



LCA Co-ordinator

Day 2 Seminar 2023

Overview of the Seminar

Session 1

- Welcome and introductions
- Successes and Challenges since Day 1
- Updates from SEC

Tea/Coffee Break

Session 2

- Raising the profile of LCA
- Recruiting new LCA students
- Induction programme
- Work Experience

Lunch

Session 3

- Student Wellbeing & Staying connected
- ePortfolios
- Forward planning for the year ahead
- Programme Evaluation

By the end of this seminar participants will have:

Explored the sharing of good practice amongst new LCA Co-ordinator

Developed a shared understanding of the role of LCA Co-ordinator focusing on session 2 and session 4

Explored ways to promote and run the LCA programme at whole-school level

Have considered the curriculum and assessment procedures in LCA

PDST - Introduction

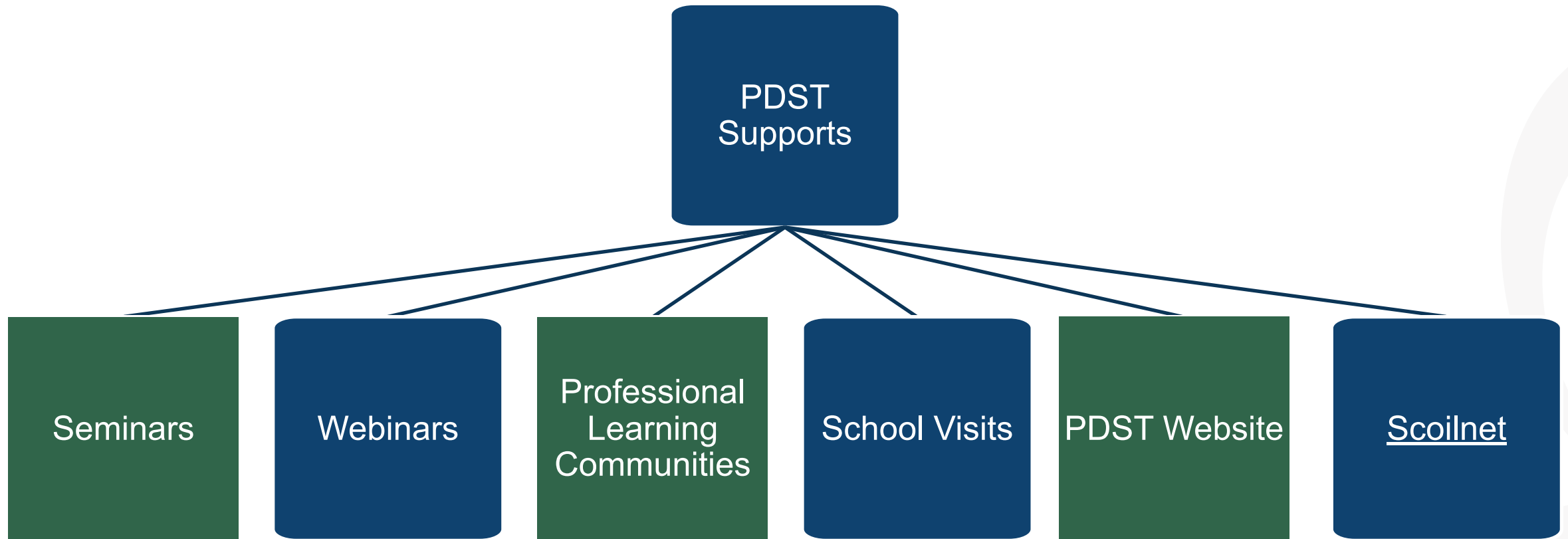
What we are

Teachers & School Leaders
Teacher Educators
Facilitators/Enablers
Purveyors of Lifelong Learning

