



Senior Cycle Programmes Policy

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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)

1.1 Mission

The aims of the Transition Year Programme reflect those specific to the guidelines published by the Department of Education:

1. Nurture the development of the student as a whole person by building on their previous experiences, through a curriculum designed by the school that is aligned to the TY Programme Statement
2. Create space and opportunities for meaningful, enjoyable learning experiences through which the key competencies of the student can be developed in the classroom and school, in the home and in their role as local, national and global citizens.
3. Expand the student's experience and awareness of diverse future pathways and nurture the student's capacity to sustain their growth and development through a process of lifelong learning.
4. Evolve continuously to support the learning and development of the student through a reflection and renewal process involving students, teachers, school leaders, parents and community partners.

1.2 Programme Overview

- 1.1 The TY curriculum is developed annually by the Programme Coordinator and the TY teaching staff in consultation with the Deputy Principal and Principal.
- 1.2 The school will decide upon the subjects and modules based on the needs of the students, staff allocation and teacher expertise as well as parental expectation and local resources.
- 1.3 The TY Programme will offer a broad and balanced curriculum based on the four layers as outlined by the Department of Education and Skills in the TY Guidelines.

1.3 Transition Year Programme in Clonturk Community College

The Transition Year programme in Clonturk Community College is not compulsory. The maximum number of students in the Programme is dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

Entry to Transition Year is not guaranteed to all students who apply for Transition Year. For acceptance to the Transition Year Programme, the school must believe a student can benefit from participation in Transition Year as well as the fact that their participation will not prevent any other student(s) from benefiting from participation. All decisions in this regard will be made by the Transition Year Admissions Committee, following consultation with the student's teachers, the student themselves and the parents of the student concerned. The Transition Year Admissions Committee will be comprised of the Programme Coordinator, the Principal/Deputy-Principal and Year Head of TY and the 3rd Year Head students. The Principal will be able to nominate a replacement for one of the Admissions Committee should any be unavailable due to illness or other circumstance.

1.4 Application Procedures

1.4 During 3rd Year the Programme Co-ordinator will visit all third-year classes. They will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, application and attitude to work and behaviour will be important factors.

1.5 The Programme Coordinator will give a formal presentation on the Transition Year Programme to parents/guardians of third year students, and students interested in applying for a place on the programme. The qualities and disposition essential for successful participation in Transition Year will be fully outlined at this presentation.

1.6 Students apply for a place on a Microsoft application form which is comprised of the following questions:

- What are your reasons for choosing Transition Year in relation to 'Personal Development'?
- What are your reasons for choosing Transition Year in relation to 'Educational Development'?
- In the space provided give 3 important goals that you would like to achieve in Transition Year.
- In the space below outline the way that you feel Transition Year may help you achieve your goals
- Outline details of your contribution to school life in Clonturk Community College so far (extra-curricular etc.)

- 1.7 The final submission date for applications will be outlined at the parent's information evening.
- 1.8 Applications will be considered valid only if they are fully completed and submitted within the specified deadline.
- 1.8.1 Student should screenshot their receipt from the submission of the application form.
- 1.9 Any application received after the stated deadline will be considered only after students whose applications were submitted on time have been processed.

1.5 Transition Year Admissions Committee

- 1.1 The TY Admissions Committee will be responsible for assessing applications and offering places.
- 1.2 Members of the teaching staff will be advised of the list of applicants and will be invited to offer professional advice and judgements in writing to the TY Admissions Committee within a time schedule specified by the Programme Coordinator.
- 1.3 The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation. Shortlisting of applications for interview will be based on the admission criteria set out below.

