



# Senior Cycle Programmes Policy

**Approved by the Board of Management on**

**9<sup>th</sup> May 2024**

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## Introduction

Clonturk Community College is a recognised state, co-educational, multi-denominational post-primary school under the patronage of City of Dublin Education and Training Board and with Educate Together as a trustee partner.

Clonturk Community College is committed to providing a comprehensive and inclusive educational experience for its students. This policy outlines the guidelines and regulations pertaining to the "Transition Year Programme" (TY) and the "Leaving Certificate Applied Programme" (LCA) offered in our school. This policy includes, for the purpose of clarity, information about the how the Leaving Certificate Vocational Programme (LCVP) is delivered in senior Cycle.

The policy reflects the school pillars as identified by students, teachers and parents. These are Kindness, Respect, Pride and Ambition. The priority in Clonturk Community College is to ensure a safe, positive, supportive and optimal educational environment for all. In line with the democratic principles on which Clonturk Community College was founded, this Policy has been formulated with thorough consultation and input from students, parents and staff. This policy is subject to periodic review through the appropriate channels such as Student Council, Staff Meetings, Parents Council and Board of Management.

Senior Cycle is currently in redevelopment at a national level following an extensive review process carried out by the National Council for Curriculum and Assessment. This policy will be updated as changes to senior cycle programmes are implemented by the Department of Education and the NCCA.

## 1 Transition Year Programme (TY)

Our Transition Year Programme is guided by the Transition Year Programme statement as published by the National Council for Curriculum and Assessment. This statement is currently under review and this policy will be updated as appropriate as changes are implemented nationally.

### 1.1 Mission

To promote the personal, social, educational and vocational development of pupils and to prepare them for their role as autonomous, participative, and responsible members of society.

### 1.2 Overall Aims

The following aims are interrelated and interdependent and should be strongly reflected in every module.

Transition Year programme:

- Education for maturity with the emphasis on personal development including social awareness and increased social competence.
- The promotion of general, technical and academic skills with an emphasis on interdisciplinary and self-directed learning.
- Education through experience of adult and working life as a basis for personal development and maturity.

### 1.3 Programme Overview

The Transition Year Programme at Clonturk Community College is structured to provide students with a holistic and enriching educational experience. The curriculum includes a diverse range of modules, covering academic, practical, and personal development areas. These areas of learning include, but are not limited to:

- Academic Enrichment: Focus on exploring subjects beyond the regular curriculum.
- Work Experience: Opportunities for students to gain practical insights into various professions.
- Personal Development: Activities aimed at fostering life skills, leadership, and teamwork.
- Physical Education: Emphasis on promoting a healthy and active lifestyle.
- Cultural and Artistic Activities: Exposure to arts, music, and cultural events.

The Transition Year Programme in Clonturk Community College is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management. Applications must be accompanied by a payment of deposit. Up-to-date fee information and payment method can be found on the school Website: [www.clonturkcc.ie](http://www.clonturkcc.ie). Unsuccessful applicants will receive a refund. Late applications will be accepted and considered up to the date the offer letters go out which is 10 school days from the final date of applications.

For acceptance on to the Transition Year Programme, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that their participation will not prevent any other student(s) from benefiting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student's teachers, the student and the parents of the student concerned.

### 1.4 The Transition Year Admissions Committee

The TY Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Principal/Deputy-Principal, a Programme Coordinator (if one is in place in the school), where no Programme Coordinator is in place a TY Tutor, a Third Year Tutor, a or a nominee of the Principal if determined relevant (e.g. Inclusion Co-ordinator).

### 1.5 Student Application and Selection Procedure

Participation in the Transition Year Programme is open to students who have completed the Junior Certificate or Level 2 Learning Programme. Admission is based on the student's application and record of school engagement as outlined below. If deemed necessary, a further interview and probationary period may apply.