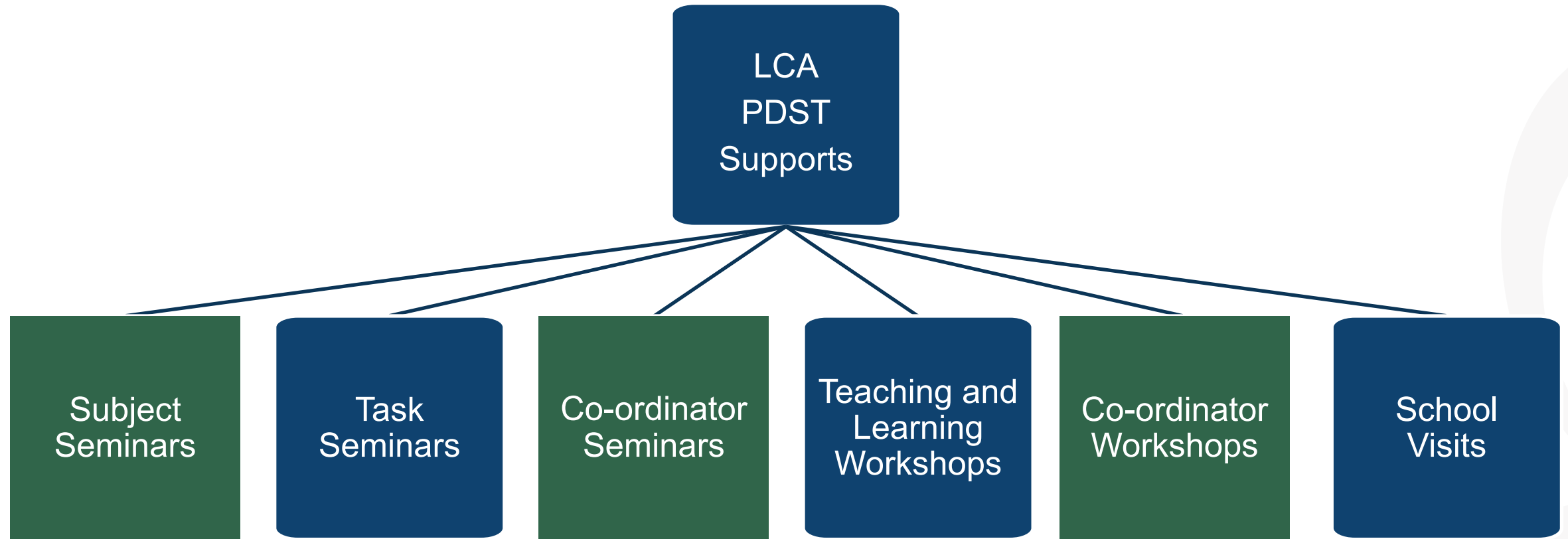
What we are not

Evaluators
Policy Makers
Curriculum Developers

Supports provided by PDST



LCA Supports provided by PDST



LCA administration

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Government Buildings,
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Ennis, Co. Clare.
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E-mail: lca@pdst.ie

Website: <https://pdst.ie/lca>

Twitter: [@PDST_LCA](https://twitter.com/PDST_LCA)



LCA
Leaving Certificate Applied
Ardteistiméireacht Fheidhmeach

What do you hope to get from today's seminar?

