



Circular 0011/2021

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

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

1. 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.

2. Programmes 2021/2022

1. 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 2021/2022.



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 and the National Council for Special Education on their website at www.ncse.ie.

4. Duration and Organisation

This Post-Graduate Certificate is a professional development programme which must be completed in **one** academic year.

The Post-Graduate Diploma is a professional development programme which must be completed within a time-frame of **two** years.

On completion of the Post-Graduate Certificate in year one, candidates who wish to complete the Post-Graduate Diploma must do so in the following academic year.

The programme comprises four modules, as follows:

Post-Graduate Certificate

- **Module one (Core Module)** - Understanding Autism Spectrum Disorder

And

Module two - Assessment, Planning and Curricular Access

Or

- **Module three** - Teaching Approaches

Post-Graduate Diploma

- **Module one** - Understanding Autism Spectrum Disorder
- **Module two** - Assessment, Planning 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 will not necessarily be required to complete individual modules sequentially.

The programme will require from a minimum of eighteen days (Certificate) to thirty-seven days (Diploma) release from school over the two-year period.

Subject to public health advice, 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. Covid-19

Applicants should be aware that Colleges and Universities may need to continue to operate under Covid-19 restrictions for the 2021/22 academic year which may necessitate amendments to the delivery of certain elements of the programme as required, in order to abide with the prevailing Government health advice at the time.

Normally, applications forms are posted to the College. However, given the present circumstances with regard to COVID-19, eligible teachers, nominated by their school authorities who wish to be considered for admission to the Programme, should email their applications to Maxine Gilmartin, SEN Officer at St. Angela's College using the following email address

mgilmartin@stangelas.nuigalway.ie to be received not later than Friday, **May 7th 2021**

Applicants should apply using the online application form which is available using the following link, at [Postgraduate Diploma \(Special Educational Needs \(ASD\)\) - St. Angela's College, Sligo](#). Please ensure that all the required information is available before commencing the online application process.

Online applications must be received not later than Friday, **May 7th 2021**

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

6. 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 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 letter¹ 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.

7. 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.

8. 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.

Normally, all applications must be accompanied by a non-returnable administration fee of €25. In light of the current situation with COVID-19, the applicant is requested to lodge the administration fee not later than Friday, May 7th 2021 . The Banking details areas follows:

Bank Name	AIB
Bank Address	Stephen Street, Sligo
Account Name	No. 1 Account
Bank Account Number	21442-035
Sort Code for Bank	93-72-58
IBAN	IE36 AIBK 9372 5821 4420 35
BIC	AIBKIE2D

PLEASE ENSURE YOUR NAME APPEARS WITH ANY LODGEMENT SO THAT IT CAN BE TRACED TO YOU

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. 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.

13. 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.

Eddie Ward
Principal Officer

12 February 2021

Appendix A

Post-Graduate Certificate/Diploma in Special Educational Needs (Autism Spectrum Disorder) 2021 - 2022

Applicants should be aware that Colleges and Universities may need to continue to operate under Covid-19 restrictions for the 2021/22 academic year which may necessitate amendments to the delivery of certain elements of the programme as required, in order to abide with the prevailing Government health advice at the time.

<p>Module One Understanding ASD</p>	<ul style="list-style-type: none"> • Introductory Day • NCSE 4 Day Introductory Course including: <ul style="list-style-type: none"> ○ Introduction to Autism ○ Autism Teaching and Learning ○ Structured Teaching ○ Role of the SNA (collaborative partnerships) ○ Challenging Behaviour ○ Assessment ○ APPS and Autism ○ Sensory Processing ○ Play, Communication and Social Skills • Individualised Planning for Students with Autism (Primary or Post primary) <ul style="list-style-type: none"> • Autism: A Sensory Perspective • Understanding Autism (on-line) • Autism & Co-occurring Additional Needs • Placement (<i>subject to Government Health advice</i>) • Class Visit (NCSE Advisory Team: ASD)
<p>Assessment</p>	<p>Essay</p>
<p>Module Two Assessment, Planning and Curricular Access</p>	<ul style="list-style-type: none"> • ABBLS and VB MAPP - Introduction to verbal behaviour • PEP3 or T-TAP • Literacy and Numeracy: <ul style="list-style-type: none"> ○ Literacy for Students with Autism (Primary or Post primary) ○ Numeracy for Students with Autism (Primary or Post primary) • PECS • Structured Approaches to Teaching (2-day) (for Certificate students only) • Language and Communication: <ul style="list-style-type: none"> ○ Language and Communication for Students with Autism in the Mainstream Classroom: 2 Day Seminar, Primary & Post primary <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ Early Communication for Students with Autism (Pre or Early Verbal): 2 Day Seminar • Class Visit (NCSE Advisory Team: ASD)
<p>Assessment</p>	<p>Case Study</p>

