

## Scoil Ruáin



## Leaving Certificate Applied Policy



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# **Scoil Ruáin**

## **LCA Policy**

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

This policy reflects Scoil Ruáin's commitment to providing a comprehensive and supportive environment for students pursuing the LCA programme.

### **CORE VALUES**

Scoil Ruáin is a co-educational, multidenominational ETB school, that is underpinned by the core values of excellence in education, care, equality, community, and respect. At Scoil Ruáin, we work hard to give every student an equal chance to participate in curricular and extracurricular activities, to prepare our students to be open minded and responsible citizens with strong sense of our core values.

Everyone in our school community is treated equally in all aspects of school life. Our aim is to provide an inclusive education that acknowledges the variety of identities, viewpoints, and values that students, parents and staff members have.

### **SCOIL RUÁIN ETHOS**

Scoil Ruáin is a state, co-educational, multi-denominational school underpinned by the core values of:

- Excellence in Education
- Care
- Equality
- Community
- Respect

### **DEIS STATUS**

Scoil Ruáin is a DEIS (Delivering Equality of Opportunity in Schools) school. DEIS is a national programme aimed at addressing the educational needs of children and young people from disadvantaged communities. This means the school delivers a range of supplementary resources including additional staffing, funding, access to literacy and numeracy programmes, and the Home School Community Liaison Scheme and School Completion Programme. Furthermore, Scoil Ruáin offers practical supports such as the School Meals and Book Rental schemes. An evidence based DEIS plan underpins all teaching and learning in the school.

### **TIPPERARY EDUCATION AND TRAINING BOARD**

The Scoil Ruáin LCA Policy reflects the Mission Statement of our Patron, Tipperary Education and Training Board (TETB), which endeavours to provide “a quality education and training service, which creates diverse opportunities enabling learners and communities to unlock their potential.” (Statement of Strategy 2023-2027).

## **CONSULTATION**

The following were consulted at the review stage of this policy:

- School senior and middle management
- Teaching Staff
- Students
- Parents
- BOM

## **AIMS AND OBJECTIVES**

The Leaving Certificate Applied programme is a two-year Leaving Certificate programme aimed at preparing students for adult and working life.

The programme sets out to recognise the talents of all students and to provide opportunities for developing personal responsibility, self-esteem and self-knowledge, and helps students apply what they learn to the real world.

## **CURRICULUM FRAMEWORK**

The LCA curriculum of Scoil Ruáin follows the DES curriculum framework and module descriptors as specified by the DES. The module descriptors are available here: <https://www.curriculumonline.ie/Senior-cycle/LCA/>

The two-year programme consists of four half-year blocks called sessions. Achievement is credited in each session. Courses are offered in three main areas: Vocational Preparation; General Education; and Vocational Education. Students attend classes as timetabled from Monday to Thursday each week, and attend the work placement on Friday of each week.

Assessment takes place on the completion of modules, and is assessed under the following headings:

Satisfactory completion of modules (i.e. 90% attendance and completion of key assignments as set by the subject teacher)

Performance in student tasks (7 tasks completed over 4 sessions) Students are required to participate in each task activity, produce a report on the process of completing the activity, and attend an assessment interview carried out by an external examiner appointed by the DES.

Performance in terminal examinations in the following subject areas:

- English and Communication
- Two vocational specialisms (Hotel, Catering & Tourism/Graphics/Construction)
- Mathematical Applications
- Language (Irish/German/French)
- Social Education

Students who successfully complete the programme are awarded a Leaving Certificate from the DES. The certificate is awarded at three levels: Pass; Merit; and Distinction.

Award result	No. of credits
Pass (60-90%)	120-139 credits
Merit (70-84%)	140-169 credits
Distinction (85-100%)	170-200 credits

Candidates who are awarded fewer than 120 credits will receive a record of experience.

This will also apply to those who leave before the end of the programme.

## **WORK EXPERIENCE**

Work experience is an essential part of LCA. 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 two different career areas.

It is the responsibility of the student to acquire a work experience placement before the start of both years one and two. 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 documents may result in students losing credits.

Students will be monitored on work experience placements and a member of the teaching staff will contact and interview both the student and their employer, in line with our work experience policy.

Scoil Ruáin appreciates the fact that local businesses and employers support us by providing work placements for our students. We expect that our students will behave themselves appropriately and work to the best of their ability while on work placement.

