

**ADVANCED DIPLOMA IN PROFESSIONAL DEVELOPMENT, INCLUSIVE EDUCATION
SEPTEMBER 2012 INTAKE**

GUIDANCE NOTES TO ACCOMPANY THE APPLICATION FORM

1. Introduction

These guidance notes provide information about making applications for the Advanced Diploma in Professional Development, Inclusive Education.

2. Criteria for Admission

Candidates for admission to the Advanced Diploma in Professional Development must be:

a. Qualified teachers

Or

b. Graduates (with experience of working in an education, training or education-related professional context).

Or

c. Those holding equivalent qualifications with significant experience of working in an education, training or education-related professional context.

In both instances, you must also have or have had sufficient teaching, training or education-related professional practice during the period of professional development to fulfil the academic and/or practical aspects of the programme. For current general University requirements, see <http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AdmissionsOffice/UndergraduateAdmissions/EntranceRequirements/>.

International students must meet a minimum entry point of International English Language Testing System (IELTS) level 6.5, TOEFL 575 (PBT) or equivalent. For IELTS a minimum score of 5.5 is required in all four elements of the test.

3. Applications for other courses

If you have applied for any other courses in the University, please complete the box accordingly giving the name(s) of the course(s) applied for.

4. Related employment experience and referees

Please give brief details of your employment experience that relates to the course. Please also supply the names, positions and contact details of two people who are familiar with your academic/employment background and who have agreed to act as referees for you.

5. Proposed modules

You are encouraged to select the three modules that you would like to study for your customised Advanced Diploma (see www.icepe.eu or www.qub.ac.uk/edu for module outlines) on the application form. The choices you make are not binding and you will have an opportunity to agree your final choice of modules with an Adviser of Studies at registration.

The modules available are:

- **Inclusion** (Compulsory and studied first)
- Understanding Autism
- Applied Behaviour Analysis

- Attention Deficit Hyperactivity Disorder
- Managing and Supporting Student Behaviour.
- Dyslexia

6. Course structure

Please see www.icepe.eu or www.qub.ac.uk/edu for details.

The Advanced Diploma consists of three modules. Whilst it is envisaged that most students will complete within one academic year, the course is flexible and may be completed within a three year period.

It is only possible to take one module per session. Students must register with ICEP Europe for each Module. A registration form is available on the ICEP Europe website and in the Student Handbook.

Teaching Schedule

Although University teaching is structured around two semesters, the Advanced Diploma in Professional Development (Inclusive Education) has three teaching sessions:

Semester 1 **Session 1** September – December

Session 2 January – March

Semester 2 **Session 3** March – June

7. Exemptions/credit transfer (CATS)

CATS stands for the Credit Accumulation and Transfer Scheme. CATS is a national scheme which has been established to allow different types of academic courses to be compared and valued and even transferred and traded. CATS points are like a currency that allows us to say how much different courses are worth. For example, most primary degrees in the UK require students to have 360 CATS points and students will have had to take courses or modules that add up to this. The individual courses or modules that represent the building blocks the degree is made up of would typically be worth 20 CATS or 40 CATS or any number that allows the individual blocks to add up to 360 CATS. CATS credit points previously acquired on an undergraduate certificate or diploma course may be used to contribute towards your new programme of study. The amount of credit that may be transferred however depends on the match between the learning outcomes of the achieved course and those of the modules from which exemption is sought.

Please note that Queen's University Belfast does not grant credit transfer for any 3 Module programme.

8. Disability/special needs

Please read the notes on the last page of the application form before completing this section.

9. Criminal convictions

The University has a duty of care to all its students and staff and therefore must know about any relevant convictions that an applicant has, irrespective of the course to which the application is being made. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs and substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders Order (NI1978) are not considered to be relevant and you should not reveal them.

You must enter **x** in the box, on the application form, if either of the following statements applies to you.

- I have a relevant criminal conviction that is not spent.
- I am serving a prison sentence for a relevant criminal conviction.

If statement **b** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (see above) are not considered to be relevant and you should not reveal them.

If you are convicted of a relevant criminal offence after you have applied, you must also tell us. Applicants who enter a **tick** in the box or who contact us about a later conviction will not be automatically excluded from the application process. However, we may want to consider the application further or ask for more information before making a decision. **Do not send details of the offence with your application.**

If you do not answer this question we will contact you in writing and this will delay the processing of your application.

10. Decisions

Decisions on applications will be made by ICEP and will be conveyed to candidates and the School of Education on an ongoing basis.

11. Costs

Your completed application form must be forwarded to ICEP, together with a non-refundable fee of £25 to cover administrative costs. If paying by cheque/postal order, make payable to 'ICEP Europe' and send directly to ICEP. **Please do not send cash.**

Cost per module is £615 payable upon registration to ICEP Europe. At a later stage, in order to successfully complete your registration with Queen's University Belfast, you will also be asked to follow instructions supplied by a QUB Course Secretary at Enrolment and Registration. At this stage, you will be able to designate ICEPE as your sponsor for QUB Finance purposes. Students who are domiciled outside of the UK/ EU are asked to contact QUB Finance directly.

N.B. If you are going to seek funding for all or part of the course fee, please seek approval before applying. The application must then be accompanied with a letter from your sponsor on their official letterhead confirming that they responsible for paying your fees.

12. Registration and Induction

You will be informed of the outcome of your application by ICEP Europe. On acceptance, students will be required to forward 2 passport sized photographs (the photographs are required for your student cards), proof of qualification and the module fee. Students will also be asked to supply a photocopy of a valid form of ID, the photographic page of your passport or Drivers' Licence/ Country's ID card.

13. Completed Application Forms/Queries

Application forms should be downloaded from www.icepe.eu, completed, signed and sent with relevant administration fee directly to The Admissions Office, ICEP Europe, Unit 4K, Maynooth Business Campus, Maynooth, Co Kildare, Republic of Ireland. Applications are now being accepted for September 2012 intake. Last date for registration is the 27th July 2012. Late applications may be considered if places are still available. If you have any queries about the course itself or the progress of your application, please contact ICEP Europe directly on Tel: 00 353 1 6510618 or (01) 6510618 (from the Republic of Ireland). Alternatively, email: info@icepe.eu. For any other queries, please contact the School of Education Undergraduate Office on Tel: 028 90973264/5059, Fax: 029 90971084, Email: education@qub.ac.uk.