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Bord Oideachais agus  
Oiliúna Thiobraid Árann  
*Tipperary Education and  
Training Board*

# Coláiste Thulach Sheasta *LCA Programme Policy 2023*



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# Contents

Introduction .....	4
Rationale .....	5
Other Policies .....	5
Curriculum Framework .....	6
Tasks .....	6
Programme Admissions Procedure and Requirements .....	7
Selection of Students .....	8
Student Progress in Leaving Certificate Applied .....	9
Work Experience in Leaving Certificate Applied .....	11
Leaving Certificate Applied Contract.....	12
Declaration of Students and Parents/Guardians .....	13
Policy Adoption and Review .....	14
Appendix 1 .....	15
Appendix 2 .....	17

## Introduction

**Coláiste Thulach Sheasta, Newport College** is a post primary Community College under the patronage of the Tipperary Education and Training Board (TETB). We are a state, co-educational, multi-denominational school underpinned by 5 core values: excellence in education, care, equality, community and respect.

As an ETB Community College, we give equal opportunities to all students in the community we serve, and we strive to provide high quality education through respectful, positive, supportive and responsive learning environments and respect.

In all aspects of school life all members of our school community are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

***We value:***

**Excellence in Education:** Excellence includes excellence in education, training, and support. It is underpinned by the core values of care, respect, community, and equality. Excellence encompasses outcomes, experiences, and expectations of people involved.

**Care:** Care is about the welfare, wellbeing, and safety of all who are involved in education and training. It is exemplified in meaningful relationships, connectedness, and empathy, alongside support and solidarity.

**Equality:** Equality is about treating everyone equally and recognising and celebrating the diversity of those involved in education, training, and youth work. It is exemplified in targeting resources on those who have need and prioritising a culture of inclusion.

**Community:** Community encompasses learners, their families, staff, and the local communities in which our services are based. It is about having shared vision, values and purpose, a sense of belonging, and a voice that is listened to. It is exemplified in productive collaboration, positive contributions, and effective communication amongst all stakeholders.

**Respect:** Respect is about upholding the dignity, rights, and recognition of the identity and background of all those involved in education, training, and youth work. It is exemplified in relationships between all stakeholders, and decision-making that impacts positively on the rights, feelings, and aspirations of the diversity of people.

## Rationale

The Leaving Certificate Applied is an alternative to the Leaving Certificate Established for students who like a hands-on practical approach to learning. The programme seeks to develop transferrable skills i.e. skills which can be applied across a broad range of experiences at school, in the community and in the world of work and further study.

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.

## Other Policies

- Students and teachers of the Leaving Certificate Applied programme in Newport College adhere to all policies and procedures of Newport College and adhere to the programme guidelines and circular letters of the Department of Education and Skills and of the State Examinations Commission.
- To ensure the smooth running of the programme, in the interests of health & safety for all and to protect the integrity of the programme, the management of Newport College reserves the right to remove a student from the Leaving Certificate Applied programme in the case of a breach/ breaches of the policies and procedures of the school and/ or of the State Examinations Commission. **Here in Newport College, we have set a cap of 12 students per LCA group.**

## Curriculum Framework

### Leaving Certificate Applied Curriculum Framework

- The LCA Curriculum of Newport College follows the LCA Curriculum Framework and Module Descriptors as specified by the Department of Education and Skills.

The following is the curriculum framework of courses and modules in Leaving Certificate Applied in Newport College:

Vocational Preparation & Guidance	Vocational Education	General Education
Guidance	Mathematical Applications	Social Education
Job search/ Community Work/Enterprise 2	Introduction to ICT	Arts Education
Work Experience – placement & class	Graphics & Construction	Gaeilge Chumarsáideach
English & Communication	Hotel Catering and Tourism	French
	Sciences	Leisure & Recreation

## Tasks

### Leaving Certificate Applied Student Task

The following is the schedule of Student Tasks to be completed over the four sessions:

LEAVING CERTIFICATE APPLIED SCHEDULE OF STUDENT TASKS			
LCA YEAR 1		LCA YEAR 2	
Session 1 Sept – Jan incl.	Session 2 Feb – May incl.	Session 3 Sep – Jan incl.	Session 4 Feb – May incl.
General Education Task 10 credits	Vocational Preparation Task <i>In Enterprise</i> 10 credits	Issues Preparation Task <i>In Social Education</i> 10 credits	Personal Reflection Task - <i>Statement 2</i> 10 credits
	Vocational Education Task <i>Graphics &amp; Construction</i> 10 credits	Vocational Education Task <i>In Hotel, Catering &amp; Tourism</i> 10 credits	
	Personal Reflection Task - <i>Statement 1</i> 10 credits	Practical Achievement Task 10 credits	

## Programme Admissions Procedure and Requirements

Students are selected for the LCA based on their suitability for the programme and the programme's suitability to the student.