<p>Module Three Teaching Approaches</p>	<ul style="list-style-type: none"> • Structured Approaches to Teaching (2 Day) • An Introduction to Applied Behaviour Analysis (on-line) • Social Stories Training • TEACCH (5 Day) (<i>subject to Government Health advice</i>)
	<p>The following options are offered in this module and participants must choose two from the following list:</p> <ul style="list-style-type: none"> • Lámh • Floor-Time (<i>subject to Government Health advice</i>) • Supporting Students with Autism as they Transition through Education (Primary or Post primary) • Puberty, Relationships, Sexuality & Autism • Intensive Interaction • Social Interaction through an Arts Based Focus for Children & Young People with Autism (<i>subject to Government Health advice</i>) <p style="text-align: center;">OR</p> <p>Participants must choose the 2-day seminar</p> <ul style="list-style-type: none"> • Autism, Mental Health and Managing Anxiety
<p>Assessment</p>	<p>Practicum</p>
<p>Module Four Self-Management and Behaviour</p>	<ul style="list-style-type: none"> • Social Skills Training (Primary and Post Primary) • Pathways to Prevention (3 days) • Contemporary Applied Behaviour Analysis course (5 days) • Class Visit (NCSE Advisory Team: Behaviour)
<p>Assessment</p>	<p>Literature Review</p>
<p>Practicum</p>	<p>Completion of the practicum is an essential element for both the Postgraduate Certificate and the Postgraduate Diploma in Special Educational Needs (Autism Spectrum Disorder) (See section 3 of Circular)</p>

Post-Graduate Certificate/Diploma in Special Educational Needs (Autism Spectrum Disorder) 2021-2022

Post-Graduate Programme

Post-Graduate Certificate

Module one (Core Module)	Understanding ASD
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And

Module two	Assessment, Planning 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 and Curricular Access
Module three	Teaching Approaches
Module four	Self-Management and Behaviour



Circular: 0011/2021

**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 email to mgilmartin@stangelas.nuigalway.ie

Normally, all applications must be accompanied by a non-returnable administration fee of €25. In light of the current situation with Covid-19, the applicant is requested to lodge the administration fee as follows:

Bank Name	AIB
Bank Address	Stephen Street, Sligo
Account Name	No. 1 Account
Bank Account Number	21442-035
Sort Code for Bank	93-72-58
IBAN	IE36 AIBK 9372 5821 4420 35
BIC	AIBKIE2D

PLEASE ENSURE YOUR NAME APPEARS WITH ANY LODGEMENT SO THAT IT CAN BE TRACED TO YOU.

The completed application form and the application fee must be received by 5pm on Friday, May 7th 2021

Application is being made to participate in² (please tick as appropriate):

Post-Graduate Certificate in Special Educational Needs (ASD)

Post-Graduate Diploma in Special Educational Needs (ASD)

² 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.

Please complete all the relevant sections of the application form. Incomplete forms may not be considered given the demand for the programme

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

(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 2021/2022:

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 _____

3 (c) Please state:

- Your total number of years teaching _____
- Number of years teaching in your present school _____
- Number of years teaching students with ASD
- 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 Special Education Teacher (SET) hours you are allocated in total

- Please state number of hours which are spent supporting students with ASD ____
- Please state subject(s) which you also teach _____

3 (f) For the school year 2021/2022, how many hours per week will you be timetabled for 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 ASD for the duration of the Programme.

I have agreed 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)

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

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

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 0011/2021** 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:

Please scan in your signature

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 – 2021/2022, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular **0011/2021 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 0011/2021.**

SIGNED: _____

(Principal)

DATE: _____

COUNTER SIGNED: _____

DATE: _____

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

Please complete this application form and email it to mgilmartin@stangelas.nuigalway.ie as well as a scanned copy of your Registration Certificate or Confirmation of Registration letter from the Teaching Council on or before

5pm on Friday, May 7th 2021

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.