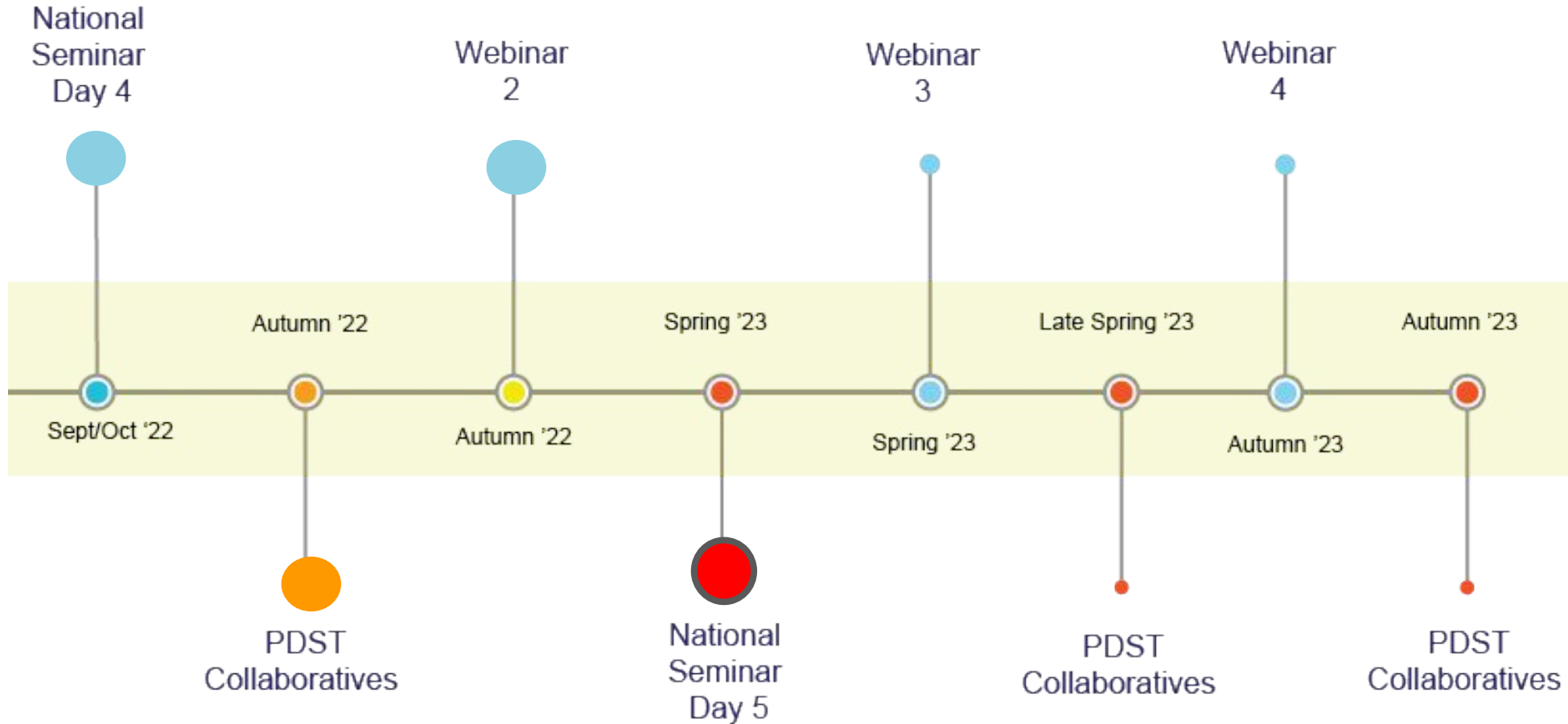


Revised Module Descriptors - September 2021

1. Mathematical Applications
2. English & Communications
3. Introduction to ICT
4. ICT Specialism



CPD for the revised module descriptors




Leaving Certificate Applied Subject Specification CPD

Circular updates

SEC Circular 83 / 2021

LCA ICT Specialism Task Arrangements



State Examinations Commission
Coimisiún na Scrúduithe Stáit

LCA Section
State Examinations Commission
Cornamaddy, Athlone, Co. Westmeath.

Circular S83/2021

To: Principal Teachers, LCA Coordinators and LCA Teachers
Leaving Certificate Applied Information and Communication Technology (ICT) Vocational Specialism and associated LCA Vocational Education Student Task.

Revised module descriptors for *LCA, Introduction to ICT and LCA, ICT Vocational Specialism* were introduced for students entering LCA Year 1 in September 2021. This circular is to clarify that there are no changes to the schedule for the completion of the student tasks and the schedule remains the same as that laid out on page 26 of the *Programme Statement & Outline of Student Tasks* (Department of Education). In general, the *Introduction to ICT* will be completed in Year 1 and the ICT specialism and associated task in Year 2. However, it remains permissible to complete this specialism and the associated task in Year 1, provided that the *Introduction to ICT*, which is a prerequisite, has been completed first. The written examination will still be undertaken at the end of Year 2. The State Examinations Commission (SEC) will continue to assess this student task for both Year 1 and Year 2 students.

There will be some minor adjustments to the marking scheme for the Vocational Education Student Task to reflect the changes to the module descriptors. Please note that, under the revised module descriptors, candidates will be assessed in the course of the task assessment on the skills of *Module 2, the presentation of ideas*. As part of this task assessment, these students are required to make a presentation during their oral interview.

The following is to clarify when this change affects each task assessment event:

- "February tasks": these task assessments are for Year 2 candidates who completed the task concerned in Year 2, Session III. In 2022, these candidates will have followed the original module descriptors and will not, therefore, be making a presentation during their interview.
- "May tasks": these assessments are for Year 1 candidates who completed the task concerned in Year 1, Session II. In 2022, these candidates will have followed the revised module descriptors and will, therefore, be making a presentation during of their interview.

Deirdre Dalton
LCA and Examiners Sections,
State Examinations Commission

https://www.examinations.ie/schools/cs_view.php?q=90730d134422dc82466d2555797366800446d27c

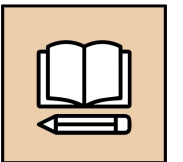
The role of the LCA Co-ordinator

What has worked well?

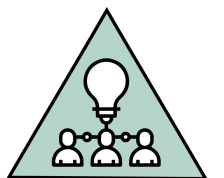
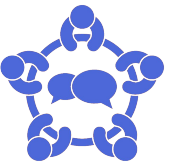


What hasn't worked well?

Suggested solutions



WORKBOOK



ACTIVITY



End of Session 1





Session 2

Objectives for session- The 3 R's

Reinforce what you already know

Remind you of some important deadlines etc.

