

OCG APPLICATION FORM GUIDE

O.C.G.

OIRIÚNÚ LE hAGHAIDH CÁILÍOCHTA SA GHAEILGE (ADAPTATION PERIOD)

ACADEMIC YEAR 2018-2019

IMPORTANT!

YOU MUST READ THIS INFORMATION BEFORE COMPLETING YOUR FORM

Who may complete this form?

The O.C.G is for teachers who obtained their **Primary School Teaching Qualification** outside of the State (26 counties) and who have opted to undertake the OCG - Adaptation Period to achieve the Irish Language Requirement. In order to undertake the O.C.G. Adaptation Period it is a condition that applicants are in the process of registering with the Teaching Council. Applicants should forward a copy of their 'Confirmation of Registration' letter received from the Teaching Council to the Irish Language Requirement Office when it becomes available to them.

Submission and acceptance of your form.

Acceptance of the OCG – Adaptation Period application form is dependant upon registration with the Teaching Council. It is the responsibility of the applicant to ensure that their registration with the Teaching Council confirms their entitlement to undertake the OCG (Adaptation Period). Completion, submission by the applicant and acceptance of the OCG application form by the Irish Language Requirement Office does not confer any rights in regard to recognition or registration of qualifications.

Data Protection.

The Information provided by you on the Form can and may be provided to the Department of Education and Skills and the Teaching Council. Your results can and may be provided to the Department of Education and Skills and the Teaching Council so that your records may be updated. A Board of Management / Principal Teacher can and may verify O.C.G. information given by you in a C.V. /Job Application.

1. You must use the enclosed form to apply for the O.C.G. Adaptation Period Assessment in 2018/19.
2. The Form consists of 6 pages:
 - Page 1: Assessment Application Details Form.
 - Page 2: Assessment of the Teaching of Irish in the Classroom Form (A).
 - Page 3: Assessment of the Teaching of Irish in the Classroom Form (B).
 - Page 4: Information Form.
 - Page 5: O.C.G. Course Request Form.
 - Page 6: O.C.G. Exemption Application Form.
3. All sections of the form must be completed as appropriate. Do not remove any pages from the form.
4. Please assist us by completing the form carefully. Print legibly using block letters.
5. The application cannot be processed until all the required information is submitted. An incomplete form will be returned and will delay your application.
6. **CLOSING DATE FOR APPLICATION 31st OCTOBER 2018.**

ASSESSMENT APPLICATION DETAILS FORM PAGE 1

Checklist:

1. **PHOTO:** You **must** staple a recent passport photo on this page. Without a Photo your application will be returned.
2. **ADDRESS FOR CORRESPONDENCE:** All written correspondence from the Irish Language Requirement Office will be to this address. If at any stage you change address it is your responsibility to inform the Irish Language Requirement Office immediately. Print email address clearly.
3. **EXEMPTION STATUS:** Candidates who have Irish as a major subject in their Primary Degree are entitled to exemption from parts of the O.C.G. Page 6 of the application form deals specifically with exemption application. The Exemption is assessed by The Irish Language Requirement Office, (Tel 01 8535134). Candidates for exemption should consult the relevant section of the OCG Guide available at www.ilrweb.ie. Candidates requesting exemption must forward a copy of a full transcript of the degree with the application. If you have already been granted an exemption you must include a copy of your exemption letter with this application. Candidates granted exemption need only apply for the Assessment of the Teaching of Irish Module.
4. **ASSESSMENT DETAILS:** Indicate whether you wish to take Assessment Only or Assessment and Course or Course only. It is not compulsory to undertake a course though it is highly recommended. Course fees will be payable separately to the relevant Education Centre/Provider. Candidates should also contact the Education Centre directly to ascertain course details.
5. **MODULES:** Indicate the modules you intend to undertake in this academic year. The O.C.G. Assessment is completely modular. The candidate can decide to take all modules or their choice of module(s). **Payment must be made online at www.ilrweb.ie** by following the **EASY PAYMENTS PLUS íoc ar líne** button. Please refer to FEE PAYMENT SCHEDULE at www.ilrweb.ie and decide between full payment or payment by instalment. You must write your EASY PAYMENTS PLUS receipt number on the form.
6. Please Note: Please decide carefully as without exception **Fees are non refundable** (Later withdrawal or absence does not entitle a candidate to obtain a refund regardless of the circumstances of withdrawal or absence). Candidates should note that in order to be eligible to undertake a module for the repeat assessment (Aug.) it is a condition that the module was undertaken but not passed at the preceding Easter examination.
7. **ASSESSMENT VENUE:** All of the Assessments will take place at the Marino Institute of Education, Griffith Avenue, Dublin 9.
8. **WITNESS:** Your signature must be witnessed by another adult.

*The Book **Sruth na Maoile** is the complete guide to the OCG and outlines study material for each module with full details in regard to the requirements for the School based Elements assessed in the classroom. A digital copy of Sruth na Maoile will be provided to you after receipt of your application form. A hard copy of the book may be purchased directly from the O.C.G. office by following the EASY PAYMENTS PLUS button at www.ilrweb.ie.*

ASSESSMENT OF THE TEACHING OF IRISH IN THE CLASSROOM FORM A. PAGE 2

The Assessment of the Teaching of Irish is undertaken in a mainstream class setting and the candidate must be working as a mainstream class teacher for a minimum of 120 days during the adaptation period (i.e. you must be the class teacher and with the class for the duration of the day) . If you are undertaking the Assessment of the Teaching of Irish in the Classroom complete Page 2 of the form in detail. If not undertaking the Assessment of the Teaching of Irish in the classroom then please proceed to Page 4.

