

Ardcoil Rath Iomghain



Leaving Certificate

Applied Policy

Ardcoil Rath Iomgháin Mission Statement

“This school, being a source of pride in the community, aspires to the holistic development of its students, embracing the physical, mental, emotional and spiritual dimensions of their lives. Students will be challenged and encouraged to achieve their full potential through the recognition and reward of their effort and responsibilities, allowing them to feel confident in their ability to take their place as valued members of our society. Cultural differences will be respected. The good name and reputation of the school as an institution must be nurtured and protected for the benefit of all pupils. Each of the partners, teachers, parents and students have roles and responsibilities which must be fulfilled if successful educational outcomes are to be achieved.”

Mission Statement of the Leaving Certificate Applied Programme

This statement aims 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 Introduction

The Leaving Certificate Applied programme has been developed by the National Council for Curriculum and Assessment. This programme is part of the expanded senior cycle provision designed to cater for the diversity of participants' needs. The fundamental goal of the Leaving Certificate Applied is to prepare Leaving Certificate participants for transition from the world of the school/centre to that of adult and working life. This transition is complex and demanding for a variety of reasons. The qualities, aptitudes and personal skills required in the work-place have changed. Participants are remaining longer in formal education and in training than heretofore and the period of transition is also lengthier. In addition to the challenges in relation to education, training and jobs, participants are also faced with related, social, personal and cultural issues. It is essential that the talents of all Leaving Certificate participants are recognised and that they are afforded an opportunity to develop in terms of responsibility, self-esteem and self-knowledge. Participants should also develop communication and decision making skills so as to achieve a more independent and enterprising approach to learning and to life. The suitability of the Leaving Certificate (Established) to adequately meet the needs of all Leaving Certificate participants has been subject to question. In the interests of equity it is important that the various needs of participants at the post- compulsory stage of education are provided for.

The Leaving Certificate Applied has evolved from curriculum development projects aimed at strengthening the technological/vocational options and the development of personal skills at senior cycle. 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. The Junior Certificate provides the foundation for this development and continuity from this programme is an important guiding consideration. The use of active teaching and learning methodologies across the curriculum promotes those qualities that are fundamental to the development of an individual with an enterprising outlook: self-confidence, responsibility, co-operation, teamwork, problem solving, independence, decision making and initiative. Work experience and work simulation provides an important opportunity to apply and further develop these qualities.

LCA Coordinator

Mr Sean Mulvihill

(Also takes responsibility for the work experience and works with both yearhead's)

LCA Core Team

Mr Sean Mulvihill - Co-ordinator

Mr. Colm Quirke - Deputy Principal

Mrs Olive Keenan - Guidance Counsellor

Mrs Sarah McNally - AEN

Mr Martin Creegan - Teaching Staff

LCA Subjects 5th and 6th Year

Subject No of Periods	Teacher
English 2	
Maths 2	
German 1	
Irish 1	
Social Education 3	
Hotel and Catering 2	

Technology 2	
Into to ICT 1	
VPG 2	
Guidance 1	
Ag and Horticulture Elec 1	
Leisure and Recreation 2	
Religion Elec 1	
Construction Elec 1	
Art 1	
PRT 1	

The Aims of the Leaving Certificate Applied Programme

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 and excellence, which the established Leaving Certificate has not recognised in the past. 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.

Objectives of Ardscoil Rath Iomgháin LCA Programme

- ✓ To meet the needs of those students who are not adequately catered for by the traditional Leaving Certificate Programme.
- ✓ To prepare students for the demanding transition to adult and working life.
- ✓ To recognise the talents of all learners.
- ✓ To provide a curriculum which promotes the development of literacy, numeracy and teamwork skills within the students.
- ✓ To aid the personal and social development of all students.
- ✓ To create a learning environment where students are all encouraged to reach their maximum potential.

Admission Policy to the Leaving Certificate Applied Programme

This programme is designed for students for whom the traditional Leaving Certificate is unsuitable. The aims of this programme differs from that of the traditional Leaving Certificate and this is reflected very clearly in the delivery and assessment of the Leaving Certificate Applied Programme.

In order to ensure suitability of students for the course and the course for students we have established the following selection process:

- ✓ The Guidance Counsellor talks to all third years to inform them of their choices for Senior Cycle including the Leaving Certificate Applied Programme.
- ✓ During the 3rd year parent evening the Guidance Counsellor and the LCA co-ordinator explains to parents about the programme.
- ✓ Consultation with the Learning Support Department takes place where we look at possible students that would be suitable for the course.
- ✓ Attendance in Junior Cycle will be considered as part of the admissions process when offering places on the LCA programme, given the programme's requirement for a minimum attendance level of 90%.