The selection process involves: -

### **Liaising with the students and their parents:**

An Information Session on the Programme is provided for parents and students. An LCA information pack is available from the coordinator. Meetings are arranged with students and their parents to discuss the nature and requirements of the Leaving Certificate Applied programme.

### **Application form:**

A written application form must be completed in respect of each student applying for a place in the Leaving Certificate Applied programme. The application form requires written confirmation that the student agrees to participate fully in all of the activities, learning experiences and assessment elements of the programme.

*Appendix 1*

### **Teaching staff input:**

All members of the teaching team are invited to complete a questionnaire regarding prospective students of the programme.

### **Academic review:**

Third year and Transition year class tutors, year heads and core subject teachers are consulted to assess the student's performance in the school up to Junior Cycle/Transition Year.

### **Review of the student's contribution to school life:**

The student's attendance in school, behaviour, participation in class and completion of homework are taken into account in the selection process for Leaving Certificate Applied.

### **External Candidates**

An external applicant must firstly apply to be accepted as a student of Newport College by completing the Student Transfer Application Form. The student is then subject to the same selection criteria as internal applicants.

When processing applications for Leaving Certificate Applied programme, preference will be given to current students of Newport College.

## Selection of Students

### Selection of suitable students to Leaving Certificate Applied.

The following criteria will help ascertain the student's suitability for the programme:

1. Level of interest indicated by the student at meeting/ interview.
2. Willingness to participate fully in all elements of the LCA Programme.
3. The student's attendance record in school.
4. Student's behavioural record over the three years of Junior Cycle in Newport College, or in the case of an external candidate, the student's previous school.
5. An assessment of the student's competence and value to be derived from participation in key elements of the Leaving Certificate Applied programme.
6. Assessment of the contribution the applicant can make to the Leaving Certificate Applied programme.
7. The applicant's pastoral care needs as communicated by the Year Head, HSCL, Guidance Counsellor and/or other professionals in the school.

Marks will be awarded to each student according to the following marking scheme:

<b>CRITERIA</b>	<b>MARKS</b>
Attendance	30
Interview/ meeting	20
Behaviour record	20
Personal achievements to date	10
Overall suitability	20
<b>Total</b>	<b>100</b>

An applicant must achieve an overall score of 70 or greater in order to be offered a provisional place on the Leaving Certificate Applied programme.

Following final selection by school management and, successful candidates will be offered a provisional place on the programme and their parents/guardians will be informed by letter.

This provisional place on the programme will be subject to their signing the Leaving Certificate Applied Contract. Students who return a signed Leaving Certificate Applied Contract are considered accepted to the Leaving Certificate Applied Programme in Newport College.

In the interest of student progress and to ensure a positive learning experience for all students in Leaving Certificate Applied, a student may be required to engage in a trial period on commencing the programme. The duration of the trial period will be specified by the management of Newport College.



## Student Progress in Leaving Certificate Applied

The Leaving Certificate Applied requires the student's full engagement in learning activities throughout the four sessions of the programme. The student is continuously assessed and is eligible to gain credits while being assessed throughout the programme.

### **Assessment**

Assessment in the Leaving Certificate Applied programme follows the guidelines and procedures of the State Examinations Commission and Department of Education and Skills. Assessment takes place over the two years of the programme under the following headings:

- Satisfactory completion of modules and key assignments.
- Performance of Students Tasks.
- Performance in the final examinations.

#### Satisfactory Completion of Modules and Key Assignments

The student is required to satisfactorily complete the modules and can only gain credits by way of the following:

### **Attendance**

Students are responsible for keeping track of their own attendance and dates of absence. This information may be recorded in the student diary. Students will not be supplied with dates of absences.

90% attendance is required in each module of the programme. Attendance includes a student's presence and participation in class, in Leaving Certificate Applied activities in school and outside of school and in work experience. Absences due to illness must be explained in the student diary as per the Code of Behaviour of Newport College.

As set out by the State Examinations Commission, credits will not be lost if absences due to illness/ medical reason are explained by way of a medical certificate confirming the dates of the student's inability to attend school and of their fitness to return to school. Medical certificates must be produced on return to school. Medical certificates presented at a later date will not be accepted.

