

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

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



### **Circular 0002/2014**

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

## **Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autistic Spectrum Disorders)**

### **1. The Programme 2014/2015**

St Angela's College, Sligo, (a College of the National University of Ireland, Galway (NUIG)), is offering a Post-Graduate Certificate/Diploma in Special Educational Needs (Autistic Spectrum Disorders (ASDs)) Professional Development Programme in collaboration with the Special Education Support Service (SESS) for teachers of students with ASDs. In accordance with programmes being offered by the college, this programme will be accredited by NUIG, and will lead to an award of a Post-Graduate Certificate/Diploma in Special Educational Needs (ASDs).

### **2. Up to 25 places will be available on the programme for the year 2014/2015**

### **3. Aim and Content**

The aim of the programme will be to develop teachers' knowledge, understanding and skills in working with students with autistic spectrum disorders and, thereby, to contribute to the school's overall capacity in this area.

Qualifications will be awarded by NUIG to participants who successfully complete the programme. Participants will be assessed on the basis of **full attendance** at the programme, successful completion of selected tasks and written assignments, in addition to their work in schools. Consideration will be given to applications for recognition for prior learning (RPL) under the College's RPL policies and procedures. Relevant SESS courses in the learning and teaching of students with ASDs will be considered in this context. Further details are available to applicants from St. Angela's College, Sligo on their website at [www.stangelas.nuigalway.ie](http://www.stangelas.nuigalway.ie) and the Special Education Support Service (SESS). Website: [www.sess.ie](http://www.sess.ie).

#### **4. Duration and Organisation**

This Post-Graduate Certificate/Post-Graduate Diploma is a professional development programme which can be obtained over a maximum of two years. The programme comprises four modules, as follows:

##### ***Post-Graduate Certificate***

- **Module one (Core Module)** - Understanding Autistic Spectrum Disorders

***And***

**Module two** - Assessment, Planning, Applications and Curricular Access

***Or***

- **Module three** - Teaching Approaches

##### ***Post-Graduate Diploma***

- **Module one** - Understanding Autistic Spectrum Disorders
- **Module two** - Assessment, Planning, Applications and Curricular Access
- **Module three** - Teaching Approaches
- **Module four** - Self Management and Behaviour

Completion of Modules 1 (Core) and 2 or 3, together with successful completion of the necessary course work and a practicum will attract a Post-Graduate Certificate in Special Educational Needs (Autistic Spectrum Disorders). Completion of the additional two modules together with the necessary course work will attract a Post-Graduate Diploma in Special Educational Needs (ASDs). Participants, who complete the Certificate level, may progress to the Diploma level and on successfully completing it, will exit with a Post-Graduate Diploma in SEN (ASD).

Participants will not necessarily be required to complete individual modules sequentially. However all elements of all modules must be completed within a consecutive two-year period.

The programme will require from a minimum of eighteen days (Certificate) to thirty-seven days (Diploma) release from school over the two-year period.

Attendance on at least 5 Saturdays at a central venue will be a requirement for successful applicants.

Class visits from SESS and St. Angela's personnel for the purposes of support provision and practicum assessment respectively are an essential component of the programme.

## 5. 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](http://www.teachingcouncil.ie) for further information.**

This programme is for registered teachers who hold a post currently funded by the Department of Education and Skills and who are currently working with students with Autistic Spectrum Disorders (ASDs) or will be working with students with ASDs for the duration of the Programme in recognised Primary schools including Special Schools and recognised Post-Primary Schools. **The programme is designed specifically to assist teachers in meeting the learning and teaching needs of students with ASDs.** Potential applicants must therefore have a teaching role in relation to students with ASDs.

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

### (a) Primary:

Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter<sup>1</sup> from the Teaching Council, when submitting their application form (see footnote below). 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.

### (b) Post-Primary

Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter from the Teaching Council, when submitting their application form (see footnote below). 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 Post Qualification Employment (PQE),

### (c) Special Schools

Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter from the Teaching Council, when submitting their application form (see footnote below). 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.

Teachers who are participating in this programme must continue to have a teaching role in relation to students with ASDs for the duration of the programme. It is also advised that school management should make every effort to ensure that students with ASDs continue to benefit from teachers’ knowledge and expertise in this area, through assigning the learning and teaching of students with ASDs to teachers who have successfully completed this programme. Collaborative practices, such as team-teaching, can also form a part of these arrangements.

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<sup>1</sup> Confirmation of Registration letter is available to download from the Registered Teacher Login Facility on the Teaching Council website [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

## 6. Applications and Selection

An Application Form accompanies this Circular for completion by eligible teachers interested in participating in the programme.

