



Coláiste Mhuire Co-Ed



Leaving Cert Applied Policy

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Leaving Cert Applied (LCA) ADMISSIONS POLICY

SCOPE

This policy applies to the pupils attending Coláiste Mhuire Co-Ed. It is prepared using Leaving Cert Applied guidelines.

RATIONALE

The purpose of this policy is to outline our approach to encouraging and promoting the Leaving Cert Applied programme in our school.

RELATIONSHIP OF THIS POLICY TO THE MISSION AND AIMS OF THE SCHOOL

Our mission statement is: **At Coláiste Mhuire Co-Ed we aspire to develop a caring and inclusive learning community that encourages the potential of each person. The mission is realised through our core values of Respect, Care, Community, Equality and Excellence in Education.** Reaching one's full potential is facilitated through active engagement in the curriculum which is facilitated by the Leaving Cert Applied programme.

RELATED SCHOOL POLICIES

This LCA Policy is consistent with and supported by a range of other School Policies:

Code of Behaviour

Anti-Bullying Policy

Attendance Policy

Artificial Intelligence Policy

Special Education Needs (Inclusion) Policy

Transition Year Policy

JCSP Policy

HSCL

Wellbeing Policy

Educational Tours and out of school Activities Policy

Student Support Team Policy

A GUIDE TO THE LEAVING CERTIFICATE APPLIED PROGRAMME

The Leaving Certificate Applied programme has been developed by the National Council for Curriculum and Assessment. This programme is part of the expanded senior cycle provision designed to cater for the diversity of participants' needs.

The fundamental goal of the Leaving Certificate Applied is to prepare Leaving Certificate participants for transition from the world of the school/centre to that of adult and working life. This transition is complex and demanding for a variety of reasons:

- patterns, and the qualities, aptitudes and personal skills required in the workplace have changed
- participants are remaining longer in formal education and in training than heretofore and the period of transition is also more lengthy
- in addition to the challenges in relation to education, training and jobs, participants are also faced with related, social, personal and cultural issues.

It is essential that the talents of all Leaving Certificate participants are recognised and that they are afforded an opportunity to develop in terms of responsibility, self-esteem and self-knowledge. Participants should also develop communication and decision-making skills so as to achieve a more independent and enterprising approach to learning and to life.

The Leaving Certificate Applied has evolved from curriculum development projects aimed at strengthening the technological/vocational options and the development of personal skills at senior cycle. The Leaving Certificate Applied focuses on the needs and interests of participants, using a variety of methodologies, making optimum use of the resources of the local community and paying particular attention to the needs of the local region. There is a need to recognise that individuals differ considerably in the ways they process, assimilate and recall information. The Junior Certificate provides the foundation for this development and continuity from this programme is an important

guiding consideration. The use of active teaching and learning methodologies across the curriculum promotes those qualities that are fundamental to the development of an individual with an enterprising outlook. Such qualities include self-confidence, responsibility, co-operation, teamwork, problem solving, independence, decision making, initiative. Work experience and work simulation provides an important opportunity to apply and further develop these qualities.

UNDERLYING PRINCIPLES OF THE LEAVING CERTIFICATE APPLIED PROGRAMME

- i. Has as its primary objective the preparation of participants for adult and working life and the development of the participants' literacy and numeracy skills
- ii. Is intended to meet the needs of those participants who are not adequately catered for by other Leaving Certificate programmes or who choose not to opt for such programmes
- iii. Is a distinct and self-contained programme of two years duration
- iv. Consists of three main elements: Vocational Preparation; Vocational Education; General Education
- v. Has established the concept of integration as a central element of the programme structure and of the participants' learning experience
- vi. Places a premium on the personal and social development of participants
- vii. Aims to develop citizens who have a sense of belonging to the local, national, European and global community, who have a capacity to gain access to information and structures, and an ability to fully participate in democratic society
- ix. Provides opportunities to develop the participants' processes of self-evaluation and reflection
- x. Has a strong community base so as to complement the school or centre as a learning site
- xi. Promotes the use of a broad range of teaching methodologies and participant centred learning
- xii. Has available an appropriate range of modes and techniques for assessing the progress of the participants
- xiii. Provides access to further education and training

ELEMENTS OF THE LEAVING CERTIFICATE APPLIED PROGRAMME

The programme, which is of two years' duration, has three main elements:

- Vocational Preparation
- Vocational Education

- General Education

A range of courses is provided within each of these elements.

TEACHING METHODOLOGIES

The programme is characterised by:

- The use of teaching styles which actively involve the participants in locating and using relevant information, and which promote personal responsibility, initiative, independence, reflection, self-evaluation, self-confidence and co-operation
- A variety of teaching and learning processes including group work, project work and the use of individualised learning assignments
- The promotion of communication, literacy, numeracy and other generic skills across the curriculum using a range of media
- The promotion of equity in all its aspects including gender equity
- The development of teacher's skills in evaluating their own performance
- The identification and use of teaching and learning resources in the local community and interaction with employers and enterprises
- A teaching approach designed to address and meet the needs of the participants

PROGRAMME REQUIREMENTS

The Leaving Certificate Applied programme consists of a range of courses, each designed on a modular basis. A module is of thirty hours duration. Each year of the two-year programme is divided into two sessions, September to January and February to June, to facilitate the modular structure of the courses. A module within a given course is usually completed within a session. Over the two-year duration of the programme the participants will complete 42 modules. See Appendix B for more details.

