



An Roinn Oideachais
Department of Education

Leaving Certificate Applied Co-ordinator Day 1

2022

Overview of the seminar

Session 1	Welcome and Introductions Overview of the LCA Programme Overview of LCA Assessment
Tea/Coffee Break	
Session 2	Duties of the LCA Co-ordinator LCA Calendar Key assignments & Credits
Lunch	
Session 3	Communications Planning in LCA Reflection and evaluation

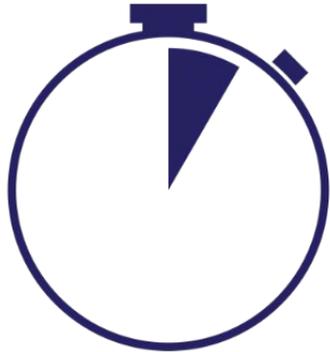
By the end of this seminar participants will have:

Become familiar with curriculum and assessment procedures in Leaving Certificate Applied

Considered the role and duties of the Leaving Certificate Applied Co-ordinator

Explored planning in the LCA programme

Registration

A screenshot of a web registration form for a PDST seminar. The header includes the PDST logo and the word 'SEMINAR'. The form title is 'Post-Primary Seminar' with the subtitle 'Teacher Attendance at CPD for Primary seminar.' It instructs users to take 5 minutes to complete the form. The user is logged in as 'eillismagner@pdst.ie' with a 'Switch accounts' link. There are four required fields: 'Email', 'Full Name(as will appear on certificate)', 'Your Teaching Council Number', and 'Your Roll Number'. Each field has a 'Your answer' input line.

PDST SEMINAR
Professional Development | An tSeirbhís um Fhorbairt
Service for Teachers | Ghairmiúil do Mhúinteoirí

Post-Primary Seminar

Teacher Attendance at CPD for Primary seminar.

Please take 5 minutes to complete the following registration form.

eillismagner@pdst.ie [Switch accounts](#)

***Required**

Email *
Your email address

Full Name(as will appear on certificate) *
Your answer

Your Teaching Council Number *
Your answer

Your Roll Number *



Please take time to complete each question accurately. Information provided is used to generate a certificate of attendance.

This form will close at 2pm

PDST - introduction

What we are

Teachers & School Leaders

Teacher Educators

Facilitators/Enablers

Purveyors of Lifelong Learning

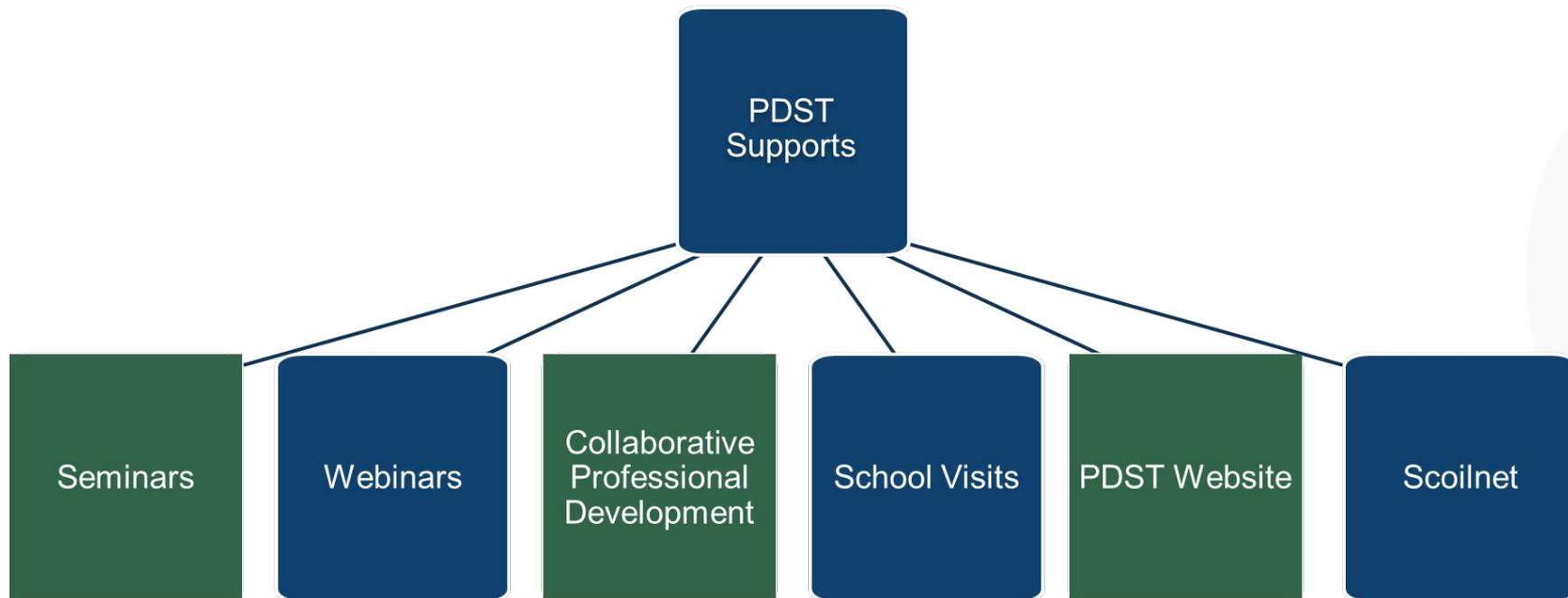
What we are not

Evaluators

Policy Makers

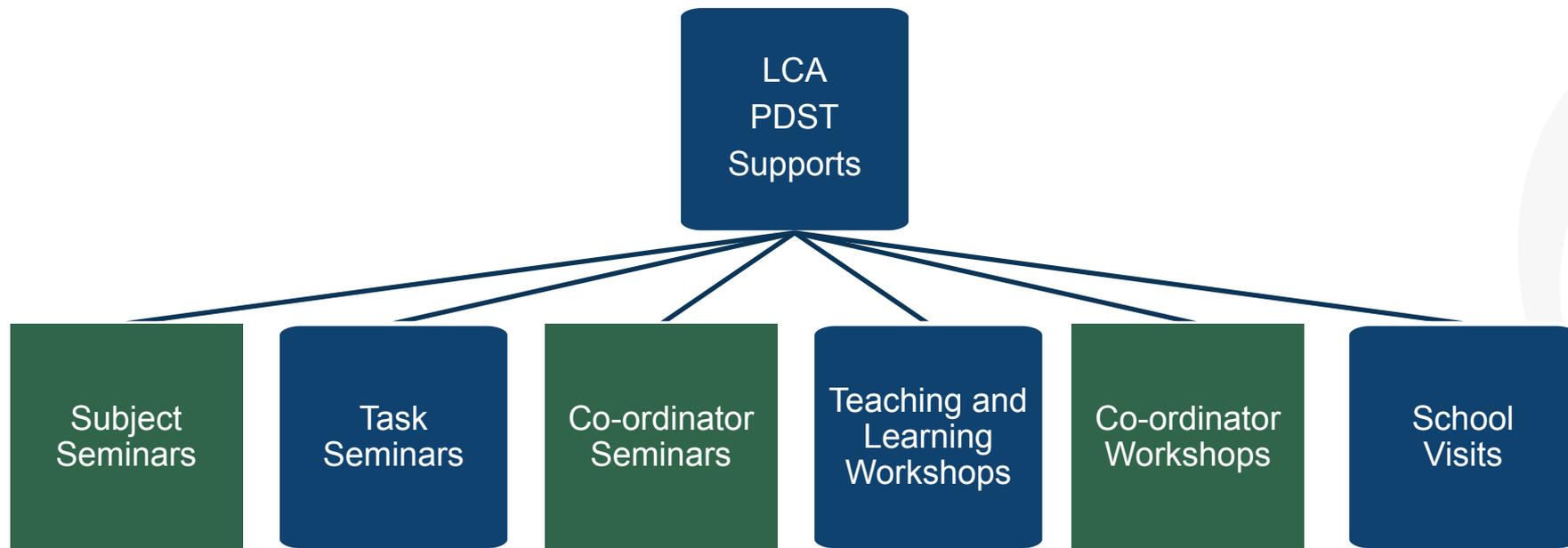
Curriculum Developers

Supports provided by PDST

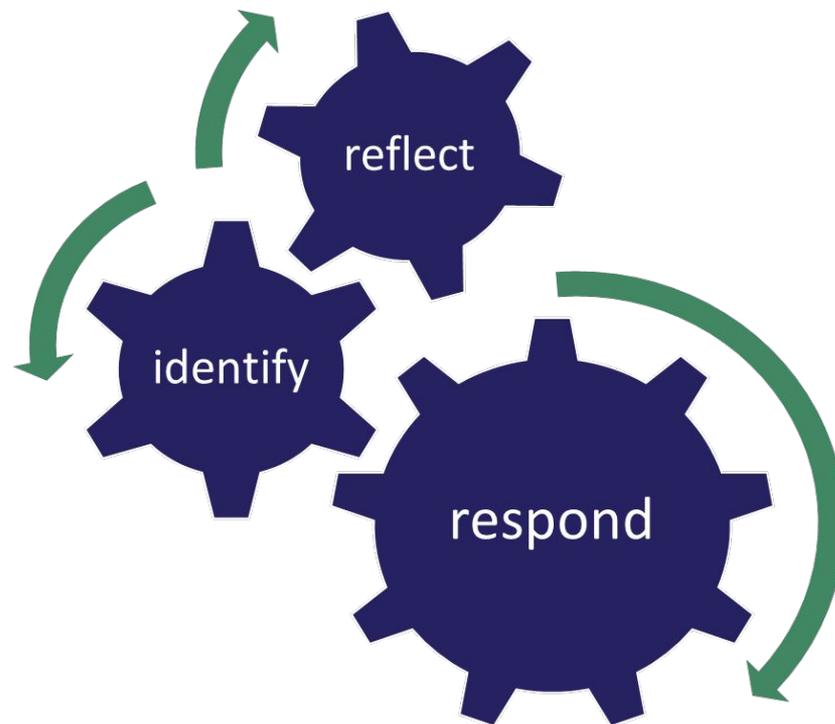


@PDSTie

LCA supports provided by PDST



Sustained support



Sustained support

What is it?

The PDST Sustained support model invites schools to engage with bespoke support based on individual school context.

Schools will have access to a PDST advisor for a number of school visits during a school year.

Sustained support is a collaborative process towards educational change and improvement in learner outcomes.

How do I apply?

<https://pdst.ie/schoolsupport>



What others say

'I thought SSE was this big concept which floated in a sky of terminology it's what I and we do to bring change in our classrooms so children can reach their full potential. The SSE guidelines hold great conversation starters. I will actually use them going forward.'

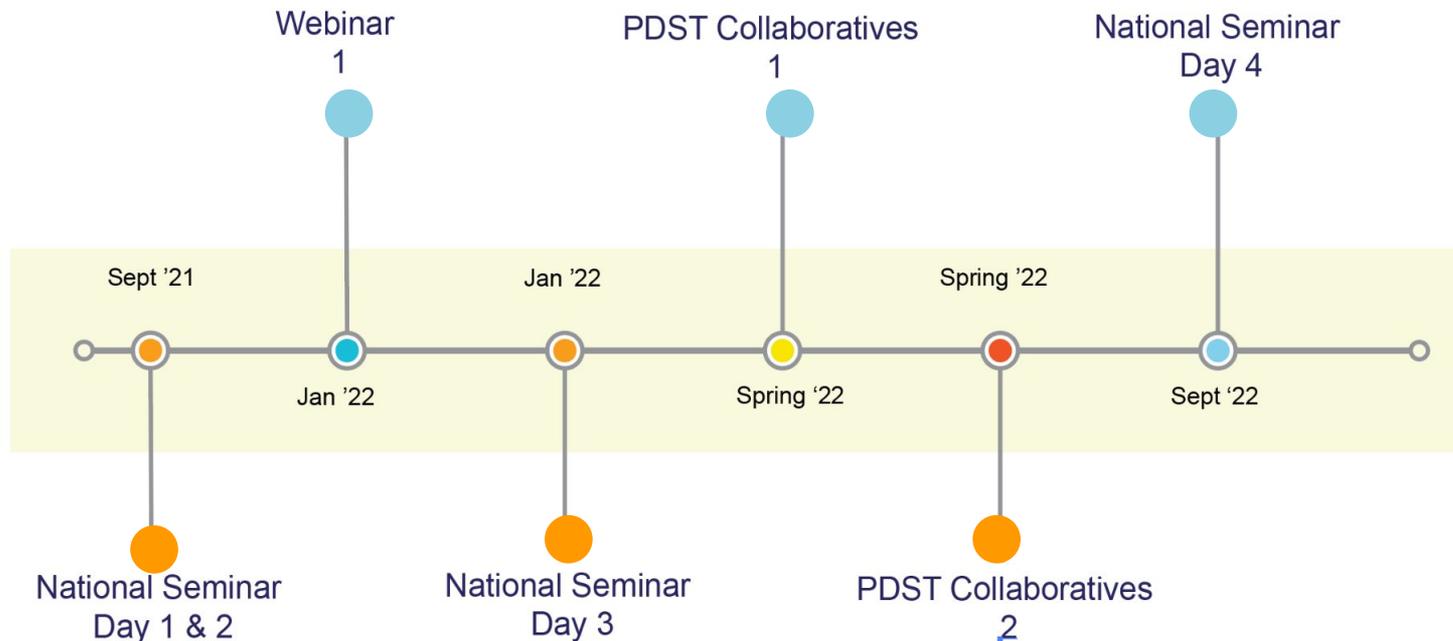
Revised module descriptors



All module descriptors
are accessible at

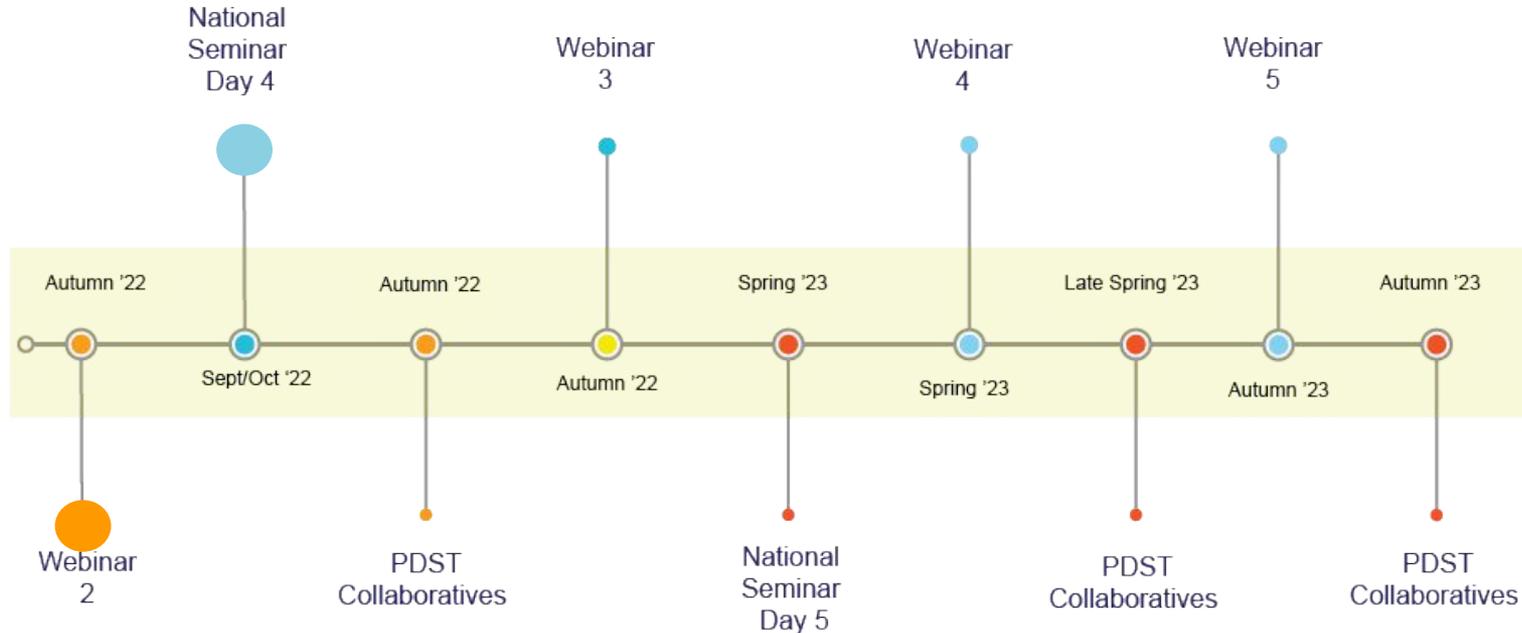
[https://www.curriculumonline.
ie/Senior-cycle/LCA/](https://www.curriculumonline.ie/Senior-cycle/LCA/)

CPD for the revised module descriptors



Leaving Certificate Applied Subject Specification CPD

CPD for the revised module descriptors



Recent publications

‘To enhance students’ options further, Leaving Certificate Applied (LCA) students will have improved access to Mathematics and Modern Foreign Languages from September 2022, broadening the options for LCA’.

<https://www.gov.ie/en/press-release/f7bf7-minister-foley-announces-plan-for-reform-of-senior-cycle-education-equity-and-excellence-for-all/>



LCA Curriculum Framework

LCA curriculum framework

Vocational Preparation	Vocational Preparation & Guidance English & Communications
Vocational Education	Mathematical Applications Vocational Specialisms* (<i>Choose 2 from 11 options</i>) Introduction to Information Communication Technology
General Education	Arts Education (<i>Dance, Drama, Music, Visual Arts</i>) Social Education Languages (<i>Gaeilge and French/Italian/German/Spanish</i>) Leisure & Recreation (<i>including Physical Education</i>)
Elective Courses	Religious Education (for example) Science (for example)

Key assignments

- A number of learning experiences that have been selected from the module as being of key importance
- Printed at the end of each module in the module descriptors
- You **CANNOT** make up your own
- ALL four must be “satisfactorily completed” at the end of **EACH** module but are not judged in terms of marks or grades

LCA student tasks

LCA Modes of Assessment

7 Student tasks @ 10 credits each

70
credits

35%

<i>Vocational Preparation</i>	<i>Vocational Education (x2)</i>	<i>General Education</i>
<i>Contemporary Issue</i>	<i>Personal Reflection</i>	<i>Practical Achievement</i>

Student task criteria

Substantial piece of work

10 hours activity per student excluding the report

- Individual task or group task
- Individual report on each task
- Relevant
- Achievable within the time frame

Summary of student tasks

Task	Credit	%	Completed in session	Assessed
1. General Education <i>Originating in Arts Education, Leisure & Rec., Language or Social Education</i>	10	5	1	Jan/Yr 1
2. Vocational Preparation <i>Originating in either Vocational Preparation & Guidance or English & Communication</i>	10	5	2	May/Yr 1
3. Vocational Education - 1st specialism <i>Originating in one Vocational Specialism</i>	10	5	2	May/Yr 1
4. Vocational Education - 2nd specialism <i>Originating in the second Vocational Specialism</i>	10	5	3	Jan/Yr 2
5. Contemporary Issues <i>Anchored in Social Education</i>	10	5	3	Jan/Yr 2
6. Practical Achievement <i>Generally out of school/centre</i>	10	5	3	Jan/Yr 2
7. Personal Reflection <i>Statement 1 from year one will be stored and returned to SEC when statement two is complete</i>	10	5	on-going	May/Yr 2

LCA final examinations

LCA Modes of Assessment

Final examinations

Final examinations					68 credits	34%
English & Communication	Vocational Specialisms (x2)	Languages (x2)	Social Education	Mathematical Applications		
12 credits	12 credits each	6 credits each	10 credits	10 credits		

Summary of final examinations

Area	Credits
English & Communication Oral and written incorporating audio visual	12
Vocational Specialisms (x2) Practical and written – practical briefs issued in advance <i>(see next slide for details)</i>	12 each
Languages (x2) Oral and written incorporating aural	6 each
Social Education Written incorporating audio	10
Mathematical Applications Written – research topic (Q. 2. issued in advance)	10
Total	68

Circular 0070/2020

Revised Leaving Certificate Applied Module Descriptors	Original Implementation Date	Revised Implementation Date	First Leaving Certificate Examination
English and Communications	September 2020	September 2021	June 2023
Mathematical Applications	September 2020	September 2021	June 2023
Introduction to Information and Communication Technology	September 2020	September 2021	June 2023
Information and Communication Technology: Specialism	September 2020	September 2021	June 2023

LCA Certification

Pass

120 - 139 credits

60-69%

Merit

140 - 169 credits

70-84%

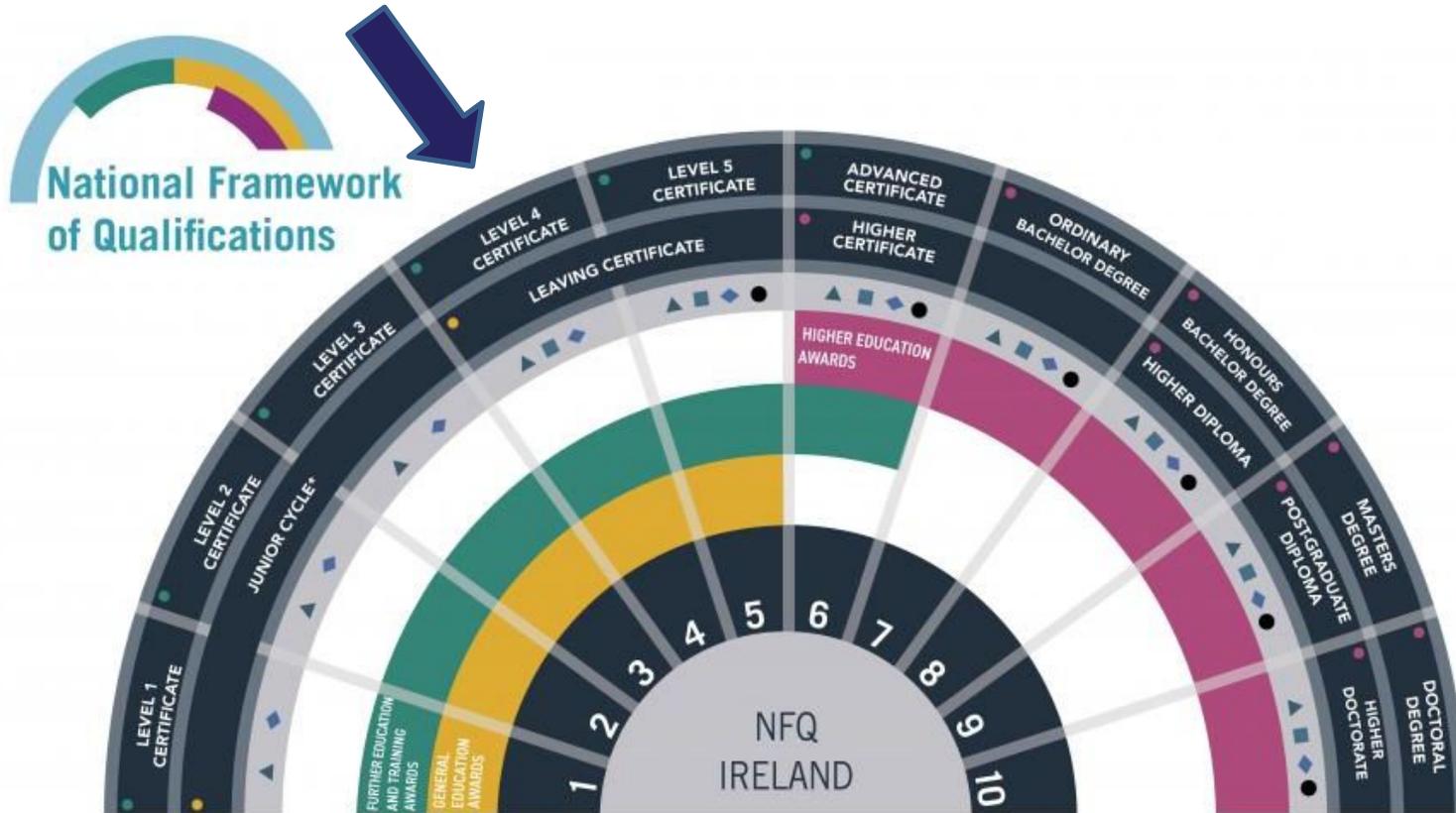
Distinction

170 - 200 credits

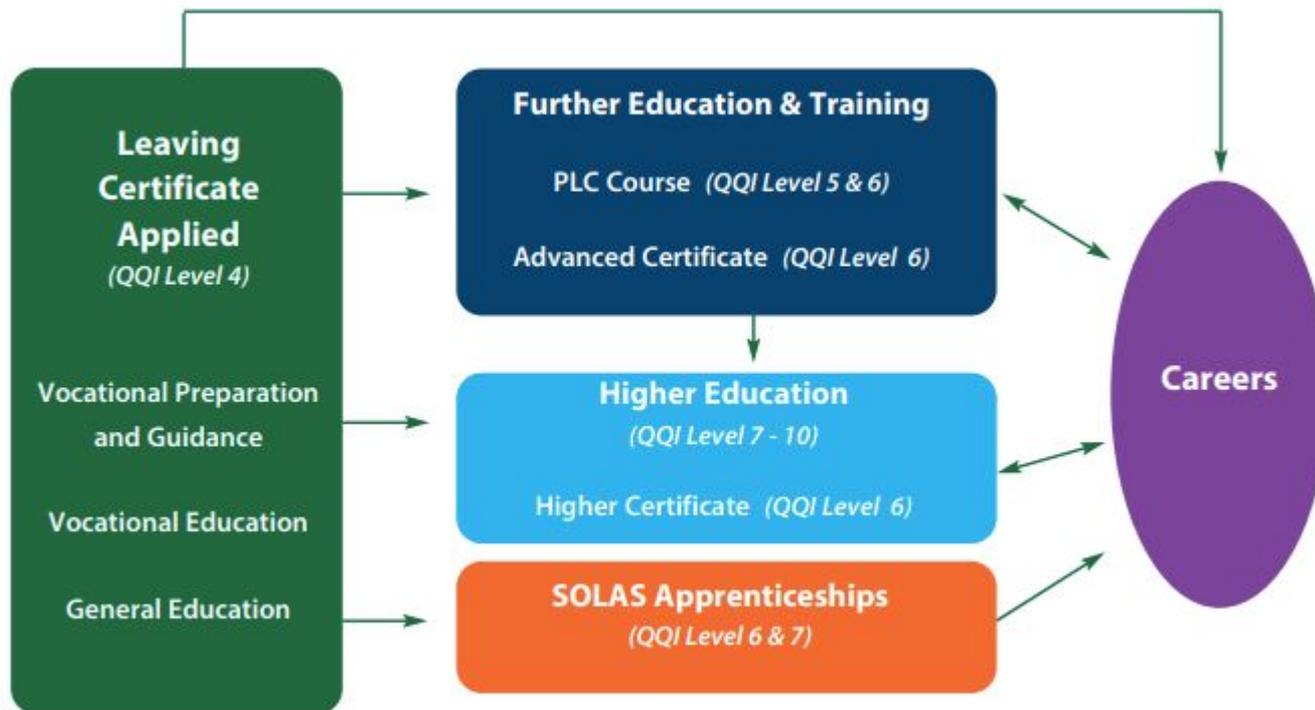
85-100%

Students who acquire less than 120 credits or who leave the programme early will receive a **“Record of Experience”**.

National Framework of Qualifications (NFQ)



The LCA careers route map



Exploring the Programme Statement

Take time to read the allocated section of the LCA Programme Statement

Discuss your findings in your respective group

Create a visual representation of the key takeaways using the flip chart paper and markers on your tables

Present your group's flip chart to the whole group



ACTIVITY



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**End of
Session 1**



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Session 2

By the end of this session you will explore;

The Role & Duties of the Coordinator

LCA Calendar

Key Assignments

Credit Online portal

LCA Attendance



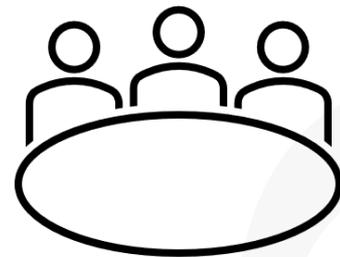
Role and Duties of the LCA Coordinator

- **Administration:** Record Keeping, Attendance, Claiming Credits, Arranging Tasks and Interviews, Storage of Key Assignments etc
- **Planning:** LCA Plans, Team Meetings, Finance, Curriculum, Timetabling, Planning Tasks etc.
- **Communication:** Students, Parents, Teaching Team, SEN, Management, Employers, Community, DES etc.
- **Support:** Tasks, Team Building, Troubleshooting, Promotion of LCA etc.

Role and Duties of the LCA Coordinator

Question:

- 1. Envisage the Leaving Certificate Applied Programme working successfully in your school...(what does it look like?)**



Take time at your table to discuss this question and on the large sheet write down your answers.



Leaving Cert. Applied Calendar



Session 1 Year 1 and Session 3 Year 2

- **September:** Issue of Year 1 Examination Results, Appeals of Year 1 results.
- **October:** Entry of Year 1 and Year 2 information into online portal.
- **November:** Issue of Appeal Results
- **December:** Circulation of Oral Guidelines and timetable of Final Exams.
- **January:** Notification of February Task arrangements, Practical Coursework Design Briefs circulated to schools.

Session 2 Year 1 and Session 4 Year 2

- **February:** February Tasks, Entry of credits into online portal for session 1 and 3.
- **March:** Practical Performance Assignment Briefs circulated to schools
- **April:** Notification of May Task arrangements
- **May:** May Tasks, Practical Performance Tests, Oral Exams, Completion and Return of Personal Reflection Tasks, Entry of credits into online portal for session 2 and 4.
- **June:** Terminal Exams, Assessment of Practical work.

Term 1 Checklist



- ✓ **Hold an LCA programme meeting**
- ✓ Student induction & bonding (booklet and team bonding activities)
- ✓ Parent information day/evening-virtual or information letter
- ✓ **SEC folder** will arrive- very important- contains calendar schedule
- ✓ Input student information (elective, specialisms) to SEC
- ✓ Check Irish/French exemptions with SEN & RACE co-ordinators
- ✓ Liaise with all teachers **anchoring tasks**- PAT booklet will arrive
- ✓ Check all modules with teachers and add to curriculum framework- assists cross-curricular links
- ✓ Establish an **LCA notice board** in staffroom with relevant information

Completion and Assessment of Student Tasks

→ Completion of Tasks.

Key points to note:

- Each task carries 10 credits
- Requires student time and effort (10 hours)
- Cross curricular links can assist staff collaboration with student tasks
- Calendar of tasks can be useful on student and staff notice boards
- Raise awareness of tasks at home too
- Avail of marking schemes made available online
- Task Examiner will contact school to agree date and time (try avoid work experience day if you can) **INFORM SENIOR MANAGEMENT**
- Once Task written component is completed- sample interview questions
- Collect tasks in advance of interview and store securely

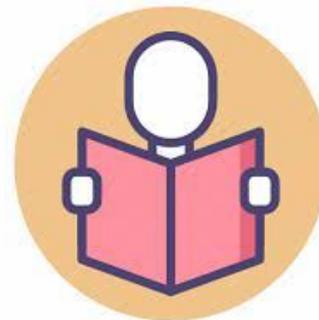
Completion and Assessment of Student Tasks

→ Assessment of Tasks/Interviews:

- P2 form will arrive to the school in advance, Principal, anchor teacher and students need to sign- only sign when task is handed up
- When arranging date and time of interviews if task examiner is coming on Work Experience Day, the task takes precedence.
- Decide/book a suitable room for use for Task interviews- set up the day before P2 form & have tasks ready for examiner- **ensure to LOCK room**
- Decide a running order for interview- usually with Task Teachers
- Consider providing refreshments for Examiner/Advising Examiner
- Store Tasks and all documentation securely until after appeals process
- Safely store medical certificates (**GDPR**) (end of session KA returns- keep record)
- Keep a record of all correspondence (calls/meetings with parents, SEC queries, letters from task examiners etc.

Activity: Student Tasks Q&A

- Take time to look at the Student Tasks.
- Write down any questions you have.



Guidelines on Claiming Credits

VOCATIONAL PREPARATION AND GUIDANCE		CODE 800	
SESSION I	SESSION II	SESSION III	SESSION IV
Work Experience 1 [12] Jobsearch [11]	Work Experience 2 [13] Enterprise 1 [16] Or Enterprise [17]	Work Experience 3 [14] Community Work [19] Or Work and Living [20]	Work Experience 4 [15] Guidance [10]

This is a sample arrangement. 8 modules must be completed, 2 each session. The following modules are mandatory:

- **Guidance**
- **Jobsearch**
- **Work Experience 1**
- **Work Experience 2**
- **Enterprise (1 module)**

In the case of Work Experience, 2 modules are mandatory but up to 4 modules can be completed during the 2 years. One module of Enterprise is mandatory but additional modules may be completed here.

The Guidance module is completed over all 4 sessions. Credit is therefore claimed only at the end of Session 4.

Sample Key Assignment Return & Credit Inputs

Key Assignment Returns Session 1

Subject Name: Vocational Preparation & Guidance Subject Code: 800

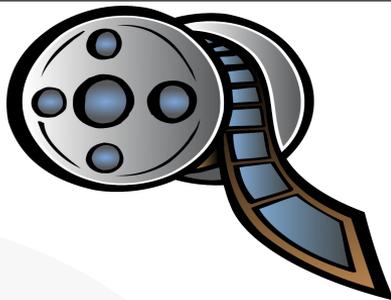
Module Name: Jobsearch Module Code: 11

Teacher Signature: *Fiona Graham*

Surname	First name	Key Assignments	Attendance
Hyland	Tom	4/4	Yes 93%
Hurley	Sarah	1/4	No 45%

SEC video Tutorial on PDST website

<https://www.examinations.ie/?l=en&mc=sc&sc=lca>



LCA curriculum framework

LCA Curriculum Framework & Credits Allocation

Course Name	Year One		Year Two	
	Session 1 Sept-Jan	Session 2 Feb-June	Session 3 Sept-Jan	Session 4 Feb-June
Vocational Preparation & Guidance	→	→	→	Guidance
		Enterprise		
English & Communications (Exam = 12 credits)	Personal & Social Communications	Communication & the Digital World	Communication in Media	Express Yourself
		VOC. PREP. TASK		
Mathematical Applications (Exam = 10 credits)	Mathematics & Planning	Mathematics & the World Around Me	Mathematics & Life Skills	Mathematics & Work
Vocational Specialisms (Choose 2 from 11 options - Exams = 12 credits each)				
Introduction to Information and Communication Technology	→		→	
		VOC. ED. TASK	VOC. ED. TASK	
Arts Education (Drama, Dance, Visual Arts, Music)	→		→	
Social Education (Exam = 10 credits)	My/Com	Ctp/Iss1 Soc/Health	Ctp/Iss 2	Tk/Charge Soc/Health
Languages (2 exams = 6 credits each)				
Leisure & Recreation (including PE)	→		→	
	GENERAL ED. TASK		CONT. ISSUES TASK	
Elective Courses				
30 Hour Modules (3 to 4 class periods per week)			PRACTICAL ACHIEVEMENT TASK	

→ Indicates that the module credits may be taught in this session but **cannot** be claimed until May of that year.

□ Indicates that the module credits can be claimed at the end of this session.

All tasks have a value of 10 credits each

Top Tips for entering credits

- Master copy - names/exam no.s/credits awarded
- Watch video tutorial PDST
- LCA SEC instruction manual to hand-print Appendix B(module codes)
- LCA Curriculum Framework to hand
- Password - make a copy/save on laptop
- Save each pupils credits as you work
- Ask for help - LCA section
- Principal verifies



Attendance

- Students must have 90% attendance in their subjects if they are to receive the credit for that subject.
- Attendance and punctuality are key in LCA as work is done on an ongoing basis and vital work on key assignments and / or tasks could be missed out.
- Students must provide a doctors cert for absences.
- Liaise with parents, yearhead, HSCL Coordinator, SCP support etc. Best to nip problems in the bud early.

Activity

- Using the **post-it notes** on your table write down or in workbook
- One way to promote Attendance in LCA
- One challenge you may face with Attendance





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End of Session 2



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Session 3

By the end of this session you will have explored;

- Communication in LCA
- Overview of Work Experience
- Planning in LCA
- Student, Parent and Teacher Voice
- Promoting LCA
- Top tips for new Coordinators



Communication

- Regular communication is best.
- Communicate the positive as well as the negative.
- Letters or emails home at the beginning of each session. Best to keep parents informed of Tasks and Interviews. Invite parents into the school to view task or project work.
- Set up email with Teaching Team. Send weekly update emails.
- Share Calendar with students, parents and teachers.
- Parents Information meeting/ Coffee Morning
- LCA Newsletter
- Student and Teacher Noticeboards
- Use of school App, Website, local newspapers etc



Activity

- Using the **Mentimeter code 1663 4308** or QR Code share ideas for **Communicating in LCA** with students, parents, teachers etc.

<https://www.mentimeter.com/app/presentation/0aaec91619ce0257f8480f7f0cc67526/318b>



Work Experience Overview

The school week comprises a minimum 28 hours instruction time, inclusive of work experience.

During the two-year programme, LCA students must complete a minimum of two mandatory modules in work experience.

Minimum of 20 days required over 2 years

Blocks or day release depending on the needs of the school

Prepared in advance and de-briefed (with VPG teacher)

Follow school policy on Garda Vetting

Credits are awarded through VPG- liaise with that teacher

Link in with LCVP & TY co-ordinators- may be an opportunity to have a guest speaker- dress

code/expectations within the workplace

Work Experience- Sourcing placements and Tracking of students

Deciding on areas of interest with VPG Teacher / Guidance Department

Generally students will source their own placements

If they face difficulties, the Programmes Co-ordinator may assist

Other staff members may have community links

Students who do not secure a placement often present themselves in school on days of work

experience- shadowing school secretary, caretaker, work with canteen staff

Sample work experience letters for students and employers in booklet

Thank you letter template in booklet

Recording Work Experience

Use of Work Experience policy / contract

Letter to parents / guardians in advance of work experience start date

Letter to employers inc. school insurance cover letter, contact details for school, feedback forms.

Placement visits- LCA Core Team could assist

Students should complete work experience diary / reflection at end of each day.

Placement tracker and placement evaluation samples are also in the booklet

Letters of thanks/thank you cards/coffee mornings for employers

Work Experience Activity

Questions?

What's working well in your school?

What improvements would you like to see?



LCA Planning

What is required in your LCA Planning Folder?

- Programme Planning and Preparation: Individual subject plans, work experience procedures, guidance and SEN planning etc
- Programme Teaching and Learning: Resources, Methodologies, Cross Curricular activities etc
- Programme Assessment: Homework, Assessment, Record Keeping etc.
- Programme Achievement and Development: Team meetings, Review Procedures, In-service Records etc.

LCA Planning with Student & Parent Voice

Student Voice

- Subject choice forms for specialisms
- Tasks/Practical achievement - students choice
- Subject teachers involve students in planning activities
- Trips should be chosen after survey of students
- Evaluate Programme at the end of year
- Include student reps on LCA Core Team

Parent Voice

- Hold presentation evening
- Coffee morning in September
- Invite into credit result celebrations
- Include parents in end of year evaluation of Programme



Activity: Promoting LCA

→ Think-Pair-Share Activity:



- **Think** of ways to Promote LCA in your school



- **Pair** with the person beside you and **share** your ideas.



- Use the **Think-Pair-Share Handout** to record your ideas.

Promoting LCA

- Develop **whole school understanding** of the programme
- Time at **staff meetings**.
- **Recognition of Achievements**
- **Displays** of student work
- Celebrations/ **Awards**
- LCA student's engagement in **whole school activities** and in **Leadership** positions.
- Engaging LCA students as **advocates of the programme**
- Developing own school/centre LCA brochure to include snapshots of graduates and using past students to promote the programme



TOP TIPS for New LCA Coordinators

- Take each week step by step
- Print A3 Calendar & refer to weekly
- LCA Coordinator mentor
- Collaborate with LCA Core Team
- Set targets each session to achieve
- LCA Digital folder is your constant reassurance
- Ask PDST for support
- Ask LCA Section in DES for help



By the end of this seminar participants will have:

Become familiar with curriculum and assessment procedures in Leaving Certificate Applied

Considered the role and duties of the Leaving Certificate Applied Co-ordinator

Explored planning in the LCA programme

Reflection

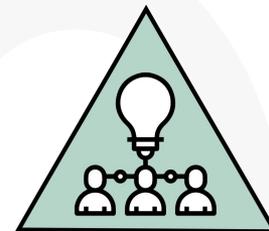


In relation to Day 1 of our CPD journey, identify:

one thing you have learned so far

one question you still have

the next steps you will take in your role as LCA Coordinator



ACTIVITY

Any questions ?





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**End of
Seminar**