



St. Angela's College, Sligo
Coláiste San Aingeal, Sligeach
A College of NUI Galway

Centre for Special Educational Needs, Inclusion and Diversity

Certificate in Special Educational Needs for SNAs 2018-2019

Application Form

- Please complete using black ink and block capitals.
- Please complete all sections of the application form where relevant and return to:

Maxine Gilmartin

Education Department Administrator

St Angela's College

Lough Gill

Sligo

F91 C634

Please note the closing date for receipt of applications is Thursday 1 March 2018

- Please include a postal order for an application fee of €25 with this application.
- **Please detach and carefully retain all Appendices for your information – please do not include the appendices with your application, they are for you to keep.**

SECTION A

Background Information

Surname Forenames

Maiden Name Nationality (on passport)

Country of Birth County of Birth (if Irish)

Country of previous permanent residence.....

County of previous permanent residence (not birth)

Years resident in Ireland (if born outside Ireland).....

Date of Birth

PPS Number Male/Female

Correspondence Address (please ensure you are contactable here)

.....

Telephone No: Work Phone Mobile:

*Email:

*** You must supply an email address for registration purposes**

Current Student: Yes / No - if yes student number:

Previous Student: Yes / No – if yes, student number:

SECTION B

Second Level Education

School Attended

Year

Level of Certification

SECTION C

1. Other Education Awards, if any (e.g. FETAC Level 5)

Title

Year Grade Awarded by

(Continue on a separate sheet if necessary)

2. Primary Degree/Title/Award, if any

College Attended Dates

Awarding Body

Award Level (state overall honours or grade levels)

3. Postgraduate Qualification, if any (e.g. Diploma)

Title

Year Grade Awarded by

SECTION D

Employment Record

Please list appointments held in order of **most** recent, briefly describing the nature of the work undertaken, if relevant to your application. **(Continue on a separate sheet if necessary)**

Dates From	To	Employer	Job Title

SECTION E

Relevant Experience

Please provide details of any experience (work, volunteering, projects, etc.) that you have gained which you think is particularly relevant for the specific programme for which you are applying.

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SECTION F
School Details

PLEASE COMPLETE IF IN A POSITION AS A SPECIAL NEEDS ASSISTANT

Principal: School:

School Roll No.: Telephone No.:

Email:

School Address:

Please indicate;

Primary School Special School

Special Class/Unit Post-Primary

Are you a SNA sanctioned by the Department of Education and Skills?

Yes No

When processing applications first preference is given to those who are in a position as a Special Needs Assistant (SNA) in a Department of Education and Skills (DES) recognised primary, post-primary or special school.

SECTION G

Supplementary Information

Outline your reasons for doing the course and your understanding of the demands that this course will make on you, and what steps you intend to take to overcome.

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.....
.....

SECTION H:

The Certificate Course may be held in more than one Education Centre depending on demand. Please rank in order of preference the Centre that would be your first choice to your last choice. Please note you may not be offered a place in your first preference Education Centre.

Education Centre	Preference Ranked 1 to 5	(1 being your first choice)
Carrick on Shannon Education Centre.....	<input type="checkbox"/>	
Donegal Education Centre.....	<input type="checkbox"/>	
Mayo Education Centre.....	<input type="checkbox"/>	
Monaghan Education Centre.....	<input type="checkbox"/>	
Sligo Education Centre.....	<input type="checkbox"/>	

SECTION I:

How did you learn about the course? Please tick (v) relevant response

Local Radio	Work
From a friend	From a colleague
Social Media	Other (please specify).....

SECTION J:

I acknowledge that the particulars given in relation to this application are in all respects true.

SIGNATURE **DATE**

CHECKLIST:

Before submitting this application, please ensure that you have satisfied the requirements listed below

Incomplete entries will not be considered

- 1. Fully completed Application Form**
- 2. International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) Certificate(s) for applicants whose first language is not English**
- 3. Application fee of €25.00 (cheque/postal order to be made payable to St. Angela's College)**

Appendix 1
College Procedures
Please detach and retain for your information

- You will be sent a letter confirming that you have a place or otherwise in April.
- You must decline or accept this offer on or before the 14 May 2018.
- If you accept this offer you will be asked to pay a €400 deposit with your acceptance by the 14 May 2018 in order to secure your place.
- The remaining €400 of the total course fee of €800 is payable on or before the 8 September 2018.
- When processing applications first preference is given to those who have previously made an application and have paid €25 application fee, followed by those who are in a position as a Special Needs Assistant (SNA) in a Department of Education and Skills (DES) recognised primary, post-primary or special school. You may be offered a place if either of the criteria above do not apply to you.
- You may be offered a place in a centre that was not your first choice.
- You will receive an email to your personal email address from the Registrar's office in August requesting that you;
 - Register on the course
 - Send in two signed passport photos for a student card
 - Set up your College Email account
 - You will be advised as to the payment methods for the course fees on Registration.
- Please direct all queries regarding Registration and student cards to the Registrar's Office, skelly@stangelas.nuigalway.ie or 071 9195512.
- Full fees must be paid prior to the commencement of the course. Please contact the Finance Office with any queries regarding payment of fees 071 9195524.
- Once you have been sent information on procedures for Registration all correspondence will be to your college email address.
- You must check College Email regularly for updates and information.

