



**Circular 0013/2023**

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

## **Post-Graduate Diploma Programme of Continuing Professional Development For Special Education Teachers, 2023/2024**

### **Introduction**

In order to assist all schools and educational services in meeting the needs of students with special educational needs, a post-graduate diploma programme of continuing professional development will be offered to teachers in September 2023.

### **Programmes 2023/2024**

In the school year 2023/2024, this post-graduate diploma programme of continuing professional development will be offered in the following centres:

- Dublin City University, Institute of Education, DCU St Patrick's Campus, Drumcondra, Dublin 9 (115 places available)
- Mary Immaculate College, South Circular Road, Limerick (50 places available)
- School of Education, University of Galway, Galway (30 places available)
- St. Angela's College, Lough Gill, Sligo (50 places available)
- School of Education, University College Cork, Cork (25 places available)
- School of Education, University College Dublin, Belfield, Dublin 4 (25 places available).

### **Funding**

Funding for the programmes in the above Colleges/Universities is provided to each centre by the Teacher Education Section of the Department of Education.



## Aim and Content

The aim of the programme is to provide substantial theoretical and practical continuing professional development for teachers working with students with special educational needs and thereby to contribute to the school's overall capacity in this area. Qualifications will be awarded, by the Colleges/Universities involved, to participants who successfully complete the programme. Participants will be assessed on the basis of full attendance at the programme venue, successful completion of selected tasks and written assignments (and examinations where relevant), supervision of their work in schools/centres and final evaluation. Further details will be made available to applicants by the individual College/University.

## Duration and Organisation

The programmes are of one academic year's duration. Applicants should note that there will be a total of eight weeks' release from schools/centres for attendance at the relevant programme venue and the remainder of the year will involve teaching in participants' own educational settings. There will be some variations between the participating Colleges/Universities in terms of organisation, assessment and title of awards. All of the programmes listed below provide qualifications recognised by the Department of Education in the area of special education for teachers in the following roles: Special Education Teacher (SET), Teacher in a Special School and Teacher in a Special Class in recognised Primary, Post-Primary schools or other recognised Educational Services.

## Colleges/Universities

**DCU Institute of Education**, DCU St Patrick's Campus, Drumcondra, Dublin 9, DO9DYOO ([www.dcu.ie](http://www.dcu.ie))

This programme provided by the School of Inclusive and Special Education leads to the award of Graduate Diploma in Inclusive Education and Special Education. It runs from September 2023 to May 2024 and involves a blended model of delivery incorporating block release from school/centre for eight weeks, on-line learning, and attendance at a maximum of ten on-line evening classes during the year and supervised work in teachers' own schools/centres. In order to participate in the programme, teachers will need access to a computer and broadband internet access. Particular expertise has been developed within the programme that relates to the inclusion of students in primary, post-primary and special schools (for example, those with severe and profound general learning disability) and other education centres. Further details available at [https://www.dcu.ie/inclusive\\_and\\_special\\_education/index.shtml](https://www.dcu.ie/inclusive_and_special_education/index.shtml). Contact details are available in Appendix 2. Applicants should apply using the online application form which is available, at [www.dcu.ie/gdise](http://www.dcu.ie/gdise). Please follow the instructions, ensuring that all required information is available before commencing this process.

**Mary Immaculate College**, South Circular Road, Limerick, V94VN26 ([www.mic.ul.ie](http://www.mic.ul.ie))

This programme, which is provided by the Department of Educational Psychology, Inclusive and Special Education, leads to the award of a Postgraduate Diploma in Inclusive Special Education, accredited by the University of Limerick. The course runs from September 2023 to May 2024 and involves block release from school/centre for designated periods (a total of eight weeks), and four Saturdays, and supervised work in teachers' own schools/centres. The course incorporates blended delivery approaches and teachers will require access to broadband and a computer. Further details, and a link to the online application process are available at <https://www.mic.ul.ie/faculty-of-education/programme/graduate-diplomam-ed-in-special-education>.

Applications must be emailed to [Elaine.Gleeson@mic.ul.ie](mailto:Elaine.Gleeson@mic.ul.ie).

All applicants should apply using the online application form and have all required information available prior to commencing the online application process. Contact details are available in Appendix 2. Postal applications sent to MIC will not be accepted.

**University of Galway**, Galway <https://www.universityofgalway.ie>

This programme, provided by the School of Education, leads to the award of a Postgraduate Diploma in Special Education. It runs from September 2023 until May 2024 and involves release from schools/centres for designated block periods (a total of eight weeks over the academic year). In addition, teachers will be required to attend lectures and workshops on four Saturdays. A blended delivery model is used involving attendance at the university and on-line learning. The programme also includes supervised work in the teachers' own schools/centres and supported ongoing study throughout the year.



