

**Rannóg Oideachais Múinteoirí
An Roinn Oideachais agus Scileanna
Cor na Madadh
Baile Átha Luain
Co. na hIarmhí
N37 X659**



**An Roinn Oideachais
agus Scileanna
Department of
Education and Skills**

**Teacher Education Section
Department of Education and Skills
Cornamaddy
Athlone
Co. Westmeath
N37 X659**

Date: 05/02/2019

Circular 0004/2019

**Post-Graduate Diploma Programme of Continuing Professional Development
for Special Education Teachers, 2019/2020**

**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 with special educational needs, a post-graduate diploma programme of continuing professional development will be offered to teachers in September 2019.

1. Programmes 2019/2020

In the school year 2019/2020, this 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, Dublin 9, DO9DYOO (115 places available)
- Mary Immaculate College, South Circular Road, Limerick, V94VN26 (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 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 for teachers in the following roles: Special Education Teacher (SET), 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, Dublin 9, D09DYOO (www.dcu.ie)**

This programme provided by the School of Inclusive and Special Education leads to the award of Graduate Diploma in Inclusive Education, Learning Support and Special Education. It runs from September 2019 to June 2020 and involves a blended model of delivery incorporating block release from school/centre for eight weeks, on-line learning and attendance on a maximum of 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 available at, https://www.dcu.ie/inclusive_and_special_education/index.shtml. Contact details are available in Appendix 2. Applicants should apply using the online application form which is available, at <http://www.dcu.ie/ise/gdils>. Please follow the instructions, ensuring that all required information is available before commencing this process.

(b) **Mary Immaculate College, South Circular Road, Limerick, V94VN26 (www.mic.ul.ie)**

This programme, which is organised by the Department of Educational Psychology, Inclusive and Special Education, leads to the award of a Graduate Diploma in Special Education, accredited by the University of Limerick. The course runs from September 2019 to May 2020 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 September 2019 until May 2020 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 at <http://www.nuigalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/education/initial-teacher-education-programmes/professional-development-programmes/special-needs-education/index.html>. 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 (CSENID) 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 2019 until May 2020. 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, 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 comprises five modules, one of which is a specialist study module that focuses specifically on the areas of Specific Learning Disabilities, and Autism. 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 2019 to May 2020 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 Inclusive and Special Education. It will run from September 2019 to May 2020 and incorporates 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.

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

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 Special Education 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 with special educational needs. Potential applicants must therefore have a designated teaching role in relation to students with special educational needs.** Please refer to the circulars listed in Appendix 1 for information on the qualifications necessary for Special Education 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 letter¹ 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.

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 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 be taking up such posts in September 2019. 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.² Teachers’ timetables must also include periods during which they are working with small groups of students which are organised to address identified special educational needs. 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 in the post- primary sector.

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

Applications are invited from recognised second-level schools/centres that have been allocated special education teaching supports 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. Teachers’ timetables must also include periods during which they are working with small groups of students which are organised to address identified special educational needs. Collaborative practices, such as team-teaching, can also form a part of these arrangements. 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 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)

(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 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 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 2019.

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 as described in DES Circulars https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0013_2017.pdf and https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0014_2017.pdf .

(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 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 Special Education 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 identified as having special educational needs. Additional time should also be made available for consultation with parents/guardians and colleagues. Together with work in numeracy, assigned Special Education hours **must** include at least 4 class periods per week of literacy work.

7. **Applications and Selection**

Applications must be returned to the College or University of choice by 5pm on 4th of March 2019.

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 Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, 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.

Jim Mulkerrins
Principal Officer

February 2019

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

<u>0013/2017</u>	Circular to the Management Authorities of all Mainstream Primary Schools Special Education Teaching Allocation
<u>0014/2017</u>	Circular to the Management Authorities of all Post Primary Schools: Secondary, Community and Comprehensive Schools and the Chief Executive Officers of the Education and Training Boards Special Education Teaching Allocation
<u>0031/2011</u>	Teacher Recruitment Registration and Qualifications
<u>0025/2013</u>	Requirement for Teachers in Recognised Schools to Register with the Teaching Council
<u>0052/2013</u>	Procedures on the Commencement of Section 30 in Recognised Schools

Guidelines for Primary Schools Supporting Pupils with Special Educational Needs in Mainstream Schools

<https://www.education.ie/en/The-Education-System/Special-Education/Guidelines-for-Primary-Schools-Supporting-Pupils-with-Special-Educational-Needs-in-Mainstream-Schools.pdf>

Guidelines for Post-Primary Schools Supporting Students with Special Educational Needs in Mainstream Schools

<https://www.education.ie/en/The-Education-System/Special-Education/Guidelines-for-Post-Primary-Schools-Supporting-Students-with-Special-Educational-Needs-in-Mainstream-Schools.pdf>

Addresses of Colleges/Universities offering the Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers

1. School of Inclusive and Special Education,
DCU Institute of Education,
DCU St Patrick's Campus,
Drumcondra,
Dublin 9,
DO9DYOO
https://www.dcu.ie/inclusive_and_special_education/index.shtml

Phone (01) 8842042
email: ioe.ise@dcu.ie
2. Mary Immaculate College,
Department of Educational Psychology, Inclusive and
Special Education,
South Circular Road,
Limerick,
V94VN26
www.mic.ul.ie