Reveal something new



Session 2 Overview

- Key Calendar Dates for Term 2
- Scheduling of Task Interviews
- Key Assignments Collection & Storage
- Inputting & Claiming Credits
- Raising the profile of LCA
- Recruiting new LCA students
- Induction programme
- Work Experience



Calendar Key Dates

JANUARY	FEBRUARY	MARCH	APRIL
P2 Forms	Task Week 14th-18th	Confirmation of Modules keyed	Results issued for session 1 & 3
Exam numbers LCA Year 1	Passwords issued for CREDITS session 1 & 3	February/March schedule Mock/Pre-examinations for Year 2 students and 5th years completing language in Year 1	Appeals deadline for February tasks
Practical Performance Briefs	Online Portal open for credit input 14th February-4th March		Task week session 2 LCA Year 1 - 25th -29th April

Calendar Key Dates

MAY	JUNE
Passwords for CREDITS session 2 & 4 issued	LCA terminal exams
Instructions for ICT Exam issued	Assessment of Practical work
LCA Oral Week 9th-13th	<p>***Confirmation of modules keyed session 2 & 4- YOU MUST CHECK IMMEDIATELY to ensure no LCA YEAR 2 candidates are missing modules INFORM LCA section of changes required.</p>
ICT Exam Wednesday 11th May	
Practical Performance week - 16th-27th May	
Online Portal open for credit input session 2 & 4 - 16th-27th May	
Appointment of superintendents Year 1 Languages	
P2 forms arrive for Practical performance	
Personal reflection Task - signature & return	
Pin numbers issued for candidates	

Assessment of Tasks

P2 forms Principal, Task teacher and students need to sign

Book a suitable room - in keeping with SEC Covid H&S guidelines

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.

Consider drawing up a schedule of task interview dates

LCA Task Interview Schedule (Monday 14th – 18th of February 2022)

Date/Day	LCA group	Exam	Teacher	Examiner	Location
Mon 14 th	LC2A	VOC Task	M. Daly	Colette Graham	LCA Office
Tues 15 th					
Tues 15 th	LC2A	PAT Task	C. Smith	F. Blogs	LCA Office
Wed 16 th					
Thurs 17 th	LC1A	General Education- Irish		David Peterson	LCA Office

Collection of Key Assignments

Remind teachers of KA returns & procedure for collection

Be prepared/organised

Have documentation ready for gathering credits

Key Assignment collection template in PDST LCA Teachers Handbook

You have a set period to input credits (may fall over midterm- read documentation carefully) this year portal open **14th Feb- 4th March**

Ensure teachers are aware in advance of when KA's are due

Principal needs to verify- factor into deadline also

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

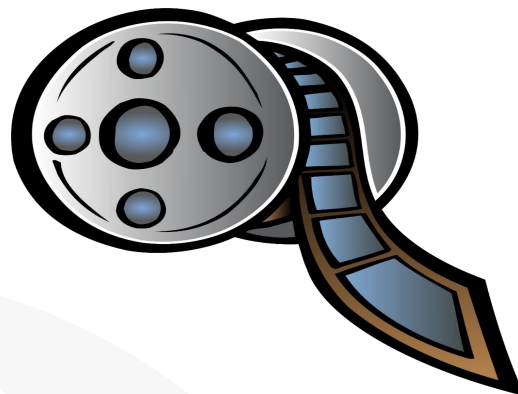
Module Name: Jobsearch Module Code: 11

Teacher Signature: *Fiona Graham*

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

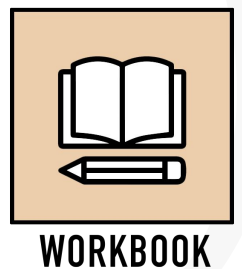
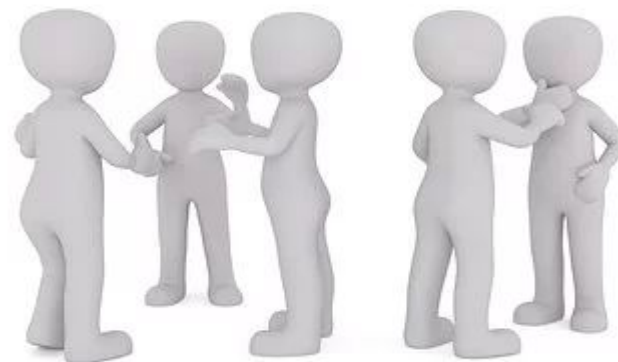
SEC video Tutorial on PDST website

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



How do you recruit students for the LCA programme?