Normally, applications will be accepted from not more than one teacher per school who meets the requirements outlined in this Circular.

### ***Important***

Eligible teachers nominated by their school authorities who wish to be considered for admission to the Programme should send their applications to **The Programme Co-ordinator, Post-Graduate Certificate/Diploma in Special Educational Needs (ASDs), Centre for Special Educational Needs, Inclusion and Diversity, St. Angela's College, Lough Gill, Sligo**, to be received not later than **28 February 2014**.

Applicants for this programme will not be required to attend for interview.

**All applications must be accompanied by a non-returnable administration fee of €25. Applicants are advised that they should retain evidence of postage.**

## 7. Funding

All elements within each module are funded by the Teacher Education Section of the Department of Education and Skills through the SESS.

**Applicants will be responsible for payment of a fee of €300 per module** and will be invoiced by St. Angela's College as per the College's current policy. In this regard, your attention is also drawn to the Teacher Fee Refund Scheme. The purpose of this scheme is to provide funding towards the cost of course and examination fees incurred by Primary and Post-Primary teachers on successful completion of in-career development courses approved by the Department and school authorities. Further information is available at <http://www.mie.ie/refundoffees/>

## 8. Travel and Subsistence

Travel and subsistence will be provided for any of the face-to-face elements of the programme in accordance with Teacher Education Section rates.

## 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 SESS/college specifying the absence details must be retained by the school.

## 11. Salary Arrangements

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

## **12. Allowances**

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

## **13. Master's Programme**

Those who successfully complete the Post-Graduate Diploma in Special Educational Needs (ASDs), and who satisfy the relevant requirements, are eligible to progress to an MA in Special Educational Needs (ASDs) at St. Angela's College. Further information on the MA in Special Educational Needs (ASDs) Programme in St. Angela's College is available on the St. Angela's website, [www.stangelas.nuigalway.ie](http://www.stangelas.nuigalway.ie).

Eddie Ward  
Principal Officer

January 2014

## APPENDIX A

### *Post-Graduate Certificate/Diploma in Special Educational Needs (Autistic Spectrum Disorders) 2014-2015*

#### Modules Elements

|              |                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Module One   | Understanding ASD                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>▪ Introductory Day</li> <li>▪ SESS-4 Day Introductory Course</li> <li>▪ Sensory, Motor and Relationship Perspectives of the child with ASD</li> <li>▪ Understanding Autism (on-line)</li> <li>▪ ASD &amp; Co-occurring needs</li> <li>▪ Class Visit (SESS Advisory Team: ASD)</li> <li>▪ Placement</li> </ul>                                                                                                                                                                                                          |
| Assessment   | Professional Audit                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Module two   | Assessment, Planning and Curricular Access                                                                                                                                                                      | <ul style="list-style-type: none"> <li>▪ <i>ABBLs and VB MAPP</i></li> <li>▪ <i>PEP3 or T-TAP</i></li> <li>▪ Individualised Planning</li> <li>▪ Accessing the Curriculum</li> <li>▪ PECS</li> <li>▪ Lámh</li> <li>▪ TEACCH (2 day)</li> <li>▪ Class Visit (SESS Advisory Team: ASD)</li> </ul>                                                                                                                                                                                                                                                                |
| Assessment   | Case Study                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Module three | Teaching Approaches                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>▪ Applied Behaviour Analysis (on-line)</li> <li>▪ Social Stories Training</li> <li>▪ TEACCH (5-day)</li> <li>▪ Language and Communication Development for Students with ASD (Hanen)</li> </ul> <p>The following options are offered in this module and participants must choose <b>two</b> from the following list</p> <ul style="list-style-type: none"> <li>▪ Floor-Time</li> <li>▪ Mental Health</li> <li>▪ Transition</li> <li>▪ Relationships and Sexuality Education</li> <li>▪ Intensive Interaction</li> </ul> |
| Assessment   | Profile, IEP and Practicum                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Module four  | Self Management and Behaviour                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>▪ Social Skills training</li> <li>▪ Challenging Behaviour</li> <li>▪ Contemporary Applied Behaviour Analysis courses</li> <li>▪ Class Visit (SESS Advisory Team: Behaviour)</li> </ul>                                                                                                                                                                                                                                                                                                                                 |
| Assessment   | Literature Review                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Practicum    | Completion of the practicum is an essential element for both the Post-Graduate Certificate and the Post-Graduate Diploma in Special Educational Needs (Autistic Spectrum Disorders) (See section 3 of Circular) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

