

Coláiste Chríost Rí



Leaving Certificate Applied Policy

March 2023

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Section 1: Programme Overview

Mission Statement

We seek to promote full participation in all aspects of school life, bringing about the balanced development of each person.

Coláiste Chríost Rí is an evolving Christian community committed to the ministry of Catholic Education. We cherish highly an ethos based on Gospel values. We pursue especially academic and sporting excellence within a unique Gaelic culture and tradition. We seek to promote full participation in all aspects of school life, bringing about the balanced development of each person. Our vision is Christian and Gaelic.

On our school crest, these aspirations are encapsulated in the motto, “Adveniat Regnum Tuum.” Go dtaga do Ríocht is an acknowledgement of the need for God’s grace and power to be experienced as a strength in our personal lives and in our shared lives with others, to respect the personal dignity of all, to value equally every person and to give pupils, parents, and teachers a sense of belonging.

Central to this challenge is our belief that in all aspects of education excellence is the basic ingredient in the ethos of Coláiste Chríost Rí. Our Curriculum tries to maintain a creative balance between preparation for the workplace and the development of the person. We acknowledge the decisive role of parents as partners with management and teachers in this educational endeavour.

Mission Statement of Leaving Certificate Applied

To promote the personal, vocational, and academic development of students and to adopt a holistic approach to the development of the students thereby enabling them to be participative and responsible adults, both in the world of work and in society itself.

LCA Programme Description:

- It is a distinct, self-contained two-year Leaving Certificate programme aimed at preparing students for adult and working life.
- It emphasises forms of achievement and excellence which the Established Leaving Certificate has not recognised in the past.
- It recognises the talents of all students and provides opportunities for development in terms of responsibility, self-esteem, and self-knowledge.

- It is an innovative programme in the way students learn and in the way their achievements are assessed. It offers learners specific opportunities to prepare for and progress to further education and training. The Leaving Certificate Applied places emphasis on continuous assessment and preparation for the world of work. The course is suited to those students who would not be primarily focused on third level education.

Aims of the LCA Programme

- To meet the needs of those students who are not adequately catered for by the Established Leaving Certificate programme.
- To prepare learners for the demanding transition to adult and working life and to give students the opportunity to develop self-reliance, self-knowledge, communication, and decision-making skills.
- To recognize the talents of all learners, the programme is responsive to the aptitudes, abilities, needs and interests of students.
- To provide a student-centered curriculum that develops literacy, numeracy, and teamwork skills within students, via active teaching and learning strategies/methodologies.
- To aid the personal and social development of all students.
- To prepare the student for life after school, the working world and adult life
- To develop the students' social awareness and capacity to communicate with others in work/social environments.
- To enable students to access to further education and training
- To assess the progress of the students on an ongoing basis. Students are assessed throughout the 2 years

LCA Programme Objectives:

The fundamental goal of the Leaving Certificate Applied is to prepare Leaving Certificate participants for transition from the world of the school to that of adult and working life. 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 in the ways they process, assimilate and recall information.

Section 2: Programme Provision

LCA Programme Admissions Policy

All students enrolled in Coláiste Chríost Rí and who complete the Junior Cycle or Transition Year are eligible to apply for a place in the LCA Programme.

- A closing date will be indicated on the application form and late applications may not be considered.
- The maximum number of places available in each Leaving Certificate Applied Class in the programme group is 12.
- The total number of students that can be accommodated in Leaving Certificate Applied in any school year will be determined by the Board of Management subject to the resources available to the school including physical classroom accommodation, class size, teaching and financial resources and is also subject to the capacity of the school to provide for the educational needs of those who apply for admission.
- An LCA Information Evening for parents is held in the springtime of the year of entry. This is scheduled in the school calendar and parents are reminded of this event by text. This Information Evening deals with The Leaving Certificate Applied Programme.
- Leaving Certificate Applied application forms are distributed to the parents on this night and are available from the school office thereafter. The application form and any other relevant documentation must be returned to the school office by the closing date (date on application form). Each student and his parents/guardians are responsible for ensuring that the application form is returned on time. Late applications may be processed but only after all applications submitted on time have been processed and finalised.
- Acceptance of the application form does not confirm or imply an expectation of a place on the programme.
- The teaching staff will be advised of the list of applicants and will be invited to offer professional advice and judgements in writing to the L.C.A (Leaving Cert Applied). Selection Committee within a time schedule specified by the Programme Coordinator.
- All students who apply for Leaving Certificate Applied are called for an interview, which takes place on a date specified on the application form.
- The Selection Committee, which includes the Leaving Certificate Applied Coordinator, Guidance Counsellor and a member of the Senior Management Team will process all applications received as per the Criteria for Admission and the Marking Scheme outlined below and applicants will be listed in order of merit based on marks received.