**Breakout room 15 minute discussion on how you do this in your school.
Please nominate a spokesperson to give feedback for the group**



Student recruitment

Parents information evening

Google classroom/Teams powerpoint presentation

Liaise with Career guidance & Year Heads, HSCL, JCSP Co-ordinator

LCA student input for presentation

Visit 3rd year classes & TY groups

Application forms

Hold interviews

LCA noticeboard

Selection process of students for the LCA programme

Information sessions for parents and students

The selection of students for LCA should involve the students, parents, teachers, LCA & SEN co-ordinators, guidance counsellor and senior management

Student application form, interview and contract should ideally form part of the selection process

Presentation Night

LCA on social media/website
Celebration Friday week, certs for students
with credits achieved so far, parents brought
in

Social media posts

LCA section on the website

Make whole school
aware of good work
being done.

Improve the discipline
within the classes

**How do you raise the profile of the
LCA programme in your school?**

for LCA events invites 3rd
years and TY to give
potential students a taster
of what they do

LCA notice board

LCA article in the
school newsletter

school website

LCA Prefect

Social Media

Trips

trips

include the students in
5th yr activities

Notice boards, video on
website, information evenings

Raising the Profile of LCA

Include in year group activities

Same class names- rivers, poets, tutor initials etc.

General assemblies

PE & RE opportunity for inclusion- depending on timetabling restrictions

Online presence school website

Relevant talks/ visitors to the year group

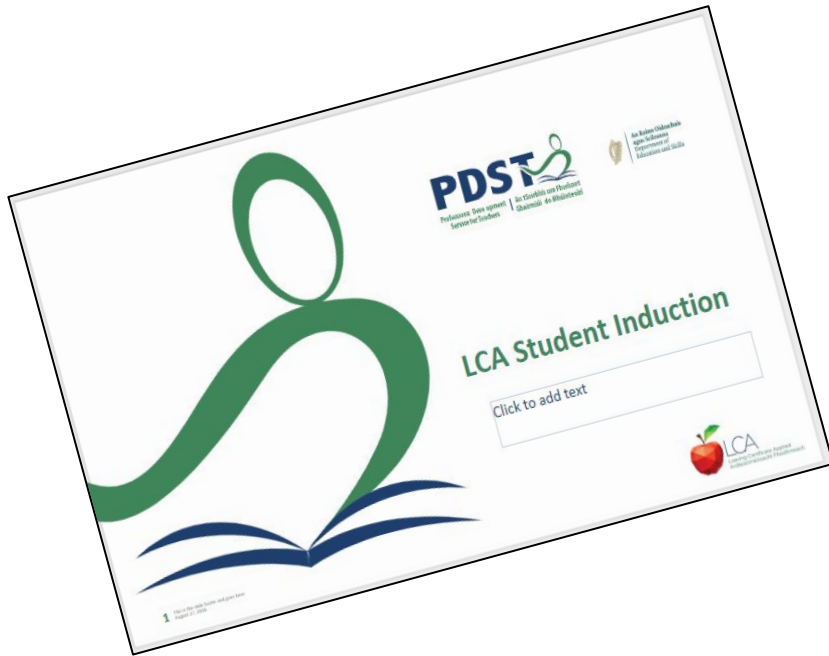
Include other year groups in their activities eg.
Coffee morning

Include in any career/college talks arranged by the school

LCA Programme contracts- help reinforce high expectations/high standards

Student Council, Class rep, Grad committees etc.

Student Induction- How do you induct new LCA students to the programme?



Breakout room

1. What elements need to be in place for work experience to be a success?
2. Have you any best practice ideas/suggestions currently working well in your school?
3. What are the challenges/concerns you have regarding coordination of work experience?
4. Share placement ideas/opportunities in your area.



Please nominate a scribe/spokesperson for the group to present feedback.

Time: 15 minutes



Work Experience Overview

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 (max. 40 days)

Blocks or day release depending on the needs of the school

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

Generally students will source their own placements

Other staff members may have community links

Sample work experience letters for students and employers in booklet

How is work experienced tracked/recorded in your school?

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 evaluation templates are also in the booklet.

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



An Roinn Oideachais
Department of Education

End of Session 2



Session 3

Session 3 Overview

- Student Wellbeing & Staying connected
- ePortfolios
- Forward planning for the year ahead
- Programme Evaluation

Student Wellbeing- Staying Connected

Relationships and partners

- ❖ Student & staff relationships- LCA Core Team & Creation of a Buddy System
- ❖ Peer relationships- promote group/teamwork
- ❖ Student Voice- allow opportunities for input
- ❖ Community Partnerships- employers/agencies
- ❖ External supports- Home School Liaison Officers
- ❖ Maintaining morale among the class groups
- ❖ Celebrate awards and successes as often as possible
- ❖ Commend achievements external to school
- ❖ Remind students & teachers of achievements



Reflection: What are the wellbeing supports in place in your school to support LCA students and the LCA teaching team?

Please reflect on the question above and nominate a spokesperson to feedback ideas to the group.