- ✓ A student's record during their time at the school, including attendance, punctuality, work rate and behaviour, will be taken into consideration before a place in LCA is offered.
- ✓ An invitation is given to all third-year students, and their parents/guardians, who the school feel are a good fit for the programme, to attend for a meeting with senior management and the LCA coordinator.
- ✓ Consultation meanwhile with the Learning Support department takes place again as well as with the Guidance Counsellor who will consult results and exams to make sure that applicants are suitable and will benefit from the course.
- ✓ All applicants are invited for an interview where they will be asked for the reasons as to why they would like to get into the programme and what they want to achieve from it etc.
- ✓ Students who show genuine interest and that will benefit from the programme and that the programme suits them will be successful.
- ✓ Letters of offer are issued and students either reject or accept the offer.
- ✓ Once a student accepts an offer onto the programme they together with their parents sign their LCA contract which shows their commitment to the programme.

Whole School Approach

As with any programme a whole school approach has to be adopted. The LCA programme is promoted within the school by all staff and is promoted on enrolment nights, parent presentation nights etc. Also a display of the work done by LCA students is displayed at different times around the school and also information about the programme is displayed on the LCA notice board.

Student work is also promoted through the medium of the school website and through various social media platforms such as Facebook/Instagram/School Website.

Timetabling

Consultation with Management takes place each year in relation to the following years' timetable for the programme. Classes are scheduled Monday, Tuesday, Thursday and Friday during the regular school day. Students undertake their work experience on Wednesday. The content of the timetable may vary year by year, especially in relation to the two *specialisms*, depending on the dynamics of the class group.

Induction to the Programme

Parents:

Parents of students who are successful in gaining entry to the programme attended the 3rd year presentation night and received information on the programme. They also have the option to contact the Guidance Counsellor if they have any queries and also, they are present in the signing of the contract and again the programme, its requirements etc. are explained to them.

Students:

Once students are successful on gaining entry to the programme upon returning to school after their Junior Certificate Exams, LCA students meet with the co-ordinator. The co-ordinator will outline the structure of the programme and key words which students will need to be familiar with as they will encounter them throughout their time on the programme these being (sessions, modules, credits etc.). The importance of 90% attendance and the role of work experience is also explained. Also, the co-ordinator will introduce the students to their new modules and their class teachers take the time to talk to them about their specific module and its requirements.

Teachers:

All teachers who are involved in the programme are supplied with the necessary documents for the LCA modules they will be teaching and informed of important aspects of the LCA programme by the co-ordinator. All teachers are encouraged to attend in-service on the modules that they are teaching to refresh and enhance their provision of the module. A meeting will take place at the start of each year with all LCA teachers and management to outline the plans for the year. The co-ordinator talks to teachers who will be involved in tasks throughout the sessions to make sure that each teacher knows what tasks are being examined and who is responsible for it. Regular contact is maintained throughout the year via staff meetings and email regarding any pertinent LCA matters which may arise.

Resources

There are a wide range of resources available in Ardscoil Rath Iomgháin and cross curricular links are encouraged. Some of the resources available are a specialized Construction/Engineering room, computer room, gym, fully equipped Home Economics rooms, Art room etc. Other resources would include visits into the school by different speakers, trips, teamwork, DVDs, CDs, posters, library etc. There is also a set of chrome books accessible to LCA Students which means they have use of them at all times when needed. If they do not have access to IT at home, they can sign out one of the chrome books for home use with the permission of the Coordinator.

Budget

Funding is available to subsidise pursuits in the Leaving Certificate Applied programme such as field trips, tours and other beneficial activities. However, on certain occasions students may be asked to subsidise these costs. Students must pay the 'administration' fee at the start of each year and also the cost of the book rental which may vary from year to year.

Curriculum Content

Each teacher has their own individual module descriptor and subject plan and students are required as requested by their teacher to purchase any books and materials a teacher's module may require. Any key assignments which students have to complete are assigned and kept by their teacher of that particular module.

Task Planning

In order to facilitate the successful implementation and execution of the LCA tasks collaboration between all teachers is essential. Tasks in the LCA enforce cross curricular links and can apply to all subject areas. Department guidelines and online resources such as www.slss.ie are useful resources in preparing and planning for tasks.

Leaving Certificate Applied Tasks

Year 1 task (subject to change)

- ✓ General Education Task anchored in Arts, Examined in January.
- ✓ Vocational Education Task anchored in Engineering, Examined in May.
- ✓ Vocational Preparation Task anchored in Vocational Preparation and Guidance, Examined in May.

Year 2 Tasks (Subject to change)

- ✓ Vocational Education Task anchored in Hotel, Catering & Tourism – Examined in February.
- ✓ Contemporary Issues Task anchored in Social Education – Examined in February.
- ✓ Practical Achievement Task – Examined in February.
- ✓ Personal Reflection Task – runs over the two years needs to be completed by May.

