

GUIDE TO COMPLETING THE APPLICATION FORM FOR SCRUTINY UNDER DIRECTIVE 2005/36/EC OF PROFESSIONAL QUALIFICATIONS IN EDUCATIONAL PSYCHOLOGY

PLEASE READ IN CONJUNCTION WITH THE INFORMATION NOTE ON THE RECOGNITION OF NON-IRISH QUALIFICATIONS IN PSYCHOLOGY

Qualifications

The qualifications required for consideration for appointment to the *Office of Psychologist in Community Care (Designation: Educational Psychology)* are:

- i. a recognised university degree or diploma obtained with first or second class honours in which psychology was taken as a major subject and honours obtained in that subject.

AND

- ii. a recognised postgraduate qualification in Educational Psychology.

Evidence of eligibility to practise as an Educational Psychologist

Applicants must supply documentary evidence of their entitlement to work in the capacity of an Educational Psychologist in the country in which the qualifications were obtained. If your registration or licence specifies an area of practice, for example, Educational Psychology, please include this. You should also provide contact details (name, address, telephone number, email) of the national competent authority which should verify that your qualification meets the standard to practise in your home member state¹.

¹ if you are an EEA national, please refer if necessary to the contact point for Directive 2005/36/EC in your home Member State

ESSENTIAL CRITERIA

Before completing the application form please consult the list of essential criteria below to ensure your qualifications and experience match those required.

Section 1 Recognised undergraduate qualification in Psychology with first or second class honours.

- 1.1** Course transcript confirms appropriate content, proportion of Psychology, duration of course and grades achieved.
- 1.2** Achievements that lead to the acceptance for this award cannot be recounted for further qualification.

Section 2 Recognised postgraduate qualification in Educational Psychology.

- 2.1** Postgraduate educational psychology course at least of 2 full calendar years on a full time basis.

OR

For applicants with a recognised Teacher Training Qualification, postgraduate educational psychology course of at least 1 full calendar year on a full time basis.

- 2.2** Postgraduate thesis of appropriate scope and length.
- 2.3** Education placement:
Supervised school teaching experience in an educational setting of 60 days minimum, with 30 days in a recognised Primary School and 30 days in a recognised post primary school.
- 2.3.1** Applicants with a recognised teaching qualification and/or experience as a teacher may be exempted from this placement requirements.

Note: *The teaching experience to be within recognised schools and should include teaching individual pupils, groups of pupils and whole class teaching; structured observation; preparing and evaluating schemes of work / lesson plans / teaching plans.*

- 2.4** At least two supervised placements, with evidence of regular supervision by Educational Psychologists. The placements should total 120 days, with at least 40 days in each of the two core placements:
1. Pre-school/Primary and
 2. Post-primary/Early adult.

2.5 It is suggested that applicants access the *Accreditation Criteria for Postgraduate Professional Training in Educational Psychology* on the PsSI website (<https://www.psychologicalsociety.ie>) so that they are fully aware of placement requirements.

Note: *It is recognised that training structures differ across countries. Properly supervised work experience gained following formal training structures may therefore be considered in meeting the requirements in regard to placements sections 2.3 to 2.4.1*

2.6 For all applications, academic programme accounts for 30-40% of total course time.

2.7 Academic programme covers a broad range of topics including:

- Cognitive Development and Learning
- Physical, Emotional and Social Development
- Educational Systems and Special Topics
- Education for Special Needs
- Research Methods and Design
- Professional and Ethical issues

All of these areas must have been formally assessed.

Post qualification work experience

If shortfalls in your academic qualifications are identified, post qualification professional experience of the applicant must be considered so it is important that you provide complete information on your post qualification work experience as a practising psychologist. You should also provide a referee who will verify this work experience.

SUPPORTING DOCUMENTATION
DO NOT SEND ORIGINAL DOCUMENTS

Please submit **ONE** witnessed² copy of:

1. Photographic proof of identity and of citizenship e.g. witnessed copy of passport. In the event of a name difference between your photographic ID and your certificates of qualifications please submit witnessed evidence of such change e.g. marriage certificate.
2. Documentary evidence showing that your qualification entitles you to practise as a psychologist in the country/State in which it was obtained. If your registration/ licence specifies an area of practice, e.g. Clinical Psychology, please include this.

Undergraduate Qualification in Psychology

3. Undergraduate degree/diploma.
4. Transcript of all undergraduate examination results showing subjects studied and grades obtained, duration of course - if part-time, give full-time equivalent.
5. Undergraduate thesis/research abstract.

Postgraduate Qualification in Clinical Psychology

6. Postgraduate degrees/diplomas.
7. Transcript of all examination results showing subjects studied and grades obtained, duration of course, if part-time gives full time equivalent.
8. Full syllabus from your educational institute (this may also be referred to as course handbook/course curriculum/programme of study/course of study) which sets out the complete structure of your course, including details of:
 - a) course modules;
 - b) research requirements;
 - c) type of practice placements (nature of the work, duration of each placement, client groups, ages, numbers, supervision arrangements).
9. Logbook for each practice placement (if available).
10. Postgraduate thesis abstract.

All documentation must be in English³ and all copies must be witnessed

² by a Commissioner for Oaths (www.citizensinformation.ie/en/justice/civil_law/commissioners_for_oaths.html), member of the Garda Síochána, practising Solicitor, Justice of the Peace, your training establishment or Public Notary (www.notarypublic.ie). The signatory must not be a relative of the applicant. The signatory:

- (a) must SEE the original document and sign to that effect on the photocopy
- (b) must state that the photocopy is a true copy of the original document which has not been altered in any way, by writing "This photocopy is a true copy of the original document which has not been altered in any way" on the photocopy
- (c) must PRINT their name, position and contact address and telephone number on the photocopy
- (d) must DATE the copy
- (e) must sign the photocopy using BLUE ink

³ if not in English, an authenticated translation must accompany a copy of the document.