Each application will be considered on its own merit. The application should display the student's serious commitment to the programme. In addition, the following criteria will apply in assessing a prospective Transition Year student's application:

- Student's compliance with school policies

- Attendance and punctuality
- Involvement in school life
- Professional input from Staff of Clonturk Community College
- Completion of Personal Statement of interest and suitability for the programme.

### 1.5.1 Personal Statement Guidelines

(Minimum: 150 words. Maximum: 200 words)

Please write under the following headings in your personal statement:

- The reasons why you would like to take part in the Transition Year Programme.
- The contribution that you can make to the programme.
- Career areas you are interested in exploring as part of work experience.
- A list of your achievements to-date in school and outside of school – i.e. sports, music, community group, etc.
- Why you should be offered a place on the programme.

The Personal Statement should be made using the online application form provided to students.

The TY Admissions Committee will invite teaching staff to offer professional advice and judgements in writing to the TY Admissions Committee within a time schedule specified by the Programme Coordinator.

The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation in the Transition Year Programme.

The Transition Year Admissions Committee reserves the right to interview the parents of students in relation to the students' applications and their suitability for participation.

### 1.6 Oversubscription

In the case of oversubscription, applications that meet the above agreed criteria will be subject to a lottery witnessed by an independent observer.

### 1.7 Offer & Acceptance of Places

Places will be offered in writing to successful applicants within 10 school days of completion of the application process. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal (See Section 6, below).

Students accepting a place must complete and return the Acceptance Form within the date specified. The Acceptance Form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited. Places on the TY programme are considered confirmed when the acceptance form and deposit have both been received by the school.

At this stage, both the student and his parent(s)/guardian(s) are expected to commit to arranging a work-experience placement for the specified period during the academic year. They will be expected to present definite proposals in writing in relation to these placements.

## 1.8 External Applications

Any application to transfer to Clonturk Community College from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers. A student who transfers to Clonturk Community College in Transition Year retain their place for 5<sup>th</sup> and 6<sup>th</sup> year.

Should places be available, applications from external candidates will be considered by the Transition Year Admissions Committee only after the "Offer and Acceptance of Places" process for internal candidates has been completed.

The following will then apply:

- The admissions criteria outlined above, the Application Form, the Personal Statement and the Professional Advice and Judgements of the students current Principal/Deputy Principal will be critical factors in determining a student's admission on to the Transition Year Programme.
- The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation.
- The Transition Year Admissions Committee reserves the right to interview the parents of students in relation to the students' applications and their suitability for participation.

## 1.9 Programme Fees

The Programme Fee set annually by the Board of Management is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. Up-to-date fee information can be found on the school website: [www.clonturkcc.ie](http://www.clonturkcc.ie). The fee is payable in two moieties. One due with the acceptance form in the form of a deposit and second payment by the last school day in September of the year the student commences Transition Year. If, due to extenuating circumstances, the fee cannot be paid by the proposed date, please contact the programme coordinator in confidence. These cases will be dealt with on a case-by-case basis by TY Coordinator and or Senior Management.

The Transition Year Committee keep records of how this money is used. A budget is prepared in the September with revisions to actual spend prepared in the following January and May. An outline of how the fee will be used will be communicated with parents/guardians.

## 1.10 Appeals

In the case of a student who is not offered a place by the T.Y. Admissions' Committee, an appeal may be made in writing to the Principal within 10 school days of the date places were offered. The appeal will be heard within 10 school days of receipt of the appeal.

In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within 10 school days of the date on which the Principal issues the written decision. The appeal will be heard by the Board of Management at its next scheduled meeting.

The decision of the Board of Management is final.

### 1.11 Transition Year Work Experience

Our Transition Year programme allows for students to engage in work experience with external organisations. Work experience provides students with the opportunity to learn about the world of work and explore possible career options while actively developing skills for future enterprise and employability. Students also gain an insight into the challenges and opportunities available to them in the working world once they have completed their education. As part of the Transition Year programme, students will carry out one day of work experience per week (Thursday). It is the responsibility of the student, with the support of their parent(s)/guardian(s) to arrange suitable work experience before the start of the school year, in line with the Work Experience guidelines (see appendices below). The school will provide indemnity insurance for the duration of approved work experience.

