



Coláiste Mhuire Co-Ed



Leaving Cert Applied Policy

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Leaving Cert Applied (LCA) ADMISSIONS POLICY

ADMISSION PROCEDURES

1. An information evening for Parents and students and information seminars for Junior Cert (3rd Year) and TY students will be arranged.
2. Following the information presentation, Application Forms are made available to students/parents/guardians from the LCA co-ordinator.
3. Completed Application Forms which will be online must be returned to the LCA co-ordinator by the closing date specified. (Late applications may not be considered.) Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the programme.
4. External Applicants must complete the Enrolment Form for Coláiste Mhuire Co-Ed., be accepted to the school and following an expression of interest in the LCA Programme, may request and complete an LCA Application Form. External students will only be accepted if there is a place available and such students are then subject to the same admission procedures as internal applicants.
5. The LCA co-ordinator may consult members of the Teaching Staff with respect to the LCA Application List.
6. Applicants will be interviewed by the LCA co-ordinator.

The following criteria will help ascertain suitability for the Programme:

- Level of interest displayed by the student on the application form.
- Level of interest indicated by the candidate at interview.
- Willingness to participate fully in all elements of the LCA Programme.
- An assessment of the student's competence and value to be derived from participation in key elements of the LCA programme.
- Assessment of the contribution the applicant can make to the LCA programme.
- The applicant's age and/or pastoral care needs as communicated by the Year Head, HSCL, Guidance Counsellor and/or other professionals in the school.

The Interview will be conducted and marked according to the following marking scheme:

CRITERIA	MARKS
Application Form	25
Interview	25
Personal Achievements to Date	25
Overall Suitability	25
Total	100

An Applicant must achieve an overall Score of 40 or greater in order to be offered a Provisional Place on the Programme.

7. Following final selection by the Selection Committee, successful candidates will be offered a Provisional Place on the Programme and their Parents/Guardians will be informed by letter. This provisional place on the programme will be subject to their acceptance of the requirement to sign the LCA Contract. (See Appendix C)
8. Students who return a signed LCA Contract are considered accepted to the LCA Programme of Coláiste Mhuire Co-Ed.
9. A review of students' suitability may be conducted in September. Should it be deemed that students are not suitable for the programme, or the programme is not suitable for the students, they will be advised to transfer to 5th/TY.

NOTE:

Parents/Guardians may appeal the decision of the Selection Committee to the Board of Management.

REVIEW

This Policy will be reviewed on a bi-annual basis.

APPENDICES

APPENIDX A: ACCEPTANCE LETTER TO PARENTS

Re: LCA Programme

Month, Year

Dear Parent/Guardian,

I am pleased to inform you that following interview your son/daughter _____ is being offered a provisional place on the LCA Programme at Coláiste Mhuire Co-Ed. for the academic Year 20**/**.

Acceptance on the programme is conditional on the agreement to read the Coláiste Mhuire Co-Ed LCA information leaflet, and the Department of Education Circular Letter S65/09 relating to arrangements for certification of the Leaving Certificate Applied is also enclosed. These documents contain important information about the LCA Programme and I encourage you to read them carefully and retain them for information as you may require.

Coláiste Mhuire Co-Ed. then requires both Student and Parent/Guardian to agree to sign and return the LCA Contract and return it to the Programme co-ordinator by DATE.

The LCA induction programme will take place in the new academic year - any further information will be communicated to you as necessary.

I look forward to working with you and your son/daughter during the course of the LCA Programme.

Yours Sincerely,

Programme co-ordinator



APPENDIX B: INFORMATION LEAFLET

COLÁISTE MHUIRE CO-ED

Leaving Certificate Applied-Information Leaflet

The Leaving Certificate Applied teaching team within Coláiste Mhuire Co-Ed believes there are certain attitudes and actions that are essential to the successful completion of the Leaving Certificate Applied programme.

These are outlined in this document.

We require every prospective candidate, and their parents or guardians, to read this document and if they are willing to accept the requirements set out to sign the contract. The Contract is based around the following core areas in LCA.

