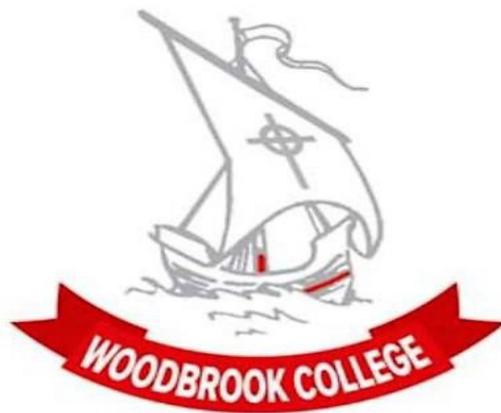


Woodbrook College

Bray, Co. Wicklow



Leaving Certificate Applied (LCA) Policy and Procedures

"Learning together for a better future"

Approved by the Board of Management at a meeting on 30th November 2023

1. Introduction

1.1 Woodbrook College has a catholic tradition reflecting its origin within Edmund Rice Schools Trust (ERST) Charter.

1.2 Woodbrook College considers itself a pluralist community; it embraces inclusion in terms of social, cultural, religious and ethnic diversity.

1.3 Woodbrook College is a co-educational school with a broad curriculum, which aims to meet the diverse range of academic, vocational, spiritual and social needs of its students.

2. LCA Mission

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 society itself.

3. LCA Objectives

The Leaving Certificate Applied is a distinct, self-contained two-year programme aimed at preparing students for adult and working life. The programme puts an emphasis on forms of achievement. Furthermore, 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. Finally, it offers learners specific opportunities to prepare for and progress to further education and training.

The fundamental goal of the Leaving Certificate Applied is to prepare participants for the 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 considerably in the ways they process, assimilate and recall information.

4. What is the Leaving Cert Applied?

The Leaving Certificate Applied is a two- year senior cycle course. The Leaving Certificate Applied programme is designed for students whose needs, aspirations and aptitudes are not adequately catered for by the traditional Leaving Certificate programme. It is a student-centred programme and is based on active and practical educational experiences. The Leaving Certificate Applied places emphasis on continuous assessment and preparation for the world of work or further education.

5. Programme Aims

The aims of the LCA Programme in Woodbrook College are:

- To meet the needs of those students who are not adequately catered for by other Leaving Certificate programmes.
- To prepare learners for the transition to adult and working life and to provide students with the opportunity to develop maturity, the skills of self-reliance, self-knowledge, communication and decision-making.
- To recognize the talents of all learners, the programme is responsive to the aptitudes, abilities, needs and interests of students.
- To provide a student-centred 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 student's social awareness and capacity to communicate with others in work/social environments.
- To provide opportunities for students to access further education and training
- To assess the progress of the students on an ongoing basis. Students are assessed throughout the 2 years.

6. LCA Programme Admissions Policy

Admission to the LCA programme is contained in appendix 3 of the schools Admission Policy. The maximum number of students to be admitted to the LCA programme is set by the Board of Management.

LCA Programme Information is issued to Parents/Guardians of Prospective Students. Students and their parents receive comprehensive and timely support in decision-making. Students also have access to the guidance counsellor, advice from the LCA coordinator and subject teachers. In addition, information on the LCA programme is available from the school. Specific criteria, in line with the objectives of the programme, are employed for selection and targeting of students. In advance of selection of the senior cycle programme, the coordinator discusses student selection with the relevant stakeholders in order to identify those candidates for whom the LCA programme is appropriate and beneficial.

7. Programme information

- Provisions are made for students with additional needs as per our Support For Learning Policy.
- All third-year students will be briefed on the post Junior Cycle educational programmes that are available in Woodbrook College.
- Application for the programme is carried out through the completion of the appropriate form, which requires a parental/ guardian and a student signature.
- Selection is based on the suitability of a candidate for this educational programme and all candidates will be interviewed by the LCA coordinator to determine their suitability.
- Successful applicants and their parents/guardians are then invited to a general information evening and they are provided with an overview of the programme. This is also an opportunity to raise any concerns that they may have.
- Health and Safety requirements are in line with the school's health and safety policies.

8. Timetabling / Work Experience

Classes are scheduled for four school days a week during regular school hours. Students will undertake their vocational experience one day per week. Due to the relatively small number of students enrolled in the LCA programme all students are in the same class and pursue a common curriculum.

