

LEAVING CERT APPLIED POLICY

St Louis Community School

2022/2023



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Leaving Certificate Applied Programme Description:

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 Leaving Certificate Applied 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.

Leaving Cert Applied in St Louis Community School

The Leaving Cert Applied Programme 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 programme was introduced to St Louis CS in 2006.

Aims of the Leaving Certificate Applied Programme

- To meet the needs of those students who are not adequately catered for by the Established Leaving Certificate programme.
- To prepare learners for the demanding transition to adult and working life and

to provide students with the opportunity to develop the skills of self-reliance, self-knowledge, communication and decision-making.

- To recognize the talents of all learners; the programme is responsive to the aptitudes, abilities, needs and interests of students.
- To provide a student-centred curriculum that develops literacy, numeracy and teamwork skills within students, via active teaching and learning strategies/methodologies.
- To aid the personal and social development of all students.
- To prepare the student for life after school, the working world and adult life
- To develop the students social awareness and capacity to communicate with others in work/social environments.
- To enable students to access to further education and training
- To assess the progress of the students on an ongoing basis. Students are assessed throughout the 2 years.

Objectives of St Louis Community School Leaving Certificate Applied 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.

Leaving Certificate Applied Personnel and Classes

Leaving Certificate Applied Coordinator: Declan Concannon.

Class Tutor: Each Leaving Certificate Applied class is assigned a Class Tutor.

Curriculum

The subjects offered by St Louis Community School in the Leaving Certificate Applied Leaving Certificate Applied programme may be as follows (depending on the schools ability to offer the subjects):

Vocational Preparation and Guidance:

- Career Guidance
- VPG comprising of Work Experience, Job search/Enterprise and Community Work
- English and Communications

Vocational Education:

- Engineering
- Agriculture Horticulture or Construction and Graphics
- Mathematical Applications

General Education:

- Introduction to ICT
- Social Education including Social Health
- Arts Education [Visual Art & Music]
- Leisure and Recreation
- German
- Irish

Electives:

- Religion

Other:

- Cookery
- Woodwork or Technology
- Personal Reflection Task
- Practical Achievement Task [Year 2]

Subject Teachers 2021/22

Subject	Leaving Certificate Applied 1	Leaving Certificate Applied 2
English and Communications	Tracey Kenny	Heather Coleman
Mathematical Applications	Louise McEvaddy	Sinead Mahon
Engineering	Luke Kilduff	Luke Kilduff
Agriculture/Horticulture	Gavan Gallagher	Gavan Gallagher
VPG	Fearghal O'Hara	Fearghal O'Hara
Leisure and Rec	Amy Hopkins	Amy Hopkins
Visual Arts	Geraldine Molloy	Geraldine Molloy
Irish	Geraldine Molloy	Geraldine Molloy
Career Guidance	Walburg Ruane	Walburg Ruane
Religion	Kathy Walsh	Kathy Walsh
Social Education	Joanne Jordan	Joanne Jordan
Information Technology	Elaine Duffy	Elaine Duffy
Cookery	Patricia Murtagh	Patricia Murtagh
Graphics & Construction	Declan Concannon	Declan Concannon

Language/Irish exempt students are offered Music, Gym and Driver Theory preparation.

In class support is also in place for a number of classes.

Programme Provision

Leaving Certificate Applied Programme Admissions

All students who complete the Junior Certificate or Transition Year are free to apply for a place in the Leaving Certificate Applied Programme.

- Application for admission to Leaving Certificate Applied is made via the standard Leaving Certificate Applied Application Form.
- A closing date will be indicated on the application form and late applications may not be considered.
- The total number of students that can be accommodated in Leaving Certificate Applied in any school year will be determined subject to the resources available to the school including physical classroom accommodation, class size, teaching and

financial resources and is also subject to the capacity of the school to provide for the educational needs of those who apply for admission.