Work Experience Procedures

As part of the LCA programme students undertake work experience every Wednesday with businesses within the local community. The monitoring for work experience is as follows:

- ✓ Each student is provided with a letter to the employer, an up to date insurance letter and their attendance card which also allows for the employer to comment on the students' performance.
- ✓ The co-ordinator meets each student on an individual basis before and after they have started their work experience.
- ✓ The co-ordinator will contact the employer by telephone to discuss the performance and attitude of the student while on work experience.

- ✓ The co-ordinator with time permitting will arrange to visit the employer and the student at an appropriate time during the work experience.

Out of school activities

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

Health and Safety Provision

Health and safety requirements in the LCA programme are in line with the schools' policy on Health and Safety.

Planning for students with special needs and from different cultural backgrounds.

Students at Ardscoil Rath Iomgháin who have learning difficulties are integrated into regular classes and also receive extra help in and out of class if required. Within the LCA programme due to the teacher pupil ratio individual attention can be given to students who require it. Work in all LCA classes are planned and structured to meet the needs of all students including students with learning difficulties and from different cultural backgrounds. Teaching strategies which are used to help students include the following:

- ✓ Development of literacy by encouraging reading and by using the key words board.
- ✓ Development of Numeracy.
- ✓ Creating an atmosphere that respects all cultures.
- ✓ Promote equality and understanding of cultural diversity amongst all students.
- ✓ Careful choice of appropriate texts.
- ✓ Providing suitable resources and aids for students.

Guidance Provision

WSG (Appendix at end) The Guidance Counsellor provides an open-door policy and makes every effort to meet with LCA students on numerous occasions throughout the year.

Assessment

Assessment of the LCA programme is in accordance with Circular S23/06 which is outline below:

Arrangements for Certification of the Leaving Certificate

Applied

1. 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.

2. 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:

(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 certificate 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 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 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 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 briefing. 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, through 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.

4. Final Examinations

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
- Vocational Specialisms (2 Specialisms to be taken by each candidate).

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

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.

6. Appeals Procedure

Details in relation to the appeal applications will accompany the issue of results.

Assessment for Learning

One of the aims of the LCA programme is that assessment for learning becomes a central aspect of the methodology used in providing the subject. Assessment for learning is characterized by the following:

- ✓ Sharing Learning goals with students – this to be shared at the beginning and end of the class.
- ✓ Helping students to recognise the standards they are aiming for – examples of past work shown where possible.
- ✓ Involving students in assessing their own learning – this can be used when students are completing exam papers.
- ✓ Providing feedback helps students to recognise what they must do to close any gaps in their understanding and knowledge – this can be achieved by giving oral feedback to students.
- ✓ Communicating confidence – each student on the LCA programme is encouraged and given support to demonstrate their abilities.
- ✓ Adjusting teaching methods to meet the needs of all students – the LCA teaching team strives to be flexible in their teaching style to meet the needs of all students' ability.

Record Keeping Procedure

Key assignments as outlined earlier are kept by individual LCA teachers in their room. Examination results and student tasks are kept by the LCA Co Ordinator in the LCA office. These are retained by the school.

Self-Evaluation of the Programme

Self-Evaluation is being embraced by Ardscoil Rath Iomgháin. We are striving to be the best in everything we do. The LCA programme is in the process of developing a self-evaluation plan. As we have only introduced the programme this year these students will be the first students to be questioned on their experience in their two years and suggest areas of improvement. Teachers of the programme will also be surveyed to get their views and suggestions on areas of improvement as well as the whole staff. Literacy and Numeracy are two new initiatives.

Wellbeing

- Well Being is incorporated into all classes of LCA and was a key focus of the first core team meeting for 2024/25
- All pupils are greeted with enthusiasm and asked about their day before class commences
- Pupils on the pastoral care list are noted weekly and all support is given to them in class.
- Pupils who don't seem themselves are asked if ok and if necessary an email to year head or referral to pastoral care team is made.
- All pupils are treated the same.

Literacy & Numeracy

In relation to Literacy all teachers are encouraged to use the Key words board and encourage reading for enjoyment amongst our LCA students. This is an area that will continue to develop more. In relation to Numeracy we encourage all subject areas in the LCA programme to develop strategies that would enhance numeracy provision and knowledge within the programme. This initiative is in its early stages within the school. The LCA programme is a valuable programme within Ardscoil Iomgháin and with self-reflection and evaluation we hope to develop the programme further in future years. Students are asked to fill the form below to determine the benefit of their 4 respective work experience modules. Parents are asked to fill the form below to gain feedback on the programme from the perspective of the parent of an LCA student.

