

**St. Nathy's College**

**Subject Department Plan for:**

**Leaving Certificate Vocational Preparation**

***Link Modules***

**Year**

***2010/2011***

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### **1) Mission Statement**

To Support the College Mission with a focus of Preparation for the world of work.

### **2) Programmes and levels**

Common Level Subject, Senior Cycle

### **3) Subject Aims**

To prepare students for adult life by ensuring that they are educated in the broadest sense with the ability to cope and thrive in an environment of rapid change.

### **4) Subject Objectives**

To promote skills and qualities of self reliance, innovation and enterprise in an integrated programme which will prove relevant to the lives of students on leaving school for further Education, for employment or for self employment.

### **5) Subject Co-ordinator**

Mr. Joe Keville

### **6) Subject Teachers**

Leaving Certificate 2010-2011

Mr. Gearoid O'Suilleabhain  
Mr. Joe Keville  
Ms. Anne O'Brien

5<sup>th</sup> Year 2010-2011

Mr. Joe Keville  
Ms. Anne O'Brien  
Mr. Gearoid O'Suilleabhain  
Ms. Karen Munnely

## **7) Time Allocation**

Three single classes per week

Leaving Certificate 2- 40 Minutes  
1- 35 Minutes

5<sup>th</sup> Year  
1 – 40 Minutes  
2 – 35 Minutes

## **8) Options Structure**

This course is offered to all students in Senior Cycle, The Subject is a Common level Subject.

The subject has a 60% Portfolio Weighting.

A Final Written Paper.

The Final Written Paper contains an Audio Visual Component.

The programme contains the following external aspects,

Visits in to the School by invited guests.

Visits out to Community Organisations.

Work Shadowing

Work Experience.

This external link is developed as part of the programme and has been an effective link for the College to Industry and the Community. The faculty is open to change and development in this area as it enhances the program.

## **9) Timetabling**

3 Classes per week.

40 minutes Morning.

35 minutes Afternoon.

## **10) Grouping of Pupils (Mixed ability, streaming)**

Students are grouped by mixed ability.

## **11) Student Access to Subject/Level**

Accessed by subject Grouping,

Level: Common Level

Grouping arranged by Career Guidance Councillor

## **12) Class Organisation**

Students are randomly allocation among Teachers of Link Modules.

Classes are rotated on a fortnightly basis to allow sharing of IT resources and business.

Work Shadowing is scheduled on Tuesdays.

A Minimum of 2 students work shadow per week.

A Maximum of 2 students work shadow per week.

## **13) Textbooks and Course Materials**

| <b>Year</b>     | <b>Textbooks</b>                      | <b>Course Materials</b>   |
|-----------------|---------------------------------------|---|
| 5 <sup>th</sup> | “Making IT Happen” By Caroline McHale | Handouts<br>Overheads<br>Audio Visuals<br>Visits In<br>Visits Out |
| 6 <sup>th</sup> |                                       |   |

## **14) Planning for Students with Special Needs**

Teachers of Students with Special Needs having particular Link Modules specific ed issues will be informed by the College Principal. The Link Modules teacher will then link with Special Needs support in the school where there is a need to do so, to assist them in adapting to the students needs. Particular care is taken to deal with these issues respecting the wishes of the student and how they would like the issue to be handled.

## **15) Cross-Curricular Planning**

Linkage with English and Business Studies.

An Emphasis is made on all subject areas where opportunities arise; they are commonly mentioned in the careers and Community Business areas to mention a few.

## **16) Subject Planning for a Culturally Diverse Society**

Given the diversity in our rural community we are lucky to be able to offer students exposure to all ethnic groups in the Community on Work Experience.

## **17) Effective Teaching Methodologies**

Group Discussion

Brainstorming

Various Research Methods

Visits in

Visits out

Career Exhibitions  
Speakers from Colleges on Careers  
Past Pupils  
People from Industry

### **18) *Range and Variety of Resources***

Audio Visuals  
Access to Broadband, Qualifax, Fas  
Overheads  
School Library  
Local Library  
B.M.W.  
Western Development  
Photocopying

### **19) *Availability/Use of ICT facilities***

One ICT room  
26 Computers  
Digital Screen  
Broadband access  
User Logins/ Passwords  
Individual Storage spaces  
Ms Office suite  
Printer B/W  
Storage media Floppy/ CD seldom used.

### **20) *Provision for Health and Safety requirements***

Safety Officer (P.Curran)  
Fire Drills  
Fire Extinguisher  
Exit Rout Maps in all Classrooms  
Supervision by staff and Senior Management.

### **21) *Curriculum Content***

#### **a) Year1**

5<sup>th</sup> Year Students  
Portfolio Work to include 4 Core items  
Visits in  
Visits out  
Preparation for Work Experience  
World of Work

#### **b) Year2**

Completion of 2 further Optional Items and Document Editing to Final draft.  
Preparation for Written Paper.

**22) Homework Procedures****23) Assessment Procedures**

All Students are assessed regularly during the School year; Assessments are completed at Mid term October, Christmas, Easter and in the Summer of 4<sup>th</sup> year. A mock Paper is organised in the Easter time frame of 6<sup>th</sup> Year.

**24) Record-Keeping Procedures**

All Students Work in ICT format is stored on a central server.

**25) Reporting Procedures**

Class issues handled by Subject Teacher.

Issues maybe escalated to the Subject Coordinator.

The Subject Coordinator may escalate issues to the College Principal.

The Course Coordinator updates the College Principal as to the year's progress.

**26) Teacher In-Career Development**

| Teacher                    | Date      | Topic                 |
|----------------------------|-----------|-----------------------|
| Mr. Joe Keville            | Nov 05,07 | Results report review |
| Mr. Gearoid O'Suilleabhain | Nov 06,07 | Results report review |
| Mr. Brendan Foy            | April 08  | Pre Exam Review       |

**27) *DES Subject Department Inspection***

Date:

Recommendations:

Outline of plan to address recommendations:

**28) Log of Plan Modifications/Reviews**

| Review Date | Modification Recommendation                               | Urgency | Target Date | Comp. |
|-------------|---|---------|-------------|-------|
| 13/1/09     | Initial Draft Edited and Submitted to Course coordinator. | med     | 20/1/09     |       |
| 20/11/09    | Updated mission Statement And Teacher List                | Low     | 20/11/09    |       |
| 01/10/10    | Updated plan for 2010/2011                                |         | 01/10/09    |       |
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