

# Induction 2025 Arrival Guide

## Inclusive Practice for Special Needs Assistance

### Department of Early Education & Social Studies

#### Programmes:

- Higher Cert in Early Childhood Care, Health and Education
- BSc in Applied Approaches to Childhood Autism
- BSc in Inclusive Practice for Special Needs Assistance
- BSc in Health and Social Studies (Monaghan Institute)
- BSc Hons in Health and Social Studies (Monaghan Institute)
- BSc Hons in Early Childhood Care, Health and Education
- BSc Hons in Health and Social Care
- BSc Hons Inclusive Practice
- HDip in Leadership and Wellbeing in the Workplace
- HDip in Counselling Studies
- Certificate in Community Development Practice (Level 6)
- Certificate in Building SAFER Communities (Level 7)

#### Department of Early Education & Social Studies:

- Head of Department of Early Education and Social Studies:  
Dr Nigel McKelvey  
Email: [Nigel.McKelvey@atu.ie](mailto:Nigel.McKelvey@atu.ie)  
Tel: 0749186404  
Faculty Management Suite Room 2461
- Dept of Early Education and Social Studies  
Practice Placement Co-Ordinator: Ms Sarah Bonar  
Email: [EESS.Donegal@atu.ie](mailto:EESS.Donegal@atu.ie)  
Tel: 0749186309  
Faculty Administration Office Room 2469

## **Welcome!**

We are delighted you have chosen to study in the Department of Early Education and Social Studies. 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. Welcome to Atlantic Technological University Donegal – the future is here!

### **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 and currently has approximately 600 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.

### **Induction - Wednesday 10<sup>th</sup> September 2025**

Induction for all courses in the Department of Early Education and Social Studies will take place on Wednesday 10<sup>th</sup> September 2025. 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.

**Garda Vetting** is required for your programme and you must engage with the Garda Vetting Liaison Officer regarding additional requirements as your registration may not be complete until you have submitted all relevant documentation.

### **Online Pre-Induction**

Information regarding your on-campus induction can be found here:

[Donegal Induction - Atlantic Technological University](#)

You are advised to take our online Pre-Induction now via the following link:

<https://www.atu.ie/student-life/induction/online-and-flexible-induction/atu-donegal-flexible-induction/atu-donegal-flexible-pre-induction>

You will find information on programme registration, fees and payments, student supports and learn more about the technologies used in online learning and the virtual learning environment (VLE). You will also learn about the supports and resources available to online learners at ATU and how to prepare for taking up or returning to study.

Information on how to register for your programme can be found here: [Registration - Atlantic Technological University](#)

Once you have registered for your programme of study you will be able to access the ATU Student Hub, where you will find information that you need for student supports and services available at ATU:

[ATU Student Hub](#)

All communication with students from the Department will be via your **ATU Student Email only**, please set up your student email account as soon as possible.

### Department Induction

Our programme team will meet you at Induction to share essential information about your course syllabus, assessment types, professional practice placement and regulatory information, off-campus educational trips, class groups 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. See below table for induction information session times and locations.

### Department Administration Support

Room 2469. Monday-Friday 10.30am-12.00pm and 2pm-3.30pm.

The Department of Early Education & Social Studies office is located at room 2469, on the first floor. To access the office from the main reception desk; proceed up the main staircase and turn right, follow the corridor passing the stairs and take the next right, room 2469 is on the right-hand side.

Support services available to students include:

- Communicating to students regularly via ATU Student email regarding timetables, class groups, class activities, attendance requirements etc.
- Scheduling appointments for students to meet with the Head of Department if required.
- Provision of guidance with regards to timetables/student groups etc.
- Providing the College stamp/logo on required documents such as medical card applications, social welfare applications etc.

You must present your ATU student ID card if you require any of our services. Please note that there is a 5-day timeframe for documents to be issued and this may increase at peak times. You are advised to request any necessary documentation in a timely manner to allow us to support your request.

Administrative support can only be provided directly to registered students and cannot be provided to third parties (parents/guardians). Should you require support or guidance with any issue or query, you are welcome to contact the office in person at Room 2469 or by email to [EESS.Donegal@atu.ie](mailto:EESS.Donegal@atu.ie) and we will direct you to the relevant supports.