- A Senior Options Information Evening for parents is held in the spring time of the year of entry. This is scheduled in the school calendar and parents are reminded of this event by text.
- This Information Evening deals with the programme options available to students after the Junior Certificate, namely; Transition Year, The Established Leaving Certificate, and The Leaving Certificate Applied Programme.
- Leaving Certificate Applied application forms are distributed to the parents on this night and are available from the co-ordinator thereafter. The application form and any other relevant documentation must be returned to the school office by the closing date (date on application form). It is the responsibility of each student and his parents/guardians to ensure that the application form is returned in full and on time.
- Late applications will be processed only after all applications submitted on time have been processed and finalised.
- The Leaving Certificate Applied Coordinator will consult members of the Teaching Staff with respect to the Leaving Certificate Applied Application List.
- The School Guidance Counsellor will liaise with suitable Leaving Certificate Applied candidates and their parents.
- Acceptance of the application form does not confirm or imply an expectation of a place on the programme.
- All students who apply for Leaving Certificate Applied are called for interview.
- The Selection Committee, which includes the Leaving Certificate Applied Coordinator, guidance counsellor and the Deputy principal, will process all applications received as per the Criteria for Admission and the Marking Scheme outlined below and applicants will be listed in order of merit based on marks received.
- When there are more applicants than available places, a waiting list based on the order of merit will apply. Once all students have accepted their place in Leaving Certificate Applied and the quota (as set out by the Board of Management) has been reached, the waiting list will cease on the second week of September of the academic year. In this way, students will be enabled to settle into their various programmes / year groups.
- Where a student is deemed to be unsuitable for Leaving Certificate Applied and fails to meet the most basic aspects of the selection criteria (e.g. failure to meaningfully engage with the Application process, serious breaches of Code of Behaviour), will be informed in writing of his unsuitability for the programme and advised to consult with the Guidance Counsellor regarding the pursuit of other senior cycle options.

Application Procedure

The number of students that can be accommodated in Leaving Certificate Applied will be decided by the school's Board of Management on an annual basis.

Each applicant will be considered on his own merit. In order to be considered for the programme, the student must complete and submit the Application Form within the deadline specified

Selection Criteria

All applications are reviewed and all students are invited to present for interview.

A student is assessed as suitable for the programme based on how well he or she meets the criteria outlined below:

- The student's expressed level of interest in the Leaving Certificate Applied programme.
- The student's record of compliance with the School's Code of Behaviour
- A demonstrated ability to meet the 90% attendance requirement for this course.
- The student's performance at interview
- The recommendations of the student's teachers
- The student's class work record (completion of projects, capacity to meet deadlines, etc.)

The Selection Committee will process all applications received as per the Criteria for Admission and the Marking Scheme outlined below and applicants will be listed in order of merit based on marks received.

When there are more applications than available places, a waiting List based on the order of merit will apply for suitable candidates. Those who are deemed unsuitable for the programme will be informed in writing and will be advised to consult the Guidance Counsellor regarding alternative senior cycle programmes.

Offer & Acceptance of Places

After the interview, all students will be informed by letter of the outcome of their application. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision to the Board of Management. See Appeals Process below.

The student will receive one of the following responses regarding his application:

1. He will be informed that he has secured his place in the Leaving Certificate Applied programme for the following academic year. Within the date specified, he must then submit the following to the School Office:

Completed Acceptance Form

Completed Leaving Certificate Applied Contract

These forms must be signed by the applicant and witnessed by a parent/guardian. Failure to return these forms to the School Office within the specified time frame will result in the student's offer of a place being forfeited and the place will be offered to the next student on the waiting list.

2. The student is informed that the number of successful applicants has exceeded the available places and he has been put on a Waiting List in order of merit. He is advised to meet with the Guidance Counsellor to discuss alternative senior cycle options. He will be notified immediately if a place becomes available. Should that student not accept the place offered, it will be offered to the next person on the waiting list; this process will continue until all places have been accepted and filled.

