

S.C.G.

AN SCRÚDÚ LE hAGHAIDH CÁILÍOCHTA SA GHAEILGE

(APTITUDE TEST)

ACADEMIC YEAR 2018-2019

IMPORTANT!

YOU MUST READ THIS INFORMATION BEFORE COMPLETING YOUR FORM

Who may complete this form?

The S.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 SCG (Aptitude Test) to achieve the Irish Language Requirement. In order to undertake the S.C.G (Aptitude Test) applicants should be 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 as soon as it becomes available to them. SCG candidates must be registered with the Teaching Council when undertaking school based Practical Elements and when undertaking Examinations

Submission and acceptance of your application form.

Acceptance of the SCG – Aptitude Test 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 SCG (Aptitude Test). Completion, submission by the applicant and acceptance of the SCG 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 Application 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 S.C.G. information given by you in a C.V. /Job Application.

1. You must use the enclosed form to apply for the S.C.G. Exam 2019 and/or to indicate your interest in undertaking an S.C.G. course at Education Centres nationwide.
2. The Application Form consists of 6 pages:
 - Page 1: Examination Application Details Form.
 - Page 2: Practical Elements Application Form A.
 - Page 3: Practical Elements Application Form B.
 - Page 4: Information Form.
 - Page 5: S.C.G. Course Request Form.
 - Page 6: S.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 registration form will be returned and will delay your application
6. **CLOSING DATE FOR APPLICATION 31st Oct. 2018**

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. Print email clearly.
3. **EXEMPTION STATUS:** Candidates who have Irish as a major subject in their Primary Degree are entitled to exemption from parts of the S.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 8535143). Candidates for exemption should consult the relevant section of the SCG Guide available at www.ilrweb.ie. Candidates requesting exemption must forward a copy of the 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 Paper 1 & Paper 2 modules.
4. **EXAM DETAILS:** Indicate whether you wish to take Examination Only or Examination 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.
5. **MODULES:** Indicate the modules you intend to undertake in this academic year. The S.C.G. Examination 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 examination (Aug.) it is a condition that the module was undertaken but not passed at the preceding Easter examination.
7. **EXAM VENUE:** All of the Examinations 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 **Cóir Ghaoithe** is the complete guide to the SCG and outlines study material for each module with full details in regard to the requirements for the Practical Elements for Paper 1 and Paper 2 which are assessed in the classroom. A digital copy of **Cóir Ghaoithe** will be provided to you shortly 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.*

PRACTICAL ELEMENTS APPLICATION FORM A PAGE 2

Paper 1 and Paper 2 of the S.C.G. contain Practical Elements which must be completed in the classroom. If you are undertaking Paper 1 and/or Paper 2 you will have to complete Page 2 of the Application form in detail. If you are undertaking neither Paper 1 nor Paper 2 then please proceed to Page 4. If you wish to carry forward a practical mark from a previous examination/year then please indicate on the form.

1. **PHOTO:** You must staple a recent passport photo on this page if undertaking either Paper 1 or Paper 2. 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.
4. **VISIT DETAILS:** The visit period will be 15th Jan – 09th Feb 2018. Your school visit must take place during this period. You will receive one visit only. You will receive three weeks advance notice in writing from your supervisor which will indicate the day and time of your visit. The onus is on the candidate to be available on the day and time notified. Full details of the requirements of the school visit are outlined in the book *Cóir Ghaoithe*.
5. **NOT TEACHING A CLASS AT PRESENT:** If you are not/will not be teaching a Mainstream Class (e.g. if you are in a resource/language support position) then you must make arrangements with the Principal to undertake the Practical Elements with a Mainstream Class on the day and time notified to you. How much time prior to the visit you wish to spend with the class is a matter for yourself. We recommend strongly that you allow enough time prior to the visit to become familiar with the class and to fulfil requirements as outlined in *Cóir Ghaoithe*. **At all times the class must not be deprived of competent Irish Language instruction.**
6. **NOT TEACHING AT PRESENT:** If you are not teaching in a school at present then similar to number 5 above you will have to arrange with a school Principal to undertake the Practical Element(s) with a Mainstream Class in a primary school. If you do not have school details at the time of registering then you must forward school details to us by 13th November. If your school details change at a later date then you must notify the Irish Language Requirement Office by completing and submitting a '*School Update Form*' (available at www.ilrweb.ie).
7. **PERMISSION:** Permission must be obtained from a 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.

PRACTICAL ELEMENTS APPLICATION FORM B PAGE 3

If you are undertaking Paper 1 and/or Paper 2 you will have to complete Page 3 of the application form in detail. If you are undertaking neither Paper 1 nor Paper 2 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.

INFORMATION FORM PAGE 4

The Information form (page 4) must be completed. It will allow the S.C.G. 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.

SCG 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 SCG 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. 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. Candidate should also contact 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. Payment for courses will be made directly to the Education Centre.

SCG 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 S.C.G.

FINAL CHECK

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

Forward Form to: **THE FINANCE OFFICE, (SCG 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 SCG.

APPLICANTS SHOULD FORWARD A COPY OF THEIR 'CONFIRMATION OF REGISTRATION' LETTER
FROM THE TEACHING COUNCIL
AS SOON AS IT BECOMES AVAILABLE TO THEM.
CANDIDATES SHOULD BE REGISTERED WITH THE TEACHING COUNCIL WHEN UNDERTAKING
SCHOOL PRACTICAL ELEMENTS.