



12/2009

To: Management Authorities of Second-Level Schools

## Leaving Certificate Applied (LCA) in 2009/10

1. The Leaving Certificate Applied is one of the options of the revised Senior Cycle structure. The programme has been introduced on a phased basis since September 1995.
2. Schools currently approved to offer the Leaving Certificate Applied may cater for a further LCA student intake in 2009/2010 and it is not necessary for those schools to complete the attached application form.
3. Schools designated as serving disadvantaged communities under the DEIS Action Plan for Social Inclusion are particularly encouraged to seek approval to offer the Leaving Certificate Applied. Schools wishing to offer the LCA **for the first time** in September 2009 are requested to complete the attached application form and return it to the Department. The **closing date** for the receipt of the application forms is **7 April 2009**.
4. In-service for schools already offering the programme and for new applicants will be provided by the Second Level Support Service, which is based in Blackrock Education Centre, Kill Avenue, Dun Laoghaire, Co. Dublin. The intensive phase of in-service provision, which has operated since the mid 1990's, has now concluded. The support service will therefore concentrate its resources on supporting schools new to the programme. **Participation in the necessary in-service is a condition for approval for all new applicants.** Details of all in-service arrangements and briefing sessions will be communicated to applicant schools by the Second Level Support Service. A school wishing to make direct contact with the support service for LCA should get in touch with:

**Coordinator,  
Leaving Certificate Applied Support,  
Curriculum Development Centre,  
St. Patrick's Comprehensive School,  
Shannon,  
Co. Clare.**

**Telephone: 061-361 993**

**Fax: 061-361 151**

**E-Mail: [lca@shanncdc.ie](mailto:lca@shanncdc.ie)**

5. Schools approved for Leaving Certificate Applied will have a teacher allocation as follows-

#### **Recognised pupils on the Leaving Certificate Applied programme (LCA)**

The first group of 20 participating pupils in all schools in the free education scheme, irrespective of the programme year, attracts an allocation of 1.4 whole-time teacher equivalents (wte). This allocation applies in the case of the first group even where the actual take-up of approved places is fewer than 20. A ratio of 17:1 is applied in respect of additional participating pupils.

The first group of 20 participating pupils in all schools outside the free education scheme, irrespective of the programme year, attracts an allocation of 1.3 wte. This allocation applies in the case of the first group even where the actual take-up of approved places is fewer than 20. A ratio of 18:1 is applied in respect of additional participating pupils.

All enquiries relating to teacher allocations should be made to Post-Primary Teacher Allocations Section, Department of Education & Science, Cornamaddy, Athlone, Co. Westmeath.

6. Copies of a revised *Programme Statement and Outline of Student Tasks* drawn up by the National Council for Curriculum and Assessment (NCCA) were circulated to schools/centres in August, 2000. The modules of the Leaving Certificate Applied were reviewed also and appropriate changes introduced where necessary. Copies of the modules were circulated, early in the 2000/01 school year, to schools/centres approved for the programme. The modules have been published on the web and may be accessed at [www.lca.ie](http://www.lca.ie) New schools/centres can obtain copies from the Coordinator, Leaving Certificate Applied Support.
7. On successful completion of the Leaving Certificate Applied, students may progress to further education through Post Leaving Certificate (PLC) courses. The Leaving Certificate Applied is a suitable entry qualification for PLC Courses except for a small number certified by professional bodies.

In general, direct access to the university sector is not possible. Students who complete the Leaving Certificate Applied and progress to Post Leaving Certificate Programmes which are certified as FETAC awards at Level 5 or 6 of the National Framework of Qualifications (Level 5 Certificate and the Advanced Certificate) can become eligible for admission to a wide range of Institute of Technology programmes.

8. Please provide a copy of this circular to the appropriate representatives of parents and teachers for transmission to individual parents and teachers.

**Brigid McManus**  
**Secretary General**

**March 2009**

**LEAVING CERTIFICATE APPLIED (LCA)  
APPLICATION FORM 2009/10**

This application form to be completed by schools wishing to introduce the Leaving Certificate Applied **for the first time** in September 2009.

(Schools currently approved to offer the LCA may cater for a further LCA student intake in 2009/10 and such schools are **NOT** required to complete this form)

**Name of School:** \_\_\_\_\_

**School Roll No:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

\_\_\_\_\_

**Fax:** \_\_\_\_\_

\_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Leaving Certificate Applied Enrolment Expected 2009/10**

**Year 1**

(i.e. Completing LCA Course in June **2011**)

**Number of Leaving Certificate Applied Students:** \_\_\_\_\_

**Signed** \_\_\_\_\_ **(Principal)** **Date** \_\_\_\_\_

**This form should be returned completed to:**

Department of Education and Science,  
School Governance Section  
Cornamaddy,  
Athlone,  
Co. Westmeath

**Before 7 April 2009 (Late applications cannot be accepted)**