This Parent Handbook was written by the Disability Service Student Ambassadors; Niamh, Aine and Henry to be read by parents and guardians of students with disabilities.

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Welcome to Trinity College Dublin
Welcome Message from Declan Treanor, Director of the Disability Service

Dear Parents/Guardians,

As a parent of a student with a disability, you may have questions about the support your student can expect in Trinity. This handbook for parents will assist you in understanding how Trinity and the Disability Service works.

The transition to university is a big step for all students, but particularly for those with additional support requirements. It can be difficult to find out what needs to be done and the appropriate times to do so. We want to ensure you that every student is adequately supported. Students who engage and participate in the supports we offer do well in Trinity and we encourage students to avail of these supports. This guide was written in conjunction with some of the Trinity Student Ambassadors to answer some of the questions you may have as a parent/guardian, and to describe the kind of tasks and roles your student will undertake as part of engaging with campus life. It will also explain the supports the Disability Service can offer.

Please feel free to contact us if you have further questions or need more detailed explanations.

Best wishes

Declan Treanor, Director of the Disability Service
Supporting the Student

Trinity College Dublin shares your goal of promoting your students’ growth and success. It is our hope that every student flourishes at Trinity and leaves us as an educated, independent and self-confident adult. The following information describes both our role as an institution and your parental role during this time. In this section you will also find a context for interpreting student life, academic expectations, student services, and Trinity regulations. Before reading on, please get to know the Trinity lingo by reading the ‘jargon buster’ at: www.tcd.ie/orientation/jargon/

Adjusting to your new role

The Trinity years are an appropriate time to change plans, examine new ideas, explore academic and career goals, and test abilities. Parents who fear that a student will abandon family values may find it useful to think of this time as one when students try out new identities. Parents who maintain a sense of humour, adopt a watchful but non-invasive eye, while reassuring and encouraging the student, will find that the person who emerges into adulthood remains the person they raised, even though they may not look the same.

Parents can support students by acknowledging that getting to grips with Trinity, both academically and socially, takes time. Encourage the student to talk with tutors, accommodation wardens and the Students’ Union.

Is there a policy in Trinity for students with disabilities?

In accordance with the University Act 1997, the Employment Equality Act 1998, the Equal Status Acts 2000-2004 and the Disability Act, 2005 the Disability Service (DS) is committed to equal opportunities for all in education. The DS aims to advise and educate the Trinity Community on any such matter. http://www.tcd.ie/about/policies/equality-policy.php
Communicating with Parents

Whilst the Disability Service (DS) is aware that from time to time you as parents or guardians may have questions or concerns that you wish to discuss with staff, it is important to acknowledge that a healthy working partnership between students and DS staff is based on trust. In this instance, if you have concerns about your student or their progress in Trinity, the best person to discuss this with is your student. Under Data Protection legislation, the DS staff are not allowed to discuss any information regarding students, unless given prior permission. All students are encouraged to take responsibility for their own learning, and the DS is required to have due regard for its legal obligations to protect the confidentiality of its relationship with the student. Parents may contact the DS if they have a general inquiry regarding services provided etc.

Consent to Confidentiality Waiver

If a parent or guardian approaches the DS with a request to discuss their student's progress, the following actions apply:

1. The student must complete the Consent to Confidentiality Waiver form and make an appointment with their Disability Officer or Occupational Therapist to discuss their consent, in advance of any communication with a parent or guardian.

2. Students need to be involved in all communication, and the DS will ensure that students receive a copy of any written communication and is informed of any outcomes from meetings or telephone calls. For example, if a telephone conversation takes place between a DS staff member and a parent or guardian, a summary of the phone call will be emailed to all parties, including the student.

3. In the case of a meeting requested by parents or guardians with the DS staff, the student must attend this meeting. A note or summary of the meeting will be sent to all participants for their records.

4. A Consent to Confidentiality Waiver must be completed for each phone call, email or meeting request.
A year in the life of a Trinity student
A Year in the Life of a Trinity Student

What really happens in university? You may learn a lot or a little from talking to the student, but set out below is a snapshot of life in Trinity, across the academic year. Trinity has an online, interactive calendar, which you can consult at any time.

http://www.tcd.ie/news_events/events/
(Please note, this calendar is used to highlight services, all services can be accessed by the student at any time throughout the academic year).