3. The student is informed that he has been deemed unsuitable for the programme and is advised to meet with the school Guidance Counsellor to discuss alternative senior cycle options.

Any serious breach of the schools code of behaviour prior to the commencement of Leaving Certificate Applied may result in the withdrawal of the offer of a place in Leaving Certificate Applied.

A student who accepts a place in Leaving Certificate Applied and subsequently withdraws from the programme is advised that his application for subject options in 5th year will be placed after the students who have already applied.

Appeals

Parents/Guardians of a student who is not offered a place in Leaving Certificate Applied and who take the view that the terms of this policy were not strictly adhered to may appeal the decision to the Board of Management within 10 working days of receiving notification of the decision. Parents/Guardians should outline in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.

Timetabling

Consultation with Management takes place each year in relation to the following years' timetable for the programme. Classes are scheduled Monday – Thursday during the regular school day. Students undertake their work experience on Fridays.

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.

Provision for students with Special Needs

Provision for students with Special Needs Provisions will be made for students with special needs and the recommended strategies implemented. The Leaving Certificate Applied co-ordinator liaises with the Principal and the SEN co-ordinator, Tracey Kenny, regarding additional support available to students. In class support/extra teacher is made available for some subjects that students may find challenging.

Students with learning difficulties are integrated into regular classes and also receive extra help in class. Due to the student to teacher ratio in the Applied Leaving Certificate extra individual attention can be given to students who require it.

Work in class is planned and structured to meet the needs of all students, including students with special needs. Teaching strategies which can be utilised to help students with special needs include:

- Careful choice of appropriate text
- Giving appropriate treatment of subject content
- Taking a multi-sensory approach
- Providing suitable resources and aids for the student/s
- Development of Literacy and Numeracy
- Co-teaching

All students have access to IT equipment

An inclusive environment is very important and teachers embrace the work of the Special Needs Assistants where appropriate. However to continue to develop literacy and numeracy skills some students need to be withdrawn for support in these areas. This is done in conjunction with the SEN Dept.

Induction to the Programme

Parents:

Parents of students who are successful in gaining entry to the programme will have attended the 3rd year presentation night and received information on the programme. They also have the option to contact the Co-ordinator Guidance Counsellor if they have any queries.

Students:

Once students are successful on gaining entry to the programme upon returning to school they attend an Induction morning. 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. Their class teachers take the time to talk to them about their specific modules and its requirements.

Teachers:

All teachers who are involved in the programme are supplied with the necessary documents for the Leaving Certificate Applied modules they will be teaching and also informed of important aspects of the Leaving Certificate Applied 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.

The co-ordinator informs Teacher of upcoming Inservice in their subject area.

A meeting will take place at the start of each year with all Leaving Certificate Applied teachers and management to outline the plans for the year. SEN and medical information is relayed to teachers at this meeting as well.

The co-ordinator talks to teachers who will be involved in tasks throughout the sessions to make sure that each teacher knows what tasks is being examined and who is responsible for it. Regular contact is maintained throughout the year via staff meetings and email regarding any pertinent Leaving Certificate Applied matters which may arise.

Leaving Cert Applied Calendar of Events

(Provided by the State Examinations Commission each academic year)

Session 1 Year 1 & Session 3 Year 2

SEPTEMBER:

- Issue of Practical Achievement Booklet
- Issue of year 1 Examination Results
- Viewing of Scripts for Year 1 candidates
- Deadline for appeal of Year 1 results

OCTOBER:

- Issue of Appeal Results for Year 2 candidates)

NOVEMBER

- Issue of Appeal Results for Year 1 candidates

DECEMBER:

- Circulation of Oral Guidelines
- Distributions of Timetable of Final Exams
- Issue of Leaving Certificate Applied Certificates

JANUARY:

- Notification of February Task arrangements
- Year 1 candidate numbers assigned Practical Coursework Design Briefs
Graphics/Construction, circulated to schools/centres.
- Issue of Personal Reflection Task Guidelines

