

# LCA POLICY

Chairperson of the Board of Management \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

# Leaving Cert Applied Programme

## Programme Overview

### Mission Statement

**Corran College by excelling in teaching and learning creates opportunities for excellence for all its students through an all-embracing well balanced education. We aim to achieve the highest standards of learning and behaviour in a caring atmosphere where all students feel valued.**

### Leaving Cert Applied Programme Aims

1. To contribute towards the development of all aspects of the individual including aesthetic, creative, cultural, emotional, expressive, intellectual for personal and home life, for working life, for living in the community and for leisure.
2. To prepare students for the requirements of further education or training, for employment and for their role as participative enterprising citizens.
3. To provide continuity and with progression from Junior Certificate programme.
4. To continue to a high quality of education and emphasise the importance of:
  - Self-directed learning and independent thought.
  - A spirit of inquiry, critical thinking, problem solving, self-reliance, initiative and enterprise.
  - Preparation for further education, for adult and for working life.
  - Lifelong learning.

## Leaving Cert Applied Objectives

- I. The primary objective is the preparation of participants for adult and working life and the development of the participants' literacy and numeracy skills.
- II. It is intended to meet the needs of those participants who are not adequately catered for by other Leaving Certificate programmes or who choose not to opt for such programmes.
- III. To develop active citizens who have a sense of belonging to the local, national, European and global community, who have a capacity to gain access to information and structures and an ability to fully participate in democratic society.
- IV. Provides opportunities to develop the participants' process of self-evaluation and reflection.
- V. Provides access to further education and training.

# **L.C.A.**

## **Programme Provision**

### **Admission Policy**

Corran College has an open and all-inclusive admission policy (see enrolment and admissions policy)

Corran College students are enrolled in 3<sup>rd</sup> year for LCVP or LCA programmes.

Every effort is made to ensure that each student receives the programme of their choice and is facilitated if there is a change of mind.

Students transferring from another school will be interviewed. If the management is satisfied the student may be enrolled after the documents required by the school have been provided.

- A Birth Certificate
- A copy of Junior Certificate Results
- A reference from previous school

Due to the modular nature of the L. C. A. programme it is preferable that students enrol at the start of Year 1.

Students transferring into Year 2 must produce evidence of having successfully completed Year 1.

## **LCA Programme Information Issued to Parents of LCA Students**

- Information is distributed to students in February
- Information night on programme and subject choice is held for parents of students going into senior cycle
- LCA Co-ordinator and LCA tutors are available to discuss options with students and parents
- Every effort is made to ensure each student receives his/her Programme Choice and is facilitated if there is a change of mind.

## **Teacher Induction**

- Cluster meetings with new staff and LCA Co-ordinator
- Module descriptors are made available to teachers new to LCA.
- In-service is available for new staff

## **Pupil Induction**

- During the first class period student meet with the LCA Co-ordinator and key information is distributed.
- Curriculum Framework is explained as are tasks, modules and key assignments.
- Each teacher outlines subject requirements for the two year programme.
- Work Experience Co-ordinator explains the programme
- Students receive a copy of :
  - Information Sheet to be signed by the student, parents and explorer.
  - Absent record sheet
  - Insurance details

# L. C. A. Student Contact

**The LCA Course** is a two year programme consisting of four sessions. Credits are accumulated over the four sessions and a final examination is scheduled in June of the final year.

Year 1: Session 1 – September to January

Session 2 – January to June

Year 2: Session 3 – September to January

Session 4 – January to June

- Each session will comprise of Coursework, Work Experience, Assignments and Tasks all of which credits are awarded to.
- End of year assessments will be provided each year and a Mock Examination in Year 2 will be facilitated.
- Students will be required from time to time to do research or complete tasks outside of class time. It is the student's responsibility to meet deadlines for the completion and handing in of Assignments and Tasks.

**Credits lost in a session cannot be gained in a later session.**

## **Code of Behaviour**

The school Code of Behaviour must be adhered to both in school and in the workplace.

## **Attendance**

- **90%** attendance of the course is mandatory in order to gain credits. Credits cannot be awarded for a completed task if the 90% attendance criteria is not met.
- A Medical Certificate must be submitted to the school authorities within three days when a student is absent due to illness.

## **Work Experience**

As Work Placement is an integral part of the course students will receive work experience every Friday.

- Students must arrive on time at the workplace. Punctuality is essential.
- A student may not absent himself/herself or vacate the workplace without the permission of the LCA Work Experience Co-ordinator or school management and that of the employer.
- In the case of an emergency where a student must leave the workplace he/she must phone the school on 071 9183285 as soon as possible thereafter.
- A student is responsible for arranging his/her own transport to and from the workplace.

# Programme Assessment

## Homework Procedures

Students must do homework on tasks and key assignments if they have fallen behind in class. Research may be done at home also.

## Assessment Procedures

- Students sit exams at Christmas and also complete mock exams
- Students are continually assessed based on their key assignment work in school.

## Record-keeping Procedures

- All students' key assignments are stored by each Teacher
- Results of credits at the end of each session are kept on file both in the office and by the LCA Co-ordinator.
- Reports of students are stored in Principal's office.
- Tasks are stored by either Co-ordinator or subject teacher.

## Reporting Procedures

1. Parent/Teacher meetings
2. Written report sent home after Christmas tests.
3. Mock exams – reports sent home.

## L.C.A. Timetabling Allocations

<u>Subject</u>	<u>Class Periods</u>	<u>Time</u>
Maths Application	3	1.86 hours
VPTP	4	2.5 hours
Work Experience	1day	5.59 hours
Social Education	5	3.1 hours
Arts & Crafts	2	1.25 hours
English & Communication	4	2.5 hours
Irish(alternating)	2	1.25 hours
French(alternating)	2	1.25 hours
Practical Achievement	2	1.25 hours
Leisure & Recreation	4	2.5 hours
Career Guidance	1	0.62 hours
Graphics & Construction (Voc. Specialism)	4	2.5 hours
Info & Communication Tech (Voc. Specialism)	5	3.1hours
Craft & Design (Voc. Specialism)	4	2.5 hours

## L. C. A. Staff Members

Programme Co-ordinator: Michelle Power

Work Experience Co-ordinator: Michelle Power

### **LCA Subject Teachers:**

Guidance Ann Heffron

V.P.T.P John Ward

Work Experience Michelle Power

English and Communications Ceara Conlon

Mathematical Application Judith Bailey

Information Technology John Ward

Social Education Deirdre Conneely

Languages (Gaeilge) Áine Mc Keon

Languages (French) Karen Healy

Leisure and Recreation Fleur Kinsella

### Vocational Specialisms

Graphics and Construction Cian Kilfeather

Art Visual Soibhe Hoare

Information & Communication Technology John Ward

### Elective Courses

Practical Achievement Michelle Power

Art Soibhe Hoare

Engineering/Technology John Ward