***Post-Graduate Certificate/Diploma in Special Educational Needs (Autistic Spectrum Disorders) 2014-2015***

**Post-Graduate Programme**

***Post-Graduate Certificate***

|                             |                    |
|-----------------------------|--------------------|
| Module one<br>(Core Module) | Understanding ASDs |
|-----------------------------|--------------------|

***And***

|            |                                                          |
|------------|----------------------------------------------------------|
| Module two | Assessment, Planning, Applications and Curricular Access |
|------------|----------------------------------------------------------|

***Or***

|              |                     |
|--------------|---------------------|
| Module three | Teaching Approaches |
|--------------|---------------------|

***Post-Graduate Diploma***

|              |                                                          |
|--------------|----------------------------------------------------------|
| Module one   | Understanding ASDs                                       |
| Module two   | Assessment, Planning, Applications and Curricular Access |
| Module three | Teaching Approaches                                      |
| Module four  | Self Management and Behaviour                            |



Circular: Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autistic Spectrum Disorders)

**ST ANGELA'S COLLEGE, SLIGO**

**APPLICATION FORM FOR ADMISSION**

**Please complete this form and return together with the €25 administration fee to**

**Programme Co-ordinator,  
Post-Graduate Certificate/Diploma in SEN (ASDs),  
Centre for Special Educational Needs, Inclusion and Diversity,  
St. Angela's College,  
Lough Gill,  
Sligo**

**On or before 5pm on 28<sup>th</sup> February 2014.**

**Application is being made to participate in<sup>2</sup> (please tick as appropriate):**

**Post-Graduate Certificate in Special Educational Needs (ASDs)**

☐

**Post-Graduate Diploma in Special Educational Needs (ASDs)**

☐

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<sup>2</sup>Please note that this is a signal of intent only, to facilitate organisation and administration. Applicants may reconsider their chosen options as they access the various modules.



**1. Personal Details**

Name: \_\_\_\_\_ School: \_\_\_\_\_

Home Address: \_\_\_\_\_ School Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Ph: \_\_\_\_\_ School Roll No: \_\_\_\_\_

Mobile: \_\_\_\_\_ School Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Personal e-mail: \_\_\_\_\_ School e-mail: \_\_\_\_\_

Teacher Payroll No: \_\_\_\_\_ Principal: \_\_\_\_\_

Year of Probation/PQE Completion: \_\_\_\_\_

**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:

Contract of Indefinite Duration (CID) ☐

Fixed Term Contract ☐

Permanent ☐

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 2014/2015:

**Mainstream Primary School**

- Class teacher who is teaching a significant number of students with ASDs ☐
- Resource teacher for students with special educational needs, currently teaching students with ASDs ☐
- Learning /Language Support Teacher (GAM/EAL) currently teaching students with ASDs. ☐
- Teacher in a special class for students with ASDs ☐
- Teacher in a special class for students with special educational needs, which includes students with ASDs. ☐
- Other (please Specify) \_\_\_\_\_ ☐

**Mainstream Post-Primary School**

- Subject teacher, where a significant number of students with ASDs are accessing the subject area. (specify which subject) \_\_\_\_\_ ☐
- Resource Teacher for students with special educational needs, currently teaching students with ASDs. ☐
- Learning /Language Support Teacher, currently teaching students with ASDs ☐
- Teacher in a special class for students with ASDs. ☐
- Teacher in a special class for students with special educational needs, which includes students with ASDs ☐
- Other (please Specify) \_\_\_\_\_ ☐

**Special School**

- Class teacher teaching students with special educational needs, which includes students with ASDs ☐
- Class teacher teaching students with ASDs ☐
- Subject teacher where students with ASDs are accessing the subject area (specify which subject)\_\_\_\_\_ ☐
- Principal of a Special School where the Principal is in a teaching role and has students with ASDs in his/her class ☐
- Other (please Specify) \_\_\_\_\_ ☐

Please state the number of students with ASDs whom you are currently teaching in school or will be teaching for the duration of the Programme: \_\_\_\_\_

Please state the number of students with special educational needs (other than ASDs) who you are currently teaching in school or will be teaching for the duration of the Programme \_\_\_\_\_

**3 (c)** Please state:

- Your total number of years teaching \_\_\_\_\_
- Number of years teaching in your present school \_\_\_\_\_
- Number of years teaching students with ASDs \_\_\_\_\_
- When were you appointed to your present post \_\_\_\_\_
- Date of establishment of this post \_\_\_\_\_

**3 (d)** Please give a brief description of the students, stating categories of special educational need, with whom you currently work:

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**3 (e)** For mainstream Post-Primary Teachers only:

- Please state number of learning support/resource hours you are allocated in total \_\_\_\_\_
- Please state number of hours which are spent supporting students with ASDs \_\_\_\_\_
- Please state subject(s) which you also teach \_\_\_\_\_  
\_\_\_\_\_

**3 (f)** For the school year 2014/2015, how many hours per week will you be timetabled for in the following areas of work:

|                                                              |       |                  |       |
|--------------------------------------------------------------|-------|------------------|-------|
| Special Class:                                               | _____ | Withdrawal Work: | _____ |
| Team-Teaching:                                               | _____ |                  |       |
| Consultation with Colleagues/Parent/Others (please specify): | _____ |                  |       |
| Other (please specify):                                      | _____ |                  |       |

**Please confirm with your Principal that you are, or will be, working with students with ASDs for the duration of the Programme.**

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

**4. Mainstream School only: Range of Support Services**

**4 (a)** Excluding your position, please specify the range of support services currently in your school (state number)

|                                                               |  |
|---------------------------------------------------------------|--|
| Learning/Language Support Teachers:                           |  |
| Resource Teachers for students with special educational needs |  |
| Special Class Teachers                                        |  |
| Other (please specify)<br>_____                               |  |

**4 (b)** Have you previously attended a course (short/Post-Graduate) pertaining to special education? Yes ☐ No ☐

| Topic | Date  | Duration | Venue |
|-------|-------|----------|-------|
| _____ | _____ | _____    | _____ |
| _____ | _____ | _____    | _____ |
| _____ | _____ | _____    | _____ |
| _____ | _____ | _____    | _____ |

**5. Previous Teaching Experience**

**5 (a)** Number of years teaching mainstream classes: \_\_\_\_\_

Name and Address of School(s):

Dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5 (b)** Prior to taking up your current teaching position, please state number of years in special schools/ special classes/ resource/ learning support teaching: \_\_\_\_\_

Name and Address of School(s):  
(Please specify teaching role):

Dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5 (c)** Any other relevant experience in educational settings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Professional or other qualifications held**

| 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 |
|--------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|-----------------------|------------|---------------|
|                                            |                                                        |                                                        |                       |            |               |

**7. Previous Professional Development (eg Induction, SESS, In-service). Please also see list of courses as in Appendix A previously attended.**

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

**8. Additional Information**

**8 (a)** Have you previously applied for the Post-Graduate Certificate/Diploma in Special Educational Needs (Autistic Spectrum Disorders (ASDs)) Professional Development Programme? Yes ☐ No ☐

If yes, what year did you apply? \_\_\_\_\_

**8 (b)** Please indicate your reason(s) for seeking a place on this continuing professional development programme

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8 (c)** Any other information that you feel may help in assessing your application for this Programme

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**9.    Name, address and roll numbers of all the schools in which you currently teach, where applicable**

| School Name | School Address | School Roll Number |
|-------------|----------------|--------------------|
|             |                |                    |
|             |                |                    |
|             |                |                    |
|             |                |                    |
|             |                |                    |
|             |                |                    |

**10.   To be Completed by Applicant**

I have read Circular 0002/2014 and I agree to fulfil the necessary conditions of participation in the programme for which I am making application. I certify that all the information given on this form is correct and if admitted to the programme, I undertake to observe all the rules and regulations of St. Angela’s College, Sligo and to fulfil the necessary conditions of the programme.

I understand that successful completion of this Programme will not result in any entitlement to additional remuneration from the Department of Education and Skills.

I understand that evidence of Garda vetting is required for participation in the course.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## 11. For Completion by School Authorities

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

I confirm that the information in this application form is correct and, if the above named teacher is given a place on this Post-Graduate Certificate/Diploma Programme of Continuing Professional Development in Special Educational Needs (Autistic Spectrum Disorders) for Teachers – 2014/2015, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0002/2014.

I confirm that the above named teacher is, or will be, working with students with ASDs for the duration of the Programme, that his/her workload will permit him/her to benefit fully from the continuing professional development being offered and will accord with the criteria in Circular 0002/2014.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Principal)

COUNTER SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Director/Manager/Chief Executive/Chairperson of the Board of Management)

**Please complete this application form and return together with the €25  
administration fee and a copy of your Registration Certificate or Confirmation  
of Registration letter from the Teaching Council to**

**Programme Co-ordinator,  
Post-Graduate Certificate/Diploma in Special Educational Needs (ASDs),  
Centre for Special Educational Needs, Inclusion and Diversity,  
St. Angela's College,  
Lough Gill,  
Sligo**

**On or before 5pm on 28<sup>th</sup> February 2014.**

**Phone: (071) 9195550**

### *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.*

*St Angela's College 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 St Angela's registration with the DPC.*

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