Further information and application form are available at:  
<http://www.nuigalway.ie/courses/taught-postgraduate-courses/education-special-educational-needs.html>

Applications to University of Galway should be emailed to  
[pdsen@universityofgalway.ie](mailto:pdsen@universityofgalway.ie)

Postal applications sent to the University of Galway will not be accepted.

Contact details are available in Appendix 2.

**St. Angela's College, Sligo ([www.stangelas.ie](http://www.stangelas.ie))**

This programme is organised by the [Centre for Special Educational Needs, Inclusion and Diversity \(CSENID\)](#) and leads to the award of a Post-Graduate Diploma in Special Education, accredited by the Atlantic Technological University. It runs from September 2023 until May 2024. The programme is based on a combined approach of block release from school/centre for a total of eight weeks, on-line learning and attendance on a maximum of four Saturdays during the year. The programme also includes supervised work in the teachers' own schools/centres and supported ongoing study throughout the year using a variety of modes of delivery. The programme structure comprises five modules, one of which is a specialist study module that focuses specifically on the areas of Specific Learning Disabilities and Autism.

Applicants should apply using the online application form, which is available using the following link, at [Postgraduate Diploma in Arts in Special Education - St Angela's \(stangelas.ie\)](#)

Please ensure that all the required information is available before commencing the online application process.

Queries can be directed to [cseid@stangelas.ie](mailto:cseid@stangelas.ie)

Contact details are available at Appendix 2.

**University College Cork ([www.ucc.ie](http://www.ucc.ie))**

This programme is provided by the School of Education, UCC, and leads to the award of a Postgraduate Diploma in Special Education. It will run from September 2023 to May 2024 and involves a total of eight weeks block release from school/centre, four Saturdays, distance learning and supervised work in the teacher's own school/centre. Further details including information on how to apply are available at:

<https://www.ucc.ie/en/study/postgrad/taughtcourses/pgdip/specialed/>

Contact details are available at Appendix 2.

**University College Dublin, Belfield, Dublin 4 ([www.ucd.ie](http://www.ucd.ie))**

This programme, provided by the School of Education, leads to the award of the Graduate Diploma in Inclusive and Special Education. It will run from September 2023 to May 2024 and incorporates block release from school/centre



amounting to a total of eight weeks, four Saturdays of collaborative workshops and seminars and ongoing supervised work in the participant's own school/centre.

Applicants must apply using the electronic application form which is available to download at <https://www.ucd.ie/education/study/diplomaprogrammes/>.

The application form must be completed electronically and emailed to [educationenquiries@ucd.ie](mailto:educationenquiries@ucd.ie) on or before the application deadline.

Postal applications sent to UCD will not be accepted.

Course information is available at:  
<https://www.ucd.ie/education/study/diplomaprogrammes/>

Queries can be directed to [educationenquiries@ucd.ie](mailto:educationenquiries@ucd.ie).

## Eligibility

Please note that all teachers must be registered in accordance with Section 31 of the Teaching Council Acts, 2001-2015. Please refer to the Teaching Council website [www.teachingcouncil.ie](http://www.teachingcouncil.ie) for further information.

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

This programme is open to all serving teachers who are employed in a position funded by the Department of Education and who provide Special Education Teaching in recognised Primary schools, Post-Primary schools, and other recognised Educational Services. Teachers serving in special schools and special classes are also eligible to apply. The programme is designed specifically to assist teachers in meeting the learning and teaching needs of students with special educational needs. Potential applicants must therefore have a designated teaching role in relation to students with special educational needs. In nominating a teacher to participate, the school principal must give a commitment that the teacher will be deployed/timetabled to teach in a special education role for the duration of the programme and for a reasonable period into the future, in accordance with the needs in the school.

Please refer to the circulars listed in Appendix 1 for information on the qualifications necessary for Special Education Teaching posts at Primary and Post-Primary levels and qualifications necessary to teach in Special Schools.

Please note that Teachers must have on their weekly timetables, a minimum of 11 Special Education Teaching (SET) hours allocated to the school by the Department of Education. This can be in the form of individual small group or in-class support for the students in respect of whom they were allocated.



### Primary:

Teachers will be required to forward a copy of their Registration Certificate<sup>1</sup> from the Teaching Council, when submitting their application form. If the “Route” 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.

