Circular 0013/2012

To the Authorities of Primary, Post-Primary, Special Schools and Other Educational Services

Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education – 2012/2013

1. Programmes 2012/2013

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 postgraduate diploma programme of continuing professional development will be offered to teachers in September 2012.

In the school year 2012/2013, this combined post-graduate diploma programme of continuing professional development will be offered in the following centres:

- Church of Ireland College of Education, Rathmines, Dublin 6 (60 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)
- St. Patrick’s College, Drumcondra, Dublin 9 (55 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 under the National Development Plan 2007 – 2013.
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. 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) **Church of Ireland College of Education, Rathmines, Dublin 6** ([www.cice.ie](http://www.cice.ie))

This programme leads to the award of a Postgraduate Diploma in Learning Support and Special Educational Needs from the University of Dublin, Trinity College. It runs from September 2012 to June 2013 and involves block release from school for a total of eight weeks, along with supervised work in the participants’ own schools/centres and on-going study throughout the year. Participants will also attend the college on four Saturdays during the academic year. Contact details are available at the end of this circular.

(b) **Mary Immaculate College, South Circular Road, Limerick** ([www.mic.ul.ie](http://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 Educational Needs, 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 2012 to May 2013 and involves block release from school/centre for designated periods (a total of eight weeks), and four weekends (Friday evening, Saturday). 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 the end of this circular.

(c) **National University of Ireland, Galway** ([www.nuigalway.ie](http://www.nuigalway.ie))

This programme provided by the School of Education, leads to the award of a Postgraduate Diploma in Special Educational Needs. It runs from early September 2012 until May 2013 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 the end of this circular.

(d) **St. Angela’s College, Sligo** ([www.stangelas.nuigalway.ie](http://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 Educational Needs, accredited by the National University of Ireland, Galway. It runs from September 2012 until May 2013. 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 the end of this circular.

(e) **St. Patrick’s College, Drumcondra, Dublin 9** ([www.spd.dcu.ie](http://www.spd.dcu.ie))

The programme is organised by the College’s Department of Special Education, and leads to the award of a Graduate Diploma in Special Educational Needs, accredited by Dublin City University. The course runs from September 2012 to June 2013 and involves a blended model of delivery incorporating block release from school amounting to a total of eight weeks, online and distance learning and three weekends (Friday evening, Saturday) of face-to-face tuition. In order to participate in the programme, teachers will need access to a computer and broadband internet access. This course offers specialist pathways in moderate, severe and profound general learning disabilities and high incidence special educational needs. Further details are on the College website. Contact details are available at the end of this circular.

(f) **University College Cork** ([www.ucc.ie](http://www.ucc.ie))

This programme is provided by the School of Education, UCC, and leads to the award of a Postgraduate Diploma in Special Educational Needs. It will run from September 2012 to May 2013 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 the end of this circular.

(g) **University College Dublin, Belfield, Dublin 4** ([www.ucd.ie](http://www.ucd.ie))

This programme, provided by the School of Education, leads to the award of the Graduate Diploma in Special Educational Needs. It will run from September 2012 to May 2013 and involves a blended model of delivery incorporating block release from school/centre amounting to a total of eight weeks, five 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 the end of this circular.

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](http://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 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 a letter of confirmation of registration from the Teaching Council, when submitting their application form. If the “Education Sector” field is blank, teachers will be required to provide evidence that they are recognised as being qualified to teach in either the mainsteam primary sector or qualified to teach students with Special Educational Needs or students requiring Learning Support in the primary sector by the Teaching Council.

Applicants from Primary Schools should have successfully completed their probationary period in accordance with Circular 0047/2011 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 2012. 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. Teachers’ timetables must also include periods during which they are working with small groups of students. A certain degree of engagement with 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 a letter of confirmation of registration from the Teaching Council, when submitting their application form. If the “Education Sector” field is blank teachers will be required to provide evidence that they are recognised as being qualified to teach either in the mainstream post-primary sector or qualified to teach students with Special Educational Needs or students requiring Learning Support in the post-primary sector by the Teaching Council.

**Learning Support Teachers**

Qualified teachers who are assigned to Learning Support work should provide support for pupils requiring learning support for a **minimum** of 12 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 12 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. A certain degree of engagement with collaborative practices, such as team-teaching, can also form a part of these arrangements.
(c) **Special Schools**

Teachers will be required to forward a copy of their Registration Certificate, or a letter of confirmation of registration from the Teaching Council, when submitting their application form. If the “Education Sector” field is blank teachers will be required to provide evidence that they are recognised as being qualified to teach either in the mainstream primary or post-primary sectors or qualified to teach students with Special Educational Needs or students requiring Learning Support in the primary or post-primary sector or qualified to teach in specified categories of special school by the Teaching Council.

Applications are invited from teachers in Special Schools. Applicants from Special Schools should have successfully completed their probationary period in accordance with Circular 0047/2011 and hold a sanctioned post in a Special School or be taking up such posts in September 2012.