## 2. Leaving Certificate Vocational Programme LCVP

In Clontarf, the Leaving Certificate Vocational Programme (LCVP) is timetabled as a core subject in 5th year, studied by all students for one hour per week. The LVCP department and Career Guidance department work together to provide a comprehensive programme to ensure that all students have an opportunity to explore their potential career paths through LCVP.

In 6th year, it LCVP becomes an optional additional subject studied one hour per week. There may be an under or oversubscription to LCVP in 6th year depending on demand. In the case of oversubscription, a lottery will apply, witnessed by an independent observer.

### 2.1 Overview of LCVP

The Leaving Certificate Vocational Programme (LCVP) is an intervention designed to enhance the vocational dimension of the Leaving Certificate (established). The programme was introduced in 1994 in response to the challenge placed on Ireland's education system by a changing work and business environment. The LCVP combines the academic strengths of the Leaving Certificate (established) with a new and dynamic focus on self-directed learning, innovation, and enterprise. This two-year programme is part of an expanded provision that aims to cater for the diversity of participants' needs at senior cycle.

The primary goal of the LCVP is to prepare young people for adult life by ensuring that they are educated in the broadest sense, with an ability to cope and thrive in an environment of rapid change. Participants in the programme are encouraged to develop skills and competencies fundamental to both academic and vocational success.

Throughout the programme students are encouraged to:

- Be innovative and enterprising.
- Take responsibility for their own learning.
- Adapt to changing circumstances.
- Evaluate data and devise solutions to problems.
- Communicate their thoughts and ideas effectively.
- Work with others as part of a team.
- Investigate and plan career options.
- Use information and communications technologies.
- Investigate local businesses and community enterprises.
- Learn from their experiences.

These skills and qualities are equally relevant to the needs of those preparing for further education, seeking employment or planning to start their own business.

The strong vocational focus of the LCVP is achieved through the provision of additional courses of study in work preparation and enterprise known as the Link Modules.



## 2.2 LCVP Work Experience

Our Leaving Certificate Vocational Programme allows for students to engage in work experience with external organisations. Work experience provides students with the opportunity to learn about the world of work and explore possible career options while actively developing skills for future enterprise and employability. Students also gain an insight into the challenges and opportunities available to them in the working world once they have completed their education. It is the responsibility of the student, with the support of their parent(s)/guardian(s) to arrange suitable work experience before the start of the school year, in line with the Work Experience guidelines (see appendices below). The school will provide indemnity insurance for the duration of approved work experience.

## 2.3 Link Module I: Preparation for the World of Work

Students will research and investigate local employment opportunities, develop job seeking skills such as letter writing, CV presentation, interview techniques; gain valuable practical experience of the world of work; interview and work shadow a person in a career area that interests them.

## 2.4 Link Module II: Enterprise Education

Students will be involved in organising visits to local business and community enterprises; meet and interview enterprising people on site and in the classroom; plan and undertake interesting activities that will build self-confidence, creativity, initiative and develop teamwork, communication and computer skills.

## 2.5 Certification, Matriculation and CAO points

### Certification

LCVP students receive the same certificate as other leaving certificate students, but their certificate includes an additional statement of the results of the Link Modules.

### Matriculation Considerations

Please note that LCVP does not qualify as a 6th subject for matriculation to level 8 degrees. It is recommended that LCVP be added as a 7th or 8th subject. It is the responsibility of each student to check the specific entry requirements for their desired courses.

### CAO Points

The Link Modules are recognised for points purposes by the Institutes of Technology and the Universities. Students can count LCVP as one of their best 6 subjects when calculating CAO points.

