



Professional Diploma in Education (Further Education) 2018-19

Summer 2018

Dear Applicant,

Congratulations and welcome to our Professional Diploma in Education (Further Education) Blended Learning Programme. We wish you every success in the pursuit of your professional development.

All students are required to attend an Orientation Day where course content and course delivery will be discussed for the coming year.

Orientation will take place this year as follows:-

Date: Monday September 3, 2018, 09.30 am

Venue: School of Education, NUI Galway Campus

NB Online Registration

Online registration opens in August, Further details about this will be made available to you beforehand.

It is imperative that you follow these instructions and register BEFORE attending orientation.

During the year you will have a total of 3 * 2 day workshops to attend as well as the one day orientation on Sept 3 and a one day future planning and reflection day on March 08, 2019.

These will be explained further at Orientation.

Your Workshop Schedule for Year 1 is included.

Useful links

Directions to Galway

<http://www.nuigalway.ie/about-us/contact-us/how-to-find-us.html>

Campus overview

http://www.nuigalway.ie/campus_map/

Refer to the car parks labelled V and R on this map, the School of Education is located in front of this car park.

Please note that the entrance at Newcastle Road is the official entrance for staff, students and visitors entering the University campus.

It is important to allow adequate time for travel and parking due to increasing traffic congestion in Galway and on campus. Cars must be properly parked in official University car parks. **Clamping** is in operation on the University campus and if you are parking on campus **you must use a pay and display place.**

• **Course Fee**

The fee for this course is €3,500.00 which includes the €500 deposit already paid. **50% of the total course fee (€1,750 in total) or the first instalment must be paid on or before orientation on Monday September 3, 2018. The remaining 50% (€1,750) will become due at the end of January, 2019.**

Cheques/money or postal orders should be made payable to Adult Training and Education Studies, NUI, Galway and addressed to: Accounts Administrator, Adult Training and Education Studies; NUI Galway; Nuns' Island; Galway

Should you wish to pay in more than 2 instalments please complete the attached Payplan form and return to me or to the Accounts Administrator.

Sponsorship: If your employer is funding your participation on the course, please ensure that your completed sponsorship letter has been submitted.

Scholarship: Some of you may intend to apply for the scholarship programme. Please note you must complete a Scholarship application form and email or post it together with the relevant document from Social Welfare as directed, further information and relevant form at this link:-

http://www.nuigalway.ie/courses/adult-and-continuing-education-courses/professional-diploma-in-education.html#course_fees

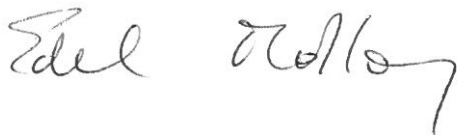
This form must be submitted before the course commences on September 3.

Additional requirements Students must satisfy Garda/Police clearance requirements. Garda clearance must be applied for through NUI Galway on commencement of the programme, regardless of whether you currently hold Garda clearance with another organisation. This will be discussed in more detail at orientation.

If you would like to discuss any aspect of the programme please do not hesitate to contact me on my direct line 091-494058 or by email: edel.molloy@nuigalway.ie. You can also contact our main number at 091-494055.

I look forward to working with you this year.

Yours faithfully



Edel Molloy
Course Administrator



Adult Training and Education Studies

Flexible Payment option 2018/19

Name _____

Address _____

Email _____

Mobile number ____ _____

Year of Study _____

I agree to pay my fees in a number of instalments as follows;

NB: first payment due by 3 September, 2018, last payment due by April 2019

Amount : _____ per month over _____ months

Start date _____ End Date _____

Please indicate the method of payment:

Cheque*	<input type="checkbox"/>
Postal Order*	<input type="checkbox"/>
Bank Draft *	<input type="checkbox"/>
Standing Order**	<input type="checkbox"/>

***Please make cheques/PO/Draft payable to the Adult Training and Education Studies, NUI, Galway.**

****If you have selected the standing order Option, bank details are as follows:-**

**Bank of Ireland, 43 Eyre Square
IBAN IE42 BOFI 9038 1628453773
BIC: BOFIE2D**

NB: Please reference payment with your Name and Student Id number. The accounts office will need to trace the payment so these details are essential. Complete and return this form to the programme administrator and email our accounts administrator tara.prendeville@nuigalway.ie to inform her when your money is being transferred.

Signed : _____ Date _____



NUI Galway
OÉ Gaillimh

SPONSORED PARTICIPANTS

If your employer is funding your participation on the course, please complete the following:

Course:

Participant Details: Name: _____

Address: _____

Employer Details:

Name: _____

Address: _____

Employer's Signature: _____

Contact name: _____

Telephone: _____

E-mail: _____

Please indicate whether you or your sponsor should be invoiced:

Participant: Sponsor:

Course Fee: €3,500.00 per annum

Payment Procedures

50% of the course fee, to be paid before commencing the programme and the remaining 50% becomes due on the 31st of January 2019.

Cheques, drafts or postal orders to be made payable to the Adult Training and Education Studies, NUI Galway and sent to:

Accounts Administrator, Adult Training and Education Studies; NUI Galway; Nuns' Island; Galway

There is a flexible payment option available also, information attached.



Professional Diploma in Education (Further Education) PDE (FE)

Year I - STUDENT SCHEDULE 2018/19

*Orientation for all Students: Monday Sept 3, 2018. 9.30am
Venue: School of Education, NUI Galway Campus*

5MODULE	DATE
Orientation 1 day	Mon September 3
MODULE 1: ED517 Teaching Practices & Learning Methods 10 ECTS	Thurs, Sept 13
Microteaching, Module Assessment Overview	Fri, Sept 14
MODULE 2: ED516 Programme Design, Development & Assessment 10 ECTS	Thurs, Nov 22
Microteaching, Module Assessment Overview	Fri, Nov 23
MODULE 3: Ed515 Psychology of Learning: Theories & Concepts 10 ECTS	Thurs, Jan 24, 2019
Microteaching, Module Assessment Overview	Fri, Jan 25, 2019
Professionalism, Planning, Reflection	Friday, March 08, 2019

All workshops are due to take place in the School of Education NUI Galway campus, Room numbers will be advised later. Workshops commence at 9.15 am to 5.00pm

Note: Please note that while we make every effort to adhere to the schedule, unforeseen circumstances may demand change.

Contact details for Administrator

Edel Molloy

Administrator

Adult Training and Education Studies;

NUI Galway;

Nuns' Island;

Galway

Ext: 4058 | Direct: 091-494058 | E-mail:

edel.molloy@nuigalway.ie ;

www.nuigalway.ie/adulteducation/courses/education-&-training/