

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



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

Date: 24/01/2018

Circular 0006/2018

**Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)**

**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 develop teachers' knowledge, understanding and skills in working with students with autism spectrum disorder (ASD) and, thereby, to contribute to the school's overall capacity in this area.

#### 1. The Programme 2018/2019

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 (Autism Spectrum Disorder (ASD) Professional Development Programme in collaboration with the National Council for Special Education (NCSE) for teachers of students with ASD. 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 (Autism Spectrum Disorder).

2. Up to 25 places will be available on the programme for the year 2018/2019.

#### 3. Aim and Content

The aim of the programme will be to develop teachers' knowledge, understanding and skills in working with students with autism spectrum disorder and, thereby, to contribute to the school's overall capacity in this area.

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 recognition for prior learning (RPL) under the College's RPL policies and procedures. Relevant NCSE courses in the learning and teaching of students with ASD will be considered in this context. 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 National Council for Special Education on their website at [www.sess.ie](http://www.sess.ie).

#### 4. 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 Autism Spectrum Disorder

***And***

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

***Or***

- **Module three** - Teaching Approaches

##### ***Post-Graduate Diploma***

- **Module one** - Understanding Autism Spectrum Disorder
- **Module two** - Assessment, Planning, Applications and Curricular Access
- **Module three** - Teaching Approaches
- **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 Educational Needs (Autism Spectrum Disorder). Completion of the additional two modules together with the necessary course work will attract a Post-Graduate Diploma in Special Educational Needs (Autism Spectrum Disorder). 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 (Autism Spectrum Disorder).

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 days (Diploma) release from school over the two-year period.

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

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

## 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 Autism Spectrum Disorder (ASD) or will be working with students 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 students with ASD.** Potential applicants must therefore have a teaching role in relation to students with ASD.

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

### (a) Primary:

**Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter<sup>1</sup> from the Teaching Council, when submitting their application form (see footnote below). If the “Education Sector(s)” field is blank, teachers will be required to provide evidence that they have qualifications suitable to teach in either the mainstream primary sector or to teach students with Special Educational Needs in the primary sector.**

**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 from the Teaching Council, when submitting their application form (see footnote below). If the “Education Sector(s)” field is blank, teachers will be required to provide evidence that they have qualifications suitable to teach in either the mainstream post-primary sector or to teach students with Special Educational Needs in the post-primary sector.**

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

### (c) Special Schools

**Teachers will be required to forward a copy of their Registration Certificate or Confirmation of Registration letter from the Teaching Council, when submitting their application form (see footnote below). If the “Education Sector(s)” field is blank teachers will be required to provide evidence that they have qualifications suitable to teach either in the mainstream primary or post-primary sectors or to teach students with Special Educational Needs the primary or post-primary sector or to teach in special school settings.**

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

Teachers who are participating in this programme must continue to have a teaching role in relation to students with ASD for the duration of the programme. It is also advised that school management should make every effort to ensure that students with ASD continue to benefit from teachers’ knowledge and expertise in this area, through assigning the learning and teaching of students with ASD to teachers who have successfully completed this programme. Collaborative practices, such as team-teaching, can also form a part of these arrangements.

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<sup>1</sup> Confirmation of Registration letter is available to download from the Registered Teacher Login Facility on the Teaching Council website [www.teachingcouncil.ie](http://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 Programme should send their applications to **The Programme Co-ordinator, Post-Graduate Certificate/Diploma in Special Educational Needs (ASD), Centre for Special Educational Needs, Inclusion and Diversity, St. Angela's College, Lough Gill, Sligo**, to be received not later than **2nd of March 2018**.

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.**

## 7. Funding

All elements within each module are funded by the Special Education Section of the Department of Education and Skills through the NCSE.

**Applicants will be responsible for payment of a fee of €300 per module** and will be invoiced by St. Angela's College as per the College's current policy. In this regard, 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 [www.mie.ie/refundoffees](http://www.mie.ie/refundoffees).

## 8. Travel and Subsistence

Travel and subsistence will be provided for any of the face-to-face elements of the programme in accordance with Special Education Section rates.

## 9. Extra Personal Vacation

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

## 10. Substitution

Substitution, which must be approved by the managerial authority of the school/ETB, will be allowed. The substitution must be deemed necessary to cover the approved periods of absence of the teacher from teaching duty for attendance at the course. Documentation from the NCSE/college specifying the absence details must be retained by the school.

## 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**

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

Jim Mulkerrins  
Principal Officer  
Special Education Section

January 2018

*Post-Graduate Certificate/Diploma in Special Educational Needs (Autism Spectrum Disorder) 2018-2019*

