



ICT Professional Development for Teachers

Whole School Training Request Form (completed by school)

Whole School training can be arranged based on standard courses, and these courses can also be customised for your specific needs.

Contact Information

School Name

School Roll number

Contact Name

Contact Phone No.

Contact Email

School Address

Training Request Details

Number of teacher participants:

Name of Course requested (if it is a standard course is requested)

Please give a general outline of the course content you wish to cover:



What are your training objectives/the objectives you wish to achieve:

ICT Skill/Knowledge level of participants– ie. beginner, intermediate, advanced

Format of Training Proposed

Proposed duration/number of sessions:

Preferred day/evening and time of sessions:

Preferred start date:

Preferred venue:

Do you have a suitable tutor on the school staff? Yes [] No []

If so, please give their name: Name:

Or, do you require an NCTE tutor? Yes [] No []

Additional Comments:



School Facilities

If your preferred venue is in the school, please answer the following additional questions:

How many personal computers are available in the one location?

Are these computers networked? Yes [] No []

If PCs are being used, what version of Windows is being used?

What office package is in use?

Do you have the software required to run the training? Yes [] No [] Unsure []

What broadband speed is the school connected with?

What type of broadband connection does the school have?

Eg. via ADSL, Satellite, drainpipe etc.

Is there a data projector available? Yes [] No []

Please sign below for confirmation of the training request:

Signature: _____

School Principal

Please return this application form to _____ by email(email address), fax (fax number) or post (address)

Notes:

- Courses and support groups are provided free of charge.
- They can take place in the Education Centre, in your school, or in another suitable venue.
- **The minimum number of teachers required is 10.** In the case of special needs and ICT courses, this minimum number is 8. Schools with lower numbers may wish to combine.