The points are allocated as follows:

<b>Grade</b>	<b>Universities and Institutes of Technology Award</b>
Distinction	66 points
Merit	46 points
Pass	28 points

## 3. Leaving Certificate Applied Programme (LCA)

### 3.1 Background to the Leaving Certificate Applied Programme

The Leaving Certificate Applied is a distinct, self-contained two-year programme aimed at preparing students for adult and working life. The programme intends to meet the needs of those students whose needs, aspirations and aptitudes are not adequately catered for by the Leaving Certificate Established programme or who choose not to opt for such programmes.

The programme puts an emphasis on forms of achievement and excellence. It is an innovative programme in terms of the way students learn, in what they learn and in the way their achievements are assessed. The advantage of the Leaving Certificate Applied is that it focuses on the talents of each individual student and helps students apply what they learn in the real world. The two-year programme consists of four half year blocks called 'sessions' and achievements are credited in each of these sessions.

### 3.2 LCA in Clonturk Community College

The Leaving Certificate Applied was established in Clonturk Community College to recognise the talents of all students and to provide opportunities for those not adequately catered for by the traditional Leaving Certificate.

- The aims and objectives of the LCA programme reflect the guidelines published by the Department of Education as outlined below.
- The Leaving Certificate Applied:
- Has as its primary objective to ensure the preparation of participants for adult and working life and the development of the participants' literacy and numeracy skills.
- Is intended to meet the needs of those participants who are not adequately catered for by other Leaving Certificate programmes or who choose not to opt for such programmes.
- Is a distinct and self-contained programme of two years duration.
- Consists of three main elements: Vocational Preparation; Vocational Education; General Education.
- Has established the concept of integration as a central element of the programme structure and of the participants' learning experience.
- Places a premium on the personal and social development of participants.
- Aims to develop active citizens who have a sense of belonging to the local, national, European and global community, who have a capacity to gain access to information and structures, and an ability to fully participate in democratic society.
- Develops student's social awareness and capacity to communicate with others in work and social environments.

- Provides opportunities to develop the participants' processes of self-evaluation and reflection.
- Has a strong community base to complement the school or centre as a learning site.
- Promotes the use of a broad range of teaching methodologies and participant-centred learning.
- Has available an appropriate range of modes and techniques for assessing the progress of the participants.
- Provides access to further education and training.
- Provides students with access to further education/PLC and training.

### 3.3 Student Application and Selection Procedure

Students are selected for the LCA based on their suitability for the programme.

The following criteria will help ascertain suitability for the Programme:

1. Willingness to participate fully in all elements of the LCA Programme.
2. Student's satisfactory attendance record in school.
3. Suitability of the LCA programme to fulfil students future career aspirations.
4. Student's behavioural record over their previous years in Clonturk Community College, or in the case of an external candidate, the student's previous school.
5. Assessment of the contribution the applicant can make to the LCA Programme.

The selection process involves:

- Liaison with the student's parents/ guardians: An information session on the programme is provided for parents and students.
- LCA Selection Committee: An LCA selection committee will be established annually comprising of the following staff members: LCA Co-ordinator, Year Heads and/or Tutors from 3rd year and Transition Year, a member of the Student Support Team, Deputy Principal and Principal.
- Application form: A digital application form must be completed in respect of each student intending to enrol on the LCA programme. The application must be returned to LCA coordinator by the closing date specified.
- Interview: All prospective candidates for the programme are interviewed by the LCA Co-ordinator and at least one other member of the LCA Selection Committee. The student's expressed level of interest in the Leaving Certificate Applied programme and their interview performance will be considered in assessing a student's suitability for the programme.
- Academic Review: Relevant year heads, class tutors and core subject teachers are consulted to assess the student's performance in the school up to their point of application. The student's class work record, completion of projects, capacity to meet deadlines, etc. will be taken into consideration.
- Attendance, referrals, concerns and suspensions are taken into account when students are being selected for LCA.