- When there are more applicants than available places, a waiting list based on the order of merit will apply. Once all students have accepted their place in Leaving Certificate Applied and the quota (as set out by the Board of Management) has been reached, the waiting list will cease on the second week of September of the academic year. In this way, students will be enabled to settle into their various programmes / year groups.
- Where a student is deemed to be unsuitable for Leaving Certificate Applied and fails to meet the most basic aspects of the selection criteria (e.g. failure to meaningfully engage with the Application process, serious breaches of Code of Positive Behaviour), he will be informed in writing of his unsuitability for the programme and advised to consult with the Guidance Counsellor regarding the pursuit of other senior cycle options.

Application Procedure

The number of students that can be accommodated in Leaving Certificate Applied will be decided by the school's Board of Management annually. Each applicant will be considered on his own merit. To be considered for the programme, the student must complete and submit the Application Form within the deadline specified.

Selection Criteria

All applications are reviewed, and all students are invited to present for an interview.

A student is assessed as suitable for the programme based on how well he meets the criteria outlined below:

- ✓ The student's record of compliance with the School's Code of Behaviour.
- ✓ A demonstrated ability to meet the 90% attendance requirement for this course.
- ✓ The student's performance at interview (see Appendices for Marking Scheme).
- ✓ The students expressed a level of interest in the Leaving Certificate Applied programme.
- ✓ The recommendations of the student's teachers.
- ✓ The student's class work record (completion of projects, capacity to meet deadlines, etc.)

The Selection Committee will process all applications received as per the Criteria for Admission and the Marking Scheme outlined below and applicants will be listed in order of merit based on marks received. When there are more applications than available places, a Waiting List based on the order of merit will apply for suitable candidates. Those who are deemed unsuitable for

the programme will be informed in writing and will be advised to consult the Guidance Counsellor regarding alternative senior cycle programmes.

Offer & Acceptance of Places

After the interview, all students will be informed by letter of the application's outcome within 10 school days of completion. Unsuccessful applicants will be informed in writing within the same time and will be advised of their right to appeal against the decision to the Board of Management. See Appeals Process below.

The student will receive one of the following responses regarding his application:

1. He will be informed that he has secured his place in the Leaving Certificate Applied programme for the following academic year. Within the date specified, he must then submit the following to the school Office: - Completed Acceptance Form (see Appendices) - Completed LCA Contract (see Appendices) These forms must be signed by the applicant and witnessed by a parent/guardian. Failure to return these forms to the school Office within the specified time will result in the student's offer of a place being forfeited and the place will be offered to the next student on the waiting list.
2. The student is informed that the number of successful applicants has exceeded the available places and he has been put on a Waiting List in order of merit. He is advised to meet with the Guidance Counsellor to discuss alternative senior cycle options. He will be notified immediately if a place becomes available. Should that student not accept the place offered, it will be offered to the next person on the waiting list; this process will continue until all places have been accepted and filled.
3. The student is informed that he has been deemed unsuitable for the programme and is advised to meet with the school Guidance Counsellor to discuss alternative senior cycle options.

Any serious breach of the school's Code of Positive Behaviour prior to the commencement of Leaving Certificate Applied may result in the withdrawal of the offer of a place in Leaving Certificate Applied.

A student who accepts a place in Leaving Certificate Applied and subsequently withdraws from the programme is advised that his application for subject options in 5th year will be placed after the students who have already applied.