Maintaining our own wellbeing

Build an LCA Core Team

Collaborate with colleagues

Have regular team meetings

Remember you are not expected to know everything about every subject on the curriculum framework

Set boundaries and expectations within a teaching team

Staff notice boards/student notice board can help field general questions/queries that are often asked at breaktime/lunchtime

LCA group email- easy method of communication

Consider setting up a platform to share information/planning and resources among the teaching staff



Using Digital Portfolios in LCA?

The Department's vision for ICT integration in Irish schools is to:

“Realise the potential of digital technologies to enhance teaching, learning and assessment so that Ireland’s young people become engaged thinkers, active learners, knowledge constructors and global citizens to participate fully in society and the economy

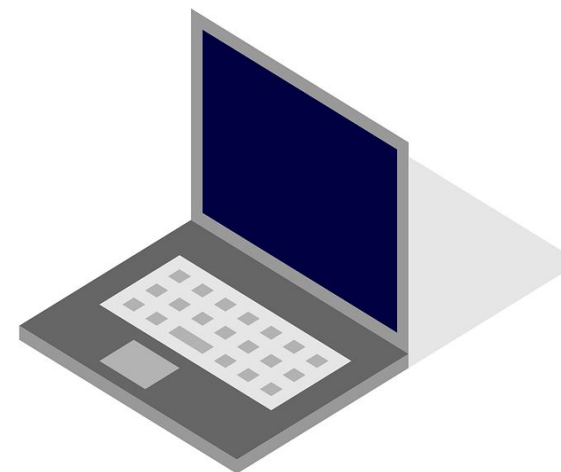
Digital Strategy 2015-2020 pg 5



Digital Portfolios in the LCA Classroom

Teacher

Laptop/Tablet/Projector



Student

- Collaborative learning with a small number of devices
- Shared devices when required
- 1:1 devices 'BYOD' – bring your own device
- BYOD - Bring your own device - A guide for school leaders



“ePortfolios are student owned dynamic digital workspaces whereby students can capture their learning, ideas, access their collections of work, reflect on their learning, share it, set goals, seek feedback and showcase their learning and achievements”

Benefits of using online Storage tools

- Easy to share files and folders
- Can access information from any computer and even from apps on your smartphone/tablet computer
- Can collaborate with colleagues – working on the same document at the same time
- Every change can be automatically saved



Digital Portfolios: Process, Progress & Product

Three key ways to use digital portfolios to *show learning* in the classroom.

Process: Students gather evidence, store work and reflect on the process

Progress: Students Grow, Improve, develop and understand

Product: Students curate a final “polished” product.



Ideas/ Good Practice using Digital Portfolios in the LCA Classroom!

Students

- Student Voice
- Allows for remote learning
- Pupils & Teacher relationship goals
- Cross curricular learning
- Student assessment
- Recognition of pupil's work



Forward planning for the academic year ahead

LCA should be timetabled for a two-year period

Anchoring of Student Tasks- planning ahead

Possible discussion of the LCA timetable with Co-ordinator and Deputy Principal/ Principal

Awareness of student cohort and choice of Vocational Specialisms for incoming Year 1s

LCA teaching team is a key influencing factor in the success of the programme

Survey teachers/students/parents

Reviewing the programme using the six step School Self-Evaluation (SSE) model

SSE is a way of systematically looking at ...

