

## TeachNet CPD - Frequently Asked Questions

### What courses are available?

**Blended Courses** (In association with Microsoft Education Ireland)

#### [Minecraft for Education July 4th & 5th](#)

July 4th & 5th – DreamSpace One Microsoft Place, Leopardstown, Dublin  
Online: July 6th to August 19th - teachnet.ie

#### [Minecraft for Education July 6th & 7th](#)

July 6th & 7th – DreamSpace One Microsoft Place, Leopardstown, Dublin  
Online: July 8th to August 19th - teachnet.ie

#### [Minecraft for Education August 15th & 16th](#)

August 15th & 16th – DreamSpace One Microsoft Place, Leopardstown, Dublin  
Online: July 8th to August 19th - teachnet.ie

#### [DreamSpace STEM Primary August 15th & 16th](#)

August 15th & 16th – Monaghan Education Centre, Armagh Road, Monaghan  
Online: August 17th to August 19th - teachnet.ie

#### [DreamSpace Primary August 15th & 16th](#)

August 15th & 16th – DreamSpace One Microsoft Place, Leopardstown, Dublin  
Online: August 17th to August 19th - teachnet.ie

**Please note;** Participants must attend 2 days of face-to-face workshops with the remaining 3 days online, completed in their own time (By 5pm Friday August 19<sup>th</sup>).

### Online Courses

[STEAMing through Dark Skies and Biodiversity](#) (In association with ESERO & DPSM)

[STEM Discover Climate and Space](#) (In association with ESERO & DPSM)

[Development Education in the Primary Classroom](#) (In association with Plan Ireland)

[Teaching Space in Junior Classes with ESERO](#) (In association with ESERO & BCO)

[Microsoft 365 for Education](#) (In association with Microsoft Education Ireland)

[Digital Technologies and SEN](#)

[Google Workspace in the Primary Classroom](#)

### How are the courses structured?

All fully online courses are delivered over 5 distinct modules. Each module is interactive and participatory and encourages participants to reflect upon the material presented and on their own experiences and interactions. The modules are presented in a logical sequence that guides participants in their learning and development.

Each module contains a distinct public discussion forum to which participants are asked to contribute their views, opinions, experiences and ideas on particular topics directly related to each module and the overall theme of each course.

### Do I need broadband to complete an online course?

All our courses require broadband Internet access (Min of 10mb recommended). While you are logged into the course, the learning management system keeps a record of the time you have spent online. Depending on the course, it may be possible to carry out some of the course work offline. If you are doing offline work, it is important that you keep track of this time so that it can be recorded in your CPD Record at the end of the course.

### What Web Browser do you recommend

We recommend using Internet [Microsoft Edge](#), [Mozilla Firefox](#) 10+, [Safari](#) 6+ or [Chrome](#) 15+

### What other technical issues should I be aware of?

**Screen Resolution:** For optimal viewing your screen resolution should be set to a minimum of 1024 x 768.

Click [here](#) to learn how to do this in Windows.

**Pop-up Windows:** All module presentations open in a new browser window and your browser may be set to block these. Click here to learn more for [Mozilla](#), [Edge](#), [Chrome](#) and [Safari](#).

**Cross-Platform:** All our course materials will run on PC, Mac, Linux, iOS (iPad), Android and Windows tablets.

### **What is your refund policy?**

Once paid, course fees will only be refunded if the withdrawal request is received prior to starting the course. Any refunds granted will be subjected to an administration charge of €5. This will be taken from the original fee.

Participants wishing to withdraw from a Summer Course after the course start date may not make any claim for a full or partial refund.

### **When must I complete my online course?**

All courses will run until Friday August 19<sup>th</sup>. You are expected to work at your own pace independently through the course. All course content is available up to the closing date of August 19<sup>th</sup>. After this time, you will be unable to get access to the course.

### **What support do I get while I am doing my course?**

An online facilitator is allocated to each course and will interact with participants via each module's discussion forum. For specific content queries, the facilitator can be contacted via email. This email address is posted on the course homepage and was sent to you in the course welcome email.

Technical queries relating to passwords, course access, registration and downloading of modules should be emailed to [cpd@teachnet.ie](mailto:cpd@teachnet.ie). Our support helpline number is 01-5252506, available from 9.30am to 2.30pm on weekdays.

### **What do I need to do to secure my EPV days?**

Once you have completed the full course requirements, you will receive course approval from the TeachNet course facilitator at the end of the course. The key course requirements to secure EPV days are:

- Go through all of the course modules.
- Contribute to the discussion forum at the end of each of all online modules
- Complete and submit the Reflective Learning Log.
- Complete and submit the CPD Record

### **What is a Reflective Learning Log?**

The Course Reflective Learning Log is an assignment asking you to consider and respond to four general questions about the course. This is a Department of Education requirement for all on-line summer courses.

### **What is the CPD Record?**

The CPD (Continuous Professional Development) Record is a personal record detailing your participation on the course. Information includes your name, school, your time spend doing the course – both on-line and off-line time, your module postings, your reflective log responses and your declaration that the work completed on the course is your own. This is a Department of Education requirement for all online summer courses.

### **How is the CPD Record approved?**

The course facilitator validates that all of the information in your CPD Record is correct. Your CPD Record is approved if:

- All your details are complete.
- You have posted to the discussion forum for all online modules
- Each of your module postings is of a professional and relevant nature and contributes to the learning and interaction of the course.
- Your reflective learning log responses are of a professional, reflective and relevant nature.
- Your time spent completing the course totals 20 hours or more (both online and offline).
- You have declared that the work completed on the course is your own.

### **How do I know if my CPD Record has been approved?**

Your CPD Record will be returned to you via email with an indication from the course facilitator that it has been approved or not. If it is approved this will indicate that you have secured your EPV days and you will receive a Certificate of Attendance from TeachNet. Please allow 48 hours for return of approval.

### **What is a Certificate of Attendance?**

At the end of the course, once your CPD Record is approved, TeachNet will provide you with a Certificate of Attendance signed by the course tutor. You are required to present the Certificate of Attendance to your school principal as evidence of entitlement to the EPV days.

On receipt of this certificate, the principal may approve your EPV leave in accordance with the terms of DES Circular 37/97. The principal must retain copies of the certificates within the school for future audit purposes. Further information is available from Circular 0035/2009 on the Department of Education website [education.ie](http://education.ie).

### **What if my CPD Record is not approved?**

You have the opportunity to review your interaction with the course and to re-submit your CPD Record. However, please note that you must allow time for such an



occurrence especially if you are completing your course in the week beginning August 15<sup>th</sup> approval must be secured by August 19<sup>th</sup>.