

TeachNet CPD - Frequently Asked Questions

What courses are available?

[STEAMing through Dark Skies and Biodiversity with ESERO](#) (ESERO & Curious Minds)

[STEM Discover Climate and Space with ESERO](#) (ESERO & Curious Minds)

[Scientific Connections with Birr Castle Demesne and ESERO](#) (ESERO & Birr Castle)

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

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

[Farming at Sea: Links to the Primary Classroom](#) (Bord Iascaigh Mhara)

[Future STEM-Ready Classrooms with Dream Space](#) (Microsoft Ireland)

[Introduction to AI for Primary Teachers](#)

[Enhancing Classroom Practice with Microsoft 365 Copilot AI](#)

[Microsoft 365 for Education](#)

[Digital Technologies and SEN](#)

[Enhancing Classroom Practice with Google Workspace and Gemini AI](#)

[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. As part of the course participation requirements, participants must make at least one original discussion post per module and respond to at least one post from another participant. These discussions invite participants to share their views, opinions, experiences, and ideas on

topics directly related to each module and the overall theme of the course. At the end of the course there is a Reflective Learning Assignment where you reflect on your learnings from the modules.

Do I need broadband to complete an online course?

All our courses require broadband Internet access. 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 (10 hours). If you are doing offline work, it is important that you keep track of this time so that it can be recorded 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 21st. 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 21st. 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 is 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. 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 facilitation team at the end of the course. The key course requirements to secure EPV days are:

- Go through all the course modules.
- Your time spent completing the course must total 20 hours (10 hours online and 10 hours offline time)
- Contribute to the discussion forum at the end of each of all online modules and comment on one other participants contribution.
- Complete and submit your Learning Record.

What is my Learning Record?

Your Learning Record is a personal document that tracks your participation in the course.

It includes a **Reflective Learning Assignment** (formerly known as the Reflective Learning Log), which you can complete as you complete the course. This assignment is designed to demonstrate your achievement of the course's stated learning outcomes.

Alternatively, if preferable you can make note of your reflections after each module in a Word or Google doc and then copy and paste your responses into the Reflective Learning Assignment at the end of the course.

The record also contains a **Learning Log**, which verifies that you have completed:

- A minimum of **10 hours of online learning**, and
- **10 additional hours** of self-verified learning through other activities.

Other details included in the Learning Record are your **name**, **school**, and a **declaration** confirming that all submitted work is your own. This declaration is a requirement set by the Department of Education for all online summer courses.

What is the course approval process?

When you finish your course, our course facilitation team validates that all the course requirements have been met.

You will receive approval if:

- All your details are complete.

- You have posted to the discussion forum and commented on another participant's post 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 Assignment responses are of a professional, reflective, relevant nature and meets the word count.
- 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 I have successfully completed my course?

You will be notified by email if you have successfully completed your online course and secured your EPV days. A Certificate of Attendance will be available on the course homepage. Please allow 48 hours for return of approval.

What is a Certificate of Attendance?

At the end of the course, once 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.

What if I do not successfully complete my course?

You will be notified by email and have the opportunity to review your interaction with the course and complete any outstanding requirements. However, please note that you must allow time for such an occurrence especially if you are completing your course in the week beginning August 17th approval must be secured by August 21st.

EPV Day Entitlements

All our courses are EPV day approved.

- Full attendance at **1** online course entitles the participant to **3 EPV days**.
- Full attendance at **2** online course entitles the participant to **4 EPV days**.
- Full attendance at **3** online course entitles the participant to **5 EPV days**.

Courses completed during term time don't qualify teachers for EPV days.