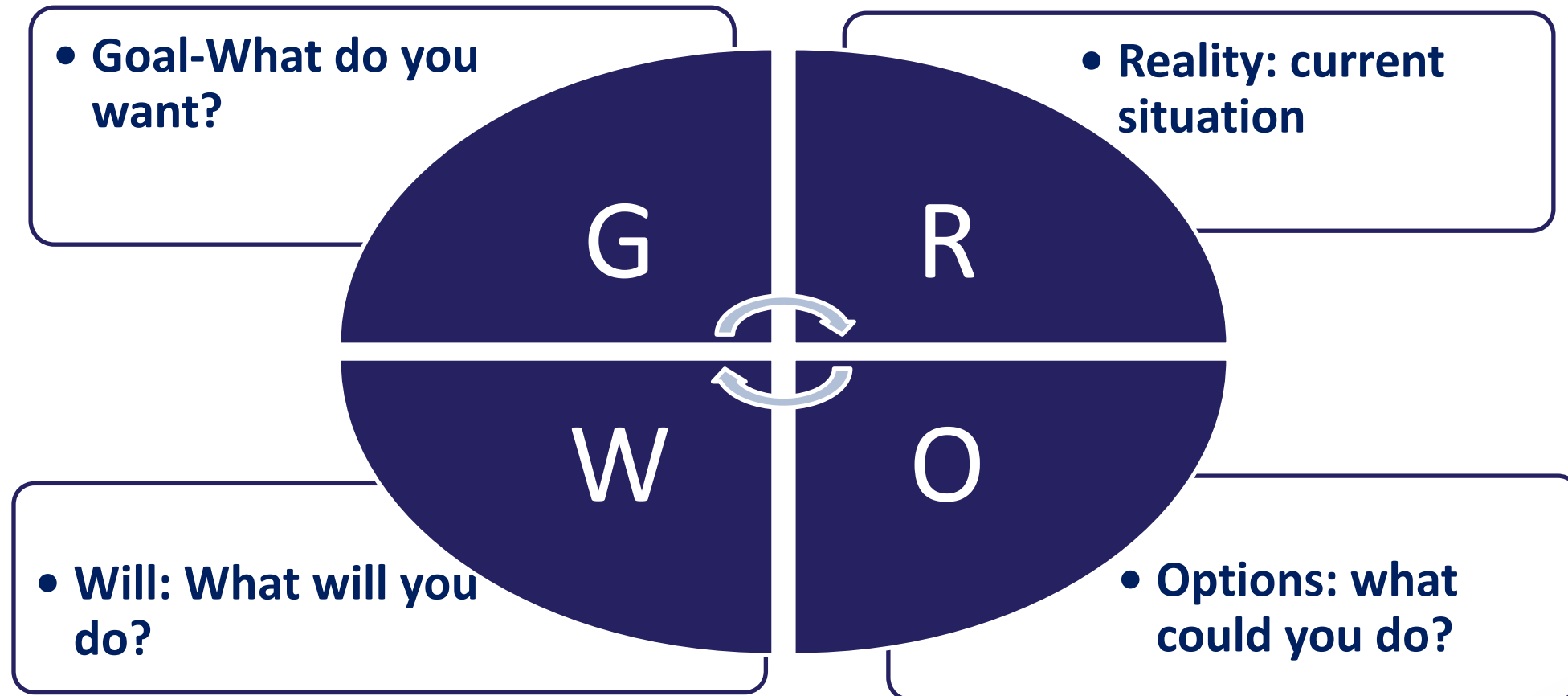
- how we teach
- how our students learn
- making decisions about what we want to improve

Because ...

- we want to make learning better for students
- we want to make teaching more rewarding
- schools are best placed to examine their own practice and to tell their own story



Reviewing the programme using the Grow Model



Reflection: How do you review the LCA programme in your school?

1. How do you know the strengths & weaknesses of the programme?
2. What is working well?
3. What areas of the programme do you feel could improve?
4. Do you feel the choice of vocational specialisms suit the student cohort of your school?
5. What changes would you like to see next year as programme co-ordinator?

TOP TIPS for New LCA Co-ordinators

- Take each week step by step
- Print or upload LCA calendar & refer to it regularly
- Link in with another LCA Coordinator
- Collaborate with LCA Core Team
- LCA Digital folder is your constant reassurance
- PDST for support
- LCA Section in SEC



