



Leaving Certificate Applied (LCA) Co-ordinator Day 2 Resource Book



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Checklist of Duties of Co-ordinator

*The following list may be of some assistance to the Leaving Certificate Applied co-ordinator in establishing and clarifying the role. **They are offered as guidelines only.***

Administration

- Record-keeping
- Checklist of Key Assignments to teachers
- Storage of Key Assignments and Tasks
- Arrangements for the examination of Tasks
- Arrangements of out of school activities
- Claiming credits
- Attendance
- Appeals

Communicating

- Teaching Team
- Students
- Principal
- Parents
- Employers
- Support Services
- Department of Education and Skills
- Team building
- Perception/morale (within and outside school)
- Troubleshooting
- On-going monitoring

Planning

- Overview of the programme
- Delegation
- Planning tasks
- Planning timetable
- Planning teaching team
- Monitoring tasks
- Team meetings
- Finance, resources
- Curriculum management

Guidelines for Planning in LCA

Programme Planning and Preparation

- Overall programme resources
- Programme budgetary procedures
- Class organisation
- Curriculum content: Individual subject plans & course materials and resources
- Task preparation and planning
- Work experience procedures
- Procedures for out of school activities
- Provision for health and safety requirements
- Planning for students with special education needs
- Guidance planning

Programme Teaching and Learning

- Teaching methodologies – differentiation, active learning, literacy, numeracy and AfL
- Range and variety of resources
- Cross-curricular activities

Programme Assessment

- Homework procedures
- Record-keeping procedures and reporting procedures
- On-going assessment – AfL (formative) and AoL (summative)
- Terminal assessments/exams

Programme Achievement and Development

- Students' level of attainment in comparison with national averages (see PDST tool)
 - Student destination survey
 - Minutes of programme meetings
 - Record of teacher in-career development
 - Programme review procedures
- Recommendations for DES Programme Inspections

Checklist for Work Experience Coordinator

Before Placement

- Set dates
- Get parental consent
- Prepare students
- Inform colleagues – integration, all course area links
- Brief employers
- Check insurance details
- Draw up final lists

During Placement

- Arrange visits
- Whole school awareness of the activity
- Involve other staff
- Troubleshooting

After Placement

- Debrief students – reflective learning
- Letters of thanks
- Parents' comments
- Update database
- Team meeting to evaluate the programme

Sample Leaving Certificate Applied Contract

The Leaving Certificate Applied teaching team within the _____, _____ believes there are certain attitudes and actions that are essential to the successful completion of the Leaving Certificate Applied Programme. We have set these down in this document.

We want every prospective candidate, and their parents or guardians, to read this document and if they are willing to accept the requirements set out to sign.

Attendance

A minimum 90% attendance is a basic requirement of the Leaving Certificate Applied. Lengthy or repeated absence must be covered by a doctor's cert. Any holidays taken during the course of the two-year programme will not be accepted as a legitimate absence and may result in participants losing out on credits.

Application to class work

We require that every student do his or her best in relation to classwork. Credit will not be given for work that is not considered to be the best that a student can do, regardless of quality.

Work Experience

Work experience forms a core to Leaving Certificate Applied. Students may arrange their own work experience placements. Placements should ideally reflect the career path that students would like to follow after finishing LCA. For health & safety and insurance purposes please ensure that the relevant consent form is checked by the work experience co-ordinator prior to commencing work experience. It is recommended that work experience be completed in at least 3 different career areas. Students are not allowed to complete their work experience in a workplace in which they already have a part-time job. For each work experience placement students must complete satisfactorily and return their Work Experience Diary. Employer Report Cards must also be returned. Failure to return or complete satisfactorily the above two documents will result in students losing vital credits.

Students will be monitored carefully on Work Experience placements and where possible a member of the teaching staff will visit and interview both the student and their employer.

Behaviour

Pupils will be expected to adhere to the ethos and rules as laid out in the school journal.

I have read and understood the above student contract and agree to follow its contents

Student Signature: _____

Parents/ Guardians Signature: _____

Date: _____

Organisation – Work Experience

- Finding work placements
- Clarifying issues of insurance
- Pre visits to placements to check out
- Establishing a contact person within the placement
- Negotiating the student learning experiences in the placement
- Briefing parents on Work Experience
- Facilitating the involvement of the teaching team
- Visiting and monitoring students
- Follow up with employers
- Follow up with students

Assessment

- Students are given credit for completion of their Work Experience modules
- They can also use the experience in task/project work
- Work Experience is incorporated into an oral and written component of the final exam in English and Communications.
- Minimum of 20 days required over 2 years (max. 40 days)
- Maximum of 4 placements

Sample Employer's Report

Name of Student: _____

Employer: _____

Session:

Please tick as appropriate leaving irrelevant sections blank

QUALITIES	Excellent	Good	Fair	Poor	Employer's Comments
Punctuality					
Attendance					
Ability to work on own initiative					
Ability to complete set tasks					
Quality of work					
Use of equipment					
Communicating with customers/clients					
Aptitude/Interest for vocational area					
Relating to supervisors					
Relating to other members of the workforce					
Observation of Health/Safety regulations					
Appropriate dress					

Signature of Supervisor _____ Date _____

Sample Work Experience Letter - Parents

Dear Parent /Guardian,

This letter is to confirm that _____ will be participating in the Work Placement Programme.

