



An Roinn Oideachais
Department of Education

Circular 0019/2024

**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 Teacher Professional
Learning for Special Education Teachers, 2024/2025**



Introduction

To assist all schools and educational services in meeting the needs of students with special educational needs, a post-graduate diploma programme of teacher professional learning will be offered to teachers in September 2024.

Programme 2024/2025

In the school year 2024/2025, this post-graduate diploma programme of Teacher Professional Learning will be offered in the following centres

- Dublin City University, Institute of Education, DCU St. Patrick's Campus, Drumcondra, Dublin 9
Places Available: 115
- Mary Immaculate College, South Circular Road, Limerick
Places Available: 50
- University of Galway, School of Education, Galway
Places Available: 30
- ATU St Angelas, Lough Gill, Sligo
Places Available: 50
- University College Cork School of Education, Cork
Places Available: 25
- University College Dublin School of Education, Belfield, Dublin 4
Places Available: 25

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 teacher professional learning 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 based on 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.

Information on how to apply to each of the Colleges/Universities is included below. Please note Postal applications will not be accepted.

Colleges/Universities

DCU Institute of Education, DCU St Patrick's Campus, Drumcondra, Dublin 9, D09DYOO (www.dcu.ie)

This programme provided by the School of Inclusive and Special Education leads to the award of a Graduate Diploma in Inclusive Education and Special Education. The course runs from September 2024 to May 2025 and involves a blended model of delivery incorporating block release from school/centre (for a total of eight weeks over the academic year), on-line learning, attendance at a maximum of ten online evening classes 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 and other education centres. Further details are available at <https://www.dcu.ie/courses/postgraduate/institute-education/graduate-diploma-inclusive-and-special-education> and in Appendix 2. Applicants should apply using the online application form which is available, at www.dcu.ie/gdise. Please follow the online instructions and ensure that all required information is available before commencing the application process.

Mary Immaculate College, South Circular Road, Limerick, V94VN26 (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 2024 to May 2025 and involves block release from school/centre for designated periods (for a total of eight weeks over the academic year), four Saturdays on campus, 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> and applications must be emailed to PGDISE@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.

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. The course runs from September 2024 until May 2025 and involves release from schools/centres for designated block periods (for a total of eight weeks over the academic year). In addition, teachers will be required to attend lectures and workshops on a maximum of 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>, and applications must be emailed to pdsen@universityofgalway.ie. Contact details are available in Appendix 2.

ATU St Angelas Sligo (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 2024 until May 2025. Normally, the programme is based on a combined approach of block release from school/centre for a total of eight weeks during the academic year. In addition, there are a maximum of four Saturdays organised virtually. The programme also includes online and self-directed learning, as well as supervised work in the teachers' own schools/centres. Applicants should apply using the online application form, which is available using the following link: [Postgraduate Diploma in Arts in Special Education - St Angela's \(stangelas.ie\)](http://www.stangelas.ie). Please ensure that all the required information is available before commencing the online application process. Queries can be directed to cseid.stangelas@atu.ie. Contact details are available at Appendix 2.

University College Cork (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. The course runs from September 2024 to May 2025 and involves a total of eight weeks block release from school/centre, four Saturdays (face-to-face and/or online) and supervised work in the teacher's own school/centre. Only online applications accepted. Please see online application portal, accessible via the PDSEN programme section on the UCC website. <https://www.ucc.ie/en/study/postgrad/taughtcourses/pgdip/specialed/>



University College Dublin, Belfield, Dublin 4 (www.ucd.ie)

This programme, provided by the School of Education, leads to the award of the Graduate Diploma in Inclusive and Special Education. The course runs from September 2024 to May 2025 and incorporates block release from school/centre amounting to a total of eight weeks (four weeks each semester), two Saturdays of collaborative workshops and seminars, and ongoing supervised work in the participant's own school/Centre. The programme is taught using a blended learning approach, with a mixture of face-to-face and online learning. The programme structure includes five mandatory modules, which provide participants with a strong grounding in theoretical, research-informed teaching, and professional skills development enabling them to work inclusively with students with additional educational needs. Applicants must apply using the electronic application form which is available to download at [https:// www.ucd.ie/education/study/diplomaprogrammes/](https://www.ucd.ie/education/study/diplomaprogrammes/). The application form must be completed electronically and emailed to educationenquiries@ucd.ie on or before the application deadline. Course information is available at: <https://www.ucd.ie/education/study/diplomaprogramme/> Queries can be directed to 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 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 Settings. Teachers teaching in special schools and special classes are also eligible to apply.