LCA Co-ordinators' Day 2 Resource Book

Checklist for Work Experience Co-ordinator

Employer Report Sheet

Work Experience 1 Action Plan

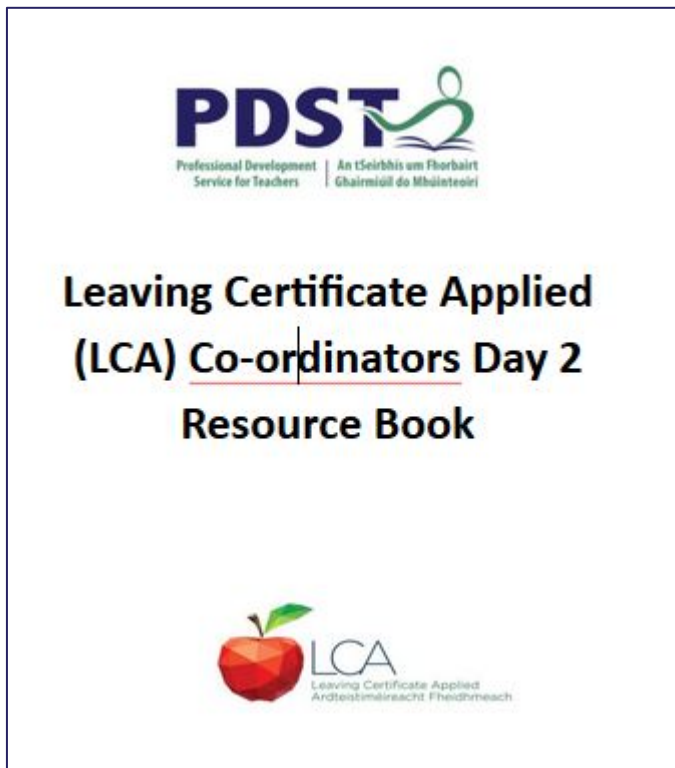
Work Experience 2

Work Experience Letters

Work Experience Table

Work Experience Reflective Journal

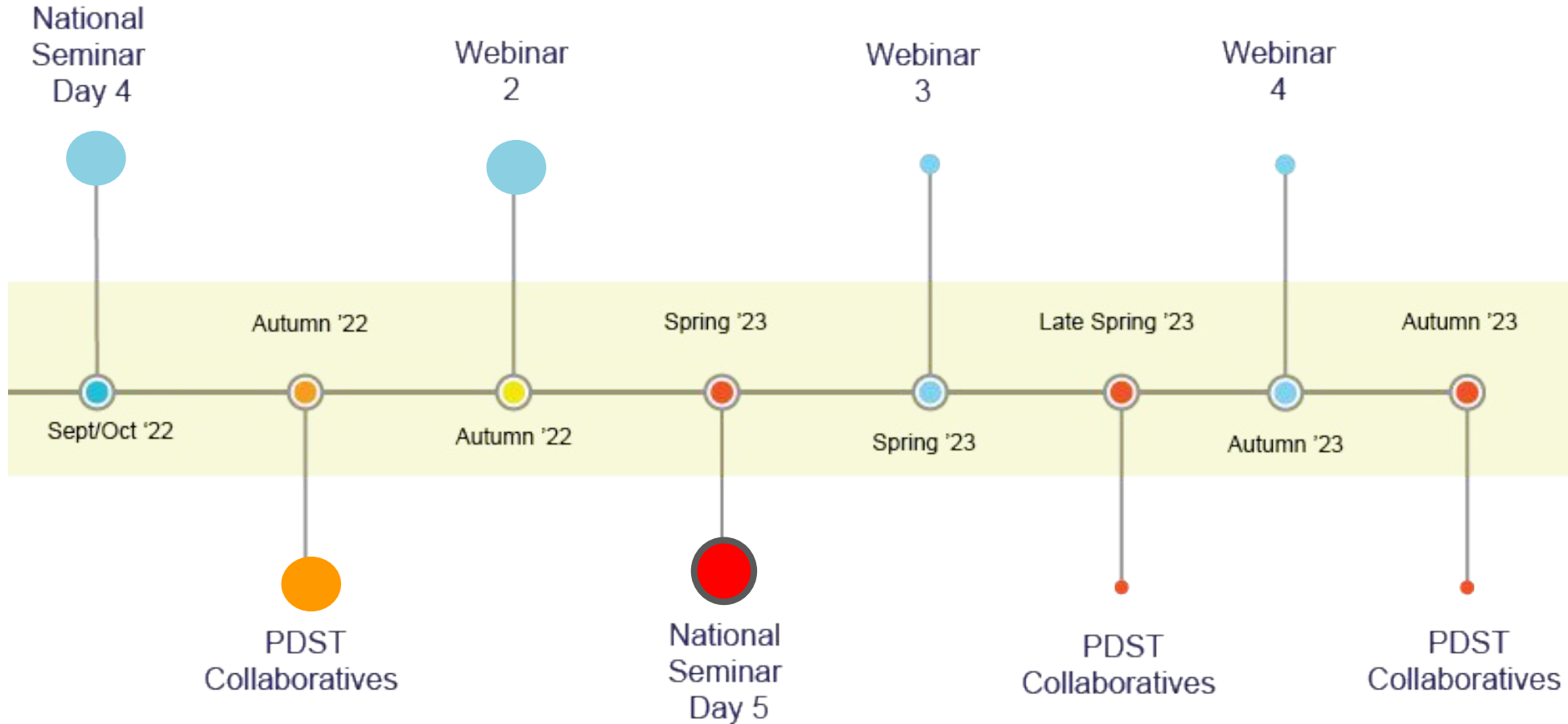
Work Experience Workbook



What do you hope to get from today's seminar?



CPD for the revised module descriptors



Leaving Certificate Applied Subject Specification CPD

By the end of this seminar participants will have:

Explored the sharing of good practice amongst new LCA Co-ordinator.

Developed a shared understanding of the role of LCA Co-ordinator focusing on session 2 and session 4.

Explored ways to promote and run the LCA programme at whole-school level.

Have considered the curriculum and assessment procedures in LCA.

Before we go...

One thing I'm going to do in future...

One idea I'm taking away...

I'm going to think more about...

I have found out that...

I would like to know more about...

In future, I'm not going to...



An Roinn Oideachais
Department of Education

End of Seminar