please state name, address and roll numbers of all the schools in which you currently teach, where applicable:

Name Address Roll Number DEIS School

_____

_____

_____

_____

_____

4. <u>Professional or other qualifications held</u>:

College, University or other Awarding Body	Dates of attendance and whether full-time or part-time	Degree or other Qualifications obtained/to be obtained	Grade/Class (if any)	Subject(s)	Date of Award

5. **<u>Previous Teaching Experience</u>**

5 (a) Number of years teaching mainstream classes: _____

Name and Address of School(s) Dates

_____

_____

_____

_____

_____

_____

_____

5 (b) Prior to taking up your current position, please state number of years in:

Special Schools ____ Special Classes ____ Learning Support Teaching _____

Resource Teaching ____ Other (please specify) _____

Total ____

Name and Address of School(s) Dates

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

5 (c) Please provide details of any other relevant experience in educational settings e.g. subjects you currently teach:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

6. **Previous Professional Development courses attended (e.g. Induction, SESS, other CPD):**

Name & Dates of Professional Development Course	Duration	Grade/Class (if any)	Subject(s)	Year of Completion of Professional Development Course	Accrediting Body

7. **Details of other applications made**

7 (a) Have you previously applied for the Learning Support/Special Education Course? Yes ☐ No ☐

If yes: What year _____

Which College/University _____

7 (b) Have you applied to other Colleges/Universities for the 2016/2017 Programme? Yes ☐ No ☐

If yes: Which College/University _____

I have read the description of the programme of continuing professional development as set out in Circular 0004/2016 and I agree to attend, in full, the Course for which I am making application and to fulfil the necessary conditions of such participation. I will notify my school authority of any absence from the course in accordance with normal procedures.

I confirm that I understand that

(1) successful completion of this Programme will not result in any entitlement to additional remuneration from the Department of Education and Skills,

(2) no travel or subsistence expenses will be met for participants in the Programme which is the subject of this Circular / application form, and

(3) evidence of having completed Garda vetting is required for participation in the course.

SIGNED: _____ **Date:** _____

Please return completed application form, a copy of your Registration Certificate or a letter of confirmation of registration from the Teaching Council and the form to be completed by the school authorities to the College/University of your choice.

Closing date for applications is 29th of February 2016

Thank you for your cooperation in completing this application form.

8 **<u>To be completed by the School Authorities</u>**

8 (a) Please state:

(i) The number of teachers with Learning Support/Special Education duties _____

(ii) The number of teachers who have qualifications in Learning Support/Resource Teaching/Special Education _____

(iii) How many of these teachers referred to at (ii) above are currently working in Learning Support/Special Education _____

8 (b) Please state:

(i) The number of students in Junior Cycle (2015/16) _____

(ii) The number of students in Senior Cycle (2015/16) _____

(iii) The number of students in Educational Service (2015/16) _____

8 (c) Please state the number of successful applications for the Learning Support/Special Education course which have been made by your school since 2011 _____

8 (d) Please state the number of unsuccessful applications for the Learning Support/Special Education course which have been made by your school since 2011 _____

8 (e) For what years were the applications at 8 (d) above made _____

Please attach a copy of the applicants **2016/2017 timetable** incorporating the designated Learning Support/Resource hours. If it is not available please forward a copy, when completed, to the relevant College/University. **Please note that teachers who will be attending the Course will be released for eight weeks over the academic year for which substitution will be provided.**

Please note that it will only be possible for the teacher to take up a place or continue on the course if the necessary hours and facilities to enable full participation are provided. It is particularly important that teachers participating in the programme are given a work-load which will permit them to benefit fully from the continuing professional development being offered.