Appeals

Parents/Guardians of a student who is not offered a place in Leaving Certificate Applied and who take the view that the terms of this policy were not strictly adhered to **may appeal the decision to the Board of Management** within 10 working days of receiving notification of the decision. Parents/Guardians should outline in writing the grounds for their appeal. Please be advised that the Board's decision in this regard is final.

LCA Programme Information issued to Parents/Guardians of Prospective Students

In Coláiste Chríost Rí we hold an 'LCA Information Evening' for parents and students which is held in late February/early March. Prior to the 'LCA Information Evening' students receive comprehensive and timely support in decision-making around their senior cycle options (Leaving Cert or Leaving Cert Applied). All third-year groups and TY's have access time with the Guidance Counsellor. All aspects of the LCA Programme are outlined to parents and students on this night and the application procedures and documentation are issued to parents. The Co-ordinator is available to meet with parents to discuss and support their decision-making process regarding LCA applications. Parents are also invited to an Information evening held in September specifically about LCA once their son has been accepted into the programme.

LCA Programme Time Allocations

Timetabling

Classes are scheduled Monday to Friday during the regular school week while students undertake their vocational experience (work experience) every Thursday.

Provision for students with Special Needs

Provisions will be made for students with special needs and the recommended strategies implemented. The LCA Coordinator liaises with the SEN (Special Educational Needs) Coordinator, regarding additional support available to students.

Pupil Induction

LCA 1 Students are given a designated date and time to attend the school for Induction at the start of each academic year. The aim of this process is to familiarise the students with their new class and the programme itself.

Leaving Certificate Applied Contract

As part of the induction process students sign a contract which aims to promote effort, attendance, co-operation, and compliance: See Appendices for Copy of Contract.

Programme and Levels

The LCA programme in Coláiste Chríost Rí offers the following subjects:

- Irish (Year1)
- French (Year 2)
- English & Communications
- Mathematical Applications
- Social Education
- Art
- Graphics & Construction
- Leisure Studies
- Vocational Preparation & Guidance
- Information Technology
- Religion
- Careers

1 more module to be confirmed

The LCA offers the subjects at a common level for all students.

Structure of Leaving Certificate Applied Programme

The Leaving Certificate Applied is structured around three main key areas

1. Vocational Preparation
2. Vocational Education
3. General Education

These three elements are interrelated and interdependent. This programme is characterised by educational experiences of an active, practical, and student-centered nature.

Programme Structure

Each year of the programme is divided into two sessions. Therefore, there are four sessions throughout the two years. Each two –year cycle is broken up as follows

Session 1 September – January

Session 2 February – June

Session 3 September- January

Session 4 February – June

Modules

- The course is made up of modules. Modules are short programmes of study (30 hours of class time) from various subjects that are offered in the programme.
- Each student shall complete 44 modules over the two-year course. Assignments must be completed at the end of each module
- Credits will be awarded for successfully completed assignments
- Each student must have 90% attendance during each session of the course. Credits will not be awarded to students who do not have 90% attendance.

What is a Student Task?

A student task is a practically orientated activity, which takes them at least 10 hours to complete. There are seven tasks to be completed over the two- year course. Each student must prepare a written report on each task completed. A maximum of 10 credits can be awarded for each task.

Work Experience

Each student will complete work experience every Thursday for the duration of the 2-year programme.

Final Examinations

Although the Leaving Cert Applied is mostly a course based on continuous assessment, each student will sit final exams in several subjects in June of the second year. These are the subjects:

1. English and Communications - 12 credits
2. Social Education - 10 credits
3. Languages (French and Irish) - 6 credits each
4. Vocational Specialisms (see next page) - 12 credits each
5. Mathematical Applications - 10 credits

Assessment and Certification

A maximum of 200 credits can be awarded over the two-year programme. This includes credits for completion of assignments at the end of modules, Tasks, and final examinations. The breakdown is as follows:

Credits

Satisfactory Completion of Modules	62 credits	31%
7 Student Tasks	70 credits	35%
Final Examinations	68 credits	34%
TOTAL	200 credits	100%

The certificate will be awarded at 3 levels:

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

Further Study

Upon successful completion of the Leaving Certificate Applied Programme students may apply to do a Post Leaving Certificate (PLC) course and then continue to study at a Technological University.

