

An Roinn Oideachais agus Scileanna,  
Rannóg Oideachais Múinteoirí,  
Cor na Madadh,  
Baile Atha Luain,  
Co. na hIarmhí.

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



**Circular : 0003/2011**

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

**TO: THE AUTHORITIES OF PRIMARY, POST-PRIMARY AND SPECIAL SCHOOLS**

**1. The Programme 2011/2012**

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

Up to 25 places will be available on the programme for the year 2011-2012.

**2. Aim and Content**

The aim of the programme will be to develop teachers' knowledge, understanding and skills in working with students with autistic spectrum disorders.

Qualifications will be awarded by NUIG to participants who successfully complete the programme. Participants will be assessed on the basis of **full attendance** at the programme, successful completion of selected tasks and written assignments, in addition to their work in schools. Consideration will be given to applications for accreditation for prior learning (APL) with regard to certain course elements provided by the SESS. Further details are available to applicants from St. Angela's College, Sligo on their website at [www.stangelas.nuigalway.ie](http://www.stangelas.nuigalway.ie) and the Special Education Support Service (SESS). Website: [www.sess.ie](http://www.sess.ie)

### 3. Duration and Organisation

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

#### *Post-Graduate Certificate*

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

*And*

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

*Or*

- **Module three** - Teaching Approaches for Students with Autistic Spectrum Disorders.

#### *Post-Graduate Diploma*

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

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

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

The programme will require from a minimum of eighteen days (Certificate) to thirty-seven (Diploma) days release from school over the two-year period. As a result of accreditation of prior learning (APL) for individual teachers the number of days release required may also be reduced.

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

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

#### 4. 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 in either 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 school by the Teaching Council.

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

Consideration will be given to applications for Accreditation for Prior Learning (APL) under the Colleges APL policies and procedures. Relevant SESS courses in the learning and teaching of students with ASDs will be considered in this context.

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

## 5. Applications and Selection

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

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

### ***Important***

Eligible teachers nominated by their school authorities who wish to be considered for admission to the Programme should send their applications to **The Programme Co-ordinator, Post-Graduate Certificate/Diploma in SEN (ASDs), Education Department, St Angela's College, Sligo**, to be received not later than **1st of March 2011**.

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

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

## 6. Funding

All elements within each module are funded by the Teacher Education Section of the Department of Education and Skills through the SESS under the National Development Plan 2007 to 2013.

**Applicants will be responsible for payment of a fee of €300 per module.** Applicants will be invoiced by St. Angela's College as per the College's current policy. Note: Travel and subsistence will be provided for any of the face-to-face elements of the programme.

Your attention is also drawn to the Teacher Fee Refund Scheme. The purpose of this scheme is to provide funding towards the cost of course and examination fees incurred by Primary and Post-Primary teachers on successful completion of in-career development courses approved by the Department and school authorities. Further information is available at <http://www.mie.ie/refundoffees/>

## 7. Extra Personal Vacation

No extra personal vacation will be allowed in respect of attendance at the Programme.