Session 2 Year 1 & Session 4 Year 2

FEBRUARY:

- February Tasks Leaving Certificate Applied 1 (module) forms for Session 1 and 3 to be completed and
returned immediately on receipt

MARCH:

- Circulation of Format of final exams Practical Performance Assignment Briefs
(Hotel Catering and Tourism) circulated to schools/centres

APRIL:

- Notification of May Task arrangements
- Issue of Session 1 and Session 3 results
- Appeal deadline for February Tasks

MAY

May Tasks

- IT practical performance and written test (set up instructions to issue ahead of question papers)
- Leaving Certificate Applied practical performance tests (Hotel Catering Tourism, Active Leisure Studies, Office Administration & Customer Care, Agriculture/Horticulture, Hair and Beauty)
- Leaving Certificate Applied Oral Exams
- Leaving Certificate Applied 1 (module) forms for Session 2 and 4- to be completed and returned immediately on receipt
- Schools instructed regarding appointing Superintendent for Yr 1 languages
- Distribution of P2 rolls for Practical Coursework exams and identity labels for pieces
- Personal Reflection Task rolls for Year 1 and Yr 2 issued to schools with instruction for immediate return.
- Completion and return of Personal Reflection Tasks.

JUNE:

Terminal Exams

- Assessment of practical coursework (Engineering, Graphics & Construction, Childcare/Community Care, Craft & Design and Technology)

AUGUST:

- Issue of Year 2 Examination Results
- Viewing of Scripts for Year 2 candidates
- Deadline for appeal of Year 2 results

The Leaving Certificate Applied offers the subjects at a common level for all students.

Structure of Leaving Certificate Applied Programme

The Leaving Certificate Applied is structured around three main key areas

- Vocational Preparation,
- Vocational Education
- General Education

These three elements are interrelated and interdependent. This programme is characterised by educational experiences of an active, practical and student-centred nature.

Programme Structure

Each year of the programme is divided into two sessions. Therefore there are four sessions throughout the two years. Each two –year cycle is broken up as follows.

Session 1	September – January	Year 1
Session 2	February – June	
Session 3	September- January	Year 2
Session 4	February – June	

Modules

- The course is made up of modules. Modules are short programmes of study (30 hours of class time) from various subjects that are offered in the programme.
 - Each student shall complete 44 modules over the two year course. Key Assignments must be completed at the end of each module
 - Credits will be awarded for successfully completed assignments
 - Each student must have 90% attendance during each session of the course.
- Credits will not be awarded to students who do not have 90% attendance.

What is a Student Task?

A student task is a practically orientated activity, which takes the student a minimum of 10 hours to complete. There are seven tasks to be completed over the two- year course. Each student must prepare a written report on each task completed. A maximum of 10 credits can be awarded for each task.

Final Examinations

Although the Leaving Cert Applied is predominantly a course based on continuous assessment each student will sit final exams in a number of subjects in June of the second year. These are the subjects

1. English and Communications - 12 credits
2. Social Education - 10 credits
3. Languages (French and Irish) - 6 credits each
4. Vocational Specialisms (see next page) - 12 credits each
5. Mathematical Applications - 10 credits

Assessment and Certification A maximum of 200 credits can be awarded over the two-year programme. This includes credits for completion of assignments at the end of modules, Tasks and final examinations. The breakdown is as follows.

	Credits	Percentage
Satisfactory Completion of Modules	62	31%
7 Student Tasks	70	35%
Final Examination	68	34%

Upon successful completion of the Leaving Certificate Applied Programme students shall receive a certificate from the Department of Education and Science. There are 3 levels of award as outlined below

Pass	120-139 credits	(60% - 69%)
Merit	140-169 credits	(70% -84%)
Distinction	170-200 credits	(85%-100%)

Resources

There are a wide range of resources available in St Louis Community School and these are available to students in the Leaving Certificate Applied programme. Within the school there are:

- Specialized Engineering Rooms
- Specialized Construction and Graphics Rooms
- Fully equipped Art facilities
- Computer Rooms
- Sports Hall & fully equipped gym
- Home Economics Room
- School Chapel
- Designated Leaving Cert Applied room
- Leaving cert Applied Laptops

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.