Teacher In-service

Teachers are given a schedule of the relevant in-service available at the start of the school year by the LCA Co-Ordinator. The list of in-service available will be emailed to each teacher and a hard copy may be posted in the staff room.

Teachers are encouraged to attend any in-service course which would benefit the teaching of their subject. School management endeavours to facilitate the attendance of teachers to all DES (Department of Education and Skills) (Department of Education and Skills) approved in-service by providing cover. Teachers are asked to keep a record of any in-service that they attend and give the copy of attendance to the Deputy Principal for substitution purposes.

Section 3 – Planning and Preparation

Resources

There are a wide range of resources available in Coláiste Chríost Rí and these are available to students in the LCA programme. Within the school there are:

- ✓ Specialized Materials Technology Wood rooms
- ✓ Fully equipped Graphics rooms
- ✓ Fully equipped Art facilities
- ✓ Computer Room
- ✓ Sports Hall & fully equipped gym
- ✓ Career Guidance Room

Programme Budgetary Procedures

The LCA Programme operates under limited funding from the D.E.S (Department of Education and Skills). This is used to offset costs associated with curricular related activities or trips. Teachers discuss with the LCA Co-Ordinator and school management any out of school activities that require school funding.

Class Organization

LCA1 will begin in September 2023.

Curriculum Content

- I. Individual Subject Plans/ Modular Descriptors as drafted by the D.E.S.
- II. Textbooks and Course Materials – Booklists are sent out in advance of each academic year.

Task Preparation and Planning

To facilitate the successful implementation and execution of the LCA tasks, collaboration between teachers is essential. Tasks in the LCA enforce cross-curricular links in the programme and apply them to all subject areas. Department guidelines and online resources such as www.slss.ie are useful resources in preparing and planning these activities.

Guidance Planning

All students have access to the school's guidance counsellor. The LCA programme also incorporates a Vocational/Career Guidance module and in this class, students can research and investigate different elements of courses and options that they have.

Work Experience Procedures

Built in to the LCA programme in the school is 1 day of full work experience per week. Students complete their work experience in businesses and services in their communities. Each student is responsible for securing their own work placement. However, assistance is provided by the Co-Ordinator to any student who experiences difficulty in securing meaningful work experience.

Monitoring of Work Experience

Each student is provided with a letter to the employer, a letter to the parents, an up-to-date insurance document and a record of attendance form.

The Programme Co-ordinator will contact the employer by telephone to discuss the performance and attitude of the student while on work experience.

The Programme Co-ordinator may arrange to visit the employer and student at an appropriate time.

The Employer completes an evaluation of the student's work placement.

Procedures for out of school activities

Procedures for field trips and other out of school activities are in line with the overall school policies on these issues.

Planning for Students with Special Needs

Students with learning difficulties are integrated into regular classes and also receive extra help in class. Due to the pupil to teacher ratio in the LCA extra individual attention can be given to students who require it. Work in class is planned and structured to meet the needs of all students, including students with special needs. Teaching strategies which can be utilised to help students with special needs may include when possible:

- Careful choice of appropriate texts
- Giving appropriate treatment of subject content
- Taking a multi-sensory approach
- Providing suitable resources and aids for the student/s

Section 4 – Teaching & Learning

Subject Planning for a Culturally Diverse Society

- ☺ Create an atmosphere that respects cultural diversity
- ☺ Encourage full participation by all students
- ☺ Provide any necessary support materials for students
- ☺ Promote equality and understanding of cultural diversity amongst all students

Teaching Methodologies

In line with department guidelines for Teaching and Learning in the LCA programme the teaching methodologies employed in Coláiste Chríost Rí aims to:

- + 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 Utilise a variety of teaching and learning processes including group work, project work and the use of individualised learning assignments.
- + Promote communication, literacy, numeracy, and other generic skills across the curriculum using a range of media.
- + Promote equity in all its aspects including gender equity.
- + Through reflective practice, development, and improvement of the quality classes in the LCA programme.
- + Identify and use of teaching and learning resources in the local community and interaction with employers and enterprises.
- + Take a teaching approach that will address and exceed the needs of the participants.