August

August will be full of excitement as your student prepares to join Trinity. This transition brings adjustments in all aspects of a student’s life, which can include: the anxiety and excitement of independent living, finding somewhere to live, making new friends, and sometimes even a concern about whether they have chosen the right course. There will be a mixture of emotions for both you and the student. Communication is especially important during this time. Provide reassurance, but resist the urge to step in and take care of your student’s dilemmas. This is their first step into adulthood, be confident that they can manage this and be confident about stepping away and allowing them to do this!!

Begin flat/house hunting with the student but don’t be offended if they would prefer to do this by themselves. However, make sure they are aware of the basics, which can include: identifying appropriate accommodation, rent limits, contracts etc. If the student is applying for accommodation on campus or in Trinity Hall, they may need help with the application process. http://www.tcd.ie/accommodation/StudentsandStaff/Students/ApplyforaRoom/
September

This is a busy month! ‘Fresher’s week’ begins around the third week in September. This is the time when the student will formally register as a Trinity student, collect their student card, receive their Trinity user name and password, and attend course-related meetings. They also have the opportunity to join all of the Societies Trinity has to offer, and there are events and social activities each evening. This is also the week when students should register with the DS. All of this material is available to download from the orientation website:

http://www.tcd.ie/orientation/

Whether the student is excited by all the opportunities and new experiences available in Trinity, or a little overwhelmed or even homesick, there are many resources that can help. Offer your support through phone calls, texts and email, but also be aware of their need to find independence. Don’t feel rejected by a lack of enthusiasm for a family visit, just let them know you can be there if needed.

How to Help

Plan to visit the student sometime during term. Bring a food parcel and clean sheets! Whether the student is living on campus, in Trinity Hall or in private accommodation, encourage your student to stay in their accommodation at least three weekends a month. If the student is commuting, suggest that he or she get involved on campus. If the student encounters a problem, suggest that he or she take advantage of one of Trinity’s resources. If the student is confused about orientation week, check the website together, print out the blank timetable and complete it with all of the scheduled meetings. Schedule a slot to register with the DS.
October

Talk to the student about how classes are going. Encourage the student to use the academic resources available on campus, such as Student Learning Development. Encourage the student to talk to someone if needs be; their Tutor, Student2Student, or the Student Counselling Service.

http://www.tcd.ie/Student_Counselling/student2student/
http://www.tcd.ie/Student_Counselling/student-learning/

November

The excitement of Fresher’s week is fading, and the student might feel that academic pressure is building. Deadlines for assignments are approaching in December. Fatigue and stress can set in and students are more prone to getting sick. Remind them that Trinity has a Health Centre on campus that they can avail of it by booking an appointment.

http://www.tcd.ie/College_Health/

How to help

Help students to plan forward: next week, next month, next term. Continue to encourage the student to talk to someone, particularly if they are struggling. Remind the student to take care of their general health by having a good breakfast and evening meal, exercising and getting plenty of sleep. Send a food parcel!
December

End of term is approaching, for some students it may be difficult to balance end of semester exams and Christmas social events. If the student is studying for a professional course, they may be anxious about placement practice starting in the next term. The stress of exams can be overwhelming, especially for first-year students who may not know what to expect. Remind the student that the library will be closed over Christmas, so books need to be checked out before the end of term. Returning home after months of independence can be a challenging time for both students and parents!

How to Help
Do they need a lift home with bags/belongings, or perhaps they are just short of cash for travel? Include the student in plans for holiday events and activities. Perhaps allow their university friends to visit during the break. If they have work to complete over the break, make sure they have a good study environment.

January

The beginning of the second semester may be influenced by how well the Christmas break went for the student. It can be joyful as students get to reconnect and spend time with family and friends, however, starting classes after having a break for several weeks can be difficult. The student may be disappointed by their progress to date. Help students get on the right track by reviewing their timetable, upcoming coursework, new books that they may need to buy or borrow from the library, and generally making plans for the next term. Professional placements generally begin in the third week of January, or the first week or so in February so talk about any anxieties they may have in relation to this or advise them to talk to the Disability Service about Placement Planning Support.

