

SCOIL RUÁIN, KILLENAULE

LCA POLICY

Scoil Ruáin offers the Leaving Certificate Applied Programme (LCA) as a two year programme post - Junior Certificate.

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.

CURRICULUM FRAMEWORK

The LCA Curriculum of Scoil Ruáin follows the LCA Curriculum Framework and Module Descriptors as specified by the Department of Education and Skills.

VOCATIONAL PREPARATION VPG

English and Communications

VOCATIONAL EDUCATION

Mathematical Applications

I.C.T.

Vocational Specialisms (2)

GENERAL EDUCATION

Arts Education

Social Education

Languages (Irish & French)

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 and Skills 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. 90% Attendance is a requirement for awarding credits 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 and Skills.

TERMINAL EXAMINATIONS

Terminal Examinations are in the following subjects:

English and Communications

Mathematical Applications

Social Education

Languages (Irish & French)

2 Vocational Specialisms

CERTIFICATION

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

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:

Students will be supplied with the books under the School Book Rental Scheme in August of Year 1 following payment of the annual School Contribution.

WORK EXPERIENCE:

Work experience is an essential part of Leaving Certificate Applied. Students must arrange their own work experience placements and must attend work every Friday during school term. 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.

It is the responsibility of the student to acquire a work experience placement before the start of both Year 1 and Year 2. Students are not allowed to complete their work experience in a work place in which they already have a part-time job.

For each work experience placement students must satisfactorily complete the Work Experience Diary. Employer Report Cards must also be returned. Failure to return or complete the above two documents will result in students losing vital credits.

Students will be monitored carefully on Work Experience placements and a member of the teaching staff will telephone/ visit and interview both the student and their employer.

Businesses in the locality are very generous in offering Scoil Ruáin students work placements and providing valuable feedback to students and the coordinator. Scoil Ruáin appreciates the fact that local businesses support us by providing work placement for our LCA students and we expect that our students will behave themselves appropriately and work to the best of their ability while on work placement.

LCA ADMISSIONS POLICY

ADMISSION PROCEDURES:

1. An information seminar for Parents and students of Third Year will be held in the springtime of the year of entry.
2. Following the information presentation, LCA Application Forms are made available to students/parents/guardians from the LCA Co-Ordinator.
3. Completed Application Forms (See Appendix 1) 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. An external applicant must firstly apply to be accepted as a student of Scoil Ruáin by completing the Student Transfer Application Form. If accepted as a student of Scoil Ruáin, the student may then request and complete an LCA Application Form. The student is then subject to the same admission procedures as internal applicants.
5. The LCA Co-Ordinator will consult members of the Teaching Staff with respect to the LCA Application List.
6. An LCA Selection Committee will be established annually comprising of the following staff members: LCA Co-Ordinator, Year Head (3rd Yr), Guidance Counsellor, HSCL, Deputy Principal, Principal.
7. Applicants will be interviewed by at least 2 members of the Selection Committee.

The following criteria will help ascertain suitability for the Programme:

- Level of interest indicated by the candidate at interview.

- Willingness to participate fully in all elements of the LCA Programme.
- Student's satisfactory attendance record in school.
- Student's behavioural record over the three years of Junior Cycle in Scoil Ruáin, or in the case of an external candidate, the student's previous school.
- 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 pastoral care needs as communicated by the Year Head,
- HSCL, Guidance Counsellor and/or other professionals in the school.

8. The Interview will be conducted and marked according to the following Marking Scheme:

CRITERIA	MARKS
Attendance	20
Interview	30
Behaviour Record	20
Personal Achievements to Date	10
Overall Suitability	20
Total	100

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

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. (see Appendix 1) This provisional place on the programme will be subject to their signing the LCA Contract. (see Appendix 2) Students who return a signed LCA Contract are considered accepted to the LCA Programme of Scoil Ruáin.

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

APPLICATION FORM FOR LCA

NAME: _____

ADDRESS:

HOME TELEPHONE NUMBER: _____

CLASS: _____

WHY DO YOU WANT TO DO THE LCA COURSE?

WHAT JOB/CAREER DO YOU WANT TO DO WHEN YOU LEAVE SCHOOL?

WHERE WOULD YOU LIKE TO GO ON WORK EXPERIENCE AND WHY?

PLACE NO 1:

PLACE NO 2:

WHAT DO YOU HOPE TO GAIN BY DOING THE LCA PROGRAMME IN SCOIL RUÁIN?

WHAT ARE YOUR HOBBIES AND INTERESTS?

PLEASE NOTE:

THIS APPLICATION FORM IS ONE PART OF THE SELECTION PROCESS FOR THE LEAVING CERTIFICATE APPLIED PROGRAMME WHICH ALSO INCLUDES DISCUSSION WITH HSCL AND CAREER GUIDANCE, EVALUATION BY LCA CORE TEAM AND INTERVIEW.

COMPLETION OF THIS FORM DOES NOT GUARANTEE ACCPTANCE ON THE COURSE.

SIGNED:(STUDENT) _____

SIGNED:(PARENT/GUARDIAN) _____

DATE: _____

APPENDIX 1

ACCEPTANCE LETTER TO PARENTS:

Dear Parent/Guardian,

I am pleased to inform you that following interview your son/daughter
_____ is being offered a provisional place on the L.C.A.
Programme at Scoil Ruáin for the academic Year

In order to confirm this offer Scoil Ruáin requires both Student and
Parent/Guardian to read and sign the LCA Contract (enclosed) and return it to
the Programme Co-Ordinator by

I look forward to working with you and during the course of the
LCA Programme.

Yours sincerely,

Programme Co-Ordinator

APPENDIX 2

LCA STUDENT CONTRACT

The Leaving Certificate Applied teaching team within Scoil Ruáin believes there are certain attitudes and actions that are essential to the successful completion of the Leaving Certificate Applied programme. We have set these down in this document.

We want every prospective candidate, and their parents or guardians, to read this document and to sign the contract if they are willing to accept the requirements set out.

Attendance

A minimum 90% attendance is a basic requirement of the Leaving Certificate Applied. Lengthy or repeated absence must be covered by a medical cert. Any holidays taken during the course of the two year programme will not be accepted as a legitimate absence and will result in participants losing out on credits. This means that they will not achieve a high result at the end of the two years. In the case of high/prolonged unexplained absences students may lose their place on the course.

Application to class work

We expect that every student will do his or her best in relation to class work. Credit will not be given for work that is not of an acceptable standard.

Work Experience

Work experience is an essential part of Leaving Certificate Applied. Students must arrange their own work experience placements and must attend work every Friday during school term. 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 work place in which they already have a part- time job. For each work experience placement students must complete satisfactorily the Work Experience Diary. Employer Report Cards must also be returned. Failure to return or complete satisfactorily the above two documents will result in students losing vital credits. Students will be monitored carefully on Work Experience placements and a member of the teaching staff will telephone/ visit and interview both the student and their employer.

Behaviour

LCA students are expected to adhere to the Scoil Ruáin rules and code of behaviour as laid out in the student journal.

.....
I have read and understand the above LCA Student Contract and agree to abide by the requirements set out above.

Student Signature: _____

Parents/ Guardians Signature: _____ Date: _____

LCA Policy

Signed: _____ Chairperson, Board of Management

Signed: _____ Principal

Date: _____

Date of next review: _____