



Coláiste Náisiúnta  
Ealaíne is Deartha

National College  
of Art & Design

Telephone  
+353 (0)1 636 4200

# Application form

*Application for admission to  
NUI Higher Diploma in Art & Design Education*

This part  
of the form  
is for you to  
**KEEP**

## 7 steps to making a good application

Filling out the application form is a crucial part of your application to this programme. Take your time, do it carefully and accurately and follow the 7 steps outlined below.

- 1** Consult the current NCAD prospectus. Check the entry requirements and closing date. Late applications will not be considered.
  - Your academic and other qualifications;
  - Your work experience; and
  - Your statement of interest in teaching.
- 2** Read through the entire form thoroughly and familiarise yourself with every section, including the conditions and regulations for application, before beginning to complete the form. You will notice that there are sections for our office use only, and one section that needs to be completed by your referee. These sections are printed in green. **Everything else concerns you.**
- 3** You must write your answers clearly and use a black ballpoint or ink pen. Remember, incomplete or badly completed application forms may result in your application not being considered.
- 4** Please note that the information on this application form will be used to facilitate a short-listing process. A formal system of marking will apply. The three key sections that will be assessed are:
- 5** Carefully check through your completed application form. Double-check that everything is correctly filled out.
- 6** Read the conditions and regulations carefully and then sign the form where it says 'Declaration'.
- 7** Ensure that your personal statement is included with the application form. This statement, typed on A4 paper, must not be bound, but simply stapled together if it is on more than 1 sheet of paper. Ensure that your name is typed at the top right-hand of each page, and that it is headed "application to HDipAEd".

*The completed application  
must be returned to:*

**The Registrar**  
**National College of Art and Design**  
**100 Thomas Street**  
**Dublin 8, Ireland**

*and not to any other member  
of the College staff.*

Enter the date you returned the completed application form here and keep it for your records.  
*Acknowledgements of applications are not issued.*

It is the responsibility of students or graduates of institutions other than NCAD to ensure that their primary qualification is recognised by the Teaching Council for the purpose of teaching art, craft & design at 2nd level. The Teaching Council may be contacted at [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie) or 353-1-651 7900.



OFFICE USE ONLY

Application no.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SHORTLIST					
Y	N	AC	WL	RJ	INEL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Score

# 1

Personal details

Academic Session applied for

20  / 20

## Your personal details

The names you enter here must be as on your Birth Certificate (or Marriage Certificate if married name is used). The **same names** must be used on any other correspondence with the College.

Name

Address Permanent

Address Temporary current address, if different to above

For use until:

Email (if used)

Country of birth

Nationality

Telephone

Mobile telephone



HDipAEd

# 2

Educational details

## 2.1 Undergraduate qualification in art and design

Title of programme

Name of institute/college attended

Are you currently in the final year of a degree programme? (Please tick)

Yes

No

If No, please give details of your degree/diploma award:

Pass

H3

H2.2

H2.1

H1

Year of award

Grade of award

(Please tick)

Please tick type of qualification obtained:

Degree

Diploma

## 2.2 Postgraduate qualifications

Please tick type(s) of qualification as appropriate:

PhD /  
Master's degree

Postgraduate  
diploma

Title of programme

Name of institute/college attended

Year of award

Discipline

OFFICE USE ONLY

Current student?

10 · 14 · 16 · 18 · 20

10

5

Page total

### 2.3 Other qualifications/awards

Please give details of other qualifications/awards, e.g. additional primary degree(s), diploma, certificate, successful completion of non-final years of another degree.

Title of programme

Name of institute/college attended

Discipline

Result

Year

Discipline	Result	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please add other details if necessary:

  
  


10

  


up to 5

### 2.4 Other achievements

Please give details of other achievements, e.g. prizes, exhibitions, commissions, etc.