Work experience forms a core element of the Leaving Certificate Applied. Students must arrange their own work experience placements. It is important that students choose their work experiences carefully. It is recommended that work experience be completed in at least three different career areas. Work experience can only be taken with an employer who has their own company insurance. For each work experience placement students must complete satisfactorily and return their 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 while on work experience placement by the Vocational Preparation and Guidance teacher.

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 one day of work experience a week. Students complete their vocational requirement in businesses and services in their communities. Students can select occupations such as day care, hair & beauty salons, shops, supermarkets, co-op's and so forth. Only a business which is fully registered and has all the necessary insurance documentation can be used by a student for 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 VPG teacher will contact the employer by telephone to discuss the performance and attitude of the student while on work experience. If possible, the VPG teacher will arrange to visit the employer and student at an appropriate time. The Employer completes an evaluation of the student's work placement.

Requirement	Person Responsible & Timeline Involved
Outlining of what is involved in Work Experience	Guidance Counsellor at Third Year Parents Information Evening.
Finding Work Experience	<u>All those who are offered a place on LCA course must secure Work Experience in the Summer before Session 1.</u> Guidance Counsellor will issue letter for Employers once place has been approved. Students <u>MUST</u> return with Session 1 placement arranged in September. They will then be given a letter of insurance and any other documents for Employer by Guidance Counsellor.
Monitoring of work experience throughout Year 1 and Year 2	VPG Teacher
Paperwork from employers, etc	VPG Teacher

9. Programme and Levels

The LCA programme in Woodbrook College offers the following subjects:

- Vocational Preparation and Guidance
- Irish
- Information Communication Technology
- English and Communication
- Mathematical Applications
- Leisure and Recreation
- Guidance
- Social Education
- Vocational Experience
- Hotel and Catering
- Musical Appreciation
- Science
- Religion

The LCA offers the subjects at a common level for all students and the programme is structured around three key areas that are interrelated and interdependent. The programme is characterised by educational experiences of an active, practical and student- centred nature.

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

10. Assessment and Certification

Although the Leaving Cert Applied is predominantly a course based on continuous assessment, each student will sit final exams in a number of subjects in June of the second year in:

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**

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 below:

	Credits	Percentage
Satisfactory completion of modules	62	31%
7 student tasks	70	35%
Final examination	68	34%

Upon successful completion of the Leaving Certificate Applied Programme students shall receive a certificate from the Department of Education and Science. There are three levels of award as outlined below:

PASS	120-139 credits	60- 69%
MERIT	140 – 169 credits	70-84%
DISTINCTION	170-200 credits	85-100%

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 in an Institute of Technology,

Teacher In-service

Teachers are given a schedule of the relevant in-service available at the start of the school year by the LCA coordinator. Teachers are encouraged to attend any in-service which would benefit the teaching of their subject. School management facilitates the attendance of teachers to all DES approved in-service by providing cover. Teachers are asked to keep a record of any in-service that they attend in the LCA Administration folder on Microsoft Teams.

11. Planning & Preparation

Resources

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

- Specialized Materials Technology Wood rooms
- Fully equipped Art facilities
- Fully equipped Science facilities
- An I.T. suite
- Sports Hall
- A Home Economics room
- A music room
- A set of tablets allocated to the LCA class.

Programme Budgetary Procedures

Funding is available to subsidize pursuits in the LCA programme such as field trips and other activities. Teachers discuss with the LCA coordinator any out of school activities which require school funding including field trips and other activities.

Curriculum Content

- I. Individual Subject Plans
- II. Textbooks and Course Materials

12. Teaching and 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 Woodbrook College 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.

The LCA aims to offer a broad range of educational experiences through resources:

- Experienced and motivated staff.
- Wide range of books and notes and teachers' own notes.
- Media resources, overhead projectors, whiteboards.
- IT technology (Computer rooms and separate LCA tablets) and school WIFI.
- Fully Equipped Construction and Graphic rooms, Home Ec rooms, Art rooms and Sports Hall.
- Assignments, practical and aural assessments.
- Social and cultural trips and workshops.
- Teamwork.
- Interviews, orals and visiting speakers.
- Logbook and diaries.

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.

13. Assessment

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 class. Circular S23/06 details assessment of the LCA.

Arrangements for Certification of the Leaving Certificate Applied

Introduction.

As schools will be aware 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 terminal examination:- 68 credits 34%

The arrangements for the satisfactory completion of modules and the assessment of Student Tasks are detailed below:

Satisfactory Completion of Modules

Forty-four 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:

- Attending the classes and out-of-school activities related to the module and 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 certificate of the completion of modules:

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

Assessment of Student Tasks

The candidate completes seven 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.