Please fill in the details below and return to the Work Experience Co-ordinator.

If you need clarification about any aspect of work placement please contact the school principal or _____.

Thank you for your support.

Yours faithfully,

Name of student _____

Class _____

Name of Placement

Address

Telephone number

Contact name at the work placement

Signature of parent / guardian

Date _____

Sample Work Experience Letter - Employers

08 January 2022

Dear Employer,

Thank you for agreeing to take one of our students on work experience. The student will commence on _____ at _____ a.m. and after that day you will dictate the hours of work. I or one of my colleagues may visit you during the placement and will contact you by phone in advance to arrange a suitable day and time. Should any problem arise please contact me at one of the above numbers.

Yours sincerely

(Programme Co-ordinator)

Sample Work Experience Placements Form

Student Surname	Student First Name	Employer Name	Employer Address

Signed _____

Date _____

Work Experience 1 Action Plan

Year: 5th Year

Number of students: _____

Module No. : 2

Module Title: Work Experience 1 **Period:** Sept.

Aims:

- Plan, experience and evaluate a specific work placement
- Develop her/his self-confidence, communication and interpersonal skills through interaction with adults in a working environment.
- Develop the personal skills required to adapt successfully to a workplace environment.
- Develop his /her vocational interests and enable him/her to consider possible career paths.
- Acquire and apply skills and knowledge by direct experience in a specific work place.

Date	Unit No.	Learning Outcome	Resources	Follow Up
	1	Pre Placement Planning		
		Discuss experience to date		
		Develop self-awareness by doing a self-assessment checklist	Diary	
	K/A 1	List personal goals and competencies that can be developed through this work placement	Diary	
		Investigate personal qualities that should be displayed on work experience	Diary Black Board	
		Examine an employers' report card and set specific goals	Blank Report Card Paper pen	
		Prepare strategies for dealing with difficult situations	Blackboard Hand out	
		Identify the basic skills required by an employee in their selected area of work	Blackboard	
	K/A 2	Gather specific information about the job placement Specific arrangements for my first day	Diary	
		List details required for a workplace report	Diary	

		Record personal reflections	Diary	
	2	Placement		
	K/A 3	Describe type of service/product produced	Diary	
	K/A 3	Outline number of people employed	Diary	
	K/A 3	Describe different sections of the company. Jobs performed	Diary	
	K/A 3	Describe working hours and shift arrangements	Diary	
	K/A 3	Describe how attendance and timekeeping is monitored	Diary	
	K/A 3	Describe the tools and equipment used on placement	Diary	
	K/A 3	List the tasks given to do	Diary	
	K/A 3	In relation to one job/position identify:- Qualification required Training needed Skills required for this job Other requirements	Diary	
	K/A 3	Describe health & safety notices posted in the work placement	Diary	
	K/A 3	Describe different facilities provided for lunch etc.	Diary	
	K/A 3	Describe job opportunities for an LCA graduate. What application & selection procedures are used?	Diary	
	K/A 3	Reflect on placement on a daily basis.	Diary	
	3	Operational		
		Attend regularly & punctually at their specific workplace	Supervision Card Employer's Report Card	
		Dress appropriately for the type of work to be performed	Supervision Card Employer's Report Card	

		Demonstrate an ability to follow instructions & learn new skills and procedures	Supervision Card Employer's Report Card	
		Complete tasks willingly and carefully	Supervision Card Employer's Report Card	
		Adapt to the workplace environment. Communicate effectively with colleagues, supervisors and the public	Supervision Card Employer's Report Card	
		Display a positive attitude	Supervision Card Employer's Report Card	
		Observe H&S regulations	Supervision Card Employer's Report Card	
		Reflect upon and record daily learning experiences	Supervision Card Employer's Report Card	
	4	Review of Experience	Diary	
		Describe what was learned about working life	Diary	
		Describe skills and qualities developed while on placement	Diary	
		Describe what was learned about his performance in the workplace	Diary	
		Report on whether the reality of their workplace corresponded with their original expectations	Diary	
		Evaluate their expectations in light of their experience	Diary	
	K/A 4	Reflect on and share their experience	Diary Class Discussion	
	K/A 4	Evaluate their experiences in terms of their vocational interests and career paths	Diary	
	K/A 4	Identify skills & qualities that need to be developed in preparation for working life.	Diary	