Applicants from Primary Schools should have successfully completed a recognised induction process in accordance with the requirements as set out by the Teaching Council in their publication Post-qualification Professional Practice Procedures and Criteria and hold a position in a sanctioned post in an area of special education or be taking up such posts in September 2023. For the purpose of the course, teachers will need to deliver a range of programmes related to the learning and teaching of students with special educational needs.<sup>2</sup> Teachers’ timetables must also include periods during which they are working with small groups of students which are organised to address identified special educational needs. Collaborative practices, such as team-teaching, can be combined with withdrawal support.

### Post Primary:

Teachers will be required to forward a copy of their Registration Certificate (see footnote 1 below) from the Teaching Council, when submitting their application form. If the “Route” 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 a recognised induction process in accordance with the requirements as set out by the Teaching Council in their publication Post-qualification Professional Practice Procedures and Criteria.

Applications are invited from recognised second-level schools/centres that have been allocated special education teaching supports or officially sanctioned special classes. The person nominated must be a teacher eligible to hold a permanent post in recognised second level schools. In order to be eligible for the programme, teachers must spend a minimum of 11 hours per week, including in-class support, working with students who have special educational needs. This should be direct teaching time that does not include consultation/planning time. Teachers who are unable to provide a timetable demonstrating 11 hours of dedicated SET time upon commencement of the course may be asked to withdraw from the programme at the discretion of the provider. For the purpose of the course, teachers will need to deliver a range of programmes related to the learning and teaching of students with special educational needs.

<sup>1</sup> Certificates of Registration are available to download by logging into the My Registration Section on the Teaching Council website [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

<sup>2</sup> Please see the following links for definitions of Special Education as described in DES Circulars [https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0013\\_2017.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0013_2017.pdf) and [https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0014\\_2017.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0014_2017.pdf)





Teachers' timetables must also include periods during which they are working with small groups of students which are organised to address identified special educational needs. Collaborative practices, such as team-teaching, can be combined with withdrawal support. At least four class periods should be allocated to teaching individuals or groups of not more than six students. In addition to the 11 SET hours outlined above time should also be made available for consultation with parents/guardians and colleagues. The SET hours should include periods where the teacher is working with consistent groups each week i.e. regular SET hours with groups of 3-6 learners. SET hours should involve support across more than one domain of learning e.g. literacy, communication and language, social and emotional learning, etc.

### Special Schools

Teachers will be required to forward a copy of their Registration Certificate (see footnote 1 on page 6) from the Teaching Council, when submitting their application form. If the "Route" 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 in the primary or post-primary sector or to teach in special school settings.

Applicants from Special Schools should have successfully completed a recognised induction process in accordance with the requirements as set out by the Teaching Council in their publication Post-qualification Professional Practice and hold a sanctioned post in a Special School or be taking up such posts in September 2023.

### Other Educational Service

Teachers will be required to forward a copy of their Registration Certificate (see footnote 1 on page 6) from the Teaching Council, when submitting their application form. If the "Route" 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 in the primary or post-primary sectors.

Applicants must have successfully completed a recognised induction process in accordance with the requirements as set out by the Teaching Council in their publication Post-qualification Professional Practice Procedures and Criteria and be recognised as being eligible for permanent appointment in a primary, post-primary or special school. Applications are invited from qualified teachers employed by ETBs as literacy and/or numeracy tutors in Youthreach, Community Projects or in the Prison Service and who are assigned to Special Education work for a minimum of 11 hours per week. This should be direct teaching time that does not include consultation/planning time. Teachers who are unable to provide a timetable demonstrating 11 hours of dedicated SET time upon commencement of the course may be asked to withdraw from the programme at the discretion of the provider. At least four class periods should be allocated to teaching individuals or groups of not more than six students identified as having special educational



needs. Additional time should also be made available for consultation with parents/guardians and colleagues. The teaching hours should include periods where the teacher is working with consistent groups each week i.e. regular SET hours with groups of 3-6 learners. Teaching hours should involve support across more than one domain of learning e.g. literacy, communication and language, social and emotional learning, etc.

### **Applications and Selection**

Applications must be returned to the College or University of choice by 5pm on 24<sup>th</sup> March 2023. Where postal applications are required, retain evidence of postage.

Priority will be given to teachers who meet the criteria and who have not already attended a similar post-graduate programme for Learning Support teachers or teachers of students with special educational needs recognised by the Department of Education.

Generally, only one application per School/Centre will be considered. Candidates should note that some institutions require applicants to attend for interview.