How to Help
Be supportive! University is more challenging than secondary school, and students appreciate knowing that you are there for support and encouragement. Acknowledge any apprehension about returning to Trinity. Provide encouragement about the experiences that are coming up on placement. Encourage the student to take a renewed look at lectures, seminars and tutorials, talk about their fellow students and opportunities for new connections and improved academic performance. Remind students about the many campus resources available.
February

During the month of February, students may have a Reading Week where they have the opportunity to catch up on work, complete assignments and prepare for the May Exams.

March

Depending on how the calendar falls, the end of March could mean Easter. It also means thinking about annual (end of year) exams which begin in May. This is particularly important for students who are taking courses with a heavy workload, for example: Medicine, Computer Science, Science, or Engineering. In some cases there may be as many as 11 (or more) examinations. This will require some thoughtful revision planning. The student could check out the OT service for additional support? [https://www.tcd.ie/disability/services/OT.php](https://www.tcd.ie/disability/services/OT.php)

How to Help

Ask the student if they need help with organising revision materials. Remind the student that the library will be closed over Easter, so they need to gather study materials before the end of the month.
April/May

Exams finish at the end of May. The end of the academic year brings mixed emotions; relief that it is all over, a little sadness that the first year has flown by, anticipation for the following year as the student will no longer be a newbie, and some anxiety about exam results and the possibility of having to sit a repeat examination over the summer.

How to Help

If living away from home, send the student a little exam parcel. Support the student to develop solutions to any problems they may be facing. Celebrate the student’s success at completing the first year!

June/July

Exam results can be a cause for celebration or commiseration. If things have gone well, let them know how proud you are. Talk about the changes coming in second year. If the student has failed any exams, they will have an opportunity to repeat them in August, before the new term in Trinity begins. These are called ‘supplementals’. Reassure the student that failing an exam at the end of first year is not at all unusual while a student gets used to the new style of learning required at third level. Encourage them to discuss their results with academic staff, to provide a focus for revision. Encourage them to get in contact with their personal tutor.

How to Help

Help with setting up a study schedule if required, and assess how this will fit in with family holidays or summer work. Once the exams are out of the way, point the student in the direction of the Careers Service to find a summer job or internship. Remind the student about all of the campus resources available. Perhaps a summer course may be necessary to either catch up or get ahead for the next year. Be supportive in the student’s decisions.
Registering with the Disability Service
Registering with the Disability Service

Every student with a disability has different needs. Based on the information provided at registration and by other initiatives like the CAO/Disability Access Route to Education (DARE) scheme each student is reviewed for supports needed.

In order to efficiently register students and arrange supports in a timely manner, the schedule of appointments begins for students who enter Trinity via DARE and those most likely to have high support needs.

All other students (including those entering via CAO/DARE with the points) will be invited to an 'Identify your support needs group session' where supports such as examination accommodations will be discussed and set. Students can request a meeting with a Disability Officer/Occupational Therapist at any time and appointments will be scheduled as soon as possible thereafter.

Our staff are experienced and highly qualified professionals with knowledge and expertise in disability, access and supporting students. We work closely with academic staff, tutors, administrators, and other support services to ensure Trinity is as accessible as possible to all students. You can find information on the staff at the DS here: http://www.tcd.ie/disability/contact
There are a number of steps to **registering with the Disability Service** and these will be discussed in detail below for the student to follow.

**STEP 1:** Login to my.tcd.ie using the Trinity user name and password provided to you.

**STEP 2:** Click on the ‘My Disability Service’ Tab on the menu and click on ‘Disability Service Registration Application’.

**STEP 3:** Read the information presented here in relation to the students registration online registration application and then select the ‘Proceed’ Button.

**STEP 4:** Indicate the primary and secondary disability that applies to your student’s registration, you will be provided with 12 categories for each. Your student must indicate their primary disability; which is the disability that impacts them the most.

**STEP 5:** Read and agree by ticking ‘Yes’ to the Trinity Code of Practice. This indicates your student’s rights and responsibilities as a student registered with the Disability Service.

**STEP 6:** Select the type of evidence of disability that the student is uploading from the drop down menu. If your student have a specific learning difficulty such as dyslexia, you need to upload a copy of their most recent Educational Psychology report clearly stating you have a specific learning difficulty. For all Dare students, please upload the evidence submitted to the CAO.

**STEP 7:** At this point, then select the evidence of disability file on to the computer to upload, by clicking the ‘Browse’ button and then click the ‘Upload File’ button.

