

SESS Ref. (for office use only):

Application to the Special Education Support Service (SESS) for Individual Professional Development



Name of applicant		Teacher no.	
Position held in school		Email address	
School name		School roll no.	
School address			
Type of school (*)		Special School	
Primary School		Post-Primary School	
School phone no.		Email address	
Fax no.		Email address	
Total no. of teachers in the school		No. of SNAs	
No. of resource teachers		No. of learning support teachers	
Title of course			
Course delivered by			
Date(s)		Cost per person	
Venue			
Previous courses attended by applicant – please list title(s) and year(s) and append further details if necessary			
Similar courses attended by other staff – please provide names and dates, and append further details if necessary			
Please indicate how attendance at the course is related to the needs of pupils with SEN in the school			
SIGNATURE OF APPLICANT		DATE	
SIGNATURE OF PRINCIPAL		DATE	

PLEASE RETURN APPLICATION BY POST TO: Support Framework, Special Education Support Service, Cork Education Support Centre, The Rectory, Western Road, Cork.

Notes for applicants:

- A completed form must accompany applications. If the application is being made for more than one teacher, please provide the names and teacher numbers of the additional applicants on an appended sheet
- **Do Not** include the names of students or related documentation
- Only hard-copy applications, signed by the principal, will be considered and please fill with a word-processor where possible
- Priority of funding will be given to applications where the activity is clearly related to the needs of the applicant's students and/or school
- Applications for courses not listed on the SESS website (www.sess.ie) should have an outline of the course appended
- Incomplete application forms will delay processing.

The review of applications by the SESS takes into account the overall strategies and priorities of the SESS, along with the need to ensure maximum efficiency and effectiveness. Other considerations include the validity of the activities for which support is being sought, whether they reflect best practice and are cost effective, and if they are in keeping with DES policy. Each month's applications are considered collectively – usually on the first week of each month – and a further period is then needed to inform applicants of decisions or to request clarifications. This administrative time-scale should be taken into account when submitting applications, in order to ensure there is adequate time for the application to be processed before notification of the decision is needed by the applicant. Approximately six weeks should be allowed for this.

Special Education Support Service is funded by Teacher Education Section, Department of Education and Science under the National Development Plan.