**Checklist for submission of application forms for approval of summer courses**

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| **Items** | **Tick** |
| Fully completed electronic pdf copy on the correct form for 2021following the naming convention summercoursetitle.pdf (i.e. PEintheprimaryclass.pdf) submitted to **summercourses@ecdrumcondra.ie**by due date |  |
| Title is no more than 70 characters |  |
| Most recent inspector’s report, if applicable, is attached |  |
| A single electronic copy of the Quality Assurance Manual submitted (applies only to online and blended courses) |  |
| If a number of identical courses are being held but on different dates or in different venues a completed electronic Multiple Venues/Dates Form is completed |  |
| National priorities of SSE, Digital Technologies, STEM etc are addressed in the learning outcomes and learning experiences for participants and specifically addressed in the timetable |  |
| Maximum and minimum ratios are adhered to |  |
| Duration / dates of online course is specified |  |
| Names of each dedicated e-tutor is submitted with each online course application (max. ratio 1:75) |  |
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