The programme is designed specifically to support teachers in their preparation for teaching and meeting the learning 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 of the students 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 a minimum of 11 Special Education Teaching (SET) hours on their weekly timetables, which have been 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 with identified special educational needs.



Primary

Teachers will be required to forward a copy of their Registration Certificate¹ 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 <https://www.teachingcouncil.ie/assets/uploads/2023/09/The-Teaching-Council-Practice-Procedures-and-Criteria-2023-2024.pdf> and hold a position in a sanctioned post in an area of special education or be taking up such posts in September 2024. For the purpose of the course, teachers will need to deliver a range of programmes related to meeting the learning needs of students with special educational needs.² Teachers’ timetables must also include periods during which they are working with small groups of students with identified special educational needs. Collaborative in-class support practices can be combined with small group 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 <https://www.teachingcouncil.ie/assets/uploads/2023/09/The-Teaching-Council-Practice-Procedures-and-Criteria-2023-2024.pdf>.

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**

¹ Certificates of Registration are available to download by logging into the My Registration Section on the Teaching Council website www.teachingcouncil.ie

² Please see the following links for definitions of Special Education as described in DES Circulars www.gov.ie - [Special Education Teaching Allocation 2022/23 \(primary\)](http://www.gov.ie) (www.gov.ie) and primary [Special Education Teaching Allocation 2022/23 \(post primary\)](http://www.gov.ie) (www.gov.ie)



programme, teachers must be timetabled for a minimum of 11 special education teaching hours per week, which may include co-teaching / in-class support for students with 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 **a minimum of 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. Teachers will need to deliver a range of programmes related to meeting the learning needs of students with special educational needs. Teachers' timetables must also include periods during which they are working with small groups of students with identified special educational needs. Co-teaching in class support can be combined with small group support. At least four class periods per week should be allocated to teaching individuals or groups of not more than six students. 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, numeracy, social and emotional learning, etc. In addition to the 11 SET hours outlined above time should also be made available for collaboration with parents/guardians and colleagues.

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 <https://www.teachingcouncil.ie/assets/uploads/2023/09/The-Teaching-Council-Practice-Procedures-and-Criteria-2023-2024.pdf> and hold a sanctioned post in a Special School or be taking up such posts in September 2024.

Other Educational Settings

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 <https://www.teachingcouncil.ie/assets/uploads/2023/09/The-Teaching-Council-Practice-Procedures-and-Criteria-2023-2024.pdf> 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 Youth reach, Community Projects or in the Prison Service and who are assigned to teaching in a special education role 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 teaching 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 per week should be allocated to teaching individuals or groups of not more than six students with identified special educational needs. Additional time should also be made available for collaboration 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 submitted to your chosen College or University by **5pm on 15 April 2024**.

Priority will be given to teachers who meet the criteria and who have not already completed a similar post-graduate programme for 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 requirements. 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 (EPV) days will be allowed in respect of completion of 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 Teacher Professional Learning for Special Education Teachers, and who meet entry requirements, are eligible to apply to a Master's Programme provided through the higher education institutions (HEIs) listed in section 1 of this Circular. Further information is available on individual HEIs' websites, details of which are available at Appendix 2.

Jill Fannin

Principal Officer

14 March 2024



APPENDIX 1

The following Circulars are available for download on the website of the Department of Education.
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

PUBLICATIONS

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/>

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

Autism Good Practice Guidance for Schools – Supporting Children and Young People

gov.ie - [Autism Good Practice Guidance for Schools – Supporting Children and Young People \(www.gov.ie\)](http://gov.ie)



APPENDIX 2

Addresses of Colleges/Universities offering the Post-Graduate Diploma Programme of Teacher Professional learning for Special Education Teachers

1. DCU Institute of Education

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

Phone Phone (01) 7009062

Website https://www.dcu.ie/inclusive_and_special_education/index.shtml

Email ioe.ise@dcu.ie

2. Mary Immaculate College

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

Phone (061) 204550

Fax (061) 313632

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

Email PGDISE@mic.ul.ie

3. University of Galway

Address University of Galway,
School of Education,
PDSSEN,
University Road
Galway

Phone (091) 492195 Fax (091) 750538

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

Email pdsen@universityofgalway.ie



4. ATU St Angelas

Address ATU St Angelas
Centre for Special Educational Needs, Inclusion and Diversity
Lough Gill,
Sligo.

Phone (071) 9195552

Email cseid.stangelas@atu.ie

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

5. University College Cork

Address University College,
Special Education Department,
School of Education,
Leeholme,
Cork,
Cork.