- To be considered for the programme, the student must complete and submit the Application Form within the deadline specified.
- Each applicant will be considered on their own merit.
- Preference will be given to 4th year students who apply for LCA if the numbers applying exceed the number of available places.
- The maximum number of students in each LCA class will be agreed upon by the Board of Management each year depending on allocation provided and the schools ability to accommodate students.
- The Application Form and any other relevant documentation must be returned to the school office by the closing date on the application form. It is the responsibility of each student and their parents/guardians to ensure that the application form is returned in full and on time.
- Late applications for LCA or transfers into Clonturk Community College for LCA are dependent on availability of a place in the course and will follow the application process as described should a place become available.
- Acceptance of the application form does not confirm or imply an expectation of a place on the programme.

### 3.4 Oversubscription

Where the number of eligible applicants exceeds the number of available places, the programme is deemed to be oversubscribed.

In the case of oversubscription, a lottery will apply to students who meet the above selection criteria, witnessed by an independent observer.

Students who meet the selection criteria but are not offered a place in LCA will be added to a waiting list.

### 3.5 Offer and Acceptance of Places

Following the interview, all students will be informed by letter of the outcome of their application within 10 school days of completion of the application process.

Based on the above selection procedure, the student's suitability for the programme is assessed. If the student's application is deemed successful, the student will be offered a place on the LCA programme for the following September.

Students not being offered a place on the LCA programme, will be informed in writing

The student will receive one of the following responses regarding their application:

1. The student is informed that they have secured a place in the Leaving Certificate Applied programme for the following academic year. Within the date specified, they must then submit the following to the School Office:
  - Completed Acceptance Form
  - Completed LCA Contract (Appendices)

These forms must be signed by the applicant and witnessed by a parent/guardian. Failure to return these forms to the School Office within the specified period will result in the student's offer of a place being forfeited and the place will be offered to the next student on the waiting list.

2. The student is informed that the number of eligible applicants has exceeded the available places and they have been put on a waiting list. They are advised to meet with the Guidance Counsellor to discuss alternative senior cycle options. The student will be notified immediately if a place becomes available. Should that student not accept the place offered, it will be offered to the next person on the waiting list; this process will continue until all places have been accepted and filled.
3. The student is informed that they have been deemed unsuitable for the programme and is advised to meet with the school Guidance Counsellor to discuss alternative senior cycle options.

A student who accepts a place in Leaving Certificate Applied and subsequently withdraws from the programme is advised that his application for subject options in 5th year will be placed after the students who have already applied.

Any serious breach of the school's code of behaviour prior to the commencement of Leaving Certificate Applied may result in the withdrawal of the offer of a place in Leaving Certificate Applied.

### 3.6 Attendance

In order to achieve credits for satisfactory completion of modules, students must maintain a minimum of 90% attendance. A student who has not provided the LCA coordinator with proof of a medical cert/visit to dentist etc. and does not have 90% attendance may be removed from the LCA programme. The student will move into either 4th or 5th year.

Students who are absent for extended periods of time should provide the LCA coordinator with a medical cert. This should be done within a week of returning from an absence.

### 3.7 LCA Work experience

Our Leaving Certificate Applied programme allows for students to engage in work experience with external organisations. Work experience provides students with the opportunity to learn about the world of work and explore possible career options while actively developing skills for future enterprise and employability. Students also gain an insight into the challenges and opportunities available to them in the working world once they have completed their education. As part of the LCA programme, students will carry out one day of work experience per week (Thursday). It is the responsibility of the student, with the support of their parent(s)/guardian(s) to arrange suitable work experience before the start of the school year, in line with the Work Experience guidelines (see appendices below). The school will provide indemnity insurance for the duration of approved work experience.

