## Appendix 1

**APPLICATION FORM FOR FACE-TO-FACE SUMMER COURSES FOR** **TEACHERS 2021**

**The Providers’ Booklet, the criteria for approval of summer Courses 2021 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 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) |  |  |  |  |  |  |
| Date of Course |  |  |  |  |  |  |
| Course Target Audience | Primary Teachers |  | 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 | |
| Venue |  |  |  |  |  |  |
| 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** | **Registered Teacher Name** | **Teaching Council Registration number**  **(If applicable)** | **Experience, Expertise and Qualifications (Level on NQAI Framework)** |
| Course Tutor |  |  |  |
|  |  |  |  |

1. **Previous Iterations of this Course**

*\*If the course has been evaluated since 2018, 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 DE Inspectorate since 2018, please indicate the year/years?\* |  |

**5. Quality Assurance**

|  |  |
| --- | --- |
| 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? |  |

**6. 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 their individual or collective practice in relation to teaching, learning and assessment in this topic (and/or leadership skills)? |  |
| 1. What specific learning methodologies will be used 2. how will individual/collective reflection on teaching, learning and assessment be supported? | A.  **B**. |
| Moving **beyond** an outline of the 6 step process, how does this course address the national priority of School Self- Evaluation in relation to the course topic? |  |
| How does this course promote the use of Digital Technologies in schools? |  |
| 1. Are the national priorities of literacy and numeracy and / or well-being and / or STEM addressed? 2. If so, how? | **A**.  **B**. |
| How does the course reflect the principles underpinning Cosán, the National Framework for teachers’ learning, and the standards therein? |  |
| 1. Does this course address another national priority 2. and if so, how will this be done? | **A**.  **B.**  **B.**  B. | |
| Please provide an overview/name of the key reading materials/resources made available to participants |  |
| How will feedback be provided to participants on their tasks/assignments? |  |
| **Please ensure that you are familiar with the SCHOOL SELF-EVALUATION GUIDELINES 2016-2021 and the Department of Education 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 2021: Timetable and Module Outline of Face-to-Face Course**

Title of Course:

Course Category: Course dates:

**Course Start and Finish Times must be clearly indicated**.

This timetable **must** include school self-evaluation (SSE). Page expands as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Specific Learning Outcomes for participants** | **Content description** | **Methodologies used to engage participants** | **Outline a variety of participants’ activities, tasks or assignments to achieve the learning outcomes** |
| **Day 1** |  |  |  |  |
| **Day 2** |  |  |  |  |
| **Day 3** |  |  |  |  |
| **Day 4** |  |  |  |  |
| **Day 5** |  |  |  |  |