  
  



up to 10

# 3

Work  
experience

### 3.1 Teaching in a 1st or 2nd level school

1st  
level

2nd  
level

Please tick  
as appropriate

Please outline nature of position, state whether full-time, regular part-time or occasional part-time, workshops etc; and approximate number of hours, weeks, or years worked, as appropriate.

  
  
  
  
  
  
  
  
  
  
  
  
  



up to 10

Page total

### 3.2 Teaching in further or higher education or adult or community education centre

Please outline nature of work and give approximate length of experience.


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up to 10

### 3.3 Working in nursery, early-childhood or crèche setting

Please outline nature of work and give approximate length of experience.


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up to 5

### 3.4 Working in industry or other non-educational setting

Please give outline of post including length post was held:


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up to 5

## 4

Personal  
statement

### Your personal statement

Please add a typed statement (c.500 words) as to why you wish to apply for the HDipAEd course. In your statement you should:

1. Comment on the aspects of your own education that you most enjoyed.
2. Indicate what aspects of education policy and practice you are especially interested in.
3. Give your views on current issues in art and design education in schools.

Please complete the declaration part of this form overleaf →

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up to 20

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Page total

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Final total



## Conditions and regulations for application to NCAD

It is the applicant's responsibility to supply complete and accurate information.

All sections of this form must be completed by the applicant except the reference which must be submitted to the applicant's referee for her/him to complete and submit.

IF FALSE OR MISLEADING INFORMATION IS GIVEN BY AN APPLICANT THE APPLICATION WILL BE DISQUALIFIED.

INCOMPLETE APPLICATION FORMS OR FORMS WHICH NEED TO BE RETURNED TO THE APPLICANT MAY BE DEEMED TOO LATE FOR CONSIDERATION.

Place offers are provisional until qualifications are checked. The right is reserved to seek further information or clarification on any examinations or courses taken by applicants which are relevant to their application.

It is the responsibility of students or graduates of institutions other than NCAD to ensure that their primary qualification is recognised by the Teaching Council for the purpose of teaching art, craft & design at 2nd level. The Teaching Council may be contacted at [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie) or 353-1-6517900.

The decision of the College authorities in all questions arising in connection with entry procedure shall be final.

The completed application form must be returned to:  
**The Registrar**  
**National College of Art and Design**  
**100 Thomas Street**  
**Dublin 8, Ireland**  
and not to any other member of the College staff.



# 5

## Declaration

I confirm the information given on this form is correct.

Signature of applicant

Date

<input type="text"/>	<input type="text"/>
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This form must be returned to the Registrar, NCAD, 100 Thomas Street, Dublin 8, by the closing date.

## Reference

This reference is to be completed by the applicant's referee. This should be a person who has had some direct responsibility in connection with the professional or academic career of the applicant and would normally be the applicant's employer, or in the case of an academic referee, head of faculty, head of department/course, or tutor.

### What it helps us to know

In this reference you might cover such aspects of the applicant's abilities, experience and character as: commitment and motivation, teaching experience or experience working with young people, suitability as a potential teacher, ability to cope with the work load and academic aspects of the course, academic record.

*Please note the additional space for this reference on the reverse of this sheet.*

## Submitting this reference

This completed reference should be returned to:

**The Registrar  
National College of  
Art & Design  
100 Thomas Street  
Dublin 8, Ireland**

to arrive by 1 April at the latest.



# Application to Higher Diploma in Art & Design Education

Name of applicant

## Referee's details

Name

Title / position

Please tick as appropriate:

Applicant's employer

Academic referee

Other

Address

Telephone number (incl.code)

Reference

*Please continue reference and add your signature on reverse →*



If you wish you may fold this reference at the marks on the left edge below and post using a window envelope.

**The Registrar**

**National College of Art & Design  
100 Thomas Street  
Dublin 8, Ireland**

*Please continue reference below*

A large, empty white rectangular area intended for the recipient to continue their reference or provide a response.

**Signature**

A white rectangular box for the recipient to provide their signature.

**Date**

A white rectangular box for the recipient to provide the date.