

**Coláiste Pobail na Mainistreach**  
Bóthar na Mainistreach, An Port Mór, Portláirge, X91 PC91  
**Priomhoide:** Michelle Ni Sheafraidh  
**Leas-Phriomhoide:** Colm de Ris  
**Leas-Phriomhoide:** Helen Ni Chonchubhair  
**Leas-Phriomhoide:** Laura Ni Ghiolla Phádraig

**Abbey Community College**  
Abbey Road, Ferrybank, Waterford, X91 PC91  
**Principal:** Michelle Jefford  
**Deputy Principal:** Colm Rice  
**Deputy Principal:** Helen O'Connor  
**Deputy Principal:** Laura Fitzpatrick



**Tel:** 051 832 930  
info@abbeycommunitycollege.com  
www.abbeycommunitycollege.com

13<sup>th</sup> December 2023

Dear Parent/Guardian,

Please read the following important information regarding your son / daughter LCA programme. So far, all students have engaged in a comprehensive and diverse programme.

**Homework / Tasks / Key Assignments:**

It is important that your son/daughter is completing all assigned homework, key assignments and task work each day. We would encourage you to discuss their daily work which should be noted in their student record book (SRB) or on Microsoft Teams.

**LCA State Exams Tasks:**

Please note the following important information re tasks:

**Year 1 = 4 Tasks, 1 Oral & 1 State Exam**

Session 1: General Education Task - Visual Arts

Session 1: Vocational Preparation Task - VPG

Session 2: Vocational Education Task - HCT (Specialism)

Session 2: Personal Reflection Task

Session 2: Irish Oral and Exam (June)

**Christmas Exam (Assessment Zone 1 Exams)**

Please note exams for all LCA students were completed in November. Reports will be available on VShare shortly.

**Work Experience – Session 1 (Sept – Dec):**

At this stage your son/daughter is coming to the end of their work placement session one. The last day of placement is next Wednesday December 20<sup>th</sup>. We hope that they have enjoyed it and gained valuable skills.

It is extremely important that **if your son/daughter did not complete at least 10 days placement that they provide one of the following:**

- **A Doctor's Certificate**
- **If the employer will facilitate it, they could do some additional hours on Wednesdays over the next couple of weeks to make up lost time.**

## **Work Experience – Session 2 (Jan – May):**

As you are aware LCA Session two work experience begins on **Wednesday January 10<sup>th</sup> 2024**. At this stage, each student should have their placement organised. If the student requires garda vetting forms these must be completed and returned to Ms. Doherty before next **Tuesday December 16<sup>th</sup>**. A student will require garda vetting if they will be working with children or vulnerable adults e.g., play school/creche etc. These forms are available from Ms. Doherty.

It is the student's responsibility to find a placement of value in an area that interests them from a career point of view. Community involvement and volunteering in an organisation are also encouraged. Students must register their work placement via the Programme Coordinator, Ms. Doherty by completing the *Work Placement Microsoft Form*. **The placement can only be approved upon completion of the Microsoft Form. The placement MUST be school approved, otherwise it will not be covered by the State Indemnity Insurance.**

[\*\*Click here for the 5A Microsoft Form – Work Placement 2\*\*](#)

Listed below is advice for the students before, during and after placement. Please read this advice with your son/daughter.

### **Before you go on Work Placement**

- Register your placement by completing the Work Placement Microsoft form.
- Fully complete and process the necessary Garda vetting forms (further details from Ms. Doherty)
- Learn as much as you can about the company where you are working.
- Make sure you have all the necessary documentation completed.
- Listen carefully to the guidance from your coordinator/guidance teacher/LCA link teacher.

### **During the Work Placement**

- Dress appropriately for the type of work to be done.
- Remind the employer to sign the student evaluation form daily.
- Always be on time.
- Have a positive attitude.
- Listen carefully to all instructions given to you.
- Carry out all tasks to the best of your ability.
- Inform the employer and the school immediately if you are unable to attend work placement.
- Complete the work placement diary

### **After the Work Placement**

- Make sure that the employer completes the employer evaluation information.
- Complete the student evaluation pages in the relevant areas.
- Complete your LCA Work experience diary each week.

If you require any further information, please email or phone through the school office.

Kind regards,

Anne Marie Doherty

Programme Coordinator

Sinéad Connery

Student/Teacher Link



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