Signed:

Principal: Paul Murphy

Chairperson, Board of Management: Nicola Nerney

Date: 12/09/2024

LCA Curriculum Framework & Credits Allocation

Course Name	Year One		Year Two	
	Session 1 Sept-Jan	Session 2 Feb-June	Session 3 Sept-Jan	Session 4 Feb-June
Vocational Preparation				
Vocational Preparation & Guidance	→ 2 2	→ 2 Enterprise 2	→ 2 2	2 Guidance 2
English & Communication (Exam = 12 credits)	1 Wk/World	1 Enterprise	1 Media	1 Lit/Comp
		VOC. PREP. TASK		
Vocational Education				
Mathematical Applications (Exam = 10 credits)	1 Living	1 Enterprise	1 Leisure	1 Wk/Life
Vocational Specialisms Choose 2 from 11 options (Exams = 12 credits each)	1 1	1 1	1 1	1 1
Information Technology	→	2	→	2
		VOC. ED. TASK	VOC. ED. TASK	
General Education				
Arts Education (Drama, Dance, Visual Arts, Music)	→	2	→	2
Social Education (Exam = 10 credits)	1 Mpl/Com →	1 Ctp/Iss 1 1 Soc/Health	1 Ctp/Iss 2	1 Tk/Charge 1 Soc/Health
Languages (2 exams = 6 credits each)	1	1	1	1
Leisure & Recreation (including PE.)	→	2	→	2
	GENERAL ED. TASK		CONT. ISSUES TASK	
Elective Courses	2	2	2	2
30 Hour Modules (3 to 4 class periods per week)			PRACTICAL ACHIEVEMENT TASK	
→ Indicates that the module credits may be taught in this session but <u>cannot</u> be claimed until May of that year. □ Indicates that the module credits can be claimed at the end of this session. See SEC Appendix A and B for full details of codes				
All tasks have value of 10 credits each				



Ardscoil Rath Iomgháin

Rathangan Co Kildare

Phone: 045-528194/528196 email: admin@ardscoilrathangan.ie Fax: 045-524764 Web
site: www.ardscoilrathangan.ie

Principal: Deputy Principal: Deputy Principal: Mr Paul Murphy Ms Deirdre Doyle Mr Colm Quirke B.A.
H.D.E. Dip Ed Mgmt. B.A. H.D.E B.A. H.D.E

Dear Employer,

Thank you for agreeing to facilitate _____ with work experience. In order to successfully attain the Leaving Certificate Applied, a student must complete four work experience blocks. Your cooperation in this aspect of the Leaving Certificate Applied Programme is much appreciated and is of immense benefit to both _____ and the school.

Work experience will take place every Wednesday from the 1st February – 29th May 202#. The student is expected to comply with any reasonable requests made, and to work as if they were a paid employee. I also wish to confirm that payment for work experience is not expected.

The school insurance covers our students while they are on work experience, and I enclose a copy of our insurance policy for your information.

I would be grateful if you would complete the enclosed work experience attendance at the end of each week for our records. The student will also have a weekly attendance sheet and if you could sign this each week for them it would also be much appreciated. Should you have any queries or wish to discuss any aspect of work experience, you may contact me on 045 528196.

Yours sincerely,

Sean Mulvihill
(Leaving Certificate Applied Co-ordinator)

• Achieve • Respect • Develop •



etb

Bord Oideachais agus Clónaia
Chill Dara agus Chill Mhantain
Kildare and Wicklow
Education and Training Board

Employers Liability & Public/Products Liability Indemnity Letter to Host Employers



Insured:	Kildare and Wicklow Education and Training Board
Policy Number:	CCP0002166
Period of Insurance:	01 January 2024 to 31 December 2024
Employer's Liability Section: Limit of Indemnity	Not less than €13,000,000 any one Occurrence
Public Liability Section: Limit of Indemnity	Not less than €6,500,000 any one Occurrence
Products Liability Section: Limit of Indemnity	Not less than €6,500,000 any one Occurrence and in any one Period of Insurance

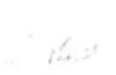
Dear Sir/Madam,

This is to confirm that the above Sections of this Policy are extended to indemnify a Host Employer in respect of legal liability arising solely out of or in connection with Student/Trainee placements and for which the Insured would have been entitled to indemnity under the Policy had the Claim been made against the Insured, provided always that;

(a) the Host Employer will, as though they were the Insured, observe, fulfil and be subject to the Terms, Definitions, Conditions, Exclusions, Endorsements and Limits of the Policy, insofar as they can apply; (b) the Insurer shall have the full conduct and control of all Claims for which indemnity is provided by this Policy; (c) nothing in this letter will serve to increase the liability of the Insurer to pay any amount in excess of the Limit of Indemnity and indemnity will apply in priority to the Insured.

If you have any queries, please do not hesitate to contact me using the details below.

Yours sincerely,


John Sheridan
Senior Commercial Underwriter | IPB Insurance
Direct: +353 1 6395549 | Email: John.Sheridan@ipb.ie

Working to make a difference



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