### **Completion of class work and key assignments**

Full participation in class work with full application to homework as stipulated in the policies of Newport College. Credits will not be awarded for work that is not of a satisfactory/ acceptable standard – satisfactory standard is that which is set by the course teacher in line with course guidelines. Key assignments must be submitted by the dates specified by the class teacher. No extensions are allowed.

## **Performance of Student Tasks**

Seven Student Tasks are completed over four sessions following the guidelines and circular letters of the State Examinations Commission. Each student is required to produce a report on the process of completing the Task.

Student Tasks are assessed by External Examiners appointed by the State Examinations Commission.

With the exception of the Practical Achievement Task, the Student Tasks are carried out in class, therefore homework will apply.

In the case of the Practical Achievement Task, the task is carried out outside of the school. However, a record book of the student's experiences must be presented in class. This record must include evidence of the work undertaken by the student, verification of that work by an external verifier. This is in line with the task guidelines of the State Examinations Commission.

## **Performance in the Final Examinations.**

Final examinations in Leaving Certificate Applied are carried out by the State Examinations Commission. Students must adhere to the guidelines and procedures of the State Examinations Commission and the policies and procedures of Newport College during final examination time.

Final examination courses are as follows:

- English and Communication
- Mathematical Applications
- Social Education
- Languages – Gaeilge Chumarsáideach and French
- Agriculture & Horticulture/Hotel, Catering & Tourism
- Graphics & Construction

## Work Experience in Leaving Certificate Applied

Work experience is an essential component of the Leaving Certificate Applied programme. It is important that students give careful consideration to the types of work and careers they would like to experience.

Work experience must be completed in at least two different career areas. Students are not permitted to complete their work experience in a workplace in which they already have a part-time job. Work placements with family members are not permitted. Parents are encouraged to engage in the process of placement research. Repetition of placements is not permitted. However, a student may seek experience in a workplace involving similar roles carried out in a previous differing placement.

All work experience placements **must be approved by the management** of Newport College in advance of commencement.

As part of the Vocational Preparation element of the programme, students are timetabled for work experience on one day per week, Thursday. To secure a work experience placement, the student is required to research a suitable work placement. This is done by following the instruction and guidance of the work experience teacher and/or the programme coordinator. Research for a work placement must be done in a timely manner, e.g. session 1 and session 3 placements to be researched and secured during the summer break, session 2 and session 4 placements to be researched and secured in November.

Documentation, i.e. letters of introduction (appendix 2), employment details forms, attendance sheets, insurance letters and letters to parents will be given to the student. It is the student's responsibility to ensure these completed and signed documents are returned to the school at the stated times in order to gain credits.

Placement attendance records must be presented at roll call on the following school day, Friday, to facilitate the verification of the student's attendance at work. If the attendance record is not presented at roll call on Friday morning, the student will be marked absent for work experience on the school system.

In order to gain credits, as stipulated by the State Examinations Commission, a student must have 90% attendance in the Work Experience module i.e. placement and class, the student must complete all key assignments of the Work Experience module and return completed work diaries within the timeframe specified by the class teacher.

Students are monitored carefully on work experience placements and the programme coordinator maintains regular contact with the employers and mentors who offer placements to our students.

Businesses in the locality are very generous in offering students at Newport College work placements. They provide valuable feedback to students and to the coordinator. Newport College appreciates the fact that local businesses support us by providing work placement for our LCA students. Students at Newport College are representing the school while on placement. Work experience is a school activity. Therefore, students must follow the policies and procedures of the school during this time. Parents and guardians must complete and return the relevant school documentation regarding the student's work placement i.e. letter of permission.

## Leaving Certificate Applied Contract

### Students

- Commit to display a willingness to participate in the course fully and to participate in all subject areas/classes.
- Understand behaviour must be held to the highest standard so that teaching and learning is not affected. This will give all students the chance to achieve their full potential.
- Agree to behave appropriately and respectfully in school and at school activities.
- Agree 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.
- Agree to complete all Key Assignments to the best of my ability for each Module.
- Agree to complete the Tasks as required by the Programme to the best of my ability.
- Agree to meet all Deadlines for Key Assignments and Tasks as set by individual Teachers and the Department of Education.
- Agree to wear the Full School Uniform every day as instructed.
- Agree to bring all necessary equipment, books, resource materials to every class.
- Agree to take full responsibility for arriving to school and every Class on Time.
- Agree to co-operate with classmates in the use of shared Facilities (Equipment, Stationary etc)
- Agree to take due care in using their Chrome Book
- Agree to be co-operative, polite, friendly and adult-like in my relationships with my fellow classmates and teachers.
- Agree to arrange and complete my Work Experience Placements to the best of their ability and to complete a Work Experience Diary.

