



Date: 05/02/2019

Circular 0005/2019

Graduate Certificate in the Education of Pupils with Autism Spectrum Disorder (ASD) for teachers working with Pupils with ASD in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2019/2020

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

Introduction

The programme will aim to provide substantial theoretical and practical professional development for teachers working with pupils with ASD and, thereby, will be in a position to contribute to the school's overall capacity in this area.

1. The Programme 2019-2020

In the school year 2019-2020 a Graduate Certificate in the Education of Pupils with Autism Spectrum Disorder will be offered in DCU Institute of Education, DCU St Patrick's Campus, Drumcondra, Dublin 9. The Programme will run from September 2019 to early June 2020.

An application form accompanies this Circular for completion by eligible teachers interested in participating in the programme. Completed application forms should be forwarded to **DCU Institute of Education, GCEAS Programme Chair, School of Inclusive and Special Education, DCU St Patrick's Campus, Drumcondra, Dublin 9, D09DY00**, to be received not later than **4th of March, 2019**.

Eighteen places are available in the Programme year 2019/2020.

2. Funding

Funding for the programme is provided by the Teacher Education Section of the Department of Education and Skills.

3. Aim and Content

The aim of the programme will be to provide substantial theoretical and practical training for teachers working with pupils with Autism Spectrum Disorder and, thereby, to contribute to the school's overall capacity in this area. 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 may be found on the following web page www.dcu.ie/courses/Postgraduate/institute_of_education/Graduate-Certificate-Education-Pupils-Autism-Spectrum.

4. Duration and Organisation

The programme is one-year, part-time from September 2019 to June 2020, and consists of 5 modules. The course is delivered through distance learning modes, on-site learning at DCU Institute of Education, St Patrick's Campus and considers teachers' practical engagement with pupils in schools. The programme requires that participants are 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 online synchronous and asynchronous engagement (course materials, online lectures and discussion fora).

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 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 pupils with Autism Spectrum Disorder or who will be working with pupils with ASD 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 pupils with ASD.** Potential applicants must therefore have a teaching role in relation to pupils with Autism.

(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 pupils with Special Educational Needs.

Applicants from Primary Schools should have successfully completed their probationary period.

(b) Post-primary:

Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter (see footnote 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 pupils 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)

(c) Special Schools:

Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter (see footnote 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 either in the mainstream primary or post-primary sectors or to teach pupils 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.

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 pupils with Autism continue to benefit from the teacher's knowledge and expertise in this area, through assigning the learning and teaching of pupils with Autism to the teacher concerned. 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 the Internet.

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

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

6. Applications and Selection

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

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

Important

Eligible teachers nominated by their school authorities who wish to be considered for admission to the **Graduate Certificate Programme** should send their applications to **DCU Institute of Education, GCEAS Programme Chair, School of Inclusive and Special Education, DCU Institute of Education, DCU St Patrick's Campus, Drumcondra, Dublin 9, DO9DYOO** to be received not later than **4th of March 2019**.

Phone: (01) 8842143; email: tish.balfe@dcu.ie .

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

7. Fees

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

8. Travel and Subsistence

Travel and subsistence will be provided for any of the face-to-face elements of the programme in accordance with the Department of Finance Travel and Subsistence Circular 11/82. Please note for any travel and subsistence, the training rate is applicable.

9. Extra Personal Vacation

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

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 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 release from their school 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. Master's Programme

On the successful completion of the Graduate Certificate in the Education of Pupils with Autism Spectrum Disorder teachers may be eligible to apply for the Master of Education in Autism (M.Ed. in Autism) at the DCU Institute of Education.

Jim Mulkerrins
Principal Officer

February 2019

Graduate Certificate in the Education of Pupils with Autism Spectrum Disorder 2019-2020

Application form

Please complete and return to:
GCEAS Programme Director, School of Inclusive and Special Education, DCU Institute of Education, DCU St
Patrick's Campus, Drumcondra, Dublin 9, DO9DYOO
to be received not later than 4th of March 2019

Phone: (01) 8842143
Email address: tish.balfe@dcu.ie

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/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:

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 state:

- Your total number of years teaching _____
- Number of years teaching in your present school _____
- Number of years teaching pupils with ASD _____
- When were you appointed to your present post _____

3 (c) Please tick which of the following **best describes the teaching position** you will hold in 2019/2020:

Mainstream Primary School

- Class teacher who is teaching a significant number of pupils with ASD
- Special Education Teacher, currently teaching pupils with ASD
- Teacher in a special class for pupils with ASD
- Teacher in a special class for pupils with special educational needs, which includes pupils with ASD
- Other (please Specify) _____
- How many pupils with ASD do you teach? _____

Mainstream Post-Primary School

- Are you a Special Education Teacher only? Yes No

- How many children with ASD do you teach?
- How many hours in total, per week, are you teaching children with ASD?

Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6

- Are you a Special Education Teacher and Subject Teacher? Yes No

○ In your capacity as a Special Education Teacher:

- How many pupils with ASD do you teach?
- How many hours in total, per week, are you teaching children with ASD?

Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6

○ In your capacity as a **subject** teacher, how many pupils with ASD do you teach?

- Are you a Subject Teacher with NO Special Education Hours? Yes No

○ In your capacity as a subject teacher:

- How many pupils with ASD do you teach in your mainstream class?

Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6

- Are you a Full Time Teacher in a special class for pupils with ASD? Yes No

- How many pupils with ASD are in your class?
- How many hours do you spend teaching pupils with ASD, each week?

Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6

Special School

- Class teacher teaching pupils with special educational needs, which includes pupils with ASD
- Class teacher teaching pupils with ASD
- Subject teacher, where pupils with ASD are accessing the subject area. (specify which subject) _____
- Principal of a Special School where the Principal is in a teaching role and has pupils with ASD in his/her class

In your stated capacity above, how many pupils with ASD do you teach? _____

Please confirm with your Principal that you are, or will be, working with pupils with ASD for the duration of the Programme, as outlined above.

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

4. Previous Teaching Experience

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

Name and Address of School(s):

Dates:

4 (b) Prior to taking up your current teaching position, please state number of years in special schools / special classes / special education teaching: _____

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

Dates:

_____	_____
_____	_____
_____	_____
_____	_____

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

5. 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. Additional Information

7 (a) Have you previously applied for the Graduate Certificate in the Education of pupils with ASD? Yes No
If yes, what year did you apply? _____

7 (b) Please indicate your reason(s) for seeking a place on this programme

7 (c) Please provide any other information that you feel may help in assessing your application for this programme

7 (d) Please indicate your ICT skills:

Beginner

Competent

Advanced

Any other information relevant to your ICT skills:

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

School Name

School Address

School Roll Number

9. **To be completed by the Applicant**

I have read Circular 0005/2019 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 Dublin City University and to fulfil the necessary conditions of the programme.

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

SIGNED: _____

DATE: _____

10. 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 above named teacher is, or will be, working with pupils with ASD for the duration of the Programme, that his/her workload will permit him/her to benefit fully from the continuing professional development being offered and will accord with the criteria in Circular 0005/2019

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 Pupils with Autism Spectrum Disorder (ASD) 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 0005/2019.

SIGNED: _____ **DATE:** _____
(Principal)

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

Closing date for applications is 5pm, 4th of March 2019

Please return completed form together with a copy of your Registration Certificate or Confirmation of Registration letter to:

**GCEAS Programme Director
School of Inclusive and Special Education
DCU Institute of Education
DCU St Patrick's Campus
Drumcondra,
Dublin 9,
D09DY00**

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 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