It is intended that, on those programmes which accept primary and post-primary teachers, an equal number of places will be allocated to each group but the ratio may be modified in response to demand and local circumstances.

The selection of participants from the eligible applicants will be a matter for the College/University authorities.

### **Programme Fees**

No fee or registration charges will apply for applicants eligible under the terms of this Circular.

### **Extra Personal Vacation**

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





## **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 College/University specifying the absence details must be retained by the school. It should be noted that paid substitution cover will not be provided by the Department of Education where a teacher takes personal leave during the block release element of the programme.

## **Salary Arrangements**

All teachers on block release 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.

## **Travel and Subsistence**

Please note that there will be no reimbursement of any travel or subsistence expenses incurred by participants in the Programme which is the subject of this Circular.

## **Master's Programme**

Those who successfully complete the Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, and who meet entry requirements, are eligible to seek admission to a Master's Programme provided through the institutions listed in section 1 of this Circular. Further information is available on individual institutions' websites, details of which are available at Appendix 2.

**Jill Fannin**  
**Principal Officer**

**24 February, 2023**

## APPENDIX 1

The following Circulars are available for download on the website of the Department of Education.  
[www.gov.ie/education](http://www.gov.ie/education) :

- 0013/2017                      Circular to the Management Authorities of all Mainstream Primary Schools  
Special Education Teaching Allocation
- 0014/2017                      Circular to the Management Authorities of all Post Primary Schools:  
Secondary, Community and Comprehensive Schools and the Chief Executive  
Officers of the Education and Training Boards Special Education Teaching  
Allocation
- 0031/2011                      Teacher Recruitment Registration and Qualifications – Post Primary
- 0044/2019                      Teacher Recruitment Registration and Qualifications – Primary
- 0025/2013                      Requirement for Teachers in Recognised Schools to Register with the  
Teaching Council
- 0052/2013                      Procedures on the Commencement of Section 30 in Recognised Schools

Guidelines for Primary Schools Supporting Pupils with Special Educational Needs in Mainstream Schools

<https://www.gov.ie/en/publication/56c43-supporting-pupils-and-students-with-special-educational-needs-guidelines-for-schools/>  
<https://www.education.ie/en/The-Education-System/Special-Education/Guidelines-for-Primary-Schools-Supporting-Pupils-with-Special-Educational-Needs-in-Mainstream-Schools.pdf>

Guidelines for Post-Primary Schools Supporting Students with Special Educational Needs in Mainstream Schools

<https://www.gov.ie/en/publication/56c43-supporting-pupils-and-students-with-special-educational-needs-guidelines-for-schools/>

## APPENDIX 2

### **Addresses of Colleges/Universities offering the Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers**

1. School of Inclusive and Special Education,  
DCU Institute of Education,  
DCU St Patrick's Campus,  
Drumcondra,  
Dublin 9,  
DO9DYOO

Phone (01) 7009062

email: [ioe.ise@dcu.ie](mailto:ioe.ise@dcu.ie)

[https://www.dcu.ie/inclusive\\_and\\_special\\_education/index.shtml](https://www.dcu.ie/inclusive_and_special_education/index.shtml)

2. Mary Immaculate College,  
Department of Educational Psychology, Inclusive and  
Special Education,  
South Circular Road,  
Limerick,  
V94VN26

Phone: (061) 204550

Fax: (061) 313632

email: [elaine.gleeson@mic.ul.ie](mailto:elaine.gleeson@mic.ul.ie)

<https://www.mic.ul.ie/faculty-of-education/programme/graduate-diplomam-ed-in-special-educational-needs>

3. School of Education,  
PDSen,  
University of Galway,  
University Road  
Galway

Phone: (091) 492195

Fax: (091) 750538

email: [pdsen@universityofgalway.ie](mailto:pdsen@universityofgalway.ie)

<http://www.nuigalway.ie/courses/taught-postgraduate-courses/education-special-educational-needs.html>.