## 8. 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.

## **9. 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.

## **10. 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.

## **11. Master's Programme**

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

Alan Wall  
Principal Officer

January 2011

## APPENDIX A

### *Post-Graduate Certificate/Diploma in Special Educational Needs (Autistic Spectrum Disorders) 2011-2012*

#### Modules Elements

Module One	Understanding ASD	<ul style="list-style-type: none"> <li>▪ Introductory Day</li> <li>▪ SESS-4 Day Introductory Course</li> <li>▪ Sensory, Motor and Relationship Perspectives of the child with ASD</li> <li>▪ Understanding Autism (on-line)</li> <li>▪ Class Visit (SESS Advisory Team: ASD)</li> <li>▪ Placement</li> </ul>
Assessment	Professional Portfolio Profile and IEP	
Module two	Assessment, Planning and curricular access	<ul style="list-style-type: none"> <li>▪ <i>ABBLs</i></li> <li>▪ <i>PEP3 or T-TAP</i></li> <li>▪ Individualised Planning</li> <li>▪ Accessing the Curriculum</li> <li>▪ ASD &amp; Co-occurring needs</li> <li>▪ PECS</li> <li>▪ Lámh</li> <li>▪ TEACCH (2 day)</li> <li>▪ Class Visit (SESS Advisory Team: ASD)</li> </ul>
Assessment	Case Study	
Module three	Teaching Approaches for Pupils with ASD	<ul style="list-style-type: none"> <li>▪ Applied Behaviour Analysis (on-line)</li> <li>▪ Social Stories Training</li> <li>▪ Floor-Time</li> <li>▪ TEACCH (5-day)</li> <li>▪ Language and Communication Development for Students with ASD (Hanen)</li> <li>▪ Intensive Interaction</li> <li>▪ Class Visit (SESS Advisory Team: ASD)</li> </ul>
Assessment	Profile and IEP	
Module four	Self-management and Behaviour	<ul style="list-style-type: none"> <li>▪ Social Skills training</li> <li>▪ Challenging Behaviour</li> <li>▪ Contemporary Applied Behaviour Analysis courses</li> <li>▪ Class Visit (SESS Advisory Team: Behaviour)</li> </ul>
Assessment	Literature Review	
Practicum	Completion of the <b>practicum is an essential element for both the Post-Graduate Certificate and the Post-Graduate Diploma</b> in Special Education (Autistic Spectrum Disorders) (See section 3 of Circular)	

*Post-Graduate Certificate/Diploma in Special Educational Needs (Autistic Spectrum Disorders) 2011-2012*

**Post Graduate Programme**

*Post Graduate Certificate*

Module one (Core Module)	Understanding ASDs
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*And*

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

Module three	Teaching Approaches for Students with ASDs
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*Post Graduate Diploma*

Module one	Understanding ASDs
Module two	Assessment, Planning, Applications and Curricular Access
Module three	Teaching Approaches for Students with ASDs.
Module four	Self-management and Behaviour



[Circular: 0003/2011](#)

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

**ST ANGELA'S COLLEGE, SLIGO**

**APPLICATION FORM FOR ADMISSION**

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

**Programme Co-ordinator,  
Post-Graduate Certificate/Diploma in SEN (ASDs),  
Education Department,  
St Angela's College, Sligo  
On or before 5pm on 1st of March, 2011.**

Application is being made to participate in<sup>1</sup> (*please tick as appropriate*):

**Post-Graduate Certificate in SEN (ASDs)**

**Post-Graduate Diploma in SEN (ASDs)**

<sup>1</sup>Please note that this is a signal of intent only, to facilitate organisation and administration. Applicants may reconsider their chosen options as they access the various modules.



**1. Personal Details**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

Year of Probation (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 2011/2012:

**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.

**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

**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 \_\_\_\_\_



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

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

Learning Support Teachers:	
Resource Teachers for students with special educational needs	
Learning Support/Resource Teachers	
Special Class Teachers	
Other (please specify) _____	

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

Topic	Date	Duration	Venue
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**5. Previous Teaching Experience**

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

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

Name and Address of School(s): (Please specify teaching role): _____ _____ _____	Dates: _____ _____ _____
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**5 (c)** Any other relevant experience in educational settings:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Professional or other qualifications held**

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

**7. Previous Professional Development**

(e.g. SESS, ICEP Europe, In-service). Please also see list of courses as in Appendix A previously attended.

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

**8. Additional Information**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

<b>School Name</b>	<b>School Address</b>	<b>School Roll Number</b>
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**To be Completed by Applicant**

**10.** I have read Circular 0003/2011 and I agree to fulfil the necessary conditions of participation in the programme for which I am making application. I certify that all the information given on this form is correct and if admitted to the programme, I undertake to observe all the rules and regulations of St. Angela's College, Sligo and to fulfil the necessary conditions of the programme.

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

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

## 11. For Completion by School Authorities

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

I confirm that the information in this application form is correct and, if the above named teacher is given a place on this Post-Graduate Certificate/Diploma Programme of Continuing Professional Development in Special Educational Needs (Autistic Spectrum Disorders) for Teachers – 2011/2012, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular **0003/2011**.

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

(Principal)

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

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

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

**Programme Co-ordinator,  
Post-Graduate Certificate/Diploma in SEN (ASDs),  
Education Department,  
St Angela's College, Sligo**

**On or before 5pm on, 1st of March, 2011.**

**Phone: (071) 9195551**

### *Data Protection*

*The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Department's registration with the Data Protection Commissioner (DPC) - Ref 10764/A.*

*St Angela's College will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in St Angela's registration with the DPC.*

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