1. **PHOTO:** You must staple a recent passport photo on this page if undertaking the Assessment of the Teaching of Irish in the classroom. Without a photo your application will be returned.
2. **APPLICANT DETAILS:** It is necessary to complete this page in detail as your supervisor will have this page when undertaking the school visit. Please complete all details carefully. It is the candidate's responsibility to provide sufficient and accurate information to enable the supervisor to locate the school.
3. **ADDRESS FOR CORRESPONDENCE:** All written correspondence from the Irish Language Requirement Office will be to this address. If at any stage you change address it is your responsibility to inform the Office immediately. ocginfo@mie.ie.
4. **VISIT DETAILS:** The visit period will be 14th January – 15th February. Your school visits must take place during this period. You will receive two visits. You will receive three weeks advance notice in writing from your supervisor which will indicate the days and approximate times of your visits. The onus is on the candidate to be available on the days and times notified. Full details of the requirements of the school visit are outlined in the support materials *Sruth na Maoile*.
5. **CLASSROOM REQUIREMENTS:**
It will be expected that applicants opting for the OCG - Adaptation Period will be in continuous employment for the duration of the Adaptation Period. The applicant must be working in a mainstream class teacher capacity. An applicant must seek the permission of the school Principal to undertake the OCG - Adaptation Period in the school. The applicant must advise the school(s) where they are employed of the requirements of the Adaptation Period. The applicant must ensure that the school(s) is/are able to provide the necessary support for meeting the requirements of the Adaptation Period. A candidate undertaking the Assessment of the Teaching of Irish in the Classroom will be expected to teach Irish on a regular and ongoing basis consistent with the requirements of the Primary School Gaeilge Curriculum if deemed by the school Principal to be competent to teach Irish. If the school principal is of the opinion that the applicant does not have sufficient proficiency in speaking Irish or the necessary competence in teaching Irish, then the principal will assign responsibility for the teaching of Irish to the class to another teacher while the applicant undertakes the necessary professional preparation. **OCG candidates should be in the process of registering with the Teaching Council when undertaking the school-based adaptation period.**
6. **PERMISSION:** Permission must be obtained from the school Principal and your form **must be signed by the Principal**. Your supervisor will also notify the Principal in writing as to the date and time of your visit and your supervisor will verify and confirm the Adaptation Period arrangements with the School Principal.

ASSESSMENT OF TEACHING IRISH IN THE CLASSROOM PAGE 3

If you are undertaking the Assessment of Teaching Irish in the Classroom you will have to complete Page 3 of the form in detail. Please note that you must be working in a mainstream class teacher capacity. If you are not undertaking the Assessment of the Teaching of Irish in the Classroom then please proceed to Page 4.

1. **MAP:** You must provide a map to guide the supervisor to the school.
2. **DIRECTIONS:** You must provide directions for your supervisor.
3. **SCHOOL CLOSURES:** You must indicate school closures during period 14th Jan-15th Feb. 2019 known to you. Contact the Irish Language Requirement Office as other closures become known to you. ocginfo@mie.ie

INFORMATION FORM PAGE 4

The Information form (page 4) must be completed. It will allow the Office to provide more detailed information which will assist current and future planning.

1. **ANONYMOUS:** Page 4 is completely anonymous and is used for statistical purposes only. Please do not write your name on page 4.

OCG COURSE REQUEST FORM PAGE 5

Page 5 of the Registration Form will allow you to register your interest in undertaking a course. Courses are not provided by the Irish Language Requirement Office. The role of the Office is, as far as practicable, to coordinate courses. Courses are provided by Education Centres and other centres. Undertaking a course is not compulsory but is strongly recommended. Candidates should contact the education centre directly to ascertain course details and information. You must complete this form even if you have already contacted an Education Centre directly. This part of the form is provided directly to your centre of choice. Candidates should also contact the education centre directly.

1. **APPLICANT DETAILS:** Please complete carefully and legibly.
2. **COURSE REQUIREMENT:** Please indicate if you require a beginner course, a course to prepare for the exam or if you do not require a course.
3. **CENTRE PREFERENCE:** Please indicate your preference by placing 1, 2, and 3 beside your first, second and third choice preferences. Please note that courses are provided subject to applicant numbers being sufficient to provide a viable course. The final decision in regard to course viability rests with each individual centre. Candidates should contact the Education Centre directly for course details. Payment for courses will be made directly to the Education Centre.

OCG EXEMPTION APPLICATION FORM PAGE 6

1. Candidates with Irish as a major subject in their degree qualification may complete this page if applying for an exemption from part(s) of the O.C.G. If you do not have Irish as a major subject in your degree qualification then you do not have to complete page 6.

FINAL CHECK

Please check the entire form to ensure that you have provided all details as this will help expedite the application process. We appreciate the time and care you have given to this. Please ensure you have processed the appropriate fee payment online at www.ilrweb.ie for the Assessment Modules you intend to take.

Forward Form to: **THE FINANCE OFFICE, (OCG APPLICATION), MARINO INSTITUTE OF EDUCATION, GRIFFITH AVENUE, DUBLIN 9.**

PLEASE NOTE:
IT IS THE APPLICANT'S RESPONSIBILITY TO REGISTER WITH THE TEACHING COUNCIL.
IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THEIR REGISTRATION WITH THE TEACHING COUNCIL DEEMS THEM ELIGIBLE TO UNDERTAKE THE OCG.
APPLICANTS SHOULD FORWARD A COPY OF THEIR 'CONFIRMATION OF REGISTRATION' LETTER FROM THE TEACHING COUNCIL AS SOON AS IT BECOMES AVAILABLE TO THEM.
CANDIDATES MUST BE REGISTERED WITH THE TEACHING COUNCIL WHEN UNDERTAKING SCHOOL BASED ADAPTATION PERIOD.