

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

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



**Circular : 0003/2010**

**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 2010/2011**

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 2010-2011.

**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. 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 twenty-three (Certificate) to forty-four (Diploma) days 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 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 Science 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.

##### (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 should have satisfactorily 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 should have satisfactorily completed their probationary period.

Applications from teachers who have already completed relevant SESS courses in the learning and teaching of students with ASDs are also acceptable. Consideration will be given to applications for accreditation for prior learning (APL) under the Colleges APL policies and procedures. Individual applicants will be considered on their own merits.

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 students with ASDs continue to benefit from the teacher's knowledge and expertise in this area, through assigning classes for students with ASDs to the teacher.

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

## 5. Applications and Selection

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

### ***Important***

Eligible teachers supported 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 March 2010**.

**All applications must be accompanied by a non-returnable administration fee of €25. Applicants are advised that they should retain evidence of postage. Generally, only one application per school/centre will be considered.**

## 6. Funding

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

Applicants will be responsible for payment of a fee of €300 per module. **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.

## 7. Extra Personal Vacation

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

## 8. Substitution

Substitution will be allowed where it is deemed essential by the Principal in order that participants may avail of the elements within each module.

## **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 Science.

## **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 2010

## APPENDIX A

### *Post-Graduate Certificate/Diploma in Special Educational Needs (Autistic Spectrum Disorders) 2010-2011*

#### 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 personnel</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-Morbidity</li> <li>▪ PECS</li> <li>▪ Lámh</li> <li>▪ TEACCH (2 day)</li> <li>▪ Class Visit - SESS personnel</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 team)</li> </ul>
Assessment	Practicum	
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 Personnel</li> <li>▪ Class Visit from ABA team</li> </ul>
Assessment	Literature Review	

*Post-Graduate Certificate/Diploma in Special Educational Needs (Autistic Spectrum Disorders) 2010-2011*

**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: 0003/2010](#)

**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 March 1<sup>st</sup> 2010.**

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: \_\_\_\_\_

**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 the teaching position you will hold in 2010/2011:

Class teacher in a mainstream primary school

Subject teacher in a mainstream second level school (specify which subject) \_\_\_\_\_

Resource teacher for students with special educational needs (SEN) (circulars 8/99, 8/02) in a mainstream school(s) (please state number of schools) \_\_\_\_\_

Special class teacher in a mainstream school

Class teacher in a special school in which there are pupils with ASD in the class

Other (please Specify) \_\_\_\_\_

Please state year of probation (where applicable) \_\_\_\_\_

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: \_\_\_\_\_

**3 (b)** Please tick which of the following best describes your current Employment Status:

Permanent  Contract of Indefinite Duration

Part Time  Fixed Term Contract

Other

If other, please specify \_\_\_\_\_

If employed in a part-time capacity, for how many hours are you employed per week \_\_\_\_\_

**3 (c)** Please state:

- Your total number of years teaching \_\_\_\_\_
- Number of years teaching in your present school \_\_\_\_\_

**3 (d)** For the school year 2010/2011, how many hours per week will you be timetabled 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 ASDs for the duration of the Programme.**

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

**4. Professional or other qualifications held**

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

**5. Previous Professional Development**

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

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

6. I have read Circular 0003/2010 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.

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

### 7. 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 – 2010/2011, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular **0003/2010**.

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, March 1st 2010.**

**Phone: (071) 9195551**