8 (f) Please indicate, by category, how many students have been assessed as having special educational needs in your school

Category of Special Need	Incidence	No of Students
Physical Disability	Low	_____
Hearing Impairment	Low	_____
Visual Impairment	Low	_____
Emotional Disturbance	Low	_____
Borderline Mild General Learning Disability	High	_____
Mild General Learning Disability	High	_____
Moderate General Learning Disability	Low	_____
Severe/Profound General Learning Disability	Low	_____
Autism/Autistic Spectrum Disorders	Low	_____
Specific Learning Disability	High	_____
Assessed Syndrome	Low	_____
Specific Speech & Language Disorder	Low	_____
Multiple Disabilities	Low	_____
Other	Please specify _____	

8 (g) Please indicate how many students other than those listed at 8(f) would be in receipt of learning support? _____

I nominate _____ to attend this post-graduate programme and I confirm that the applicant for this combined course is a registered teacher in accordance with Section 31 of the Teaching Council Act, 2001.

I confirm that the candidate's workload will permit them to benefit fully from the continuing professional development being offered and will accord with the criteria in Circular: 0004/2016.

I confirm that the detail contained within the candidate's application form is correct and that the information in this application form is correct and, if the above named teacher is given a place on the **Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education 2016/2017**, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0004/2016. I undertake to ensure that the required substitution will be in place in a timely manner and I agree that I will not request the teacher to attend any school event for any reason during block release dates.

A copy of the Teacher Registration Certificate or a letter of confirmation of registration as provided by the Teaching Council must accompany this form.

SIGNED: _____
(Principal)

DATE: _____

COUNTER SIGNED: _____
(Director/Manager/Chief Executive/Chairperson of the Board of Management)

DATE: _____

Data Protection

The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use them solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Department's registration with the Data Protection Commissioner (DPC) - Ref 10764/A.

The colleges listed within this document will treat all personal data you provide on this form as confidential and will use them solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in their respective registrations.

If the information you have provided is to be used for purposes other than outlined in the Department's or colleges' (as applicable) registration with the DPC your permission will be sought.

Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education – 2016/2017

To be completed by Teachers in Mainstream Primary and Special Schools

Please complete and **return to the College/University of your choice by 29th of February 2016**

1. Personal Details

Name: _____ School: _____

Home Address: _____ School Address: _____

_____ _____

_____ _____

_____ _____

Home Ph: _____ School Roll No: _____

Mobile: _____ School Phone: _____ Fax: _____

Personal email: _____ School email: _____

Teacher Payroll No: _____ Principal: _____

Please state Year of fulfilling Induction and Probation requirement: _____

2. Registration Details (per Teaching Council Registration Certificate or per Confirmation of Registration letter

Teacher Registration Number _____Education Sector _____

Do you hold current Garda Vetting? Yes ☐ No ☐

*** A copy of the Teacher Registration Certificate or Confirmation of Registration letter must accompany this form.**

3. Current Teaching Position

3 (a) Please tick which of the following best describes your current Employment Status:

Permanent ☐

Contract of Indefinite Duration (CID) ☐

Fixed Term Contract ☐

Other, please specify: _____

If employed in a part time capacity, for how many hours are you employed _____

3 (b) Please tick which of the following best describes the teaching position you will hold in 2016/2017:

Position	√ as appropriate	Position	√ as appropriate
Learning Support		Teacher in a special class in a mainstream school	
Class Teacher in a special school		Subject Teacher in a special school	
Visiting teacher (specify SEN category and number on caseload) _____		Principal in a special school	
Resource Teacher in mainstream school			
Other (please specify) _____			

Please state the number of students with SEN whom you are currently teaching in school: _____

Please give a brief description of the students (stating SEN category/ies) with whom you currently work:

_____

_____

_____

_____

_____

_____

3 (c) Please state:

- Your total number of years teaching _____
- Number of years teaching in your present school _____
- When were you appointed to your present LS/SEN post/hours? _____
- Date of establishment of this LS/SEN post _____

3 (d) Please state:

Number of students you are currently teaching in your capacity as indicated at **3 (c)** above: _____

3 (e) Number of years teaching mainstream classes: _____

3 (f) Please state name, address and roll numbers of all the schools in which you currently teach, where applicable:

School Name Address Roll Number DEIS category

_____

_____

_____

_____

_____

_____

_____

_____

4. <u>Professional or other qualifications held</u>

College, University or other Awarding Body	Dates of attendance and whether full-time or part-time	Degree or other Qualifications obtained/to be obtained	Grade/Class (if any)	Subject(s)	Date of Award

5. Previous Teaching Experience

5 (a) Prior to taking up your current position, please state number of years as a teacher in:

Special Schools	_____	Special Classes	_____
Learning Support Teaching	_____	Resource Teaching	_____
Other (please specify)	_____	Total	_____

Name and Address of School(s) *(please specify teaching role)* Dates

_____

_____

_____

_____

_____

_____

5 (b) Please provide details of any other relevant experience in educational settings:

_____

_____

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_____

6. Previous Professional Development (e.g. Induction, SESS, other CPD):

Name & Dates of Professional Development Course	Duration	Grade/Class (if any)	Subject(s)	Year of Completion of Professional Development Course	Accrediting Body

7. Other applications made

7 (a) Have you previously applied for the Learning Support/Special Education Course? Yes ☐ No ☐

If yes: What year? _____

Which College/University? _____

7 (b) Have you applied to other Colleges/Universities for this course for the 2015/2016 programme?

Yes ☐ No ☐

If yes: Which College/University _____

I have read the description of the programme of continuing professional development as set out in Circular 0004/2016 and I agree to attend, in full, the course for which I am making application and fulfil the necessary conditions of such participation. I will notify my school authority of any absence from the course in accordance with normal procedures.

I confirm that I understand that

(1) successful completion of this Programme will not result in any entitlement to additional remuneration from the Department of Education and Skills,

(2) no travel or subsistence expenses will be met for participants in the Programme which is the subject of this Circular / application form, and

(3) evidence of having completed Garda vetting is required for participation in the course.

SIGNED: _____ **DATE:** _____

Please return completed application form, a copy of your Registration Certificate or a letter of confirmation of registration from the Teaching Council, and the form to be completed by the school authorities to the College/University of your choice.
Closing date for applications is 29th of February, 2016

Thank you for your cooperation in completing this application form.

Principals of Mainstream Primary Schools should complete question 8 (a) to 8 (g)

Principals of Mainstream Primary Schools should complete question 8 (a) to 8 (g).

8. **<u>To be completed by the School Authorities</u>**

8 (a) Please state:

(i) The number of teachers with Learning Support/Special Education duties _____

(ii) The number of teachers who have qualifications in Learning Support/Resource Teaching/Special Education _____

(iii) How many of these teachers referred to at (ii) above are currently working in Learning Support/Special Education? _____

8 (b) Please state total number of students enrolled in the school _____

8 (c) Please state the number of successful applications for the Learning Support/Special Education course which have been made by your school since 2011 _____

8 (d) Please state the number of unsuccessful applications for the Learning Support/Special Education course which have been made by your school since 2011 _____

8 (e) For what years were the applications at 8 (d) above made: _____

Please note that teachers who will be attending the Course will be released for eight weeks over the academic year for which substitution will be provided.

Please note that it will only be possible for the teacher to take up a place or continue on the course if the necessary hours and facilities to enable full participation are provided. It is particularly important that teachers participating in the programme are given a work-load which will permit them to benefit fully from the continuing professional development being offered.

8 (f) Please indicate, by category, how many students have been assessed as having special educational needs in your school

Category of Special Need	Incidence	No of Students
Physical Disability	Low	_____
Hearing Impairment	Low	_____
Visual Impairment	Low	_____
Emotional Disturbance	Low	_____
Borderline Mild General Learning Disability	High	_____
Mild General Learning Disability	High	_____
Moderate General Learning Disability	Low	_____
Severe/Profound General Learning Disability	Low	_____
Autism/Autistic Spectrum Disorders	Low	_____
Specific Learning Disability	High	_____
Assessed Syndrome	Low	_____
Specific Speech & Language Disorder	Low	_____
Multiple Disabilities	Low	_____
Other	Please specify _____	

8 (g) Please indicate how many students are in receipt of LS hours: _____

I nominate _____ to attend this post-graduate programme and I confirm that the applicant for this combined course is a registered teacher in accordance with Section 31 of the Teaching Council Act, 2001.