**Modules Elements**

Module One	Understanding ASD	<ul style="list-style-type: none"> <li>▪ Introductory Day</li> <li>▪ SESS-4 Day Introductory Course</li> <li>▪ Individualised Planning</li> <li>▪ Sensory, Motor and Relationship Perspectives of the child with ASD</li> <li>▪ Understanding Autism (on-line)</li> <li>▪ ASD &amp; Co-occurring needs</li> <li>▪ Class Visit (NCSE Advisory Team: ASD)</li> <li>▪ Placement</li> </ul>
Assessment	Essay	
Module two	Assessment, Planning, Applications and Curricular Access	<ul style="list-style-type: none"> <li>▪ <i>ABBLs / VB MAPP/ AFLS</i></li> <li>▪ <i>PEP3 or T-TAP</i></li> <li>▪ Accessing the Curriculum for Students with ASD through Numeracy</li> <li>▪ Accessing the Curriculum for students with ASD through Literacy</li> <li>▪ PECS</li> <li>▪ TEACCH (2–day) – (for Certificate students only)</li> <li>▪ Language and Communication Development for verbal students with ASD</li> <li>▪ Class Visit (NCSE Advisory Team: ASD)</li> </ul>
Assessment	Practitioner Research	
Module three	Teaching Approaches	<ul style="list-style-type: none"> <li>▪ Applied Behaviour Analysis (on-line)</li> <li>▪ Social Stories Training</li> <li>▪ TEACCH (2–day)</li> <li>▪ TEACCH (5-day)</li> </ul> <p>The following options are offered in this module. Participants must choose <b>two</b> from the following list</p> <ul style="list-style-type: none"> <li>▪ Floor-Time</li> <li>▪ Lámh</li> <li>▪ Transition</li> <li>▪ Puberty, Relationships and Sexuality Education</li> <li>▪ Intensive Interaction</li> <li>▪ Drama and young people with ASD</li> </ul> <p><b>or</b></p> <p>Participants must choose the 2-day seminar</p> <ul style="list-style-type: none"> <li>• Autism, Mental Health and Managing Anxiety</li> </ul>
Assessment	Profile, IEP and Practicum	
Module four	Self Management and Behaviour	<ul style="list-style-type: none"> <li>▪ Social Skills training</li> <li>▪ Challenging Behaviour - Pathways to Prevention</li> <li>▪ Contemporary Applied Behaviour Analysis courses</li> <li>▪ Class Visit (NCSE Advisory Team: Behaviour)</li> </ul>
Assessment	Literature Review	
Practicum	Completion of the practicum is an essential element for both the Post-Graduate Certificate and the Post-Graduate Diploma in Special Educational Needs (Autism Spectrum Disorder). <b>See section 3 of Circular</b>	

*Post-Graduate Certificate/Diploma in Special Educational Needs (Autism Spectrum Disorder) 2018-2019*

**Post-Graduate Programme**

*Post-Graduate Certificate*

Module one (Core Module)	Understanding ASD
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*And*

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

Module three	Teaching Approaches
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*Post-Graduate Diploma*

Module one	Understanding ASD
Module two	Assessment, Planning, Applications and Curricular Access
Module three	Teaching Approaches
Module four	Self Management and Behaviour



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OIDEACHAIS | EDUCATION  
AGUS SCILEANNA | A N D S K I L L S

**Circular: 0006/2018**

**Post-Graduate Certificate/Diploma Programme of Continuing Professional Development  
for Teachers working with Students with Special Educational Needs (Autism Spectrum  
Disorder)**

**ST ANGELA'S COLLEGE, SLIGO**

**APPLICATION FORM FOR ADMISSION**

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

**Programme Co-ordinator,  
Post-Graduate Certificate/Diploma in SEN (ASD),  
Centre for Special Educational Needs, Inclusion and Diversity,  
St. Angela's College,  
Lough Gill,  
Sligo**

**On or before 5pm on 2nd of March 2018**

**Application is being made to participate in<sup>2</sup> (please tick as appropriate):**

**Post-Graduate Certificate in Special Educational Needs (ASD)**

**Post-Graduate Diploma in Special Educational Needs (ASD)**

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<sup>2</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 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 tick which of the following best describes the teaching position you will hold in 2018/2019:

**Mainstream Primary School**

- Class teacher who is teaching a significant number of students with ASD
- Special Education Teacher who is currently teaching students with ASD
- Language Support Teacher (EAL) currently teaching students with ASD
- Teacher in a special class for students with ASD
- Teacher in a special class for students with special educational needs, which includes students with ASD
- Other (please Specify) \_\_\_\_\_

**Mainstream Post-Primary School**

- Subject teacher, where a significant number of students with ASD are accessing the subject area. (specify which subject) \_\_\_\_\_
- Special Education Teacher who is currently teaching students with ASD
- Language Support Teacher (EAL) currently teaching students with ASD
- Teacher in a special class for students with ASD
- Teacher in a special class for students with special educational needs, which includes students with ASD
- Other (please Specify) \_\_\_\_\_

**Special School**

- Class teacher teaching students with special educational needs, which includes students with ASD
- Class teacher teaching students with ASD
- Subject teacher where students 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 students with ASD in his/her class
- Other (please Specify) \_\_\_\_\_

Please state the number of students with ASD 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 ASD) 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)

Language Support Teachers (EAL)	
Special Education Teachers (SET)	
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:
_____	_____
_____	_____
_____	_____
_____	_____

**5 (b)** Prior to taking up your current teaching position, please state number of years in special schools/ special classes/ special education teacher post: \_\_\_\_\_

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

**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. Induction, NCSE 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 (Autism Spectrum Disorder (ASD)) 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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**8 (d)** Has any member of your school staff previously completed this training programme? If so, in what year?

**8 (e)** Is any member of your school staff currently completing this training programme?

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

School Name	School Address	School Roll Number
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**10. To be Completed by Applicant**

I have read Circular 0006/2018 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.

I understand that successful completion of this Programme will not result in any entitlement to additional remuneration from the Department of Education and Skills.

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

**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 (Autism Spectrum Disorder) for Teachers – 2018/2019, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0006/2018.

I confirm that the above named teacher is, or will be, working with students 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 0006/2018.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Principal)

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

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

**Programme Co-ordinator,  
Post-Graduate Certificate/Diploma in Special Educational Needs (ASD),  
Centre for Special Educational Needs, Inclusion and Diversity,  
St. Angela's College,  
Lough Gill,  
Sligo**

**On or before 5pm on 2<sup>nd</sup> of March 2018**

**Phone: (071) 9195552**

### *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 Angela'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 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.*