Attendance

A minimum 90% attendance is a basic requirement of the Leaving Certificate Applied Programme. **Lengthy or repeated absence must be covered by a doctor's certificate.** Any holidays taken during the course of the two-year programme will not be accepted as a legitimate absence and may result in participants losing out on credits.

Application to class work

We require that every student do his or her best in relation to class work. Credit will not be given for work that is not considered to be the best that a student can do.

Work Experience

Work experience forms a core to Leaving Certificate Applied. Students must arrange their own work experience placements. The work experience component of the LCA Programme will take place 1 day per week. It is important that students choose their work experiences carefully. It is recommended that work

experience be completed in at least 2 different career areas. Students are not allowed to complete their work experience in a workplace in which they already have a part-time job. For each work experience placement, students must complete and return their Work Experience Diary. Employer Report Cards must also be returned. Failure to return or satisfactorily complete the above two documents will result in students losing vital credits. Students will get guidance and support for Work Experience as part of their programme.

Students will be monitored carefully on Work Experience placements and where possible a member of the teaching staff will visit and interview both the student and their employer. It is important to note that where Garda Vetting is required, students will need to activate this. For further information on work experience students should see the Work Experience policy at www.cmco.ie.

Behaviour

Pupils will be expected to adhere to the school's code of behaviour and rules as laid out in the school journal.

Coláiste Mhuire Co-Ed

APPENDIX C: LCA CONTRACT

COLÁISTE MHUIRE CO-ED

LCA CONTRACT

I accept the offer of a place on the LCA Programme in Coláiste Mhuire Co-Ed, and I agree to be bound by the commitments of the following contract.

- To behave appropriately and respectfully in school and at school activities.
- To have 90% attendance for each Subject Module OR to provide a Medical Certificate in the case of any period of prolonged and/or recurring absence in order to avoid loss of Credits for Key Assignments and completion of Modules.
- To complete all Key Assignments to the best of my ability for each Module.
- To complete the Tasks as required by the Programme to the best of my ability.
- To meet all Deadlines for Key Assignments and Tasks as set by individual Teachers and the Department of Education.
- To wear the Full School Uniform every day as instructed.
- To bring all necessary equipment, books, resource materials to every class.
- To take full responsibility for arriving to school and every Class on Time.
- To co-operate with my classmates in the use of shared Facilities (equipment, stationery etc)
- To be co-operative, polite and friendly in my relationships with my fellow classmates and teachers.
- To arrange and complete my work experience placements to the best of my ability and to complete a Work Experience Diary.
- I agree to sign the Chromebook Contract so that I may use a Chromebook to complete my LCA Key Assignments and Tasks.

I have read and understand the Coláiste Mhuire Co-Ed Information Leaflet and LCA Contract.

I understand that the Programme co-ordinator and/or the Management of the School reserve the right to Review my progress on the Programme.

I understand that my failure to comply with the terms of the Contract may result in my exclusion from the Programme in order to maintain the integrity of the Course and/or in my best interest or in the best interest of the other participants on the Programme.

Student Signature: _____

Date: _____

I have read and understand the Coláiste Mhuire Co-Ed Information Leaflet and LCA Contract.

I have read and understand the Department of Education Arrangements for Certification of the Leaving Certificate Applied Programme. (Circular letter S65/09).

I understand that my son/daughter's failure to comply with the terms of the LCA Contract may result in his/her exclusion from the Programme in order to maintain the integrity of the Course and/or his/her best interest or in the best interest of the other participants on the Programme.

Parents/ Guardians Signature:

Date:

LCA CHROMEBOOK CONTRACT:

This is to confirm that as an LCA student your son/daughter _____ will receive a ChromeBook and charger from Coláiste Mhuire Co-Ed.

We, the student and parents/guardians, understand that the chrome book is the property of Coláiste Mhuire.