4. St. Angela's College,  
Centre for Special Educational Needs  
Inclusion and Diversity  
Lough Gill,  
Sligo.  
F91 C634

Phone: (071) 9195552

email: [cseid@stangelas.ie](mailto:cseid@stangelas.ie)

<https://www.stangelas.ie/programmes/postgraduate-programmes-standalone-modules/postgraduate-diploma-special-education>

5. Special Education Department,  
School of Education,  
Leeholme,  
University College Cork,  
Cork.  
[www.ucc.ie](http://www.ucc.ie)

Phone: (021) 4902465  
Fax: (021) 4270291

email: [Dan.OSullivan@ucc.ie](mailto:Dan.OSullivan@ucc.ie)

6. School of Education  
University College Dublin (UCD)  
[www.ucd.ie/education/study/diplomaprogrammes](http://www.ucd.ie/education/study/diplomaprogrammes)

email: [educationenquiries@ucd.ie](mailto:educationenquiries@ucd.ie)

Application Form – Post-Primary Teachers – Circular 0013/2023

**Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers – 2023/2024**

**To be completed by Teachers in Post-Primary Schools or in other Educational Services, e.g., Interventions, Youthreach, Prison Services, etc.**

Please complete and **return to the College/University of your choice by 24<sup>th</sup> March 2023.**

**However please note,**

**UCC applicants must apply online at the following link:**

<https://www.ucc.ie/en/study/postgrad/taughtcourses/pgdip/specialed/>

**University of Galway applicants can download the application form at the following link:**

<http://www.nuigalway.ie/courses/taught-postgraduate-courses/education-special-educational-needs.html>

Completed application forms must be emailed to [pdsen@universityofgalway.ie](mailto:pdsen@universityofgalway.ie)

**Mary Immaculate College applicants can download the application form at the following link**

[Graduate Diploma/M Ed in Special Education | Mary Immaculate College.](#) Completed

application forms must be returned by email to [Elaine.gleeson@mic.ul.ie](mailto:Elaine.gleeson@mic.ul.ie)

**DCU applicants must apply online at the following link:**

[www.dcu.ie/gdise](http://www.dcu.ie/gdise)

**UCD applicants must complete an electronic application form, available to download at the following link:**

<https://www.ucd.ie/education/study/diplomaprogrammes/>

**St Angela's College applicants must apply online at the following link:** [Postgraduate](#)

[Diploma in Arts in Special Education - St Angela's \(stangelas.ie\)](#)

**1. Personal Details**

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

Home Address: \_\_\_\_\_ School Address & Eircode: \_\_\_\_\_

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

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

Personal email: \_\_\_\_\_ School email: \_\_\_\_\_

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

Please state Year of fulfilling Induction and 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:

Permanent

Contract of Indefinite Duration (CID)

Fixed Term Contract

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 2023/2024 (*You may tick more than one box*):

Position	√ as appropriate	Position	√ as appropriate
Special Education Hours in Mainstream		Ex-quota Special Education Teacher	
Special Education Teacher		Teacher in Special Class	
Teacher in Special School			
Other: Please specify: _____			

**3 (c) Please state:**

• Your total number of years teaching: \_\_\_\_\_

• Number of years teaching in your present school: \_\_\_\_\_

• When were you appointed to your present SET post/hours? \_\_\_\_\_

• Have you been given timetabled hours for Special Educational Teaching work for the current year? (please state the number of hours): \_\_\_\_\_

**3 (d) Please state:**

Number of students you are currently teaching in your capacity as indicated at **3 (c)** above: \_\_\_\_\_

**3 (e) Please state:**

Number of timetabled hours you teach in mainstream classes: \_\_\_\_\_

**3 (f) Have you been given timetabled hours for **Special Education Teaching** work for **2023/2024**: \_\_\_\_\_**

If yes, please state the number of hours: \_\_\_\_\_

**3 (g) For the school year 2023/2024, how many hours per week will you be timetabled in the following areas of work:**

Special Class (include designation of special class)

\_\_\_\_\_

Withdrawal Work: \_\_\_\_\_

Team-Teaching: \_\_\_\_\_

Consultation with Colleagues/Parent/Others (please specify):

\_\_\_\_\_

Other (please specify):

\_\_\_\_\_

**If your timetable has not yet been drawn up, please confirm with your principal that it will accord with the criteria in the accompanying circular:**

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

**3 (h) Please state name, address and roll numbers of all the schools in which you currently teach, where applicable:**

Name	Address	Roll Number	DEIS School
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**4. 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

**5. Previous Teaching Experience**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5 (b)** Prior to taking up your current position, please state number of years in:

Special Schools \_\_\_\_\_ Special Classes \_\_\_\_\_

Special Education \_\_\_\_\_ Other (please specify)

\_\_\_\_\_

Total \_\_\_\_\_

Name and Address of School(s)

Dates

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**5 (c)** Please provide details of any other relevant experience in educational settings e.g. subjects you currently teach:

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**6. Previous Professional Development courses attended (e.g. Induction, SESS/NCSE, other CPD):**

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

**7. Details of other applications made**

**7 (a)** Have you previously applied for the Special Education Course? Yes  No

If yes: What year \_\_\_\_\_

Which College/University \_\_\_\_\_

**7 (b)** Have you applied to other Colleges/Universities for the 2023/2024 Programme? Yes  No

If yes: Which College/University \_\_\_\_\_

I have read the description of the programme of continuing professional development as set out in Circular 00013/2023 and I agree to attend, in full, the Course for which I am making application and to fulfil the necessary conditions of such participation. I will notify my school authority of any absence from the course in accordance with normal procedures.