Work Experience Procedures

As part of the Leaving Certificate Applied programme students undertake work experience every Friday with businesses within the local community. It is the responsibility of each student to secure their own work placement. However, assistance is provided by the Co-ordinator to any student who experiences difficulty in securing meaningful work experience.

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 of Programmes meets each student on an individual basis before and after they have started their work experience.

The Co-ordinator of Programmes will contact the employer by telephone to discuss the performance and attitude of the student while on 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 Leaving Certificate Applied programme are in line with the schools' policy on Health and Safety.

Subject Planning for a Culturally Diverse Society

- Create an atmosphere that respects cultural diversity
- Encourage full participation by all students
- Provide any necessary support materials for students
- Promote equality and understanding of cultural diversity amongst all students

Sample Interview Questions for Leaving Certificate Applied Applicants

1. Why would you like to do Leaving Certificate Applied?
2. Do you know anyone who has done Leaving Certificate Applied in our school or another school? What have they said about it?
3. What do you hope to get out of Leaving Certificate Applied? 4. What can you offer the Leaving Certificate Applied class?
5. Why should we offer you a place in Leaving Certificate Applied next year?
6. What activities/programmes that are available in Leaving Certificate Applied excited you the most?
7. How has your behaviour been in the past?
8. Have you been on report for any reason?
9. What has your attendance been like?
11. What do you think your teachers would say about you if they were asked to comment on your work/attitude/motivation/behaviour?
12. What is your attitude to work like?
13. How do you motivate yourself?
14. What type of hobbies/interests do you have outside of school?
15. Do you prefer working on your own or in a group?
16. Do you have any careers that you would like to explore on your two blocks of work placement?
17. What are your strongest and weakest subjects?
18. What do you look forward to most about Leaving Certificate Applied?
19. Do you have any questions that you would like to ask us?

Leaving Certificate Applied Interview Marking Scheme

Student Name: _____

Categories	Total Marks Available	Marks Awarded	Notes:
The student's record of compliance with the school's Behaviour Policy and the Code of Behaviour	30		
Student Interview	10		
The information supplied on the application form	10		
Academic ability/suitability	10		
The student's attendance and punctuality record	20		
The student's record of contribution to extracurricular and co-curricular activities	10		
The recommendation of the students teachers	10		
Total	100 Marks		

Interviewed by: _____

Date: _____

Leaving Cert Applied Student Contract

I accept the offer of a place on the Leaving Certificate Applied Programme in St Louis Community School and I agree to be bound by the commitments of the following contract.

- To behave appropriately and respectfully in school and at school activities.
- 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.
- To complete all Key Assignments to the best of my ability for each Module.
- To complete the Tasks as required by the Programme to the best of my ability. .
- To meet all Deadlines for Key Assignments and Tasks as set by individual Teachers and the Department of Education.
- To wear the Full School Uniform every day as instructed.
- To bring all necessary equipment, books, resource materials to every class.
- To take full responsibility for arriving to school and every Class on Time.
- To be co-operative, polite, friendly and adult-like in my relationships with my fellow classmates and teachers.
- To arrange and complete my Work Experience Placements to the best of my ability and to complete a Work Experience Diary.

I have read and understand the St Louis Community School Leaving Certificate Applied Contract.

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.

Student Signature: _____ Date: _____

I have read and understand the St Louis Community School Leaving Certificate Applied Contract.

I understand that my son/daughter's failure to comply with the terms of the Leaving Certificate Applied

Contract may result in his/her exclusion from the Programme in order to maintain the integrity of the Course and/or his/her best interest or in the best interest of the other participants on the Programme.

Parents/ Guardians Signature: _____ Date: _____

