

Summer Course Programme 2025 Summary of Changes

This is the third year of the three-year approval cycle which commenced in 2023 for those summer courses which carry an entitlement of extra personal vacation (EPV) days for primary teachers.

Providers must study the Summer Courses Provider's Handbook before submitting application forms for consideration this year.

Updated Provider's Handbook 2025

Providers should note that the Summer Courses Provider's Handbook has been updated for 2025.

Any significant adjustments to the Summer Course Programme process for 2025 are summarised in this document.

Submitting an application to run a summer course

A new online application process has been introduced for the 2025 programme. All applications for Summer Courses must now be submitted online through the [Drumcondra Education Support Centre](#) website. Paper applications will no longer be accepted.

This link for applications will remain open until 4pm on Friday 28th February 2025.

Once you have submitted your online application form, you will receive an email confirmation along with a copy of all information submitted.

Dates for providers to note

- The Provider's Handbook will be available on Drumcondra Education Support Centre website from 31st January 2025.
- Providers must ensure their summer course application is submitted by 4pm on Friday 28th February 2025.
- Courses must not begin before the 1st of July. As an exceptional measure, and to address the 1st July falling on a Tuesday in 2025, the first week of the Summer Courses Programme should run from Tuesday 1st July to Saturday 5th July, inclusive. Courses should then return to the regular schedule from Monday July 7th.
- All courses must be completed by 5pm on Friday, 22nd August 2025
- Drumcondra Education Support Centre must be informed of any course cancellations by 4pm on Friday 20th June 2025
- **All providers must** confirm to Drumcondra Education Centre by 4 pm on 20 June 2025 that they have **sufficient** numbers registered and that their advertised courses are going ahead.

Course formats

Providers may apply to run courses in the following course formats:

Face-to-Face Learning Course

- A 20-hour face to face course will run for five consecutive days. Course contact time will be a minimum of 4 hours per day.
- **Unlike previous years**, providers of face-to-face courses must now store the roll-book onsite for a period of 12 months and make available for inspection upon request. Roll-books must not be posted to Drumcondra Education Support Centre.
- Please refer to the Providers Handbook for further details.

Blended Learning Course

- A 20-hour blended learning course will consist of onsite learning over two days (eight hours) and remainder of the learning (12 hours) will be facilitated through 4 hour online asynchronous learning.
- Please refer to the Providers Handbook for further details.

Online Learning Courses – Asynchronous (not in real time)

- Courses may be provided from 1st July to 22nd August 2024.
- Please refer to the Providers Handbook for further details.

Pilot Online Learning Courses – blend of Asynchronous / Synchronous (real time) delivery

- Courses will be 20 hours in duration and will be organised into five modules which will be delivered through a blend of online synchronous and asynchronous learning. Providers select the number of hours for synchronous (real time) delivery.
- Please refer to the Providers Handbook for further details.

Categories of courses

Providers of courses for 2025 are now invited to submit applications for the following categories **only**:

1. Preparation for the introduction of Modern Foreign Languages (MFL) as part of the Primary Curriculum Framework for stages 3 and 4 of primary school (NCCA, 2023; Circular Letter 0017/2023)
2. The Inclusive Classroom
3. Leadership and management
4. Special Educational Needs

Quality assurance manuals

All providers of online courses who are applying to run new courses in 2025, or who received approval to run summer courses in 2023 or 2024, must submit an updated quality assurance manual with their course application.

The manual must highlight the measures the provider is taking to ensure that all course content is original to the provider and must outline how the courses devised are not breaching copyright. The provider must give an undertaking that its courses and the resources that are used are original to the provider and do not include the work of others or other organisations without written permission from the original source.

The manual must also provide assurances that the provider will give full administrative access to the Inspectorate to all elements of the course.

Providers applying for new courses **must** upload a quality assurance manual with their online application.

Providers who have received approval in 2023 or 2024 **must** submit an updated quality assurance manual by email to **summercourses@ecdromacondra.ie**

Please refer to the Provider's Handbook for further details.