**STEP 8:** To finish the Disability Service Registration Application, please click on the ‘Submit Application’ button.

**STEP 9:** Your students application for registration is complete. Your student should wait to be emailed an invitation to meet with a member of the Disability Service as part of a small group or through a one-to-one appointment to finalise the registration process and arrange reasonable accommodations.
How will I know what type of support the student needs?

When the student meets with their assigned Disability Service Staff member, they will guide them through the process and will assign them supports that will help them to achieve their full academic potential.

**General Disability Supports** - The majority of students (80%) registering with the Disability Service request access to a range of General Disability Supports (for example in Trinity examination accommodations, assistive technology and academic support available within Trinity) that will help you reach your potential while studying. Most students’ needs are accommodated through these general disability supports and students will be emailed an invitation to meet with a Disability Service Staff member via a small group session to discuss the above supports and complete their registration with the Disability Service.

Students with **additional disability supports** will be invited to meet with a Disability Service Staff member on a one to one basis to discuss additional disability supports. All students in this category will have a full needs assessment and a Learning Educational Needs Assessment (LENS) report produced.

Does the registration with the DS appear on the student record?

Registering with the Disability Service does not have any impact on your final student record nor will it be documented on your final record. Please be advised that students will indicate a disability on their information portal; MyTCD.ie. The registration with the Disability Service will be made aware to a number of departments within Trinity College Dublin in order to ensure that reasonable accommodations can be put in place as per the Disability Service Code of Practice (e.g. Accommodation, Academic Departments, Counselling, Health).
Supports and Reasonable Accommodations
Academic Support

Study skills, reading techniques, academic writing, referencing and exam revision and various other supports are provided by Student Learning Development:
http://student-learning.tcd.ie/undergraduate/

Academic support is also available from our website in the form of leaflets, and podcasts in mp3 format and from TCD iTunes or YouTube:
http://www.tcd.ie/disability/services/academic-support.php
http://www.youtube.com/user/DSServiceTCD#p/u

Assistive Technology

To ensure students get the best use out of technology, they may be given an appointment with the Assistive Technology Officer, in the ATIC space in the Ussher library. At this meeting, an assessment for specific IT supports is conducted. This 30 minute assessment ensures that the correct technology is available, and that adequate training is provided, to get the best out of technological supports.

Career Planning

Within Trinity, there is now an increased focus upon students developing work-related skills during their courses. Over the past number of years, the Disability Service and Careers Advisory Service, have developed a series of award winning approaches to supporting students to engage work experiences, either within their courses or outside them. OT’s work with students in looking for and engaging in part-time work, summer employment, internships, and then eventually employment post-graduation. In collaboration with the Careers Advisory Service, we run an annual Careers Bootcamp, to help students to kick-start their transition to employment.

Please see the ‘Planning your Career’ section of the Disability Service website for a full list of the supports and resources available with the Disability Service and Trinity overall.
Examination accommodations

Trinity currently offers a range of facilities at examination time, including extra time allowance, rest breaks, alternative examination venues, specialised furniture and technology aids.

A full copy of Trinity’s guidelines on examination arrangements for students with disabilities is also available on the Trinity website, and in alternative formats on request.  
http://www.tcd.ie/academicregistry/exams/

Library Supports

Library support for students with disabilities include:

→ Borrowing rights: Students with a disability registered with the Disability Service may be entitled to special borrowing privileges.
→ Alternative formats: Reading material can also be provided in alternative formats such as Braille or audio.

Website and the DS podcast:
http://www.tcd.ie/Library/using-library/disabilities.php
http://www.tcd.ie/disability/services/librarysupports.php

Occupational Therapy Support

The aim of the Occupational Therapy (OT) Support is to enable the student to develop practical skills and strategies to help them in their role as a student in both academic and social spheres. The OT service is student-centered which means that the sessions are guided by what the student needs and wants to do. All staff members in the service are qualified occupational therapists and are bound by the Code of Practice of the Association of Occupational Therapists of Ireland.

