## Appendix 2

**APPLICATION FORM FOR ONLINE SUMMER COURSES FOR TEACHERS 2020**

**The Providers’ Booklet, the criteria for approval of summer Courses 2020 and the glossary of terms should be** carefully studied, before completing this form.

I confirm that I have read and accepted the administrative requirements and criteria for summer course providers

Signed (Course Provider)

I consent to Drumcondra Education **Centre having access to the details I have provided. We do not use your details for any purpose other than in relation to your application. Department of Education and Skills have access to these details for the approval process, course monitoring, and for quality assurance purposes. We do not share these details with any other parties.**

**Signed (Course Provider)**

Incomplete forms will not be processed

* 1. **Contact Details of Provider:**

|  |  |
| --- | --- |
| Course Provider: |  |
| Course Director: |  |
| Address: |  |
| Phone: |  |
| Fax: |  |
| Email: |  |
| www: |  |
| Designated Alternative Contact Person |  |
| Phone: |  |
| Email: |  |

* 1. **Course Organisational Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of Course (Max 70 characters) |  |  |  |  |  |  |
| Dates of Course |  |  |  |  |  |  |
| Course Target Audience | Pri |  | Post-Primary Teachers |  | Primary and Post-Primary Teachers |  |
| At what class group/year group level(s) is summer course content pitched? |  |  |  |  |  |  |
| Course Category | Cat (1): Literacy (English and Irish) and/or numeracy |  | Cat (2): Other curricular areas |  | Cat (3): Leadership, management & other school- related themes |
| What learning platform will the course operate on? |  |  |  |  |  |  |
| Anticipated number of Course Participants |  |  |  |  |  |  |
| Anticipated number of Course Groups/Tutors(See specific criteria on tutor ratios) |  |  |  |  |  |  |

* 1. **Course Personnel**

Please complete details for all relevant personnel on this course. Please add additional rows if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Teaching Council Reg. number (If applicable)** | **Experience, Expertise and Qualifications (Level on NQAI Framework** | **Specify the training in online teaching and facilitation received?** |
| Course Tutor (onsite) |  |  |  |  |
| Course Designer/ Author (Online) |  |  |  |  |
| Course e-tutor (Online) |  |  |  |  |

* 1. **Previous Iterations of this Course**

*\*If the course has been evaluated since 2017, please enclose a copy of the most recent report with this application*

|  |  |
| --- | --- |
| If this course has previously been provided, give details of the years |  |
| When was the content of the course most recently updated? |  |
| If the course has been evaluated by the DES Inspectorate since 2017, please indicate the year/years?\* |  |

* 1. **Quality Assurance**

*A single e- copy of the provider’s quality assurance manual for the summer course must be submitted to the Drumcondra Education Centre at this email address:* summercourses@ecdrumcondra.ie

|  |  |
| --- | --- |
| Specify how the work of the tutor/s will be monitored? |  |
| List the key strategies that will be used to maximise participant engagement |  |
| How will the impact of this course be evaluated? |  |

##### Course Outline

|  |  |
| --- | --- |
| List the overall course aims |  |
| How will teachers’ engagement in this course promote inclusive and innovative teaching methodologies? |  |

|  |  |
| --- | --- |
| How will teachers’ engagement in this course improve teachers’ individual or collective practice in relation to teaching, learning and assessment in this topic (and or leadership skills)? |  |
| What specific learning methodologies will be used and how will individual/collective reflection on teaching, learning and assessment be supported? |  |
| How does this course address the national priority of School Self- Evaluation? |  |
| How does this course promote the use of Digital Technologies in schools? |  |
| Are the national priorities of literacy and numeracy and / or well-being and / or STEM addressed? If so, how? |  |
| How does the course reflect the principles underpinning Cosán, the National framework for teachers’ learning, and the standards therein ? |  |
| Does this course address another national priority and if so, how will this be achieved? |  |
| How will feedback be provided to participants on their assignments? |  |
| Please ensure that you are familiar with the SCHOOL SELF-EVALUATION GUIDELINES 2016-2020 and the Department of Education and Skills publication [Looking at Our School 2016 A Quality Framework for Primary/Post-Primary Schools](http://schoolself-evaluation.ie/primary/wp-content/uploads/sites/2/2016/08/Looking-at-Our-School-2016-A-Quality-Framework-for-Primary-Schools_English_WEB.pdf) and that there is specific reference made to supporting teachers in using SSE in both the stated learning outcomes and the learning experiences of participants. |

**Summer Courses for Primary Teachers 2020: Module Outline for Online Course**

Title of Course:

Course Category: Course Dates:

This timetable should be no longer than two pages and must include school self-evaluation (SSE).

|  |  |  |  |
| --- | --- | --- | --- |
| **Specific Learning Outcomes for participants in this Module** | **Content description** | **Methodologies used to engage participants** | **Description of the assignment for this module** |
| **Module 1** |  |  |  |
| **Module 2** |  |  |  |
| **Module 3** |  |  |  |
| **Module 4** |  |  |  |
| **Module 5** |  |  |  |
| **Description of the Reflective Learning Assignment:** |