Range and variety of Resources

The LCA aims to offer a broad range of educational experiences including;

- ★ Assignments
- ★ Visiting speakers
- ★ Social and cultural tips
- ★ Teamwork

- ★ Interviews
- ★ Orals
- ★ Practical and aural assessment

Variety of Resources

- ★ Experienced and motivated staff
- ★ Wide range of books and notes
- ★ Teachers' own notes
- ★ Videos, DVDs, tapes, CDs, and other communication resources
- ★ Overhead Projectors
- ★ Whiteboard
- ★ IT
- ★ Fully Equipped Construction and Woodwork room
- ★ Computer Rooms
- ★ Art Room
- ★ Sports Hall & Gym
- ★ Charts, graphs, posters
- ★ Local Library

Cross-Curricular Activities

The subjects in the LCA provide grounds for overlap between subjects and areas. Where possible material is drawn together, and the issues are reinforced across the programme. Collaboration also exists between teachers, and classes can work together to complete common goals, such as completing Word Processing documents and the write up of Key Assignments and Tasks.

Section 5 – Assessment

Assessment Procedures

The LCA has a comprehensive built-in assessment process, containing 'Key Assignments' and 'Student Tasks.' These assignments are the main form of assessment in the programme as a whole and the requirements of these assessment procedures inform teaching and learning in the different subject areas. Teachers also employ their own continuous assessment strategies in their own subject areas and student's progress is also discussed between the teachers involved with the LCA.

Assessment of Leaving Certificate Applied

Arrangements for Certification of the Leaving Certificate Applied

1. Introduction

The Leaving Certificate Applied is a single award made on the basis of credits accumulated over four sessions and in final examinations. A candidate may accumulate a maximum of 200 credits. Students who successfully complete the Leaving Certificate Applied programme will be awarded a certificate from the State Examinations Commission. The Leaving Certificate Applied is awarded at 3 levels.

Pass 120 credits (60%-69%)

Merit 140 credits (70%- 84%)

Distinction 170 credits (85%-100%)

Student achievement and performance in the Leaving Certificate Applied will be recorded in three modes as follows:

- ✓ Satisfactory Completion of Modules: 62 credits 31%
- ✓ Performance of Student Tasks: 70 credits 35%
- ✓ Performance in a Final examination: 68 credits 34%

The arrangements for the satisfactory completion of modules and the assessment of Student Tasks are detailed overleaf.

Students who acquire less than 120 credits will, on request, receive a school generated “Record of Experience”. This will also apply to those who leave before the end of the Programme

2. Satisfactory Completion of Modules

44 modules are completed over the two years of the programme and credits are awarded for the satisfactory completion of a module. At the end of each session the student will be credited on satisfactory completion of the appropriate modules.

In order to be awarded credit, students must complete each module by:

- (i) attending the classes and out-of-school activities related to the module and
- (ii) completing the Key Assignments related to the module. No ranking or assessment of performance will be involved. A minimum attendance of 90% is required. Where there is absence due to exceptional circumstances, this should be verified by the school.

A record of evidence of completion of the Key Assignments relating to all modules should be maintained by each student. The record of evidence may take the form of a portfolio or a folder, etc. It will include a checklist of Key Assignments for each module. This record should be retained by the school and be available in the school for inspection until the end of the appeals period following completion of the programme.

The student will be involved in the certification of the completion of modules:

- (i) by being informed as to what is required for certification;
- (ii) by being made aware, in sufficient time, when these requirements are not likely to be met;
- (iii) through negotiation concerning completion of outstanding assignment work, if deadlines for such assignments are not being met;
- (iv) by completing the checklist of Key Assignments attaching to the record of evidence.

3. Assessment of Student Tasks

The candidate completes 7 Student Tasks over the two years. Each task represents a significant piece of work (at least 10 hours). The task enables the candidate to integrate learning and practical experiences from the different courses and modules of the LCA programme.

- (a) To receive credits for a student task the candidate must
- (b) Produce authentic evidence of task completion
- (c) Produce a task report
- (d) Present for interview for all tasks, except the Personal Reflection Task, which does not require one.

Examiners will require evidence of task performance. This may be in a variety of formats – written, audio, video, artefact, etc. Each student is also required to produce a report on the process of completing the task. This report may be incorporated in the evidence of task performance.