To receive credits for a student task the candidate must:

- Produce authentic evidence of task completion.
- Produce a task report.
- Present for interview (Personal Reflection Task does not require an interview).

Examiners:

- 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 responsibility of the students themselves. 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, by the school Principal or Deputy, on the day when the examiner contacts the school to arrange the visit.
- 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.

Final Examinations

Details of arrangements for Final Examinations are scheduled in the timetable which is circulated annually.

Final examinations will be provided in the following areas:

- Gaeilge Chumarsaideach
- English and Communication
- Modern European Languages (French, Spanish, German and Italian)
- Social Education
- Mathematical Applications
- Hotel and Catering
- Vocational Specialisms (2 Specialisms to be taken by each candidate).

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.

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.
- Mock examinations
- Oral examination in final term (DES)
- Written examination in June (DES)

Homework Procedures

Homework is given where appropriate and at the discretion of the teacher. Each individual teacher has responsibility for tracking homework in their subject area through Microsoft Teams and as per the school's homework policy.

Literacy and Numeracy

The LCA programme in Woodbrook College places a great emphasis on the development of Literacy and Numeracy skills for its students. Teachers of LCA use a variety of methods to improve Literacy and Numeracy in their subject areas. Methods include the use of key words, word search puzzles and problem solving.

Tasks

Year 1

- General education task anchored in Leisure & Recreation/Art, Examined in January.
- Vocational Education Task anchored in Craft, Examined in May.
- Vocational preparation Task anchored in VPGU, Examined in May.

Year 2

- Vocational Education task anchored in I.T. Specialism, Examined in January.
- Contemporary issues task, anchored in Social Education, Examined in January.
- Practical Achievement task, anchored in VPGU, Examined in January.
- Personal Reflection task, anchored in VPGU over the two-year programme, Completed in May.

LEAVING CERT APPLIED CALENDAR OF EVENTS (Provided by the State Examinations Commission and subject to change)

Session 1 Year 1 & Session 3 Year 2

SEPTEMBER

- Issue of Practical Achievement Booklet Issue of year 1 Examination Results Viewing of Scripts for Year 1 candidates Deadline for appeal of Year 1 results

OCTOBER

- Issue of Appeal Results for Year 2 candidates
- Issue of Key Assignment CD-Rom to new LCA Schools/ Centres
- Issue of LCA forms ENT.LCA.1 and ENT.LCA.2 which capture task & final exam details for Yr. 1 and Yr. 2 candidates (to be completed and returned immediately)

NOVEMBER

- Issue of Appeal Results for Year 1 candidates

DECEMBER

- Circulation of Oral Guidelines. Distributions of Timetable of Final Exams .Issue of LCA Certificates

JANUARY

- Notification of February Task arrangements Year 1 candidate numbers assigned
- Practical Coursework Design Briefs -Graphics/Construction,
- Engineering, Technology, Childcare/Community Care, Craft & Design circulated to schools/centres
- Issue of Personal Reflection Task Guidelines Session 2 Year 1 & Session 4 Year 2

FEBRUARY

- February Tasks
- LCA 1 (module) forms for Session 1 and 3 to be completed and returned immediately on receipt.

MARCH

- Circulation of Format of final exams
- Practical Performance Assignment Briefs (Hotel Catering and Tourism, Office Administration Customer Care, Active Leisure Studies, Health & Beauty and Agriculture/Horticulture) circulated to schools/centres.

APRIL

- Notification of May Task arrangements Issue of Session 1 and Session 3 results Appeal deadline for February Tasks

MAY

- May Tasks
- IT practical performance and written test (set up instructions to issue ahead of question papers)
LCA practical performance tests (Hotel Catering Tourism, Active Leisure Studies, Office Administration & Customer Care, Agriculture/Horticulture, Hair and Beauty)
- LCA Oral Exams
- LCA 1 (module) forms for Session 2 and 4- to be completed and returned immediately on receipt. Schools instructed regarding appointing Superintendent for Yr. 1 languages
- Distribution of P2 rolls for Practical Coursework exams and identity labels for pieces PRT rolls for Year 1 and Yr. 2 issued to schools with instruction for immediate return Completion and return of Personal Reflection Tasks.

JUNE

- Terminal Exams
- Assessment of practical coursework (Engineering, Graphics & Construction, Childcare/Community Care, Craft & Design and Technology)

AUGUST

- Issue of Year 2 Examination Results Viewing of Scripts for Year 2 candidates Deadline for appeal of Year 2 results