



**Clonakilty Community College**

**Coláiste Phobail Chloch na gCoillte**

# **Leaving Certificate Applied (LCA) Policy**

**“As a college we wish to empower our pupils to become independent and confident young adults enabling them to reach their full potential”**

**Approved by Board of Management: Feb 27<sup>th</sup> 2025**



## **Introduction**

In CCC we are committed to our continued development as a place of education where the interest and abilities of all the students in our care are carefully considered. With this commitment comes our determination to ensure that career and education pathways are provided to support our students' ambitions after they leave us. The Leaving Certificate Applied programme has formed part of the college curriculum since the early 2000s. Hundreds of students have accessed the programme in that time and gone on to further studies and fulfilling careers.

## **The Aims of this Policy**

The aim of this policy is to

- Detail the shape of the LCA programme in CCC
- Clarify the admissions process for the LCA programme
- Reaffirm our firm belief that the LCA programme is an essential part of our education provision for students

## **The Aims of the LCA programme**

To provide a two year Leaving Certificate programme with a strong practical and vocational element designed for

- students who wish to follow a practical or vocationally orientated programme in preparation for direct entry to the workplace or enter an apprenticeship after completing their second level studies. This programme will equip students with the skills and competencies to be able to do so with confidence.
- students who want to go on to third level education but
  - (i) would prefer to study in a programme where assessment is ongoing over 2 years rather than arriving all at once at the end of 2 years.
  - (ii) would prefer to be assessed primarily through classwork, practical work and project work rather than written exams.
  - (iii) understand that the LCA programme provides an alternative route to Further and Higher Education courses including degrees at third level institutions.



## Criteria for Entry to the LCA Programme

While the LCA programme is open to all, there are a limited number of places for LCA each year. This number is set at a maximum of 16.

A number of criteria are taken into consideration before a candidate will be accepted onto the course, namely:

- The quality and content of the Application Form from the student outlining the reasons the student wishes to do LCA
- Recommendations from teachers regarding the student and their suitability for LCA
- Previous records of attendance, academic achievement and behaviour record
- Performance by the student during interview with LCA Coordinator and Guidance Counsellor (other management/teachers may be substituted in their place for interviews subject to availability).

The score sheet for assessing eligibility can be found at Appendix 2.

If the course is oversubscribed (i.e. there are more applicants than places) the following is the order in which places are allocated:

1. The applicant is a current student of Clonakilty Community College **and** has completed the JC and TY courses in CCC.
2. The applicant is a current student of Clonakilty Community College **and** has completed the TY course (i.e. has been a student of CCC for one full academic year)
3. In exceptional circumstances: The applicant is a current student of Clonakilty Community College **and** has completed JC 3<sup>rd</sup> Year. These applicants will be assessed for eligibility to apply in the first instance by staff members which may include Principal, Deputy Principal, LCA Coordinator, Guidance Counsellor, SEN Coordinator, Year Head(s) or others.
4. Students who are transfer applicants and who are suitable for the LCA programme.

If students are tied then a lottery will be held to decide the recipient of the place.

A meeting between parent(s)/ guardian(s) and the guidance counsellor is necessary and a student and parent/guardian sign a contract to ensure that parent(s)/ guardian(s) are clear about the responsibilities that accompany admission to the programme, that is:

- i. attendance must be at least 90% to pass a module
- ii. where attendance falls below 90% a satisfactory explanation must be supplied to the coordinator (in the form of a medical certificate in the case of illness)
- iii. That the LCA programme excludes students from the CAO points system.



## LCA Programme Outline

### 1. Teaching and Learning

Active learners become independent learners and those teachers involved in the LCA programme work hard to create lessons that encourage such independence.

Team teaching, where two teachers work together in class, is a common feature of our LCA programme and ensure that more time can be dedicated to each student as they learn. Delivering the LCA programme is different to delivering the established Leaving Certificate programme.

The LCA programme of study is divided into three key areas:

**Vocational Preparation** includes modules on enterprise, career guidance, the world of work (including work experience) as well as English and Communications.

*Work experience* is one of several unique features of the LCA programme. Each student undertakes 4 periods of work experience, one per half-term session, each with a different employer. We hope that with each employment setting will come a series of new and different challenges thereby maximising the amount of learning that each student experiences.

**Vocational Education** which includes modules on Mathematics and ICT as well as a choice of **two** from four 'vocational specialisms' modules that we offer.

Our 'vocational specialism' choices are:

- Hotel Catering and Tourism
- Engineering
- Craft and Design
- Graphics and Construction Studies

**General Education** includes modules on Irish and Spanish, Leisure and Recreation, Social Education as well as elements of Art Education.

For more detail on the timing and duration of specific modules in our LCA programme of study see **Appendix 1**



## 2. Assessment

The LCA programme has its own unique assessment model. Assessment takes place throughout the two years through the awarding of credits. Two hundred credits are the maximum that any one student can achieve and this maximum is adjusted downwards when exemptions from the study of languages are taken into account. The number of credits a student earns will decide what overall award a student is to receive.

Grade	Percentage	Number of Credits Needed
Distinction	85 - 100	170 - 200
Merit	70 - 84	140 - 169
Pass	60 - 69	120 - 139
Students who achieve less than 120 credits in total over the two years receive a record of experience		

This means that as a student in the LCA programme approaches the end of 6<sup>th</sup> year, they will already have completed and collected a significant number of the credits available to them over the two years.

### How Credits Are Awarded in the LCA Programme.

Credits are awarded through a combination of three different routes

Where Credits Are Awarded	By Whom	Maximum Number of Credits
Key Assignments <b>AND</b> 90% attendance	Module Teacher	62
Completion of 7 Specific Tasks	SEC Examiner	70
Final Exams	SEC Examiners	68

- **Key Assignments AND 90% Attendance**

For the satisfactory completion of 44 modules over two years 62 credits will be awarded, 31% of the total. Satisfactory completion means that four key assignments have been completed by the student in class **and** an attendance of 90% has been maintained in that module. If a module also has a final exam, then it is worth 1 credit.

#### Tasks

For successful completion of 7 tasks spread over 2 years, a maximum of 70 credits, 10 per task, 35% of the total can be awarded. A task takes the form of a project where the student has worked by themselves or as part of a group and on completion the student presents that task to an SEC appointed examiner during an interview.

Task Details	When Completed
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1. General Education Task	Session 1
2. Vocational Preparation Task	Session 2
3. Vocational Education Task 1	Session 2
4. Vocational Education Task 2	Session 3
5. Contemporary Issues Task	Session 3
6. Practical Achievement Task	Session 3
7. Personal Reflection Task	Session 2 and Session 4

- **Final Exams**

68 credits are awarded for the final examination element of the LCA course. These are examinations set and supervised by the SEC and its examiners

Course	Nature of Exam	When	Credits
English & Communication	15 Minute Oral (40%) & 2 Hour Written Paper (60%)	June of Session 4	12
Vocational Specialisms	Students take 2 of 4 Vocational Specialisms exams	June of Session 4	2 x 12
Hotel Catering & Tourism	2 Hour Practical Examination (50%) & 1.5 Hour Written Paper (50%)		12
Craft & Design	External Examination of Practical Coursework Project to include a completed project workbook <b>AND</b> a completed piece of craft work (60%) & 1.5 hour written paper (40%)		12
Engineering	15 minute interview about a completed piece of coursework on a design brief (40%) & 1.5 hour written paper (60%)		12
Graphics & Construction Studies	15 minute interview about a completed piece of coursework on a design brief (40%) & 1.5 hour written paper (60%)		12
Mathematical Applications	2 hour written paper only	June of Session 4	10
Language 1 - Gaeilge	10 minute oral exam (40%) & 1 hour written paper (60%)	June of Session 2	6
Language 2 - Spanish	5 minute oral exam (35%) & 1 hour written paper (65%)	June of Session 4	6
Social Education	2 hour written paper only	June of Session 4	10

## Appeals

Credits are awarded at the end of each session. Each of the two years of the LCA Programme is divided into two sessions

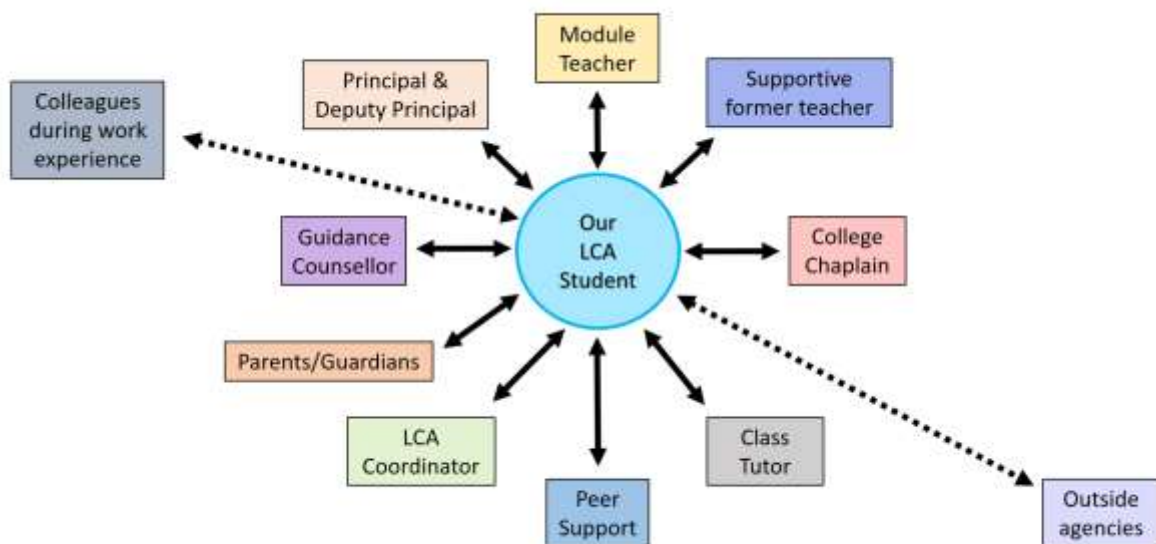
Session 1	September to January of Fifth Year
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Session 2	February to June of Fifth Year
Session 3	September to January of Sixth Year
Session 4	February to June of Sixth Year

Shortly after the end of each session a student will receive a provisional set of results from the SEC notifying the student of the number of credits they were awarded in the previous session and offering them the opportunity to appeal the number of credits achieved from one or more modules recently completed.

### Support Structures in CCC for Students in the LCA Programme





## Parents and Guardians

Parents and Guardians are integral to their child's education and CCC values and supports partnerships with parents/guardians as a means of supporting student learning and wellbeing.

### Parents/guardians

- Receive a letter asking them to consider LCA as an option for their child
- Are invited to attend an options open night where they receive additional information on the LCA programme
- Are facilitated when communication in English is an issue.
- Have access to numerous channels of communication such as phone calls, VShare, emails, parent teacher meetings and meetings with the LCA coordinator, Guidance Counsellor or Deputy Principal.

## CCC Student Outcomes in LCA

The college is very proud of the success those students who follow the LCA programme enjoy

### **In the class of 2024**

10 students completed the LCA programme and 10 students received distinctions

### **In the class of 2023**

13 students completed the LCA programme of which 8 received distinctions.

### **In the class of 2022**

14 students completed the LCA programme of which 8 received distinctions.





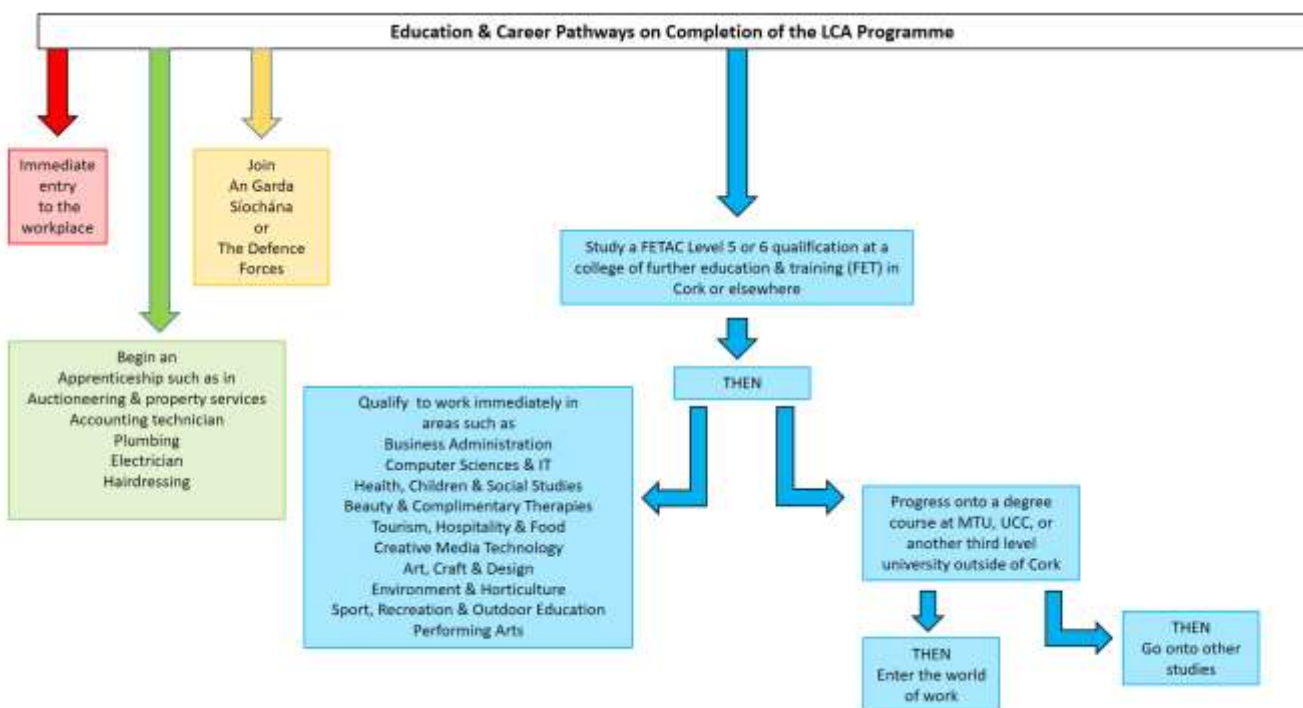
## Post LCA Career & Education Pathways

When our students complete the LCA programme and receive their state certificate, it is a **Level 4** certificate.



Successful completion of the LCA programme in CCC opens up multiple career and further education pathways for our students as outlined below. Students can stop at level 4 and enter the world of work or they can go on study courses that are **Level 5** or **Level 6** in colleges of further education. There are a number of colleges of further education in Cork and many more outside the county.

Students can stop at **Level 5** or **Level 6** and with their new qualification enter their desired trade or profession. If they wish, students can use a level 6 qualification to gain entry to a **Level 7** degree course.





## **Collection & Retention of Data**

At the end of each session a Credit Record Sheet is completed by each module teacher who has taught a module in that session. The coordinator then enters this data on a secure site provided by the SEC. The data entry is supervised by the college principal.

The signed record sheets are retained by the coordinator in line with our GDPR policy.



## Appendix 1

		LCA 1		LCA 2	
Course (Subjects)		Session 1 Sept - Jan	Session 2 Feb - June	Session 3 Sept - Jan	Session 4 Feb - June
Vocational Preparation	Vocational Preparation & Guidance	Work Experience 1	Work Experience 2	Work Experience 3	Work Experience 4
		An Enterprise Module	An Enterprise Module	Enterprise 3	
		Guidance		Guidance	
		Vocational Prep. TASK			
Vocational Education	English & Communications	Personal & Social Communications	Communications & The Digital World	Communication in Media	Express Yourself
	Mathematical Applications	Mathematics & Planning	Maths & The World Around Me	Mathematics & Life Skills	Mathematics & Work
	Vocational Specialisms <small>2 chosen from Hotel Catering &amp; Tourism Craft and Design Engineering Graphics &amp; Construction Studies</small>	First of 2 chosen vocational specialisms – Module 1	First of 2 chosen vocational specialisms – Module 2	First of 2 chosen vocational specialisms – Module 3	First of 2 chosen vocational specialisms – Module 4
		Second of 2 chosen vocational specialisms – Module 1	Second of 2 chosen vocational specialisms – Module 2	Second of 2 chosen vocational specialisms – Module 3	Second of 2 chosen vocational specialisms – Module 4
		Vocational Education TASK		Vocational Education TASK	
	Introduction to ICT	Introduction to Computer & Word Processing		Introduction to Other Software & Apps	
General Education	Arts Education	Arts Music		Arts Drama	
	Languages	Spanish Comprehension Module 1	Spanish Comprehension Module 2	Spanish Module 1	Spanish Module 2
	Social Education	My Community	Contemporary Issues 1	Contemporary Issues 2	Taking Charge
		Social & Health Education 1		Social & Health Education 2	
	Leisure & Recreation	Physical Activity for Performance		Physical Activity for Performance	
		General Education TASK		Contemporary Issues TASK	
	Electives	Horticulture Module 1	Horticulture Module 2	Religious Ed. Module 1	Religious Ed. Module 2
		Practical Achievement TASK		Practical Achievement TASK	
		Personal Reflection TASK PART 1		Personal Reflection TASK PART 2	

Module

Module

Module

Module

Task



## Appendix 2

### Student Assessment Sheet for entry to CCC's LCA Programme

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Teacher reference(s): \_\_\_\_\_

<b>Criteria:</b>	<b>Notes:</b>	<b>Marks:</b>
Application Form		/20
Previous Attendance		/20
Previous Academic Achievement		/20
Previous Behaviour Record		/20
Performance at interview		/20
<b>Total:</b>		<b>/100</b>

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_