OT is available on a one-to-one basis throughout the student’s university career.  
http://www.tcd.ie/disability/services/OT.php
Applying for Accommodation
Applying for Accommodation (Rooms on campus & Trinity hall)

Trinity has limited accommodation on two main sites (the main university campus and Trinity Hall). A number of rooms on campus and Trinity Hall are accessible. Rooms are not fully supervised but they do have 24 hour security staff and residential wardens on site. The accommodation offered encourages independent living and this can create a lively environment, which is not always suited to students who need a very quiet living space. Campus accommodation is mostly final year students or graduate students. Trinity Hall is ideal for first and continuing students but spaces there are also limited.

If you would like to make a residential accommodation application and be considered on grounds of disability you must, before the closing date, complete the online application (web link below) and contact the DS team on 01-896 3111 or by email to disb@tcd.ie. A needs assessment for residential accommodation will take into account the following criteria when prioritising applications for accommodation:

1. **The nature and impact of disability** – as stated by the applicant and documented with appropriate evidence. Priority will be given to applicants with the most significant needs based on mobility, balance, stamina and strength.

2. **The nature and impact of the disability on travelling to and from Trinity**, including transport options and distance to the university from home. Priority will be given to applicants with difficulties in accessing public transport and those living furthest from campus.

Based on the criteria above, the DS team will meet collectively to review all of the applications and will make recommendations to the Accommodations Office. In turn, based on the availability of rooms on campus and the priority given to applications, the Accommodations Office will inform applicants of any room offers. In some cases, applicants may be advised that accommodation in Trinity Hall better suits their individual needs. Please see full details at: [https://www.tcd.ie/accommodation/StudentsandStaff/Students/ApplyforaRoom/](https://www.tcd.ie/accommodation/StudentsandStaff/Students/ApplyforaRoom/)
Disability Service Student Ambassador Programme

Within the DS, we actively encourage students registered with the service to become DS Ambassadors. Ambassadors promote Trinity life as a student with a disability and share their own experiences of their journey through Trinity.

Ambassadors are involved in a wide array of activities within Trinity and the wider community. Activities include Trinity orientation events, open days, staff training, DS activities and secondary school visits. Ambassadors have access to a series of rolling monthly workshops aimed at promoting personal growth and leadership skills. This acquisition of skills and knowledge assists ambassadors in their student journey, but also provides foundational skills to carry forward into employment. Students have an opportunity to become an Ambassador at any point in the student journey and can contact their designated member of the Disability Service. More information on this programmer can be found at: [http://www.tcd.ie/disability/ambass/](http://www.tcd.ie/disability/ambass/).
Other Useful Information
The Academic Liaison Officer in the Department

An Academic Liaison Officer (ALO) acts as a communication route in each department for issues relating to students with disabilities. They are responsible for circulating the LENS reports. The student can check the name of their ALO by clicking on this link; http://www.tcd.ie/disability/current/ALO-info.php

Tutorial System

Being a student includes more than four years of reading books, attending lectures and exchanging ideas with academic staff and fellow students. It is the sum of a student’s life in the university. The Tutorial Service is unique to Trinity, it is a confidential service and available to all undergraduate students. It offers student support in all aspects of Trinity life and is a vital resource for all students. Please explore the Tutorial Service to find out how Tutors support students.
http://www.tcd.ie/Senior_Tutor/

The Disability Service

Students can call into the main DS office in Room 2054 within the Arts Building, on the entrance level past the Lecky Library entrance on the left. You can phone the DS on (01) 896 3111 for an appointment, text 086 3442322, or you can e-mail the Service at disab@tcd.ie

The DS is managed by the Director of the Disability Service, Declan Treanor. There is one full-time Disability Officer, an Assistive Technology officer, three Occupational Therapists, and a number of administrative staff within the service. When students register with the DS they will be assigned a member of the Disability Service who will assist them in obtaining the support they require in order to attain their highest academic potential. For further information on the DS staff and to read about us: http://www.tcd.ie/disability/contact
Other Useful Information
Disability Disclosure

What is Disability Disclosure? Disability Disclosure means informing someone or to make the information known, in this case, making information about your student's disability, specific learning difficulty, or mental health difficulty, known to the university. But disclosure can just as easily apply to your student's friends and classmates.

If your student doesn’t know if disclosing their disability is something they want to do, they should try and ask themselves a few questions to find out:
- Why do they want to disclose their disability?
- What are they disclosing and why is it important to do so?
- Who will they be disclosing to?
- When will they disclose?
- How are they going to disclose to them?