Phone (021) 4902465

Fax (021) 4270291

Website www.ucc.ie

Email Dan.OSullivan@ucc.ie

6. University College Dublin

Address University College Dublin
School of Education
Belfield,
Dublin 4

Website www.ucd.ie/education/study/diplomaprogrammes

Email educationenquiries@ucd.ie

Application Form – Post-Primary Teachers – Circular 0019/2024

Post-Graduate Diploma Programme of Teacher Professional Learning for Special Education Teachers – 2024/2025

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

Please see details below on how to apply to the College/University of your choice by 15 April 2024.

DCU applicants must apply online at the following link:

www.dcu.ie/gdise

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

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

Completed application forms must be returned by email to PGDISE@mic.ul.ie

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

ATU St Angelas applicants must apply online at the following link:

[Postgraduate Diploma in Arts in Special Education - St Angelas](#)

UCC applicants must apply online at the following link:

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

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

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

1. Personal Details

Name	_____	School	_____
Home Address:	_____	School Address & Eircode	_____
	_____		_____
	_____		_____
Home Phone	_____	School Roll No.	_____
Mobile Phone	_____	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

(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? _____

(b) Please tick which of the following best describes the teaching position you will hold in 2024/2025 (You may tick more than one box):

Position	✓ as appropriate
Special Education Hours in Mainstream	<input type="checkbox"/>
Special Education Teacher	<input type="checkbox"/>
Ex-quota Special Education Teacher	<input type="checkbox"/>
Teacher in Special Class	<input type="checkbox"/>
Teacher in Special School	<input type="checkbox"/>
Other, please specify: _____	

(c) Please state

Your total number of years teaching _____

Number of years teaching in your current 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) _____

(d) Please state

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

(e) Please state

Number of timetabled hours you teach in mainstream classes _____

(f) Please state

Have you been given timetabled hours for **Special Education Teaching** work for **2024/2025** _____

If yes, please state the number of hours _____

(g) For the school year 2024/2025, how many hours per week will you be timetabled in the following areas of work:

Special Class (include designation of special class)	
Withdrawal support	
In class support	
Collaboration 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

(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

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 or to be obtained:

Grade/Class (if any):

Subject(s):

Date of Award:

5. Previous Teaching Experience

(a) Number of Years Teaching Mainstream Classes

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

Special Schools _____ Special Classes _____
Special Education _____
Other _____
Total _____

Name & Address of School(s)	Dates

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

6. Previous Professional Development courses attended (e.g. Induction, SESS/NCSE, other teachers' professional learning)

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

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

If yes, what year? _____

If yes, which college/university? _____

(b) Have you applied to other Colleges/Universities for the 2024/2025 Programme? Yes No

If yes, which college/university? _____

I have read the description of the programme of teacher professional learning set out in Circular 0019/2024-- 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 see above for details of how to apply to the college/university of your choice. Please return completed application form, a copy of your Registration Certificate, which may now be downloaded from the website: www.teachingcouncil.ie, and the form completed by the school authorities as outlined to the College/University of your choice.

Closing date for completed applications is 15 April 2024

Thank you for your cooperation.

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

8. To be completed by the School Authorities

(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 _____

(b) Please state

i. The number of students in Junior Cycle (2024/25) _____

ii. The number of students in Senior Cycle (2024/25) _____

iii. The number of students in Educational Service (2024/25) _____

(c) Please state the number of successful applications for the Special Education course which have been made by your school since 2014? _____

(d) Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2014? _____

(e) For what years were the applications at 8 (d) above made _____

(f) Please provide the SET allocation hours for the current academic year _____

Please attach a copy of the applicant's **2024/2025 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 teacher professional learning 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 participate in and benefit fully from the teacher professional learning being offered and will accord with the criteria in Circular: 0019/2024

I confirm that the applicant will be deployed/ timetabled for teaching in a special education role for the duration of the programme (September 2024 – May 2025) 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 Teacher Professional Learning for Special Education Teachers 2024/2025**, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular **0019/2024**. 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 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.