(d) **Other Educational Service**

Teachers will be required to forward a copy of their Registration Certificate, or a letter of confirmation of registration from the Teaching Council, when submitting their application form. If the “Education Sector” field is blank teachers will be required to provide evidence that they are recognised as being qualified to teach in the mainstream primary or post-primary sectors or qualified to teach students with Special Educational Needs or students requiring Learning Support in the primary or post-primary sector by the Teaching Council.

Applicants must be recognised by the Teaching Council as being eligible for permanent appointment in a primary, post-primary or special school. Applications are invited from qualified teachers employed by VECs 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 12 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.

7. **Applications and Selection**

Applications must be returned to the College or University of choice by 5pm on 2nd of April 2012.

*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.

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Please click on the following links for definitions of Special Education /Learning Support categories as described in [DES Circulars SP ED 02/05](#) and [SP ED 08/02](#).

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.
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/VEC 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 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.

12. **Allowances**

Please note that successful completion of this programme may not result in any entitlement to additional remuneration from the Department of Education and Skills – [DES Circular 0003/2012](#) refers.

13. **Travel and Subsistence**

Please note that no travel or subsistence expenses will be met for participants in the Programme which is the subject of this Circular.

14. **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 included in Appendix 2.

Eddie Ward  
Principal Officer  
March 2012
DES circulars pertaining to qualifications necessary for LS/RT posts

**Primary level**

*SP ED 02/05*
0036/2006
0034/2007
0025/2010
0031/2011

**Post Primary level**

0031/2011
### 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. Church of Ireland College of Education,  
   96 Upper Rathmines Road,  
   Rathmines,  
   Dublin 6.  
   Phone: (01) 4970033  
   Fax: (01) 4971932  
   Email: dmckeon@cice.ie

2. Mary Immaculate College,  
   Department of Special Education,  
   South Circular Road,  
   Limerick.  
   Phone: (061) 204563  
   Fax: (061) 313632  
   Email: mairead.horan@mic.ul.ie

3. School of Education,  
   National University of Ireland,  
   Galway.  
   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.  
   Phone: (071) 919551  
   Fax: (071) 9146510  
   Email: education@stangelas.nuigalway.ie

5. St. Patrick’s College,  
   Special Education Department,  
   Drumcondra,  
   Dublin 9.  
   Phone: (01) 8842031  
   Fax: (01) 8842294  
   Email: SpEd.Office@spd.dcu.ie

6. Special Education Department,  
   School of Education,  
   Leeholme,  
   University College Cork,  
   Cork.  
   Phone: (021) 4902465  
   Fax: (021) 4270291  
   Email: d.burns@ucc.ie

7. School of Education,  
   Roebuck Castle,  
   University College Dublin,  
   Belfield,  
   Dublin 4.  
   Phone: (01) 7167967  
   Fax: (01) 7161143  
   Email: ann.owens@ucd.ie
Application Form – Post-Primary Teachers – Circular 0013/2012

Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education – 2012/2013

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 2nd of April 2012.

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: ________________________________

2. **Registration Details (Per Teaching Council Registration Certificate or per letter of confirmation of registration from the Teaching Council)**

Teacher Registration Number ____________________ Education Sector ____________________

*A copy of the Teacher Registration Certificate or a letter of confirmation of registration as provided by the Teaching Council 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 2012/2013 (You may tick more than one box):

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<tr>
<th>Position</th>
<th>√ as appropriate</th>
<th>Position</th>
<th>√ as appropriate</th>
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<tr>
<td>Learning Support Hours in Mainstream</td>
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<td>Ex-quota Learning Support Post</td>
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<tr>
<td>Resource Post</td>
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<td>Teacher in Special Class</td>
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<td>Resource Hours in Mainstream</td>
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<td>Other: Please specify:</td>
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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: ____________________________

3 (f) Have you been given timetabled hours for Learning Support work for 2012-2013: __________________

If yes, please state the number of hours: ____________________________

3 (g) Have you been given timetabled hours for Special Educational Needs work for 2012-2013: ______________

If yes, please state the number of hours: ____________________________
3 (h) For the school year 2012/2013, how many hours per week will you be timetabled in the following areas of work:

- 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:

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Roll Number</th>
<th>DEIS School</th>
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4. Professional or other qualifications held:

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<tr>
<th>College, University or other Awarding Body</th>
<th>Dates of attendance and whether full-time or part-time</th>
<th>Degree or other Qualifications obtained/to be obtained</th>
<th>Grade/Class (if any)</th>
<th>Subject(s)</th>
<th>Date of Award</th>
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5. **Previous Teaching Experience**

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

Name and Address of School(s)  Dates

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<th>School Name</th>
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5 (b) Prior to taking up your current position, please state number of years in:

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<th>Category</th>
<th>Years</th>
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<td>Special Schools</td>
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<td>Special Classes</td>
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<td>Learning Support Teaching</td>
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<td>Resource Teaching</td>
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<td>Other (please specify)</td>
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Name and Address of School(s)  Dates

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<th>School Name</th>
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5 (c) Please provide details of any other relevant experience in educational settings e.g. subjects you currently teach:

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6. Previous Professional Development courses attended (e.g. SESS, ICEP Europe, In-service):

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<tr>
<th>Name &amp; Dates of Professional Development Course</th>
<th>Duration</th>
<th>Grade/Class (if any)</th>
<th>Subject(s)</th>
<th>Year of Completion of Professional Development Course</th>
<th>Accrediting Body</th>
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7. Details of other applications made

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

If yes: What year

Which College/University
7 (b) Have you applied to other Colleges/Universities for the 2012/2013 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 0013/2012 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 may not result in any entitlement to additional remuneration from the Department of Education and Skills, and

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

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 2\textsuperscript{nd} of April 2012

Thank you for your cooperation in completing this application form.
8 **To be completed by the School Authorities**

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 (2011/12)

(ii) The number of students in Senior Cycle (2011/12)

(iii) The number of students in Educational Service (2011/12)

8 (c) Please state the number of successful applications for the Learning Support/Special Education course which have been made by your school since 2007

8 (d) Please state the number of unsuccessful applications for the Learning Support/Special Education course which have been made by your school since 2007

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

Please attach a copy of the applicants **2012/2013 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.

<table>
<thead>
<tr>
<th>Category of Special Need</th>
<th>Incidence</th>
<th>No of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Disability</td>
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<td>Multiple Disabilities</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
<td>Please specify</td>
<td></td>
</tr>
</tbody>
</table>

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 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 Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers Involved in Learning Support and Special Education – 2012/2013, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0013/2012. 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 Officer/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.
To be completed by Teachers in Mainstream Primary and Special Schools

Please complete and return to the College/University of your choice by 2nd of April 2012

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: __________________________

Please state Year of Probation: __________________________

2. **Registration Details (per Teaching Council Registration Certificate or per letter of confirmation of registration from the Teaching Council)**

Teacher Registration Number ____________________ Education Sector __________________

*A copy of the Teacher Registration Certificate or a letter of confirmation of registration as provided by the Teaching Council 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 2012/2013:

<table>
<thead>
<tr>
<th>Position</th>
<th>√ as appropriate</th>
<th>Position</th>
<th>√ as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Support/Resource Teacher</td>
<td></td>
<td>Teacher in a special class in a mainstream school</td>
<td></td>
</tr>
<tr>
<td>Class Teacher in a special school</td>
<td></td>
<td>Subject Teacher in a special school</td>
<td></td>
</tr>
<tr>
<td>Visiting teacher (specify SEN category and number on caseload)</td>
<td></td>
<td>Principal in a special school</td>
<td></td>
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<tr>
<td>Resource Teacher in mainstream school</td>
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<tr>
<td>Other (please specify)</td>
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</tbody>
</table>

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: 
(Please see links to DES Circulars SP ED 02/05 and SP ED 08/02 on page 5 for definition of these categories.)

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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:

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Roll Number</th>
<th>DEIS category</th>
</tr>
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<tbody>
<tr>
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</table>

4. Professional or other qualifications held

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


5. **Previous Teaching Experience**

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Years</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Schools</td>
<td></td>
<td></td>
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<tr>
<td>Learning Support Teaching</td>
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<tr>
<td>Other (please specify)</td>
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</table>

Name and Address of School(s)

(please specify teaching role)

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Dates</th>
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</table>

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

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Dates</th>
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</thead>
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</tbody>
</table>

- 20 -
6. **Previous Professional Development (e.g. SESS, ICEP Europe, In-service)**

<table>
<thead>
<tr>
<th>Name &amp; Dates of Professional Development Course</th>
<th>Duration</th>
<th>Grade/Class (if any)</th>
<th>Subject(s)</th>
<th>Year of Completion of Professional Development Course</th>
<th>Accrediting Body</th>
</tr>
</thead>
</table>

7. **Other applications made**

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

If yes: What year? 

Which College/University?

7 (b) Have you applied to other Colleges/Universities for this course for the 2012/2013 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 0013/2012 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 may not result in any entitlement to additional remuneration from the Department of Education and Skills, and

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

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 2nd of April, 2012

Thank you for your cooperation in completing this application form.
Principals of Mainstream Primary Schools should complete question 8 (a) to 8 (g)
Principal's of Mainstream Primary Schools should complete question 8 (a) to 8 (g).

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

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 2007

8 (d) Please state the number of unsuccessful applications for the Learning Support/Special Education course which have been made by your school since 2007

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.
Please indicate, by category, how many students have been assessed as having special educational needs in your school.

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<th>Category of Special Need</th>
<th>Incidence</th>
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<tr>
<td>Other</td>
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</table>

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 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 – 2012/2013, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0013/2012. 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 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 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 Educational course which have been made by your school since 2007 ____________________________

9 (d) Please state the number of unsuccessful applications for the Special Educational course which have been made by your school since 2007 ____________________________

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:

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<tr>
<td>Other</td>
<td>Please specify ____________________________</td>
<td></td>
</tr>
</tbody>
</table>
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 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 – 2012/2013, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0013/2012. 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 Officer/Chairperson of the Board of Management)

DATE: ______________________________________________________

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