

Induction 2023 Arrival Guide

Department of Early Education & Social Studies

Programmes:

- Higher Certificate in Early Childhood Care, Health and Education
- BSc in Applied Approaches to Childhood Autism
- BSc in Inclusive Practice for Special Needs Assistance
- BSc Hons in Early Childhood Care, Health and Education
- BSc Hons in Health and Social Care
- HDip in Leadership and Wellbeing in the Workplace
- HDip in Counselling Studies
- Master of Science by Research

Department of Early Education & Social Studies:

- Head of Department of Early Education and Social Studies:
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- Dept of Early Education and Social Studies
Practice Placement Co-Ordinator: Ms Sarah Bonar
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Faculty Administration Office Room 2469

Welcome!

Welcome to ATU Donegal. We are delighted you have chosen to study in the Department of Early Education and Social Studies. We have a number of events planned over the first week as part of our Induction Programme to introduce you to ATU Donegal, academic and support staff and your fellow students. It is essential you attend all the activities timetabled here to ensure you don't miss out on any important information that will make life and learning easier at ATU Donegal.

Introduction to the Department of Early Education & Social Studies

Congratulations on accepting a place on your chosen programme in the Department of Early Education & Social Studies at ATU Donegal. The Department is a vibrant and dynamic Department within the Faculty of Science and Health at ATU Donegal. The Department currently has approximately 500 undergraduate and postgraduate students studying at Level 6, Level 7, Level 8 and Level 9.

Dr Nigel McKelvey, Head of Department of Early Education & Social Studies, together with all Department Staff welcome you to the Department of Early Education and Social Studies and wish you every success in your studies. Welcome to Atlantic Technological University Donegal – the future is here!

Induction & Garda Vetting - Wednesday 13th September 2023

Induction and Garda Vetting for all courses in the Department of Early Education and Social Studies will take place on Wednesday 13th September 2023. Please check the ATU Donegal website for details of the registration time for your programme. You can begin the Registration process with Online Registration before you visit the campus. During On-Campus registration you will receive your ATU Donegal Student Card and ATU Student Account login details.

You are **required** to complete **Garda Vetting** and **Mandatory Training** as part of your programme. It is very important that you engage with the Garda Vetting Liaison Officer and your Department Administrator regarding these additional requirements as your **registration may not be complete until you have submitted all relevant documentation.**

You are encouraged to complete the **Online Computer Services Induction** as soon as possible. When you have registered, please log in to your ATU Student Email and visit our Virtual Learning Environment, Blackboard. The **Student Toolkit** is on Blackboard and offers everything you need to know about Student Services at ATU Donegal. Please visit <https://www.lyit.ie/Student-Hub/Student-Induction> to find more information about ATU Donegal's Connect for Success Induction Programme. All communication with students from the Department will be via your **ATU Student Email only.**

It is very important that you attend your Course Induction after your Registration is complete. Please see the following page for dates/times of your induction. Our academic staff will provide all information you need about course materials, placements, field trips and your timetable to help you prepare for the first day of class. You will receive information about The Curve, Learning Support Centre, Computer Services and the Library. Information about Department Administration Services (Attendance letters, Department of Social Protection queries, medical certs) will be available to you on Blackboard.

The Faculty of Science and Health Administration Office is located at Room 2469 and is open from 10.30-12.00 and 2.00- 3.30pm daily.

Wednesday 13th September 2023

Garda Vetting Schedule

Wednesday 13th September 2023

PROGRAMME	DATE	LOCATION	TIME	EVENT
<p>Bachelor of Science (Honours) in Early Childhood Care, Health and Education</p> <p>Higher Certificate in Science in Early Childhood Care, Health, and Education</p> <p>Bachelor of Science in Inclusive Practice for Special Needs Assistance</p>	Wednesday 13 th September	Room 1101	13.30-15.30	<p>Talk by Head of Department.</p> <p>Meet with Department Staff, Garda Vetting Officer, Academic Expectations, Policies and Procedures.</p> <p>Professional Accreditation & Regulatory Information.</p> <p>Peer Mentoring/Social & Civic Engagement/Student Led Initiatives.</p>
PROGRAMME	DATE	LOCATION	TIME	EVENT
Bachelor of Science (Honours) in Health and Social Care	Wednesday 13 th September	Room 1102	13.30-15.30	<p>Talk by Head of Department.</p> <p>Meet with Department Staff, Garda Vetting Officer, Academic Expectations, Policies and Procedures.</p> <p>Professional Accreditation & Regulatory Information.</p> <p>Peer Mentoring/Social & Civic Engagement/Student Led Initiatives.</p>
			15.30-16.00	Social Care Ireland Presentation

BSc Inclusive Practice for Special Needs Assistance AU290 Level 7 QQI Framework

Congratulations on being offered a place of study in the Department of Early Education and Social Studies at ATU Donegal. The Department Early Education and Social Studies is a vibrant, exciting department with approx. 500 students in the Faculty of Science and Health at ATU Donegal Campus. It is equipped with up-to-date equipment and state-of-the-art laboratories.

As part of your programme of study you will take both theory and practical classes. Practical classes are an essential part of your programme as they put into practice much of the theory you have been taught in class. Employers expect and require graduates to have up-to-date practical skills. The Department places great emphasis on this aspect of our programmes and students are required to attend and participate in all scheduled classes/practicals and labs. This is a full-time programme with classes taking place Monday-Friday from 09.30 - 17.30. In addition to scheduled classes students are also required to undertake independent learning. Students on the Inclusive Practice for Special Needs Assistance programme may be asked to wear an ATU branded polo-shirt/ hoodie for some engagements. These are provided by the Department and the costs are covered by the additional course costs.