ADMISSION PROCEDURES

1. An information evening for parents and students and information seminars for 3rd Year and TY students will be arranged.
2. Following the information presentation, Students, in conjunction with their parents, are asked to express interest in the LCA Programme by a specified date.
3. The Deputy Principal will pass the names of the interested students/parents to the LCA Co-Ordinator.
4. The LCA Co-Ordinator requests that students join the LCA Google Classroom for the Year Group and requests that they complete an LCA Acceptance form.
5. The LCA Acceptance form requests information in relation to Potential Work Experience Placements, Vocational Specialism Subject Options, Gaeilge and Language Exemptions and interest in completing LCE Maths.
6. External applicants must
 - a. complete the Enrolment form for Coláiste Mhuire Co-Ed.,
 - b. be accepted to the school and following an expression of interest in the LCA Programme, and undergo the same process as outlined above.
 - c. External applicants will be subject to the same admission procedures as internal applicants, should there be space to accommodate them.
7. Candidates will be offered a 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 and Chromebook contract.
8. Students who return a signed LCA Contract are considered accepted to the LCA Programme of Coláiste Mhuire Co-Ed.

REVIEW

This policy will be reviewed every three years.

APPENDICES

APPENDIX A: LCA LEARNER AGREEMENT

COLÁISTE MHUIRE CO-ED

LCA LEARNER AGREEMENT

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 agreement.

- To behave appropriately and respectfully in school and at school activities and adhere to Coláiste Mhuire Co-Ed.'s code of behaviour.
- 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 (Department of Education requirement).
- 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.
- If I use a CMCO Chromebook during my LCA classes, 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 Learner Agreement.

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 learner agreement 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 Learner Agreement.

I have read and understand the Department of Education Arrangements for Certification of the Leaving Certificate Applied Programme Statement.

I understand that my son's/daughter's failure to comply with the terms of the LCA Learner Agreement 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 Chromebook 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 B: Breakdown of the LCA Curriculum

Participants are required to take courses in each of the following areas:

Vocational Preparation	No. of Modules
Vocational Preparation & Guidance	8
English and Communication	4
Vocational Education	No. of Modules
Vocational Specialisms (2 full courses)	8 (4x2)
Mathematical Applications	4
Introduction to Information and Communication Technology	2
General Education	No. of Modules
Social Education	4
Languages:	2
Gaeilge	2
Modern European Language or	(4)
Sign Language for participants from the deaf community	
Arts Education (Dance, Drama, Music, Visual Arts)	2
Leisure and Recreation (including Physical Education)	2

Elective Modules	No. of Modules
Participants must complete four elective modules	4
TOTAL	42

Vocational Specialisms

With regard to the vocational specialisms, the list of options offered in Coláiste Mhuire Co-Ed. is as follows:

- Childcare/Community Care
- Graphics and Construction Studies
- Engineering
- Hotel, Catering and Tourism

Elective Modules

Schools must provide four elective modules for which credit will be given. Schools may choose from the suite of modules and courses available.

With regard to the elective modules Coláiste Mhuire Co-Ed. offers but is not limited to the following:

- Office Administration and Customer Care
- Arts Education
- Vocational Preparation & Guidance

Student Tasks

Each participant is also required to complete seven Student Tasks over the two years and individual performance in the Student Tasks will be assessed according to specific criteria.

External Examinations

At the end of Year 2 participants will take final examinations in the following areas:

- English and Communication
- Vocational Specialisms (2)
- Mathematical Applications
- Languages (2)

Allocation of Credits

A participant may accumulate a maximum of 200 credits. These credits are allocated on the following basis

Mode	Credits	Percentages
Satisfactory Completion of Modules*	68	34%
7 Student Tasks	74	37%
Final Examinations	58	29%

***With regard to the assessment component of Module Completion, modules in the non- examination courses will have a value of two credits. Courses also assessed in the Final Examinations will have a value of one credit per module.**

Credits for Module Completion

Non-Examination Courses	No. of Modules	No. of Credits
Vocational Preparation & Guidance	8	16
Introduction to Information & Communication Technology	2	4
Arts Education	2	4
Leisure and Recreation	2	4
Social Education	4	8
Total	18	36
Final Examination Courses	No. of Modules	No. of Credits
English and Communication	4	4
Vocational Specialisms	8 (4x2)	8
Mathematical Applications	4	4
Languages	4 (2x2)	4
Total	20	20

Elective Modules	No. of Modules	No. of Credits
Current and Validated Modules	4	8
Total	4	8
Senior Cycle SPHE		No. of Credits
Total		4
OVERALL TOTAL	42	68

Credits for Student Tasks

General Education Task	10 credits
Vocational Preparation Task	10 credits
Vocational Education Task (x2)	10 + 10 credits

Contemporary Issue Task	14 credits
Practical Achievement Task	10 credits
Personal Reflection Task	10 credits
OVERALL TOTAL	74 credits

Credits for Final Examinations

English and Communications	12 credits
Vocational Specialisms (2)	12 credits each
Languages (2)	6 credits each
Mathematical Applications	10 credits
OVERALL TOTAL	58 credits

Award of the Leaving Certificate Applied

The Leaving Certificate Applied is a single award made on the basis of credits accumulated over four sessions and in final examinations.

This approach:

- Highlights the novel and innovative nature of the programme
- Promotes participant motivation by facilitating the gradual accumulation of credits for module completion, Student Task completion and final examinations
- Emphasises the integrated nature of the programme design and the co-ordinated approach to its implementation
- Enables greater flexibility by aggregating three very different yet complementary approaches to assessment in arriving at the final award

- Is consistent with the approach to the accreditation of pre-vocational education programmes in this and other jurisdictions

Participants who successfully complete the Leaving Certificate Applied programme will receive the Leaving Certificate of the Department of Education and Science. They may also receive a Record of Experience if they leave the school before completing the programme.

The Leaving Certificate Applied will be awarded at three levels

120 - 139 credits	(60% - 69%)
140 – 169 credits	(70% - 84%)
170 - 200 credits	(85% - 100%)

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.