1.6 Admissions Criteria

To apply for Transition Year 3rd Year students must complete an application form and, in some cases, may be called for interview. Each application will be judged on its own merit by the Transition Year Admissions Committee. In addition to the level of commitment indicated by the candidate in the application form and/or at interview, the following will also be considered to assess a prospective student's application:

- Level of interest displayed by the student on the application form.
- Level of interest indicated by the candidate at interview.
- Willingness to participate fully in all elements of the TY Programme.
- Student's satisfactory attendance and punctuality record in school.
- Student's compliance with school policies in Clonturk Community College, or in the case of an external candidate, the policies of the student's previous school.
- An assessment of the student's competence and value to be derived from participation in key elements of the TY programme.
- Ability to meet deadlines and to self-motivate

- Assessment of the contribution the applicant can make to the TY Programme, taking in to account previous involvement in school life.

1.10 The candidates will be marked as per the following marking scheme. An applicant must achieve an overall score of 50 or greater to be considered for a place on the programme

Criteria	Marks
Application Form	35
Behaviour Record	50
Attendance & Punctuality	15
Total	100

- Behaviour Record: 50 marks are awarded for Behaviour Record with marks being deducted as listed below:
 - Four ERTs for behaviour: -50
 - Three ERTs for behaviour: -40
 - One or two ERTs for behaviour: -30
 - VShare negative points for disrespect: -20
 - VShare negative points for unacceptable or unsafe behaviour: -10

1.11 Should a 3rd Year student or external candidate have committed a serious violation of the code of behaviour may then be determined as unsuitable for the Transition Year programme and will not be considered for the programme.

1.7 Offer & Acceptance of Places

1.1 Places will be offered in writing to successful applicants.

1.2 Students offered conditional places will be informed in writing. They will meet with members of the TY Admissions Committee and will set targets which they must reach for their conditional place to be promoted to an actual place.

1.2.1 Targets set will be specific to each individual student and what they need to work on. These targets could include behaviour in school, attendance, punctuality, and or completion of work both in class and at home.

- 1.2.2 A list of these targets will be sent home with the student for parent/guardians to be aware of.
- 1.2.3 The list will also show that students are working towards achieving an overall score which will be clearly outlined on the list.
- 1.3 Unsuccessful candidates will be informed in writing and will be informed of their right to appeal the decision initially to the Principal and subsequently to the Board of Management (see section 10 below)
- 1.4 Students accepting a place or conditional place must complete and return the Acceptance Form within the date specified. The acceptance form must be signed by the applicant and 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.
- 1.5 For successful applicants they must also pay the first instalment of the Transition Year fee as outlined in their letter.
- 1.6 On completion of the Acceptance Form, both the student and their parent/guardian are expected to give an undertaking to arrange a work-experience placement for the specified period during the academic year.
- 1.7 A review of a student offered a conditional place will be conducted by the Transition Year Admissions Committee in May. At this stage the conditional TY place will be either confirmed, rescinded or re-examined in September. This decision will be based on the contribution to the school and the student's behaviour in line with their targets set.
- 1.8 When there are more successful applications than available places a waiting list based on the order of merit will apply. The waiting list will cease to operate after October 31st of that school year. Should a place become available after that date, the place will not be filled to preserve the integrity of the Transition Year Programme.

1.8 External Candidates

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.

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, 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 is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This is currently €450.00 and is payable in two instalments which will be outlined in the Acceptance letter.

1.10 Appeals

In the case of a student who is not offered a place by the TY 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.

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.

Note 1: The school reserves the right to refuse a student permission to partake in certain events in Transition Year e.g. day trips, overnight trips or trips abroad if a student has a poor track record in terms of behaviour and co-operation with the school and any of its personnel, its mission, ethos, Code of Positive Behaviour and any other school policies.

Note 2: The school reserves the right to remove a student from the Transition Year programme at any point during the year and may offer the student a place in 5th Year if a student fails to cooperate with personnel and/or breaks the code of behaviour and/or fails to participate fully in the Transition Year Programme. We cannot guarantee a vacancy in all preferred subject choices at Leaving Certificate.

2. Leaving Certificate Vocational Programme LCVP

In Clonturk, 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:

Grade	Universities and Institutes of Technology Award
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.