I confirm that I understand that

- (1) successful completion of this Programme will not result in any entitlement to additional remuneration from the Department of Education,
- (2) no travel or subsistence expenses will be met for participants in the Programme which is the subject of this Circular / application form, and
- (3) evidence of having completed Garda vetting is required for participation in the course.

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

**Please return completed application form, a copy of your Registration Certificate, the Certificate may now be downloaded from the website: [www.teachingcouncil.ie](http://www.teachingcouncil.ie) , and the form to be completed by the school authorities to the College/University of your choice.**

**Closing date for applications is 24<sup>th</sup> March 2023**

**Thank you for your cooperation in completing this application form.**

**Principals of Post-Primary Schools should complete questions 8 (a) to 8 (f).**

**8. To be completed by the School Authorities**

**8 (a)** Please state:

- (i) The number of teachers with Special Education Teaching duties \_\_\_\_\_
- (ii) The number of teachers who have qualifications in Special Education \_\_\_\_\_
- (iii) How many of these teachers referred to at (ii) above are currently working in Special Education \_\_\_\_\_

**8 (b)** Please state:

- (i) The number of students in Junior Cycle (2023/24) \_\_\_\_\_
- (ii) The number of students in Senior Cycle (2023/24) \_\_\_\_\_
- (iii) The number of students in Educational Service (2023/24) \_\_\_\_\_

**8 (c)** Please state the number of successful applications for the Special Education course which have been made by your school since 2013 \_\_\_\_\_

**8 (d)** Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2013 \_\_\_\_\_

**8 (e)** For what years were the applications at 8 (d) above made \_\_\_\_\_

**8 (f)** Please provide the number of SET allocation hours the school has been given for the current year \_\_\_\_\_

Please attach a copy of the applicant's **2023/2024 timetable** incorporating the designated Special Education Teaching hours. If it is not available please forward a copy, when completed, to the relevant College/University. **Please note that teachers who will be attending the Course will be released for eight weeks over the academic year for which substitution will be provided.**

**Please note that it will only be possible for the teacher to take up a place or continue on the course if the necessary hours and facilities to enable full participation are provided. It is particularly important that teachers participating in the programme are given a work-load which will permit them to benefit fully from the continuing professional development being offered.**

I nominate \_\_\_\_\_ to attend this post-graduate programme and I confirm that the applicant for this combined course is a registered teacher in accordance with Section 31 of the Teaching Council Act, 2001-2015.

**I confirm that the candidate's workload will permit them to benefit fully from the continuing professional development being offered and will accord with the criteria in Circular: 0013/2023**

**I confirm that the applicant will be deployed/ timetabled for teaching in a special education role for the duration of the programme (September 2023 – May 2024) and in the longer term.**

I confirm that the detail contained within the candidate's application form is correct and that the information in this application form is correct and, if the above named teacher is given a place on the **Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers 2023/2024**, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0013/2023. I undertake to ensure that the required substitution will be in place in a timely manner and I agree that I will not request the teacher to attend any school event for any reason during block release dates.

**A copy of the Teacher Registration Certificate or a letter of confirmation of registration as provided by the Teaching Council must accompany this form.**

**SIGNED:** \_\_\_\_\_  
(Principal)

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

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

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

### ***Data Protection***

***The Department of Education will treat all personal data you provide on this form as confidential and will use them solely for the purpose intended. The main purpose for which the Department requires the personal data provided by you to relevant colleges is for processing student details attending SEN courses to check eligibility and for processing sanction for substitution purposes. The personal data provided may be exchanged by the College to the Department in line with the scheme. The privacy notice outlining further information in relation to this form can be found at <https://www.gov.ie/en/publication/d78f2-department-of-education-privacy-notice/>***

***Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's data as well as information regarding your rights as a data subject are available at <https://www.gov.ie/en/publication/d78f2-department-of-education-privacy-notice/> Details of this policy and privacy notice are also available in hard copy from the address below upon request.***