## **Programme Induction Sessions Wednesday 10<sup>th</sup> September 2025**

PROGRAMME	DATE	LOCATION	TIME	EVENT
<b>Bachelor of Science in Inclusive Practice for Special Needs Assistance</b>	Wednesday 10 <sup>th</sup> September	Room 1404	11.00-14.00	<p>Talk by Head of Department: information on minimum attendance requirements, Fitness to Practice,</p> <p>Meet with Programme Team, Garda Vetting Officer, Academic Expectations, Policies and Procedures.</p> <p>Peer Mentoring/Social &amp; Civic Engagement/Student Led Initiatives.</p>

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

The Department Early Education and Social Studies is a vibrant, exciting department with approx. 600 students 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 lectures/practical classes 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.

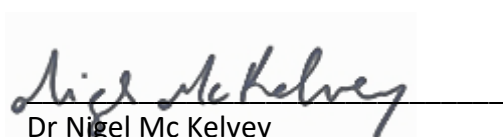
**Inclusive Practice for Special Needs Assistance students are required to be Garda Vetted and must complete mandatory training.** This training is provided by the Department and is scheduled for all Year 1 students in Semester 2. Garda Vetting is mandatory, and you are required to provide all necessary documents, including proof of ID and proof of address to the Garda Vetting Liaison Officer. Further information regarding Garda Vetting will be provided to you in due course.

Professional practice placement is an integral part of your programme of study. 100% attendance is required on professional practice placement. Our programme teams will work with you to ensure you are prepared for placement. Students are not permitted to arrange their own placement. All allocations are arranged by the Practice Placement Co-ordinator in consultation with the relevant practice placement governance teams. Further information regarding professional practice placement will be provided in due course.

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 11<sup>th</sup> September** and class starts on Monday 15<sup>th</sup> September.

You will receive information about your 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

### Online Registration

- Information on how to register for your programme can be found here: [Registration - Atlantic Technological University](#)

Once you have registered for your programme of study you will be able to access the ATU Student Hub, where you will find information that you need for student supports and services available at ATU: [ATU Student Hub](#)

### Virtual Learning Environment/ Blackboard

- Student Guidance and support for using Blackboard, our VLE (Virtual Learning Environment) is available on the Student Guidance and Support module, in Blackboard. Once you have completed your student registration you will be able to access this module here: [https://lyitbb.blackboard.com/ultra/courses/\\_46489\\_1/cl/outline](https://lyitbb.blackboard.com/ultra/courses/_46489_1/cl/outline)

### Professional Practice Placement Information

Year of Programme	Weeks	Hours
Year 2	6	100
Year 3	6	100

- Students undertake professional practice placement in Year 2 and Year 3
- 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

### Special Purpose Awards

- Information regarding Special Purpose Awards for Peer Mentoring, Social and Civic Engagement and Student Led Initiatives will be provided to you at Induction.



### Additional Costs\*

Purpose	Cost	
Course Costs	€100 (TBC)– student contribution towards Mandatory Training, name badges, branded Jacket/Hoodie, E-Portfolios	<ul style="list-style-type: none"> <li>• Paid through ATU Student Account</li> </ul>

\*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	<a href="mailto:Nigel.McKelvey@atu.ie">Nigel.McKelvey@atu.ie</a>	Room 2461
Ms Sarah Bonar	Practice Placement Co-Ordinator	<a href="mailto:Sarah.Bonar@atu.ie">Sarah.Bonar@atu.ie</a> 0749186309	Room 2469
	Department Correspondence	<a href="mailto:EESS.Donegal@atu.ie">EESS.Donegal@atu.ie</a> 0749186309	Room 2469
Ms Karen Doherty	Faculty Administrator	<a href="mailto:Karen.Doherty@atu.ie">Karen.Doherty@atu.ie</a> 0749186310	Room 2458
Ms Orla McHugh	Technician	<a href="mailto:Orla.McHugh@Atu.ie">Orla.McHugh@Atu.ie</a> 0749186231	Room 2469
Ms Aisling Erskine	Garda Vetting Liaison Officer	<a href="mailto:Aisling.Erksine@atu.ie">Aisling.Erksine@atu.ie</a> Extn 6637	Room 3401