- The chrome book will be supplied to the LCA student following admission to the LCA Programme.
- The device is provided for School related purposes only.
- It is the responsibility of the student and the parent/guardian to ensure that the use of the device is in accordance with School Policies (e.g., ICT Acceptable Use Policy).
- It is the responsibility of the student and/or the parent/guardian to ensure that the device/equipment is protected from physical damage.
- It is the responsibility of the student and the parent/guardian to return the device/equipment on completion of the LCA Programme or on withdrawal from CMCO.
- The student (if over 18) or the parent/ guardian will be liable to reimburse CMCO/TETB for repair or replacement cost in the event that the equipment is either damaged or not returned.

We agree to abide by this chrome book policy.

Signed

(Parent/Guardian)

(Student)

Date

Miriam Bergin
ICT co-ordinator

Ann Conroy
LCA co-ordinator

APPENDIX D:

INFORMATION ON LCA

Coláiste Mhuire Co-Ed offers the Leaving Certificate Applied Programme (L.C.A) as a two-year programme post - Junior Cycle.

AIMS AND OBJECTIVES

The aims and objectives of the LCA Programme reflect those specific to the guidelines published by the Department of Education and skills, namely:

- Education that recognises the talents of all students and helps them apply what they learn in the real world.
- Education that provides opportunities for development in terms of responsibility, self-esteem and self-knowledge.

RATIONALE

This policy aims to reflect the operational aspects of LCA programme. This encompasses the curricular framework and the admissions procedures to the programme. This policy is underpinned by the schools core values of Academic Excellence and Equality.

CURRICULUM FRAMEWORK

The LCA Curriculum of Coláiste Mhuire Co-Ed follows the LCA Curriculum Framework and Module Descriptors as specified by the Department of Education and Science as follows:

VOCATIONAL PREPARATION

Vocational Preparation and Guidance
English and Communications

VOCATIONAL EDUCATION

Mathematical Applications
I.C.T. (Mandatory)
Vocational Specialisms (2)

GENERAL EDUCATION

Arts Education
Social Education
Languages
Leisure and Recreation

ELECTIVE COURSES

The school will decide upon the Specialisms and Elective Modules for each year group based on student need, staff allocations and teacher expertise as well as parental expectation and local resources.

ASSESSMENT

Assessment of the LCA Programme follows the guidelines and procedures set out by the Department of Education as follows:

The Leaving Certificate Applied Assessment takes place over two years under three headings:

- 1. Satisfactory Completion of Modules.**
- 2. Performance of Students Tasks.**
- 3. Performance in the Terminal Examinations.**

MODULES

- At the end of each Session a student is credited on satisfactory completion of the appropriate **Key Assignments** for each Module **with 90% Attendance** for the Module.

STUDENT TASKS

- 7 Student tasks are completed over 4 Sessions.
- Each student is required to produce a report on the process of completing the task.
- Student Tasks (Projects) are assessed by external Examiners appointed by the Department of Education.

TERMINAL EXAMINATIONS

Terminal Examinations in the following subjects:

- English and Communications
- Mathematical Applications
- Social Education
- Language
- 2 Vocational Specialisms

CERTIFICATION

Students who successfully complete the programme will receive a Leaving Certificate from the State Examinations Commission. All credits awarded will be recorded on the Leaving Certificate Applied Parchment.

CERTIFICATE LEVELS

AWARD	RESULT	CREDITS
Pass	60-69%	120-139 credits
Merit	70-84%	140-169 credits
Distinction	85-100%	170-200 credits

Note: Candidates who acquire less than 120 credits will receive a Record of Experience. This will also apply to those who leave before the end of the Programme.

BOOKS

The LCA Booklist will be compiled annually by the LCA teachers in consultation with the School Book Scheme co-ordinator.

This booklist will be supplied to students taking the programme.

Students who are eligible for the School Book Rental Scheme will be supplied with the books on return to school at the start of the programme following payment of the annual School Contribution.

Students will rent a chrome book from the school as part of their book rental.

REVIEW

This Policy will be reviewed every three years.