Work Experience 2/3/4 Action Plan

Year: _____

Number of students: _____

Module No. :4

Module Title: Work Experience 2/3/4

Aims:

- Set personal goals in relation to work placement
- Plan for and actively participate in a work placement and review their learning in relation to each placement
- Experience different work environments by working in a variety of work placements
- Broaden understanding of work values, attitudes to work and knowledge of the working world and develop interpersonal skills to deal confidently with a range of situations involving adults.
- Apply and develop specific work related skills.
- Increase level of competence and level of responsibility in relation to his own work.
- Develop career plans by investigating a variety of career areas.
- Make appropriate career decisions taking into account personal attributes, aspirations and careers available.
- Establish contact with possible future employers.

Date	Unit No.	Learning Outcome	Resources	Follow Up
	1	Pre Placement Planning		
		Describe knowledge of the working world	Class discussion	
		List personal, social and voc skills already acquired from previous placements and other experience of the world of work	Diary	
	K/A 1	Compile a learning centre based on previous experience.	Make a poster about the world of work they have experienced so far.	
		Analyse skills and qualities they NOW have to offer a potential employer	Diary Black Board	
		Targets for new placement	Blank Report Card Paper pen	
		Compile a CV and prepare for interview with new work placement supervisor	Black board Hand out	
		Practise job search skills by making arrangements for their own placement	Black board	

	K/A 2	What personal qualities, social and vocational skills can be developed through this placement? How will these be developed?	Diary	
		Investigate type of work they'll be doing and prepare appropriate skills	Diary	
		Gather information on the placement	Diary	
		Record personal reflections prior to placement, expectations, hopes and anxieties		
		What are new employer's expectations?		
		Understand the questions and implications of the Employer's Report.		
	2	Placement		
	K/A 3	Describe type of service/product	Diary	
	K/A 3	Outline number of people employed	Diary	
	K/A 3	Describe different sections of the company. Jobs performed etc	Diary	
	K/A 3	Describe working hours and shift arrangements	Diary	
	K/A 3	Describe how attendance and timekeeping is monitored	Diary	
	K/A 3	Describe the tools and equipment used on placement	Diary	
	K/A 3	List the tasks given to do	Diary	
	K/A 3	In relation to one job identify:- Qualification required Training needed Skills required for this job Other requirements	Diary	

	K/A 3	Describe health & safety notices posted in the work placement	Diary	
	K/A 3	Describe different facilities provided for lunch etc.	Diary	
	K/A 3	Describe job opportunities for a LCA graduate. What application & selection procedures are used?	Diary	
	K/A 3	Reflect on placement on a daily basis.	Diary	
	3	Operational		
		Attend regularly & punctually at their specific workplace	Supervision Card Employer Report Card	
		Dress appropriately for type of work to be performed	Supervision Card Employer's Report Card	
		Demonstrate an ability to follow instructions & learn new skills and procedures	Supervision Card Employer's Report Card	
		Complete tasks willingly and carefully	Supervision Card Employer's Report Card	
		Adapt to the workplace environment. Communicate effectively with colleagues, supervisors and the public	Supervision Card Employer's Report Card	
		Display a positive attitude	Supervision Card Employer's Report Card	
		Observe H&S regulations	Supervision Card Employer's Report Card	
		Reflect upon and record daily learning experiences	Diary	
	4	Review of Experience		
		Describe what was learned about working life	Diary	
		Describe skills and qualities developed while on placement	Diary	
		Describe what was learned about his performance in the workplace	Diary	
		Report on whether the reality of their workplace corresponded with their original expectations	Diary	

		Evaluate their expectations in light of their experience	Diary	
	K/A 4	Reflect on and share their experience	Diary Class Discussion	
	K/A 4	Evaluate their experiences in terms of their vocational interests and career paths	Diary	
	K/A 4	Identify skills & qualities that need to be developed in preparation for working life.	Diary	

Draft Thank You Letter - Employers

08 January 2022

Dear Employer,

I wish to take this opportunity to thank you for taking _____ for work experience. _____ found the experience most worthwhile. Indeed our subsequent classroom discussions highlighted yet again for us all the value of work experience in helping our students make their learning relevant and in making decisions about their future careers. Again both _____ and I are most appreciative of the opportunity so kindly given by your company.

Yours sincerely

(Programme Co-ordinator)

Role of Co-ordinator Group Activity

What has worked well?

What hasn't worked well?

Suggested solutions