After answering these questions they may feel more ready to make a choice. Possible reasons for disclosing may include that the people around your student needs to know medical information in case something happens, or they need communication assistance, or they will be absent due to medical appointments.

Trinity is committed to non-discrimination for students, staff, and service users in relation to all nine equality grounds [Gender, Family status, Civil Status, Sexual orientation, Age, Disability, Religion, Ethnicity, or membership of the Traveller Community]. This means that if you feel as though your rights are not being respected, or you are not being treated equally in Trinity, you can stop it.

Policy for Students with Disabilities

Trinity is committed to a policy of equal opportunity in education and to ensuring that students with a disability have as complete and equitable an access to all aspects of university life as can be reasonably provided. The DS aims to assist and advise the Trinity community on issues associated with compliance with laws that relate to students with disabilities, including: the University Act 1997, the Employment Equality Act 1998, the Equal Status Acts 2000-2004 and the Disability Act, 2005. [http://www.tcd.ie/about/policies/equality-policy.php](http://www.tcd.ie/about/policies/equality-policy.php)
## The Disability Service

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<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>E-mail</th>
<th>Tel</th>
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</thead>
<tbody>
<tr>
<td>Declan Treanor</td>
<td>Disability Service Director</td>
<td><a href="mailto:dtreanor@tcd.ie">dtreanor@tcd.ie</a></td>
<td>(01) 896 3475</td>
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<tr>
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<td>Disability Service Office Manager</td>
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<td>(01) 896 3971</td>
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<tr>
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<td>Disability Officer</td>
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<td>(01) 896 3014</td>
</tr>
<tr>
<td>Andrew Costello</td>
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<td><a href="mailto:acostel@tcd.ie">acostel@tcd.ie</a></td>
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<tr>
<td>Carol Barry</td>
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<tr>
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<td>(087) 274 3879</td>
</tr>
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We update information on our website regularly and put up news on Facebook: [http://www.facebook.com/home.php?#!/pages/Trinity-College-Disability-Service/275203522472?ref=ts](http://www.facebook.com/home.php?#!/pages/Trinity-College-Disability-Service/275203522472?ref=ts)
Disability Service Events

The Disability Service runs many different training and information sessions, as well as group support sessions, during the academic year. All events will be posted on the Disability Service Calendar which can be found on the Disability Service website page: http://www.tcd.ie/disability/

Please check out the website for further details on the events and additional upcoming events to support your student in managing their role.
Other Useful Contacts

Admissions Office
Address: Academic Registry,
Watts Building,
Trinity College Dublin
Telephone: 00353 1 896 4500
E-mail: academic.registry@tcd.ie
https://www.tcd.ie/academicregistry/admissions/

Fees Office
Address: Academic Registry,
Watts Building,
Trinity College Dublin
Telephone: 00353 1 896 4500
E-mail: academic.registry@tcd.ie
https://www.tcd.ie/academicregistry/fees-payments/

Student Health Centre
Address: House 47, Trinity College, Dublin 2
Telephone: 00353 1 896 1556
Web: www.tcd.ie/College_Health/

Accommodation Office
Address: Regent House, Trinity College Dublin
Telephone: 00353 1 896 1177
E-mail: residences@tcd.ie
Web: www.tcd.ie/accommodation/

Senior Tutor’s Office
Address: House 27, Trinity College Dublin
Telephone: 00353 1 896 2551
E-mail: stosec@tcd.ie
Web: www.tcd.ie/Senior_Tutor/
Other Useful Contacts

**Student Counselling Service**
Address: Third Floor, 7-9 South Leinster Street, Dublin 2
Telephone: 00353 1 896 1407
E-mail: student-counselling@tcd.ie
Web: www.tcd.ie/Student_Counselling

**Examinations Office**
Address: Watts Building, Trinity College Dublin
Telephone: 00353 1 896 2345 / 3710
E-mail: ASKEXAMS@tcd.ie
Web: https://www.tcd.ie/academicregistry/exams/

**Trinity Students Union**
Address: House 6, Trinity College Dublin
Telephone: 00353 1 646 8431
E-mail: frontoffice@tcdsu.org
Web: http://www.tcdsu.org/

**Careers Advisory Service**
Address: 7-9 South Leinster Street, Dublin 2
Telephone: 00353 1 896 1721/1705
E-mail: careers@tcd.ie
Web: www.tcd.ie/Careers