



Iontaobhas Scoileanna Éamainn Rís  
Edmund Rice Schools Trust

**St Vincent's Secondary School**  
**Glasnevin**  
**Dublin 11**



**Leaving Certificate Applied – LCA**  
**Admissions Policy**  
**(2022)**

# Contents

<b>Section</b>	<b>Page</b>
Rationale	3
Aims & Objectives	3
Curriculum Framework	3
Assessment in LCA	4
Certification	5
Work Experience in LCA	5
LCA Admissions Process & Procedures	5
LCA Expenses	7
Appendix 1 - Letter from LCA Selection Committee	9
Appendix 2 - St Vincent's LCA Contract	10
Appendix 3 – St Vincent's LCA Application Form	11

## Rationale

This policy is adopted in the context of the school's policies on

- a) admissions
- b) behaviour
- c) guidance

It is also subject to the provisions of relevant Irish legislation.

## Aims & Objectives

The aims and objectives of the LCA Programme reflect those specific to the guidelines published by the Department of Education and Skills, namely:

- Education that recognises the talents of all students and helps them apply what they learn in the real world.
- Education that provides opportunities for development in terms of responsibility, self-esteem and self-knowledge.

## Curriculum Framework

The LCA Curriculum in St Vincent's follows the LCA Curriculum Framework and Module Descriptors as specified by the Department of Education and Skills.

The LCA modules & Elective Modules run in the school are decided upon for each year group based on student need, staff allocations and teacher expertise and local resources.

In general the following modules represent the LCA Programme in St Vincent's:

### Vocational Preparation Modules

- Vocational Preparation & Guidance
- English & Communication

### Vocational Education Modules

- Mathematical Applications
- ICT (Information & Communication Technology)
- Office Administration & Customer Care ([Specialism](#))
- Graphics & Construction ([Specialism](#))

### General Education Modules

- Social Education
- Modern Languages (Irish & French – one per year)
- Arts Education – Music
- Leisure & Recreation

### Elective Modules

- Science
- Religious Education

## Assessment in LCA

Student assessment follows the guidelines and procedures set out by the Department of Education and Skills and takes place over two years under the following headings:

1. Satisfactory completion of modules.
2. Performance of students' tasks.
3. Performance in the terminal examinations.

### In-House Assessments

Students in the St Vincent's LCA Programme will also take part in the school's in-house assessments with formal examinations (including both written examinations and mock interviews) during the following scheduled periods:

- 5<sup>th</sup> Year Christmas Examinations
- 5<sup>th</sup> Year Summer Examinations
- 6<sup>th</sup> Year Mid-Term Examinations
- 6<sup>th</sup> Year Mock Examinations

### Module Attendance

At the end of each session a student is credited on satisfactory completion of the appropriate key assignments for each module. **90% Attendance is a requirement for awarding credits for EACH module.**

### Student Tasks

Seven student tasks are completed over four sessions.

Each student is required to produce a report on the process of completing the task. Student tasks (projects) are assessed by external examiners appointed by the Department of Education and Skills.

### Terminal State Examinations

Terminal State Examinations (in June) are in the following subjects:

- English and Communications
- Mathematical Applications
- Social Education
- Modern Languages (one per yr)
- OACC (Specialism)
- Graphics & Construction (Specialism)

## Certification

Students who successfully complete the programme will receive a certificate from the State Examinations Commission. All credits awarded will be recorded on the Leaving Certificate Applied Certificate.

### Certification Levels

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

Note: candidates who acquire less than 120 credits will receive a Record of Experience.

## Work Experience in LCA

Work experience is an essential part of Leaving Certificate Applied and students in St Vincent's are required to attend work experience placements **every Friday** of the school year.

Students must arrange their own work experience placements and must attend work on the designated work placement day during school term. It is important that students choose their work experiences carefully. It is recommended that work experience be completed in at least two different career areas.

It is the responsibility of the student to acquire a work experience placement before the start of both Year 1 and Year 2.

For each work experience placement students must satisfactorily complete the Work Experience Diary. Employer report cards must also be returned. Failure to return or complete the above two documents will result in students losing vital credits.

Students will be monitored carefully on work experience placements and a member of the teaching staff will contact the employer to develop an awareness of how the work placement is proceeding. Formal feedback will be required from each student's work placement at the end of each term

Businesses in the locality are very generous in offering St Vincent's students work placements and providing valuable feedback to students and the coordinator. St Vincent's appreciates the fact that local businesses support us by providing work placement for our LCA students and we expect that our students will behave themselves appropriately and work to the best of their ability while on work placement.

## LCA Admission Process & Procedures

The LCA programme will run either annually or biennially depending on the demand for places and resources available to the school.

A maximum number of places in the LCA Programme will be decided upon by the St Vincent's Board of Management each year. All candidates will have to follow the steps below (including separate LCA Application Form and interview).

An LCA Selection Committee will be established annually comprising the following staff members: Principal, Deputy Principal, LCA Co-ordinator, SEN Team Member, Year Head(s), or a nominee of the Principal to replace one of the above who may be unavailable. Applicants will be interviewed by at least two members of the Selection Committee.