- Course co-ordinators

Karen McIntyre
kmcintyre@stangelas.nuigalway.ie

Participants

Carrick on Shannon
Donegal

Miriam Colum
mcolum@stangelas.nuigalway.ie

Participants

Mayo
Monaghan
Sligo

- Course Administrator: Maxine Gilmartin

mgilmartin@stangelas.nuigalway.ie

Appendix 2

Key Dates

Please detach and retain for your information

April 2018	Letter of offer or otherwise
14 May 2018	Deposit of €400 to be paid
August 2018	Email from Registrar's Office regarding registration for course
8 September 2018	Deadline for remaining €400 of total course fee to be paid
8 September 2018	Course Commences

Appendix 3

Proposed timetable for Certificate in SEN for SNAs 2018/19

Please detach and retain for your information

<p>September 8th Session 1 - 10.00am - 11.30am Introduction, Overview of Content and Needs Analysis Introduction to Moodle elearning platform Break 11.30am -11.45am</p> <p>Session 2 - 11.45am - 1.15pm Understanding SEN Lunch 1.15pm – 2.00pm</p> <p>Session 3 - 2.00pm – 4.00pm The Role of the SNA</p>
<p>September 22nd Session 1 - 10.00am - 11.30am Inclusion and Developments in SEN Break 11.30am -11.45am</p> <p>Session 2 - 11.45am -1.15pm School Structures and Policies Lunch 1.15pm – 2.00pm</p> <p>Session 3 - 2.00pm – 4.00pm Recap Moodle, turnitin and assignment submissions Assignment 1</p>
<p>October 6th Session 1 - 10.00am - 11.30am The role of the SNA in Relation to Planning Break 11.30am -11.45am</p> <p>Session 2 - 11.45am -1.15pm Building Positive Relationships/Communication and Language Lunch 1.15pm – 2.00pm</p> <p>Session 3 - 2.00pm – 4.00pm Care and Respect for Students with SEN</p>
<p>October 20th Session 1 - 10.00am - 11.30am Recap Moodle, turnitin and assignment submissions Assignment 2 Break 11.30am -11.45am</p> <p>Session 2 - 11.45am -1.15pm Assignment Writing Lunch 1.15pm – 2.00pm</p> <p>Session 3 - 2.00pm – 4.00pm Transition</p>
<p>November 17th Session 1 - 10.00am - 11.30am ICT Basic Skills Break 11.30am -11.45am</p> <p>Session 2 - 11.45am -1.15pm ICT AV Aids</p>

<p>Session 3 - 2.00pm – 4.00pm ICT – Classroom Resource</p>	<p>Lunch 1.15pm – 2.00pm</p>
<p>November 24th Session 1 - 10.00am - 11.30am ICT Basic Skills</p>	<p>HALF GROUP</p>
<p>Session 2 - 11.45am -1.15pm ICT AV Aids</p>	<p>Break 11.30am -11.45am</p>
<p>Session 3 - 2.00pm – 4.00pm ICT – Classroom Resource</p>	<p>Lunch 1.15pm – 2.00pm</p>
<p>December 1st Session 1 - 10.00am - 11.30am Supporting Social Skills</p>	<p>Break 11.30am -11.45am</p>
<p>Session 2 - 11.45am -1.15pm Self esteem</p>	<p>Lunch 1.15pm – 2.00pm</p>
<p>Session 3 - 2.00pm – 4.00pm Co-operative Games</p>	
<p>December 8th Session 1 - 10.00am - 11.30am Behaviour</p>	<p>Break 11.30am -11.45am</p>
<p>Session 2 - 11.45am -1.15pm Behaviour</p>	<p>Lunch 1.15pm – 2.00pm</p>
<p>Session 3 - 2.00pm – 4.00pm ADHD</p>	
<p>January 12th Session 1 - 10.00am - 11.30am Autism Spectrum Disorder</p>	<p>Break 11.30am -11.45am</p>
<p>Session 2 - 11.45am -1.15pm Autism Spectrum Disorder</p>	<p>Lunch 1.15pm – 2.00pm</p>
<p>Session 3 - 2.00pm – 4.00pm Autism Spectrum Disorder</p>	
<p>January 26th Session 1- 10.00am - 11.30am GLD</p>	<p>Break 11.30am -11.45am</p>
<p>Session 2 - 11.45am -1.15pm DS and Moderate LD</p>	<p>Lunch 1.15pm – 2.00pm</p>
<p>Session 3 - 2.00pm – 4.00pm</p>	

Severe and Profound LD	
February 9th	
Session 1- 10.00am - 11.30am	
First Aid	
Break 11.30am -11.45am	
Session 2 - 11.45am -1.15pm	
Epilepsy	
Lunch 1.15pm – 2.00pm	
Session 3 - 2.00pm – 4.00pm	
Physical Disabilities	
March 2nd	
Session 1 10.00am - 11.30am	
Visual Supports	
	Break 11.30am -11.45am
Session 2 - 11.45am -1.15pm	
Visual Supports	
	Lunch 1.15pm – 2.00pm
Session 3 - 2.00pm – 4.00pm	
Assignment 3	
March 9th	
Session 1 Session 1 10.00am - 11.30am	
SLT	
	Break 11.30am -11.45am
Session 2 Session 2 - 11.45am -1.15pm	
OT	
March 23rd	
Session 1 Group 1	10.00am – 11.30am
Manual Handling	
Break 11.30 – 11.45am	
Session 1 Group 1	11.45am – 1.00pm
Manual Handling	
Session 2 Group 2	1.30pm - 3.00pm
Manual Handling	
Break 3.00pm – 3.15pm	
Session 2 Group 2	3.15pm – 4.30pm
Manual Handling	
May 11th	
Session 1 - 10.00am - 11.30am	
Presentation of Classroom Resource	
	Break 11.30am -11.45am
Session 2 - 11.45am - 1.15pm	
Presentation of Classroom Resource	
	Lunch 1.15pm – 2.00pm
Session 3 - 2.00pm – 4.00pm	
Course Evaluation	