



etb
Bord Oideachais agus
Oiliána Dhúna na nGall
Vocational Education and
Training Board

Errigal College Letterkenny

Leaving Certificate Applied Policy

October 2024

Proposer:	Philomena Mc Donough
Seconder:	Paul Mc Laughlin
Chairperson of the Board of Management:	<i>[Signature]</i>
Principal:	Danny Mc Fadden
Date of Approval:	11th December 2024

Mission Statement

Our Mission Statement:

To enable each student to achieve his/her educational potential, in partnership with parents, based on the principles of caring, dignity, mutual respect and equality.

We are an ETB school, state, co-educational and multi-denominational, underpinned by the core values of:

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



Aims and Objectives

Errigal College offers the Leaving Certificate Applied Programme (LCA) as a two year programme post-Junior Cycle.

The aims and objectives of the LCA Programme reflect the guidelines published by the Department of Education and Skills, namely:

1. Education that recognises the talents of all students and helps them apply what they learn in the real world.
2. Education that provides opportunities for development in terms of responsibility, self-esteem and self-knowledge.

Curriculum Framework

The LCA Curriculum of Errigal College 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
- 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

- English and Communications
- Mathematical Applications
- Social Education
- Languages
- 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 Book Rental Fee.

Work Experience

- Work experience is an essential part of Leaving Certificate Applied. Students must arrange their own work experience placements and must attend work on the designated work placement day 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 workplace in which they already have a part-time job.
- For each work experience placement students must satisfactorily complete the Work Experience Diary. Employer Report form 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 spot checks will be carried out by a member of the teaching staff.
- Businesses in the locality are very generous in offering Errigal College students work placements and providing valuable feedback to students and the coordinator. Errigal College 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.

- Students must be in school with good attendance to avail of the work experience insurance that Errigal College provides.

LCA Admissions Policy

ADMISSION PROCEDURES

1. An information seminar for Parents and students of Third Year and Transition Year (TY) 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 Coordinator.
3. Completed Application Forms (See Appendix 1 for a sample) must be returned to the LCA Coordinator 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. The LCA Coordinator will consult members of the Teaching Staff with respect to the LCA Application List and an LCA Selection Committee will be established annually which will include a number of the following staff members: LCA Coordinator, Year Head (3rd Yr. and T.Y.), Guidance Counsellor, HSCL, Deputy Principal, Principal.
5. Applicants may be interviewed before acceptance.

The following criteria will help ascertain suitability for the Programme:

1. Level of interest indicated by the candidate at the interview.
2. Willingness to participate fully in all elements of the LCA Programme.
3. Student's satisfactory attendance record in school.
4. Student's behavioural record over the three years of Junior Cycle in Errigal 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 LCA Programme.
6. Assessment of the contribution the applicant can make to the LCA Programme.
7. The applicant's pastoral care needs as communicated by the Year Head, HSCL, Guidance Counsellor and/or other professionals in the school.
8. Satisfactory performance at interview if applicable.

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 (Appendix 2).

This provisional place on the Programme will be subject to their signing the LCA Contract (see Appendix 3).

Students who return a signed LCA Contract are considered accepted to the LCA Programme of Errigal College.

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

Appendix 1: Sample Application Form for LCA

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 ERRIGAL COLLEGE?

WHAT ARE YOUR HOBBIES AND INTERESTS?

Please note: this application form is one part of the selection process for the LCA programme which also includes discussion with HSCL and career guidance, evaluation by LC core team and interview. Completion of this form does not guarantee acceptance on the course.

SIGNED (STUDENT): _____

SIGNED (PARENT/GUARDIAN): _____

DATE: _____

Appendix 2: Sample Acceptance Letter for Parents

Dear Parent/Guardian,

I am pleased to inform you that following the interview your child _____ is being offered a provisional place on the L.C.A. Programme at Errigal College for the Academic Year _____.

In order to confirm this offer, Errigal College requires both Student and Parent/Guardian to read and sign the LCA Contract (enclosed) and return it to the Programme Coordinator by _____.

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

Yours sincerely,

Programme Coordinator

Appendix 3: LCA Student Contract

LCA STUDENT CONTRACT

The Leaving Certificate Applied teaching team within Errigal College 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 their 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 on the designated work placement day 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 workplace in which they already have a part time job. For each work experience placement students must satisfactorily complete the Work Experience Diary. Employer Report forms 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 spot checks will be carried out by a member of the teaching staff.

Behaviour

LCA students are expected to adhere to the 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: _____

Signed: _____

Donal Coyle
(Chairperson of the Board of Management)

Signed: _____

Danny McFadden
(Principal)