### Programme Team

Lecturer	Email
Dr Karen Patton	<a href="mailto:Karen.patton@atu.ie">Karen.patton@atu.ie</a>
Mr Cormac Conaghan	<a href="mailto:Cormac.Conaghan@atu.ie">Cormac.Conaghan@atu.ie</a>
Ms Majella McBride	<a href="mailto:Majella.mcbride@atu.ie">Majella.mcbride@atu.ie</a>
Dr Maggie Green	<a href="mailto:Maggie.Green@atu.ie">Maggie.Green@atu.ie</a>
Ms Patricia Redmond	<a href="mailto:Patricia.Redmond@atu.ie">Patricia.Redmond@atu.ie</a>
Ms Zoe Graham	<a href="mailto:Zoe.Graham@atu.ie">Zoe.Graham@atu.ie</a>
Dr Helen Mc Monagle	<a href="mailto:Helen.McMonagle@atu.ie">Helen.McMonagle@atu.ie</a>
Dr Richard D'Souza	<a href="mailto:Richard.dsouza@atu.ie">Richard.dsouza@atu.ie</a>

## Useful Contact Numbers

Department	Extension	Email	Location
Admissions	0749186125/ 6129/6127	<a href="mailto:Admissions.Donegal@atu.ie">Admissions.Donegal@atu.ie</a>	Reception, Main Building
Exams Office	0749186124/ 6126/6128	<a href="mailto:Exams.Donegal@atu.ie">Exams.Donegal@atu.ie</a>	Reception, Main Building
Computer Services	0749186050	<a href="mailto:Ithelpdesk.Donegal@atu.ie">Ithelpdesk.Donegal@atu.ie</a>	Main Building
Student Health Centre	0749186855	<a href="mailto:Health.Donegal@atu.ie">Health.Donegal@atu.ie</a>	An Dánlann
Sports Centre	0749186800	<a href="mailto:sportscentre.donegal@atu.ie">sportscentre.donegal@atu.ie</a>	An Dánlann
The Curve, Learning Support Centre	0749186175	<a href="mailto:thecurve.donegal@atu.ie">thecurve.donegal@atu.ie</a>	Third Floor, Main Building
Library	0749186150	<a href="mailto:librarymail.donegal@atu.ie">librarymail.donegal@atu.ie</a>	Main Building
Careers Service	0749186812	<a href="mailto:Careers.Donegal@atu.ie">Careers.Donegal@atu.ie</a>	An Dánlann
Reprographics (Printing)	0749186599	<a href="mailto:Reprographics.Donegal@atu.ie">Reprographics.Donegal@atu.ie</a>	Room 1148, Main Building
Students Union	0749186820	<a href="http://atusudonegal.ie">atusudonegal.ie</a>	An Dánlann
Flexible and Online Learning Unit		<a href="mailto:Flexibleonline.donegal@atu.ie">Flexibleonline.donegal@atu.ie</a>	Co-Lab
Department of Early Education & Social Studies	0749186309	<a href="mailto:eess.Donegal@atu.ie">eess.Donegal@atu.ie</a>	Room 2469 Main Building
Garda Vetting Liaison	0749186637	<a href="mailto:Aisling.Erskine@atu.ie">Aisling.Erskine@atu.ie</a>	Room 3401
Practice Placement Co-Ordinator	0749186309	<a href="mailto:Sarah.Bonar@atu.ie">Sarah.Bonar@atu.ie</a>	Room 2469 Main Building



# 1<sup>st</sup> 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	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		
<b>Garda Vetting            Required to complete registration.</b> <ul style="list-style-type: none"> <li>• Photographic ID</li> <li>• Proof of address</li> <li>• Contact Garda Vetting Liaison Officer</li> </ul>	All Students		
<b>Induction</b> <ul style="list-style-type: none"> <li>• Meet Programme Team</li> <li>• Timetable/Class Group</li> <li>• Day 1 (find out what you need for the first day of class)</li> </ul>	All Students		
<b>Mandatory Training</b> Further information at Induction	All Students		
<b>Materials Fees</b> extra costs for your course check ATU Student Account	All Students		
<b>Work Placement</b>	Year 2 Year 3		