Teacher Education Section  
Cornamaddy  
Athlone  
Co. Westmeath  
N37 X659

**Application Form – Mainstream Primary & Special School Teachers – Circular 0013/2023**

**Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers – 2023/2024**

**To be completed by Teachers in Mainstream Primary and Special Schools**

Please complete and **return to the College/University of your choice by 24<sup>th</sup> March 2023**

**However please note**

**UCC applicants must apply online at the following link:**

<https://www.ucc.ie/en/study/postgrad/taughtcourses/pgdip/specialed/>

**University of Galway applicants can download the application form at the following link:**

<http://www.nuigalway.ie/courses/taught-postgraduate-courses/education-special-educational-needs.html>

**Completed application forms must be emailed to**

[pdsen@universityofgalway.ie](mailto:pdsen@universityofgalway.ie)

**DCU applicants must apply online at the following link:**

[www.dcu.ie/qdise](http://www.dcu.ie/qdise)

**Mary Immaculate College applicants can download the application form at the following**

**link:** [Graduate Diploma/M Ed in Special Education | Mary Immaculate College](#) Completed application forms must be emailed to [Elaine.gleeson@mic.ul.ie](mailto:Elaine.gleeson@mic.ul.ie)

**UCD applicants must complete an electronic application form, available to download at**

**the following link;** <https://www.ucd.ie/education/study/diplomaprogrammes/>

**St Angela's College applicants must apply online at the following link:**

[Postgraduate Diploma in Arts in Special Education - St Angela's \(stangelas.ie\)](http://stangelas.ie)

**1. Personal Details**

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

Home Address: \_\_\_\_\_ School Address & Eircode: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 requirement: \_\_\_\_\_

**2. Registration Details (per Teaching Council Registration Certificate or per Confirmation of Registration letter**

Teacher Registration Number \_\_\_\_\_ Education Sector \_\_\_\_\_

Do you hold current Garda Vetting? Yes  No

**\* A copy of the Teacher Registration Certificate or 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:

Permanent

Contract of Indefinite Duration (CID)

Fixed Term Contract

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 2023/2024:

<b>Position</b>	<b>√ as appropriate</b>	<b>Position</b>	<b>√ as appropriate</b>
Special Education Teacher		Teacher in a special class in a mainstream school	
Class Teacher in a special school		Subject Teacher in a special school	
Visiting teacher (specify SEN category and number on caseload) _____		Principal in a special school	

Other (please specify)

Please state the number of students with SEN whom you are currently teaching in school:

\_\_\_\_\_

**3 (c)** Please state:

- Your total number of years teaching \_\_\_\_\_
- Number of years teaching in your present school \_\_\_\_\_
- When were you appointed to your present SET post/hours? \_\_\_\_\_

**3 (d)** Please state:

Number of students you are currently teaching in your capacity as indicated at **3 (c)**

above: \_\_\_\_\_

**3 (e)** Number of years teaching mainstream classes: \_\_\_\_\_

**3 (f)** Please state name, address and roll numbers of all the schools in which you currently teach, where applicable:

School Name	Address	Roll Number	DEIS category
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**4. 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

**Previous Teaching Experience**

**5 (a)** Prior to taking up your current position, please state number of years as a teacher in:

Special Schools \_\_\_\_\_ Special Classes \_\_\_\_\_

Special Education (Former Learning Support/Resource Teaching Roles)

\_\_\_\_\_

Other (please specify) \_\_\_\_\_ Total \_\_\_\_\_

Name and Address of School(s) Dates  
(please specify teaching role)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5 (b)** Please provide details of any other relevant experience in educational settings:

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**6. Previous Professional Development (e.g. Induction, SESS/NCSE, other CPD):**

<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>

**7. Other applications made**

**7 (a)** Have you previously applied for the Special Education Course?

Yes  No

If yes: What year? \_\_\_\_\_

Which College/University? \_\_\_\_\_

**7 (b)** Have you applied to other Colleges/Universities for this course for the 2023/2024 programme?

Yes  No

If yes: Which College/University \_\_\_\_\_

I have read the description of the programme of continuing professional development as set out in Circular 0013/2023 and I agree to attend, in full, the course for which I am making application and fulfil the necessary conditions of such participation. I will notify my school authority of any absence from the course in accordance with normal procedures.

I confirm that I understand that

- (1) successful completion of this Programme will not result in any entitlement to additional remuneration from the Department of Education,
- (2) no travel or subsistence expenses will be met for participants in the Programme which is the subject of this Circular / application form, and
- (3) evidence of having completed Garda vetting is required for participation in the course.