## Appendix 1: Leaving Certificate Applied Marking Scheme



Student Name: \_\_\_\_\_

Categories	Total Marks Available	Marks Awarded	Notes
The student's record of compliance with the school's Behaviour Policy and the Code of Behaviour	30		
Student Interview (questions linked closely with application form submitted by student)	20		
The Information supplied on the Application Form	10		
Academic ability/suitability	10		
The student's attendance and punctuality record	20		
The student's record of contribution to the school community, extracurricular and co-curricular activities	10		
The recommendation of the student's teachers	10		

Interviewed by:

\_\_\_\_\_

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

## Appendix 2: Leaving Certificate Applied Student Contract



Clonturk Community College 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 to sign the contract if they are willing to accept the requirements set out.

### Attendance

A minimum 90% attendance is a basic requirement of the Leaving Certificate Applied. Lengthy or repeated absence must be covered by a medical cert. Any holidays taken during the two-year Programme will not be accepted as a legitimate absence and will result in participants losing out on credits. This means that they will not achieve a high result at the end of the two years. In the case of high/prolonged unexplained absences students may lose their place on the course. Where there are exceptional circumstances, this needs to be verified by the school.

### Application to class work

We expect that every student will do their best in relation to class work. All students must complete key assignments and tasks to the best of their ability. Students are expected to meet all deadlines as set by individual teachers and the Department of Education.

### Work Experience

Work experience is an essential part of Leaving Certificate Applied. Students must arrange their own work experience and must attend work experience as per agreed timetabling. It is important that students choose their work experiences carefully. It is recommended that work experience be completed in at least 2 different career areas.

Students are not allowed to complete their work experience in a place where they already have a job. For each work experience, students must satisfactorily complete their work within their Vocational Preparation and Guidance modules. 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 who fail to attend their work experience without informing the school and their employer will have to attend for a meeting with their parent/guardian. Students will be monitored carefully on Work Experience. The LCA coordinator will telephone/ visit and interview both the student and their employer.

### Positive Behaviour

Students are expected to be positive ambassadors for the school and adhere to the Clonturk Community College Code of Behaviour and Anti-Bullying policy as laid out in the student journal. Full copies of both policies are available on the school website.

Please sign below



.....  
**I have read and understand the above LCA Student Contract and agree to abide by the requirements set out above.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

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

## Appendix 3: Work Experience Guidelines

Below are guidelines in relation to Work Experience for students participating in the Leaving Certificate Applied programme.

### Structure

- Each Student must arrange their own work experience.
- Work experience is a compulsory module as part of the Leaving Certificate applied programme.
- Students will have two work experience blocks- one before the new year and one after. It is expected that students will use this opportunity to try two separate working environments.
- Work experience will run every Thursday for the duration of the day. This excludes holidays.

### Employer Contact Details

Once Work experience has been secured it is important that the enclosed form entitled ‘Work Experience Offer’ is returned to the programme co-ordinator, so that the Employer can be contacted and the conditions of the work experience is explained.

### Insurance

Each Student has been provided with 2 copies of the indemnity form for Employers Liability. This form should be completed and given to the Employer at time of securing placement.

### Health and Safety

In advance of the students’ commencement of Work Experience, you (referring to the Parent / Guardian) must ensure the following has been checked:

- You have contacted the Employer before your son/daughter commences the work experience to ensure that suitable arrangements are in place e.g. safety induction, supervision arrangements etc.
- You have satisfied yourself that your son/daughter has access to the employer’s safety statement and in particular to the risk assessments relating to their job and that they have read and understand them.
- You must ensure that if your son/daughter has arranged their work experience to be carried out on a construction site that the Student has completed the ‘Safe Pass Programme’ as per construction regulation requirements.
- You are aware of any personal protective equipment required to be worn and that your son/daughter has access to this equipment. You must also ensure that your son/daughter is aware of how this equipment should be used and that they comply with any instructions and training provided.

### Assessment

Work experience is a highly important part of the Leaving Certificate programme and the evaluation and assessment of this part of the programme has a number of components:

- Initiative in finding work experience
- Report from the relevant employers
- A reflection on their experiences

**Students will complete work based on their work experience in the Vocational Preparation and Guidance module.**

If you have any queries, please do not hesitate to contact the Programmes Co-ordinator.