As stipulated in the Leaving Certificate Applied Programme Policy above, the management of Newport College reserves the right to remove a student from the programme for the remainder of the Leaving Certificate Applied session. The prospect of a student repeating a session may be explored by management. However, due to the sequential nature of the coursework in each Leaving Certificate Applied, this prospect may prove to be unfeasible.

Failure to apply with the following terms may result in a student being excluded from the programme

- Unsatisfactory completion of modules due to unsatisfactory participation in class and/or unsatisfactory application to homework.
- Breach/ repeated breaches of the Code of Behaviour and/ or other policies of Newport College.
- Unsatisfactory engagement of the student in Leaving Certificate Applied work experience and/ or unsatisfactory compliance of work experience procedures as set out by Newport College and the State Examinations Commission.
- Unsatisfactory engagement of the student in Student Task work.
- Unsatisfactory attendance as set out by the State Examinations Commission.

The above list is not exhaustive.

## Declaration of Students and Parents/Guardians

I accept the offer of a place on the Leaving Certificate Applied Programme at Newport College, and I agree to be bound by the commitments of the following contract.

I have read and understand the Newport College Information Leaflet and L.C.A. Contract. 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 Contract 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

I/ we have read the above Leaving Certificate Applied Programme Policy and I/ we agree to adhere by its contents.

	Date	
Signature of Student		
	Date	
Signature of Parent/Guardian		
	Date	
Signature of Parent/Guardian		

## Policy Adoption and Review

**This Policy was reviewed by the Board of Management on 29/05/2023.**

This policy and its implementation will be reviewed by the Board of Management once in every school year.

# Appendix 1

## WORK EXPERIENCE ATTENDANCE RECORD

Student Name	
Work Placement	
Name of Supervisor/Contact	
Phone Number	
School Telephone No	061-378262

Date	Week No	Present: v	Absent: X	Employer Signature	Student progress/contribution to workplace
31Aug	1				
7 Sep	2				
14 Sep	3				
21 Sep	4				
28 Sep	5				
5 Oct	6				
12 Oct	7				
19 Oct	8				
26 Oct	9				
9 Nov	10				
16 Nov	11				
23 Nov	12				
30 Nov	13				
7 Dec	14				
14 Dec	15				
21 Dec	16				
11 Jan	17				
18 Jan	18				
25 Jan	19				

The employer/mentor is asked to verify attendance & comment on progress of the student each Thursday. The student is required to present this attendance record in school each Friday at roll call. Attendance must be verified by the employer/ mentor, proof of attendance must be presented at school and satisfactory completion of the Work Experience module, including Work Experience class, are all necessary to gain credits. 90% attendance at work and in class required to gain credits for this Session.

## WORK EXPERIENCE ATTENDANCE RECORD

Student Name	
Work Placement	
Name of Supervisor/Contact	
Phone Number	
School Telephone No	061-378262

Date	Week No	Present: v Absent: X		Employer Signature	Student progress/contribution to workplace
1 Feb	1				
8 Feb	2				
22 Feb	3				
29 Feb	4				
7 Mar	5				
14 Mar	6				
21 Mar	7				
28 Mar	8				
11 Apr	9				
18 Apr	10				
25 Apr	11				
2 May	12				
9 May	13				
16 May	14				
23 May	15				
30 May	16				

The employer/mentor is asked to verify attendance & comment on progress of the student each Thursday. The student is required to present this attendance record in school each Friday at roll call. Attendance must be verified by the employer/ mentor, proof of attendance must be presented at school and satisfactory completion of the Work Experience module, including Work Experience class, are all necessary to gain credits. 90% attendance at work and in class required to gain credits for this Session.



## Appendix 2



### LETTER TO EMPLOYERS

31/08/2023

A Chara,

Our Leaving Certificate Applied student **(student name)** is seeking the opportunity to gain work experience with local employers.

Work experience is a key component of LCA, and we would very much appreciate it if you would consider giving **(student name)** a placement in your business.

If successful, the work experience placement would commence on the 07/09/2023, for one day per week; Thursday.

The work experience placement requires **(student name)** to be present for work at 8.50 a.m. and finish at 3.45 p.m. as per a normal school day. Break and lunch times would be at the discretion of you, the employer.

We value the partnership we have with our local employers, and we would be very grateful if you would give offering **(student name)** a work placement some consideration.

Prior to commencement, the employer will be contacted by a member of Newport College staff to verify that the placement is certifiable, insurable and can be provided in accordance with public health advice and social distancing requirements.

Thank you very much for your co-operation.

Le gach dea-ghuí,

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Principal

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Work Experience Teacher