Phone: (061) 204563
Fax: (061) 313632
email: marie.quaid@mic.ul.ie
3. School of Education,
PGDSEN,
National University of Ireland,
University Road
Galway.
www.nuigalway.ie

Phone: (091) 492195
Fax: (091) 750538
email: andrea.higgins@nuigalway.ie
4. St. Angela's College,
Centre for Special Educational Needs, Inclusion and Diversity,
Lough Gill,
Sligo.
www.stangelas.nuigalway.ie

Phone: (071) 9195552
Fax: (071) 9146510
email: mgilmartin@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. Sarah Walshe
Room 0.06
School of Education,
Roebuck Offices,
University College Dublin,
Belfield,
Dublin 4.
www.ucd.ie/education/study/diplomaprogrammes

Phone: (01) 7167948
email: educationenquiries@ucd.ie

Application Form – Post-Primary Teachers – Circular 0004/2019

Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers – 2019/2020

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 4th of March 2019.**

However please note, DCU applicants must apply online at the following link:

<http://www.dcu.ie/ise/gdils>

1. **Personal Details**

Name: _____ School: _____

Home Address: _____ School Address & Eircode: _____

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 2019/2020 (*You may tick more than one box*):

Position	√ as appropriate	Position	√ as appropriate
Special Education Hours in Mainstream		Ex-quota Special Education Teacher	
Special Education Teacher		Teacher in Special Class	
Teacher in Special School			
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 SET post/hours? _____
- Have you been given timetabled hours for Special Educational Teaching 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 **Special Education Teaching** work for **2019/2020**: _____

If yes, please state the number of hours: _____

3 (g) For the school year 2019/2020, 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 (h) 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. 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

5. Previous Teaching Experience

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 Special Education Course? Yes No

If yes: What year _____

Which College/University _____

7 (b) Have you applied to other Colleges/Universities for the 2019/2020 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 0004/2019 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, the Certificate may now be downloaded from the website: www.teachingcouncil.ie , and the form to be completed by the school authorities to the College/University of your choice.

Closing date for applications is 4th of March 2019

Thank you for your cooperation in completing this application form.

Principals of Post Primary Schools should complete
question 8 (a) to 8 (f)

Principals of Post-Primary Schools should complete question 8 (a) to 8 (f).

8. To be completed by the School Authorities

8 (a) Please state:

(i) The number of teachers with Special Education Teaching duties

(ii) The number of teachers who have qualifications in Special Education _____

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

8 (b) Please state:

(i) The number of students in Junior Cycle (2019/20) _____

(ii) The number of students in Senior Cycle (2019/20) _____

(iii) The number of students in Educational Service (2019/20) _____

8 (c) Please state the number of successful applications for the Special Education course which have been made by your school since 2013 _____

8 (d) Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2013 _____

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

Please attach a copy of the applicants **2019/2020 timetable** incorporating the designated Special Education Teaching 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 provide the number of SET allocation hours the school has been given for the current year

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: 0004/2019.

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 **Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers 2019/2020**, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0004/2019. 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 main purpose for which the Department requires the personal data provided by you to relevant colleges is for processing student details attending SEN courses to check eligibility and for processing sanction for substitution purposes. The personal data provided may be exchanged by the College to the Department in line with the scheme. The privacy notice outlining further information in relation to this form can be found at <https://www.education.ie/en/The-Department/Data-Protection/gdpr/>.

Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address below upon request.

Teacher Education Section
Cornamaddy
Athlone
Co. Westmeath
N37 X659

Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers – 2019/2020

To be completed by Teachers in Mainstream Primary and Special Schools

Please complete and **return to the College/University of your choice by 4th of March 2019**

However please note. DCU applicants must apply online at the following link:

<http://www.dcu.ie/ise/gdils>

1. Personal Details

Name: _____ School: _____

Home Address: _____ School Address & Eircode: _____

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 2019/2020:

Position	√ as appropriate	Position	√ as appropriate
Special Education Teacher		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	
Other (please specify) _____			

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

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 SET post/hours? _____

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. 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

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 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 2019/2020 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 0004/2019 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, the Certificate may now be downloaded from the website: www.teachingcouncil.ie, and the form to be completed by the school authorities to the College/University of your choice.
Closing date for applications is 4th of March 2019**

Thank you for your cooperation in completing this application form.

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

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

8. To be completed by the School Authorities

8 (a) Please state:

- (i) The number of teachers with Special Education duties _____
- (ii) The number of teachers who have qualifications in Special Education _____
- (iii) How many of these teachers referred to at (ii) above are currently working in 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 Special Education course which have been made by your school since 2013 _____

8 (d) Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2013 _____

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 provide the number of SET allocation hours the school has been given for the current year

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 candidate's workload will permit them to benefit fully from the continuing professional development being offered and will accord with the criteria in Circular 0004/2019.

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 **Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers – 2019/2020** that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0004/2019. 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 (e)

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

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 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 2013 _____

9 (d) Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2013 _____

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.

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 0004/2019.

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 **Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers – 2019/2020**, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0004/2019. 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 main purpose for which the Department requires the personal data provided by you to relevant colleges is for processing student details attending SEN courses to check eligibility and for processing sanction for substitution purposes. The personal data provided may be exchanged by the College to the Department in line with the scheme. The privacy notice outlining further information in relation to this form can be found at <https://www.education.ie/en/The-Department/Data-Protection/gdpr/>.

Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address below upon request.

Teacher Education Section
Cornamaddy
Athlone
Co. Westmeath
N37 X659