I confirm that the candidate's workload will permit them to benefit fully from the continuing professional development being offered and will accord with the criteria in Circular 0004/2016.

I confirm that the detail contained within the candidate's application form is correct, that the information in this application form is correct and, if the above named teacher is given a place on the **Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education** – **2016/2017** that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0004/2016. I undertake to ensure that the required substitution will be put in place in a timely manner and I agree that I will not request the teacher to attend any school event for any reason during block release dates.

A copy of the Teacher Registration Certificate or Confirmation of Registration letter must accompany this form.

SIGNED: _____
(Principal)

DATE: _____

COUNTER SIGNED: _____
(Director/Manager/Chief Executive Officer/Chairperson of the Board of Management)

DATE: _____

Principals of Special Schools should complete question 9 (a) to 9 (g)

Principals of Special Schools should complete question 9 (a) to 9 (g).

9. **To be completed by the School Authorities**

9 (a) Please state:

(i) The number of teachers in your school _____

(ii) The number of teachers who have qualifications in Learning Support/Resource Teaching/Special Education _____

9 (b) Please state total number of students enrolled in your school _____

9 (c) Please state the number of successful applications for the Special Education course which have been made by your school since 2011 _____

9 (d) Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2011 _____

9 (e) For what years were the above applications at 9 (d) above made: _____

Please note that teachers who will be attending the Course will be released for eight weeks over the academic year for which substitution will be provided.

Please note that it will only be possible for the teacher to take up a place or continue on the course if the necessary hours and facilities to enable full participation are provided. It is particularly important that teachers participating in the programme are given a work-load which will permit them to benefit fully from the continuing professional development being offered.

9 (f) Please indicate, by primary category of disability, how many assessed students your school caters for:

Category of Special Need	Incidence	No of Students
Physical Disability	Low	_____
Hearing Impairment	Low	_____
Visual Impairment	Low	_____
Emotional Disturbance	Low	_____
Borderline Mild General Learning Disability	High	_____
Mild General Learning Disability	High	_____
Moderate General Learning Disability	Low	_____
Severe/Profound General Learning Disability	Low	_____
Autism/Autistic Spectrum Disorders	Low	_____
Specific Learning Disability	High	_____
Assessed Syndrome	Low	_____
Specific Speech & Language Disorder	Low	_____
Multiple Disabilities	Low	_____
Other	Please specify _____	

9 (g) Please indicate the primary category of special educational need for which your school caters:

_____

_____

I nominate _____ to attend this post-graduate programme and I confirm that the applicant for this combined course is a registered teacher in accordance with Section 31 of the Teaching Council Act, 2001.

I confirm that the candidate's workload will permit them to benefit fully from the continuing professional development being offered and will accord with the criteria in Circular 0004/2016.

I confirm that the detail contained within the candidate's application form is correct, that the information in this application form is correct and, if the above named teacher is given a place on **Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education** – **2016/2017**, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0004/2016. I undertake to ensure that the required substitution will be in place in a timely manner and I agree that I will not request the teacher to attend any school event for any reason during block release dates.

A copy of the Teacher Registration Certificate or Confirmation of Registration letter must accompany this form.

SIGNED: _____
(Principal)

DATE: _____

COUNTER SIGNED: _____
(Director/Manager/Chief Executive/Chairperson of the Board of Management)

DATE: _____

Data Protection

The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use them solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Department's registration with the Data Protection Commissioner (DPC) - Ref 10764/A.

The colleges listed within this document will treat all personal data you provide on this form as confidential and will use them solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in their respective registrations.

If the information you have provided is to be used for purposes other than outlined in the Department's or colleges' (as applicable) registration with the DPC your permission will be sought.