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

**Please return completed application form, a copy of your Registration Certificate, the Certificate may now be downloaded from the website: [www.teachingcouncil.ie](http://www.teachingcouncil.ie) , and the form to be completed by the school authorities to the College/University of your choice.**

**Closing date for applications is 24<sup>th</sup> March 2023**

**Thank you for your cooperation in completing this application form.**

**Principals of Mainstream Primary Schools should complete questions 8 (a) to 8 (f)**

**8. To be completed by the School Authorities**

**8 (a)** Please state:

(i) The number of teachers with Special Education duties \_\_\_\_\_

(ii) The number of teachers who have qualifications in Special Education \_\_\_\_\_

(iii) How many of these teachers referred to at (ii) above are currently working in Special Education? \_\_\_\_\_

**8 (b)** Please state total number of students enrolled in the school \_\_\_\_\_

**8 (c)** Please state the number of successful applications for the Special Education course which have been made by your school since 2013 \_\_\_\_\_

**8 (d)** Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2013 \_\_\_\_\_

**8 (e)** For what years were the applications at 8 (d) above made: \_\_\_\_\_

**8 (f)** Please provide the number of SET allocation hours the school has been given for the current year \_\_\_\_\_

**Please note that teachers who will be attending the Course will be released for eight weeks over the academic year for which substitution will be provided.**

**Please note that it will only be possible for the teacher to take up a place or continue on the course if the necessary hours and facilities to enable full participation are provided. It is particularly important that teachers participating in the programme are given a work-load which will permit them to benefit fully from the continuing professional development being offered.**

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, 2001-2015.

**I confirm that the candidate's workload will permit them to benefit fully from the continuing professional development being offered and will accord with the criteria in Circular 0013/2023.**

**I confirm that the applicant will be deployed/ timetabled for teaching in a special education role for the duration of the programme (September 2023 – May 2024) and in the longer term.**

I confirm that the detail contained within the candidate's application form is correct, that the information in this application form is correct and, if the above named teacher is given a place on the **Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers – 2023/2024** that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 000#/2023. I undertake to ensure that the required substitution will be put in place in a timely manner and I agree that I will not request the teacher to attend any school event for any reason during block release dates.

**A copy of the Teacher Registration Certificate or Confirmation of Registration letter must accompany this form.**

**SIGNED:** \_\_\_\_\_  
(Principal)

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

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

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



**Principals of Special Schools should complete questions 9 (a) to 9 (e)**

**9. To be completed by the School Authorities**

**9 (a)** Please state:

- (i) The number of teachers in your school \_\_\_\_\_
- (ii) The number of teachers who have qualifications in Special Education \_\_\_\_\_

**9 (b)** Please state total number of students enrolled in your school \_\_\_\_\_

**9 (c)** Please state the number of successful applications for the Special Education course which have been made by your school since 2013 \_\_\_\_\_

**9 (d)** Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2013 \_\_\_\_\_

**9 (e)** For what years were the above applications at 9 (d) above made:  
\_\_\_\_\_

**Please note that teachers who will be attending the Course will be released for eight weeks over the academic year for which substitution will be provided.**

**Please note that it will only be possible for the teacher to take up a place or continue on the course if the necessary hours and facilities to enable full participation are provided. It is particularly important that teachers participating in the programme are given a work-load which will permit them to benefit fully from the continuing professional development being offered.**

I nominate \_\_\_\_\_ to attend this post-graduate programme and I confirm that the applicant for this combined course is a registered teacher in accordance with Section 31 of the Teaching Council Act, 2001-2015.

**I confirm that the candidate's workload will permit them to benefit fully from the continuing professional development being offered and will accord with the criteria in Circular 0013/2023.**

**I confirm that the applicant will be deployed/ timetabled for teaching in a special education role for the duration of the programme (September 2023 – May 2024) and in the longer term.**

I confirm that the detail contained within the candidate's application form is correct, that the information in this application form is correct and, if the above named teacher is given a place on **Post-Graduate Diploma Programme of Continuing Professional Development for Special**

**Education Teachers – 2023/2024**, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 000#/2023. I undertake to ensure that the required substitution will be in place in a timely manner and I agree that I will not request the teacher to attend any school event for any reason during block release dates.

**A copy of the Teacher Registration Certificate or Confirmation of Registration letter must accompany this form.**

**SIGNED:** \_\_\_\_\_  
(Principal)

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

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

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

### ***Data Protection***

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***Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.gov.ie/en/publication/d78f2-department-of-education-privacy-notice/> Details of this policy and privacy notice are also available in hard copy from the address below upon request.***

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