## **CODE OF BEHAVIOUR**

Students are expected to adhere to the Scoil Ruáin code of behaviour as laid out in the student journal and code of behaviour policy (available here: <https://www.scoilruain.ie/downloads/school-policies/>)

## **ADMISSIONS CRITERIA FOR LCA:**

Scoil Ruáin selects students for the LCA programme based on mutual suitability.

The process includes:

- **Parent-Student Engagement:** An information session is held to familiarise parents and students with the LCA programme. Detailed packs are provided, and individual meetings are arranged to discuss programme specifics.
- **Application Submission:** Students must submit a completed application form, affirming their commitment to fully engage in all programme aspects.
- **Educator Feedback:** Teaching staff contribute insights via a questionnaire about the applicants.
- **Academic Evaluation:** Tutors and teachers review the applicant's academic history and performance up to the Junior Cycle/Transition Year.
- **School Life Contribution:** Consideration of the student's attendance, behaviour, class participation, and homework completion.

**External Applicants:** External candidates must first be accepted into Scoil Ruáin through a Student Transfer Application Form and then meet the same criteria as internal candidates.

**Student Selection:** Students are chosen based on:

1. Demonstrated interest.
2. Full participation willingness.
3. Attendance record.
4. Behavioural history.
5. Competence and potential benefit from the programme.
6. Possible contribution to the LCA programme.
7. Pastoral care needs as communicated by school professionals.

**Scoring System:** Students are evaluated on a 100-point scale:

- **Attendance:** 30 points
- **Interview/Meeting with guidance counsellor and LCA coordinator** 20 points
- **Behaviour Record:** 20 points
- **Personal Achievements:** 10 points
- **Overall Suitability:** 20 points

A minimum score of 70 is required for a provisional programme offer.

**Programme Engagement and Assessment:** Students must actively participate and are continuously assessed throughout the programme's four sessions, following the State Examinations Commission and Department of Education guidelines.

**Module Completion and Attendance:** A 90% attendance rate is mandatory for module credit. Students must self-record attendance and absences, with illness explanations noted as per the school's Code of Behaviour.

#### **Work Experience:**

Work experience is a pivotal part of the LCA, offering students insights into various careers. Students must:

- Undertake work experience in **at least two distinct career fields**.
- Avoid placements where they are already employed part-time.
- Not engage in work placements with family members or repeat placements.
- Seek approval for all placements from Scoil Ruáin's management prior to starting.

**Placement Process:** Students are scheduled for work experience every **Friday**.

They must:

- Research and secure placements with guidance from the work experience coordinator.
- Complete necessary documentation, including letters of introduction and attendance sheets, and submit them on time for credit eligibility.

**Attendance and Documentation:**

A **90% attendance rate** is required for both placement and class to earn credits. Attendance records must be presented the day after the placement for verification.

**Monitoring and Support:**

Scoil Ruáin closely monitors students' work experience, maintaining contact with employers to ensure a beneficial experience.

**Community Engagement:**

Local businesses generously offer placements, providing feedback that Scoil Ruáin values greatly. Students represent the school during placements and must adhere to school policies.

**Leaving Certificate Applied Contract for Scoil Ruáin Students:** Students commit to:

- Full participation in the course and all classes.
- Maintaining high standards of behavior to foster a conducive learning environment.
- Adhering to school policies during work experience and school activities.
- Achieving a minimum of 90% attendance or providing medical documentation for absences.
- Completing all key assignments and tasks diligently and meeting set deadlines.
- Wearing the full school uniform and bringing necessary materials to class.
- Cooperating with peers and being respectful in all school interactions.
- Arranging and fulfilling work experience placements and completing a work diary.

**Terms of Programme Continuation:** Failure to meet these commitments may lead to exclusion from the programme. Scoil Ruáin reserves the right to remove a student from the LCA for unsatisfactory academic or behavioral performance.





# Scoil Ruáin Killenaule

## Declaration of Students and Parents/Guardians

I hereby accept the offer of a place on the Leaving Certificate Applied Programme at Scoil Ruáin.  
By signing this contract, I commit to the following terms and conditions as outlined in the LCA policy.  
I am aware that the Programme Coordinator and/or the School Management reserves the right to assess my progress during the Programme. Failure to comply with the terms of this contract may result in my exclusion from the Programme, to maintain the integrity of the course of in the best interests of other participants.

By signing below, I acknowledge that I/we have read the LCA Programme Policy and agree to adhere to its contents.

Date:

Signature of Student:

Date:

Signature of Parent/Guardian:

Date:

Signature of Parent/Guardian: