



LCA Admission Policy

Coláiste Iósaef 2021-2022





Introduction

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. It is an innovative programme in the way students learn, in what they learn and in the way their achievements are assessed.

The LCA is intended to meet the needs of those students who are not adequately catered for by other Leaving Certificate programmes or who choose not to opt for such programmes.

The advantage of the Leaving Certificate Applied is that it focuses on the talents of each individual student and helps students apply what they learn in the real world. The two year programme consists of four half year blocks called sessions and achievements are credited in each of these sessions.

LCA in Coláiste Iósaef Community College

The LCA was introduced to recognise the talents of all students and to provide those not adequately catered for by the traditional Leaving Certificate with opportunities for development in terms of responsibility, self-esteem and self-knowledge. The maximum number of students in each LCA class will be set each year depending on allocation.

Curriculum

The subjects offered by Coláiste Iósaef in the LCA programme may be as follows (depends on the schools ability to offer the subjects):

Vocational Preparation and Guidance:

- Career Guidance
- Work Experience [4 modules over 2 years – 40 days in total]
- Jobsearch/Enterprise [Year 1], Community Work [Year 2]
- English and Communications

Vocational Education:

- Hotel, Catering and Tourism/Graphics and Construction Studies
- Office Administration and Customer Care
- Mathematical Applications
- Introduction to ICT

General Education:

- Social Education – Contemporary Issues
- Gaeilge [Year 1]

- Spanish [Year 2]
- Arts Education [Visual Art & Music]
- Leisure and Recreation

Electives:

- Science
- Religious Education

Other:

- Pastoral Care
- Personal Reflection Task
- Practical Achievement Task [Year 2]

Work Experience

Students complete work experience

Tasks

The seven tasks completed by students are as follows:

- Vocational Preparation [Enterprise Task]
- General Education [Subject area rotates between Active Leisure Studies, Gaeilge and Art]
- Contemporary Issues [Social Education]
- Vocational Education [Hotel, Catering and Tourism/Graphics and Construction Studies]
- Vocational Education [Office Administration and Customer Care]
- Personal Reflection Task
- Practical Achievement Task [Students spend 1 hour a week learning a new skill outside of school]

Assessment

The LCA programme uses a unique system of assessment. The students' work is assessed over two years of the programme and they gain credit as they go along provided that they have a minimum of 90% attendance. Absences are only accepted with medical notes presented within a week of returning to school after absence.

Practical work, interviews and terminal written papers are among the different forms of assessment used. Additionally, the student must complete seven Students Tasks [as outlined above] that bring together the different learning experiences that the students have gained from the courses they have taken.



As students complete the programme they collect credits – to a possible maximum of 200:

- A maximum of 62 credits [31%] are awarded for completing the required courses
- 10 credits for each of the 7 student tasks completed [70 credits, 35%]
- 68 credits [34%] in total for the terminal examinations at the end of year two [or in the case of some subjects, e.g. Gaeilge, at the end of year one.]

The Leaving Certificate Applied is awarded at three levels:

- Pass [60-69%]
- Merit [70-84%]
- Distinction [85-100%]

Student Selection

Students are selected for the LCA based on their suitability for the programme. The selection process involves:

- Liaison with the student's parents/guardians: An Information Session on the Programme is provided for parents/guardians and students
- Application form: A written application form must be completed in respect of each student intending to enrol on the LCA programme.
- Interview: All prospective candidates for the programme are interviewed by representatives from the LCA Admissions Committee
- Academic Review: third and fourth year heads, class tutors and core subject teachers are consulted to assess the student's performance in the school up to Junior Cycle/Transition Year.
- Attendance, referrals, behaviour reports and suspensions are taken into account when students are being selected for LCA.

Late applications for LCA or transfers into the school are dependent on availability of a place in the course as classes are limited as stated by LCA guidelines. Late transfers must have a completed application form and a satisfactory interview with the Principal and LCA coordinator.

Based on the above the student's suitability for the programme is assessed and if his/her application is deemed successful, the student will be offered a place on the programme for the following September.

The Leaving Certificate Applied Admissions Committee

The Leaving Certificate Applied Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the following:

- Leaving Certificate Applied Coordinator.



- Year Head of the current Third Year students.
- Principal
- Deputy Principal
- Career Guidance Teacher
- Special Education Needs Coordinator

The LCA Admissions Committee will meet and include the following criteria in their decision-making process:

- Discipline/Behaviour Record
- Attendance Record
- Future Career Aspirations
- Project Work Record
- Academic Record and Suitability
- Willingness to engage in Work Experience

Withdrawal of an Offer

Any serious breach of the school's Code of Behaviour prior to and during the commencement of the Leaving Certificate Applied Programme may result in the withdrawal of the offer of a place on the programme.

In relation to attendance, a student who has not provided the school with proof of doctor's cert/visit to dentist etc. and does not have 90% attendance may be removed from the LCA programme. A cert should be provided within a week of returning from an absence.

The student will move into either Transition Year or 5th year.

Change of Mind

A student who accepts a place on the Leaving Certificate Applied Programme and subsequently withdraws from the programme is advised that his/her application for subject options in 5th year will be limited due to the subject lines having been built and certain subjects having reached their student capacity.

Appeals Procedure

In the case of a student who is not offered a place by the Leaving Certificate Admissions



Committee, an appeal may be made in writing to the Board of Management within 10 school days of notification of same.

The appeal will be heard by the Board of Management at its next scheduled meeting.

Review Process

The policy will be reviewed in line with Coláiste Íosaef procedures regarding policy reviews and updates.

Signed: _____
(Chairperson of Board of Management)

Signed: _____
(Principal)

Date: _____

Date: _____

Date of Policy Review: _____