Inclusive Practice for Special Needs Assistance students are required to be Garda Vetted and must complete mandatory training. This training is provided by the Department and is scheduled for all Year 1 students in Semester 2. Garda Vetting is mandatory, and you are required to provide proof of ID and proof of address to the Garda Vetting Liaison Officer at Registration and Induction. Your registration is not complete until your vetting is confirmed.

Placement is an integral part of your programme of study. Our academic and support staff will work with you to ensure you are prepared for placement which takes place in Semester 2 of Year 2. Placement is arranged through the Practice Placement Co-ordinator, and you are not required to arrange your own placement.

Once again congratulations on securing your place in the Department of Early Education and Social Studies. Induction for **Inclusive Practice for Special Needs Assistance** Students takes place on **Wednesday 13th September** and class starts on Monday 18th September.

You will receive information about your Class Group and Timetable at Induction.

I look forward to meeting you then.



Dr Nigel Mc Kelvey

Head of Department of Early Education and Social Studies

Quick Guide Information for Inclusive Practice for Special Needs Assistance Students

Student Toolkit

- The Student Toolkit is where you will find all the information you need to support you through your journey at ATU Donegal. You will find the Student Toolkit on our virtual learning environment Blackboard. Please ensure you complete your Computer Services induction to access all online resources.

Placement Information

- Students begin placement in Year 2
- Mandatory training includes –People Moving and Handling and Basic First Aid Training – all students must attend.
- Student e-portfolios are used to manage timesheets, competencies, etc.
- Further information will be provided at Year 1 Induction

Peer Mentoring

- Information regarding peer mentoring, social and civic engagement and other student led initiatives will be provided to you at induction.

Additional Costs*

Purpose	Cost	
Course Costs	€150– student contribution towards Mandatory Training, name badges, branded Jacket/Hoodie, E-Portfolios	<ul style="list-style-type: none"> • Paid through ATU Student Account

*Please note additional costs are not covered by the SUSI grant and students are required to arrange payment through their ATU Student Account.

Department of Early Education and Social Studies Contacts

Early Education and Social Studies	Role	Email	Location
Dr Nigel Mc Kelvey	Head of Department	Nigel.McKelvey@atu.ie	Room 2461
Ms Sarah Bonar	Practice Placement Co-Ordinator	Sarah.Bonar@atu.ie 0749186309	Room 2469
	Department Correspondence	EES.Donegal@atu.ie 0749186309	Room 2469
Ms Karen Doherty	Faculty Administrator	Karen.Doherty@atu.ie 0749186310	Room 2458
Ms Aisling Erskine	Garda Vetting Liaison Officer	Aisling.Erskine@atu.ie Extn 6305/6637	Room 3401

Programme Team

Lecturer	Email
Mr Dennis Mulligan	Dennis.Mulligan@atu.ie
Mr Cormac Conaghan	Cormac.Conaghan@atu.ie
Ms Maggie Greene	Maggie.Greene@atu.ie
Ms Patricia Redmond	Patricia.Redmond@atu.ie
Dr Helen Mc Monagle	Helen.McMonagle@atu.ie

Useful Contact Numbers

Department	Extension	Email	Location
Admissions	6125/6129/6127	Admissions.Donegal@atu.ie	Reception, Main Building
Exams Office	6124/6126/6128	Exams.Donegal@atu.ie	Reception, Main Building
Computer Services	6050	Ithelpdesk.Donegal@atu.ie	Main Building
Student Health Centre	6855	Health.Donegal@atu.ie	An Dánlann
Sports Centre	6800	sportscentre.donegal@atu.ie	An Dánlann
The Curve, Learning Support Centre	6175	thecurve.donegal@atu.ie	Third Floor, Main Building
Library	6150	librarymail.donegal@atu.ie	Main Building
Careers Service	6812	Careers.Donegal@atu.ie	An Dánlann
Reprographics (Printing)	6599	Reprographics.Donegal@atu.ie	Room 1148, Main Building
Students Union	6820	atusudonegal.ie	An Dánlann
Flexible and Online Learning Unit		Flexibleonline.donegal@atu.ie	Co-Lab
Department of Early Education & Social Studies	6309	eess.Donegal@atu.ie	Room 2469 Main Building
Garda Vetting Liaison	6305/6637	Aisling.Erskine@atu.ie	Room 3401
Practice Placement Co-Ordinator	6309	Sarah.Bonar@atu.ie	Room 2469 Main Building

Department of Early Education and Social Studies Academic Staff

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1st Year Student Registration Checklist

Registration Process	Students	Complete	Follow -Up Required
Online Registration	All Students		
Review All Policies	All Students		
Computer Services Induction	All Students		
ATU Donegal Student Card collect from Admissions Office Main Reception	All Students		
ATU Student Number	All Students		
ATU Student Email	All Students		
Access ATU Blackboard (Virtual Learning Environment)	All Students		
Admissions/Fees – Fee Payment plan	All Students		
Garda Vetting Required to complete registration. <ul style="list-style-type: none"> • Photographic ID • Proof of address • Contact Garda Vetting Liaison Officer 	All Students		
Induction <ul style="list-style-type: none"> • Meet Programme Team • Timetable/Class Group • Day 1 (find out what you need for the first day of class) 	All Students		
Mandatory Training Further information at Induction	All Students		
Materials Fees extra costs for your course check ATU Student Account	All Students		
Student Toolkit Available on Blackboard	All Students		
Work Placement	Year 2, Year 3, Year 4		