Full details of the data protection policy for each college/university providing the programme, setting out how they will use your personal data as well as information regarding your rights as a data subject are available at:

- **DCU data privacy link: <https://www.dcu.ie/policies/data-privacy-policy>**
- **MIC data Privacy link: <https://www.mic.ul.ie/privacy-statement>**
- **University of Galway data privacy link: <https://www.universityofgalway.ie/data-protection/staffandstudentresources/policiesandprocedures/>**
- **ATU St Angelas data privacy link: [Student Data Protection - Atlantic Technological University Sligo \(itsligo.ie\)](https://www.sligo.ie/Student-Data-Protection-Atlantic-Technological-University)**
- **UCC data privacy link: <https://www.ucc.ie/en/gdpr/dataprotectionnotices/student/>**
- **UCD data privacy link: <https://www.ucd.ie/privacy/>**

Teacher Education Section
Cornamaddy
Athlone
Co. Westmeath
N37 X659

Application Form – Mainstream Primary & Special School Teachers – Circular 0019/2024

Post-Graduate Diploma Programme of Teacher Professional Learning for Special Education Teachers – 2024/2025

To be completed by Teachers in Mainstream Primary and Special Schools

Please see details below on how to apply to the College/University of your choice by 15 April 2024.

DCU applicants must apply online at the following link:

www.dcu.ie/gdise

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

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

Completed application forms must be returned by email to PGDISE@mic.ul.ie

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

ATU St Angelas applicants must apply online at the following link:

[Postgraduate Diploma in Arts in Special Education - St Angelas](#)

UCC applicants must apply online at the following link:

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

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

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

1. Personal Details

Name	_____	School	_____
Home Address:	_____	School Address & Eircode	_____
_____	_____	_____	_____
_____	_____	_____	_____
Home Phone	_____	School Roll No.	_____
Mobile Phone	_____	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 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 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:

- 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? _____

(b) Please tick which of the following best describes the teaching position you will hold in 2024/2025 (You may tick more than one box):

Position	√ as appropriate	Position	√ as appropriate
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:

(c) Please state

Your total number of years teaching _____

Number of years teaching in your current school _____

When were you appointed to your current SET post/hours? _____

(d) Please state

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

(e) Please state

Number of years teaching mainstream classes _____

(f) Please state

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:

5. Previous Teaching Experience

(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 & Address of School(s) (please specify teaching role)	Dates

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

6. Previous Professional Development courses attended (e.g. Induction, SESS/NCSE, other teachers' professional learning)

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

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

If yes, what year? _____

If yes, which college/university? _____

(b) Have you applied to other Colleges/Universities for the 2024/2025 Programme? Yes No

If yes, which college/university? _____

I have read the description of the programme of teacher professional learning set out in Circular 0019/2024-- 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 see above for details of how to apply to the college/university of your choice. Please return completed application form, a copy of your Registration Certificate, which may now be downloaded from the website: www.teachingcouncil.ie, and the form completed by the school authorities as outlined to the College/University of your choice.

Closing date for completed applications is 15 April 2024

Thank you for your cooperation.

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

8. To be completed by the School Authorities

(a) Please state

i. The number of teachers with Special Education Teaching duties _____

ii. The number of teachers 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 _____

(b) Please state

The total number of students enrolled in the school _____

(c) Please state the number of successful applications for the Special Education course which have been made by your school since 2014? _____

(d) Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2014? _____

(e) For what years were the applications at 8 (d) above made _____

(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 teacher professional learning 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 teacher professional learning being offered and will accord with the criteria in Circular 0019/2024.

I confirm that the applicant will be deployed/timetabled for teaching in a special education role for the duration of the programme (September 2024 – May 2025) 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 Teacher Professional Learning for Special Education Teachers – 2024/2025** that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0019/2024. 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/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

(a) Please state

i. The number of teachers in your school _____

ii. The number of teachers who have qualifications in
Special Education _____

(b) Please state

The total number of students enrolled in the school _____

(c) Please state the number of successful applications for the Special Education course which have been made by your school since 2014? _____

(d) Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2014? _____

(e) For what years were the 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 teacher professional learning 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 teacher professional learning being offered and will accord with the criteria in Circular 0019/2024.

I confirm that the applicant will be deployed/timetabled for teaching in a special education role for the duration of the programme (September 2024 – May 2025) 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 Teacher Professional Learning for Special Education Teachers 2024/2025**, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular **0019/2024**. 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 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.

Full details of the data protection policy for each college/university providing the programme, setting out how they will use your personal data as well as information regarding your rights as a data subject are available at:

- **DCU data privacy link: <https://www.dcu.ie/policies/data-privacy-policy>**
- **MIC data Privacy link: <https://www.mic.ul.ie/privacy-statement>**
- **University of Galway data privacy link: <https://www.universityofgalway.ie/data-protection/staffandstudentresources/policiesandprocedures/>**
- **ATU St Angelas data privacy link: [Student Data Protection - Atlantic Technological University Sligo \(itsligo.ie\)](https://www.sligo.ie/Student-Data-Protection-Atlantic-Technological-University)**
- **UCC data privacy link: <https://www.ucc.ie/en/gdpr/dataprotectionnotices/student/>**
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