**NOTE:** An external applicant must firstly apply to be accepted as a student of St Vincent's by completing the student enrolment form. If accepted as a student of St Vincent's, the student may then request and complete an LCA Application Form. The student is then subject to the same admission procedures as internal applicants (see below). Preference for the LCA Programme will be given to current St Vincent's students when processing applications.

## Application Procedures

### Step 1

An information seminar for parents and students of 3<sup>rd</sup> Year and Transition Year will be held in the spring time of the year of entry to the programme. Students will initially indicate their preference between progressing to:

1. Transition Year (4<sup>th</sup> Yr)
2. Leaving Cert (Established)
3. Leaving Cert (Applied)

**NOTE:** This initial process does not guarantee a student's place on any programme, rather it is used to gauge student preference.

### Step 2

Following the information presentation, LCA application forms are made available to students/parents/guardians from the Deputy Principal.

Completed application forms must be returned to the Deputy Principal by the closing date specified. (Late applications without a reasonable explanation will not be considered.) Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the programme.

### Step 3

Students will present themselves for interview with the LCA Selection Committee on a specified date to determine which students gain entry to the LCA Programme for the following academic year.

The following criteria will help ascertain suitability for the programme:\*

1. Performance of the candidate at interview
2. Willingness to participate fully in all elements of the LCA programme
3. Student's satisfactory attendance record in school (in previous years)
4. Student's behavioural record over the three years of Junior Cycle in St Vincent's (or previous school).

5. Assessment of the contribution the applicant can make to the LCA Programme.
6. The applicant's academic (Formal assessments and testing) and pastoral care needs as communicated by the Year Head, HSCL, Guidance Counsellor and/or other professionals in the school.

The Interview will be conducted and marked according to the following marking scheme:

Criteria	Marks
Attendance	20
Interview Performance	30
Behavioural Record	10
Personal Achievements in School	10
Attainment/Testing Results	30
TOTAL	100
Entry Point	60 Marks

Following final selection by the Selection Committee, successful candidates will be offered a provisional place on the Programme and their parents/guardians will be informed by letter. (see Appendix 1) This provisional place on the programme will be subject to their signing the LCA contract. (see Appendix 2) Students who return a signed LCA contract are considered accepted to the St Vincent's LCA Programme.

NOTE: Parents/guardians may appeal the decision of the Selection Committee to the Board of Management.

## LCA Expenses

LCA expenses to be paid by students or parents/guardians are set annually by the St Vincent's Board of Management. They are intended to help pay for the various materials, activities and courses fundamental to the programme. Payment of expenses is mandatory for all LCA students. Expenses can be paid in full, ideally through the Easy Payments System (via the school website).

**The FINAL PAGE of the Policy is as follows:**

This *Leaving Certificate (Applied) – LCA Admissions Policy* was adopted by the St Vincent's Board of Management on *(28<sup>th</sup> of March 2022)*

Signature:

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(Chair of Board of Management)

Date for Review:



# Appendix 1

## Letter from LCA Selection Committee

**XX Month Year**

Dear **PARENT/GUARDIAN(s) NAME(s)**,

We are writing to let you know the outcome of the St Vincent's LCA Selection Committee after **STUDENT's NAME** presented for interview on **XX Month**.

After the interview and having examined all the acceptance criteria we can confirm that **STUDENT's NAME has been/has not been** placed in the LCA Programme for the next academic year.

To accept the place on the St Vincent's LCA Programme students and parents must complete the attached LCA Contract and return it to the Deputy Principal no later than **XX Month**.

NOTE: If you wish to appeal the decision of the St Vincent's LCA Selection Committee then you can do by contacting the Board of Management.

Yours Sincerely,

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Máire Quinn  
(Principal)

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Neil McCann  
(Deputy Principal)

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Marie Kennedy  
(LCA Co-Ordinator)

## Appendix 2

### St Vincent's LCA Contract

#### Expectations:

We expect every student in the LCA Programme to do their absolute best with their classwork/schoolwork. Credit are only given for work for good quality work. No work done, will mean no credits.

#### Completion of Modules:

Students must complete ALL modules to the highest standard they can. This means, attending all classes and participating in each lesson. Completing Key Assignments and Preparing for Student Tasks.

#### Work Experience:

Students must source their work experience and must attend it every Friday. Work Experience Diaries must be maintained and reviews by employers must be completed every term. Failure to do the above will result in lost credits.

#### Behaviour:

Students will be expected to follow the St Vincent's Code of Behaviour and the expectations laid out in the Journal and in the School Policy. LCA students are subject to the same rules as all other students.

#### Attendance:

Students MUST achieve a 90% attendance rate throughout the programme. Lengthy or repeated absences must be accompanied by a doctor's note. Any holidays taken during term time will not be accepted as a legitimate absence and will result in students losing credits.

***I understand that I must follow all the above expectations and follow the school's expectations on attendance and behaviour and failure to do so may result in removal from the programme.***

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*Student Signature & Date*

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*Parent/Guardian Signature & Date*

## Appendix 3

## St Vincent's LCA Application Form

Student Name	
Parent/Guardian Name	
Date	

Why do you want to do LCA in St Vincent's:


Why do you think LCA is suitable for you?


Currently, what are you plans for life after school? How can LCA help you?


What part of LCA are you most looking forward to and why?


What do you need to improve on if you get into LCA?