The Tasks will be assessed by external examiners appointed by the State Examinations Commission. The examiners will visit the school during the week as indicated on the timetable, at the end of the first and third sessions and during the end of the second session. The work of the external examiners will be monitored by advising examiners. Examiners and advising examiners will receive detailed briefings. All preparatory work relating to the assessment of Student Tasks will be the student's responsibility. Students will also be required to meet the examiners on the day of assessment of the Tasks. As part of the assessment process, each student will present the work involved in the Task and discuss it with the Examiner. In the case of a Group Task, each student will explain her/his personal involvement in the work. It will be open to relevant teachers, should they wish to meet briefly with the examiners on the day of Student Task assessment. Such a meeting should be arranged, through the Programme Co-Ordinator, in advance of the inspection. The purpose of any such brief meeting might be to inform the examiner of any particular circumstances relating to individual students. It is emphasised that at no time will examiners discuss their allocation of marks to Candidates. Following assessment, the completed Student Tasks should, in order to allow for appeals, be retained in a safe place in the school until the end of the appeals period.

4. Final Examinations

Final examinations will be provided in the following areas:

1. Gaeilge Chumarsáideach
2. English and Communication
3. Modern European Languages (French)

4. Social Education
5. Mathematical Applications
6. Vocational Specialisms (2 Specialisms to be taken by each candidate).

Details of arrangements for Final Examinations are distributed to the students and staff and placed on the LCA noticeboard.

5. Report of Credits awarded and statement of Provisional Results

The State Examinations Commission will issue a provisional statement of results to candidates for each session reflecting the credits awarded for the satisfactory completion of modules, the results of the assessment of student tasks and final examinations as appropriate. These results are distributed to the students by the Programme Co-Ordinator and a copy remains on the student file.

Assessment for Learning

Assessment for learning is using assessment in the classroom as a tool to improve students' learning. It is the aim of the LCA programme that assessment for learning becomes a central aspect of the methodology employed in providing the subject to students in Coláiste Chríost Rí. Assessment for Learning is characterised by:

Sharing learning goals with students where the learning objectives are shared with them at the beginning of each lesson (oral and/or written) the learning outcomes for practical experiment portfolios are outlined to students regularly.

Helping students to recognise the standards they are aiming for where students are shown examples of work (where possible) given the opportunity to identify areas for improvement as a group students set out the elements which are needed in the projects and key assignments.

Involving students in assessing their own learning where students are given opportunities to assess their own work and the work of their peers used when students engage in past examination papers and particularly the experiment portfolio work.

Providing feedback helps students to recognise what they must do to close any gaps in their knowledge or understanding where oral feedback is given to students on assignments and throughout practical classes and on written work.

Communicating confidence that every student can improve where each student is encouraged and given support to demonstrate their abilities strive to give each student a personal goal and encouraged to follow the steps to attaining their goal identify areas where students can share their particular skill of knowledge with their peers

Adjusting teaching to take account of the results of assessment where the LCA teaching team strives to be flexible in teaching style and adapt methodologies to the students that undertake the subject time is dedicated to reteaching, peer teaching and individual assistance for students as the need arises.

Year 1

- Key assignments to be completed after each module of work.
- Three student tasks to be completed over year 1

Year 2

- Key assignments to be completed after each module of work.
- Four student tasks to be completed over year 2
- Examinations at Mock examinations
- Oral examination in final term. (Department of Education examination)
- Written examination in June. (Department of Education examination)

In-house Examinations

LCA 1 & LCA 2 will both take Christmas exams in all 6 examination subjects. LCA 2 will take their mock examinations in all 6 examination subjects.

Homework Procedures

Homework is given where appropriate. Giving homework is at the teacher's discretion. Each individual teacher has responsibility for tracking homework in their subject area.

Adoption and Review

This policy was adopted by the Board of Management of Coláiste Chríost Rí on 28/03/2023.

This policy will be reviewed bi-annually or as deemed necessary.

Maria Walk (Chairperson) *Maria Walk*

Padraig Mac An Rí (Principal) *Padraig Mac An Rí*

Date 28/03/2023