To the Authorities of Primary, Post-Primary and Special Schools

Graduate Certificate in the Education of Students with Autistic Spectrum Disorders (ASDs) for teachers working with Students with ASDs in Special Schools, Special Classes or as Resource Teachers in mainstream Primary and Post-Primary Schools – 2012/2013

1. **The Programme 2012-2013**

In the school year 2012-2013 a Graduate Certificate in the Education of Students with Autistic Spectrum Disorders will be offered in St Patrick’s College, Drumcondra, Dublin 9. The Programme will run from September 2012 to early June 2013.

An application form accompanies this Circular for completion by eligible teachers interested in participating in the programme. Completed application forms should be forwarded to The Course Director, Special Education Department, St Patrick’s College, Drumcondra, Dublin 9 to be received not later than 2nd of April, 2012.

Eighteen places are available in the Programme year 2012-2013.

2. **Funding**

Funding for the programme is provided by the Teacher Education Section of the Department of Education and Skills under the National Development Plan 2007 to 2013.

3. **Aim and Content**

The aim of the programme will be to provide substantial theoretical and practical training for teachers working with Students who have autistic spectrum disorders. A qualification of Graduate Certificate will be awarded by Dublin City University. Participants will be assessed on the basis of full attendance at the programme venue and full participation in the distance elements of the course, completion of selected tasks and written assignments and supervision of their work in school. Further details will be made available to applicants by the Special Education Department of St Patrick’s College.
4. **Duration and Organisation**

The programme is one-year, part-time from September 2012 to June 2013, and consists of 3 modules. The course is delivered through distance learning modes, on-site learning at St. Patrick's College and considers teachers’ practical engagement with students in schools. The programme is based on participants being released from their schools for three weeks of the academic year.

The programme will include face-to-face tuition, tutorials and visits to other educational settings to observe examples of exemplary practice. The distance element of the course will include engagement with online materials and participation in online lectures and a Discussion Forum.

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.

(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 either in the mainstream 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.

(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.

(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 schools by the Teaching Council.

Applicants from Special Schools should have successfully completed their probationary period.
While teachers are completing this programme and for a reasonable period of time following completion of the programme, it is advised that school management make every effort to ensure that students with ASDs continue to benefit from the teacher’s knowledge and expertise in this area, through assigning the learning and teaching of students with ASDs to the teacher concerned. A certain degree of engagement with collaborative practices, such as team-teaching, can also form a part of these arrangements.

In order to participate in the programme, teachers will need access to a computer and preferably have broadband access.

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 Graduate Certificate Programme should send their applications to The Course Director, Special Education Department, St. Patrick’s College, Drumcondra, Dublin 9 to be received not later than 2nd of April 2012. Phone: (01) 8842031. Fax: (01) 8842294. E-mail address: SpEd.Dept@spd.dcu.ie

Applicants for this programme are not required to attend for interview.

7. Fees and Expenses for these Programmes

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

Travelling expenses and subsistence allowances for these programmes will be paid to eligible participants in accordance with Teacher Education Section rates.

8. Extra Personal Vacation

No extra personal vacation will be allowed in respect of participation in this Course.

9. 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.

10. 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.
11. **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.

12. **Master’s Programme**

Teachers who successfully complete the Graduate Certificate in the Education of Pupils with Autistic Spectrum Disorders (ASDs) may be eligible to apply for the Diploma in Special Educational Needs and to progress to a Masters in Special Educational Needs at St. Patrick’s College. Further information on potential pathways is available on the St. Patrick’s College website, www.spd.dcu.ie.

Eddie Ward  
Principal Officer  
March 2012
Graduate Certificate in the Education of Students with Autistic Spectrum Disorders (ASDs) - 2012-2013

Application form

Please complete and return to: The Course Director, Special Education Department,
St. Patrick’s College, Drumcondra, Dublin 9 by 2nd of April 2012.

Phone: (01) 8842031; Fax: (01) 8842294.
E-mail address: SpEd.Dept@spd.dcu.ie

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 (where applicable): ______________________________

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:

- 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 2012/2013:

**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 Support/Resource 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) ________________________________________________________________

**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 Support/Resource 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:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

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 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): ____________________

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)

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<thead>
<tr>
<th>Learning Support Teachers:</th>
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<td>Resource Teachers for students with special educational needs</td>
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<td>Learning Support/Resource Teachers</td>
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<td>Special Class Teachers</td>
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<td>Other (please specify) ____________________</td>
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</table>

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

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<tr>
<th>Topic</th>
<th>Date</th>
<th>Duration</th>
<th>Venue</th>
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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): Dates:

(Please specify teaching role):

__________________________________________________________
                        __________________________

__________________________________________________________
                        __________________________

__________________________________________________________
                        __________________________

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

__________________________________________________________
                        __________________________

__________________________________________________________
                        __________________________

__________________________________________________________
                        __________________________

6. **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>
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7. **Previous Professional Development**  
(e.g. SESS, ICEP Europe, In-service). Please also see list of courses as in Appendix A previously attended.

<table>
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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>
</tr>
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8. **Additional Information**

8 (a) Have you previously applied for the Graduate Certificate in the Education of students with ASD? 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) Please provide any other information that you feel may help in assessing your application for this Programme

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
8 (d) Please indicate your ICT skills:

Beginner ☐  Competent ☐  Advanced ☐

Any other information relevant to your ICT skills:

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

<table>
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<tr>
<th>School Name</th>
<th>School Address</th>
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10. To be Completed by the Applicant

I have read Circular 0014/2012 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. Patrick’s College, Drumcondra, Dublin 9 and to fulfil the necessary conditions of the programme.

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 Graduate Certificate in the Education of Students with Autistic Spectrum Disorders (ASDs) 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 0014/2012.

SIGNED: _________________________________________ DATE: __________________

(Principal)

COUNTER SIGNED: ____________________________________ DATE: __________________

(Director/Manager/Chief Executive Officer/Chairperson of the Board of Management)

Please return completed form together with a copy of your Registration Certificate or a letter of confirmation of registration from the Teaching Council to The Course Director, Special Education Department, St. Patrick’s College, Drumcondra, Dublin 9. Closing date for applications is 5pm 2nd of April 2012

Thank you for your cooperation in completing this application form.

**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 Patrick’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. Patrick’s College’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 Colleges’ (as applicable) registration with the DPC your permission will be sought.*