

To all post-primary schools offering PLC courses in 2016/17

NOTICE – Post-Leaving Certificate (PLC) students and October Returns.

The Department wishes to advise schools that following consultation with the Programme and Learner Support System (PLSS) team consisting of representatives of SOLAS and the ETBI it has been decided that schools who provide PLC courses in 2016/17 will be required to record PLC students only on PLSS. Schools will no longer be required to record PLC students on the Post-Primary Online Database (P-POD). It is anticipated that this will reduce the administrative burden on schools and lead to a reduction in the volume of PLC student data required to be keyed into the national databases P-POD and PLSS.

This means that from 2016/17 -

- Schools will no longer be required to enter PLC students on P-POD.**
- The functionality to record students on PLSS is being made available to all schools providing PLC courses. If a school has a query in respect of PLSS they may contact their PLSS liaison person - [see appendix A](#).
- There is no requirement to change existing local school administrative systems. However schools may wish to change their existing procedures for recording new PLC students. If schools are considering this they may wish to contact the supplier of their local school admin software to get advice on how the local system may be used effectively.
- For 2016/17 schools will be able to use a file of PLC students extracted from their local school admin system to populate the PLSS system. Information on how to do this will be available via the PLSS help feature and assistance will be provided by the PLSS team.
- Schools will be able to generate an October Return solely for PLCs from PLSS. When a school generates the PLC October Return the student data for those enrolled as at 30th September 2016 will be forwarded via the PLSS system to the Department. The schools will also be required to sign a PLC Certificate of Management (to be co-signed by the CEO of the ETB where applicable) as printed from PLSS and return this to the Department. Details on generating an October Return from the PLSS will be made available to schools in advance of the 7th October via the PLSS help feature.
- Schools offering both PLC courses **AND** the Junior Cycle, Transition Year and Leaving Certificate programmes will be required to generate two separate October Returns and forward two signed Certificates of Management:
 - as per usual a return from P-POD for JC, TY & LC but excluding PLC students
 - from 2016/17 a second Return for PLC students only from the PLSS system.
- There is no change to the October Returns for those schools who have no PLC students.
- Schools who only have PLC students will only have to generate their return from PLSS.
- Schools that have Core or Dispersed VTOS pupils taking the Leaving Certificate or Junior Cycle programme will still be required to enter those pupils' details into P-POD for the purpose of examination entries.
- For the purposes of allocating staff and funding to schools the student data from both returns will be combined by the Department as heretofore. **There is NO CHANGE to the basis on which allocations are made.** All that is changing is the method for returning PLC student data as part of the October Return.

**** The following only refers to schools which have already entered some PLC students for 2016/17 on P-POD.**

The Department understands that some schools may have already entered some PLC students for 2016/17 on P-POD. In that case the school may wish to check that the details of these PLC students are also on their local school admin system. If not, the school may wish to synch the data from P-POD to their local system. Once the PLC students are on their local system these schools will be able to extract the PLC student data to a file and use this file to upload the PLC students in batches to the PLSS system without the necessity to key any individual PLC students into PLSS directly. Contact your local PLSS liaison person or SOLAS for information and advice on this. PLC students entered on P-POD will **NOT** be included in the October Return generated from P-POD.

TOM DEEGAN
PRINCIPAL OFFICER
SCHOOLS DIVISION

15th August, 2016

Appendix A

ETB

City of Dublin Education and Training Board
Donegal Education and Training Board
Kerry Education and Training Board
Cork Education and Training Board
Galway and Roscommon Education and Training Board
Limerick and Clare Education and Training Board
Cavan and Monaghan Education and Training Board
Dublin and Dun Laoghaire Education and Training Board

Kildare and Wicklow Education and Training Board
Kilkenny and Carlow Education and Training Board
Laois and Offaly Education and Training Board
Longford and Westmeath Education and Training Board
Louth and Meath Education and Training Board
Mayo, Sligo and Leitrim Education and Training Board

Tipperary Education and Training Board
Waterford and Wexford Education and Training Board

PLSS liaison person

Brian Gallagher
Antoinette O'Keeney
Aoife Comiskey
Liam Burke
Martina Carroll
Raymond O'Brien
Louise Clarke
Clodagh Beare
Lena Mackie
Geraldine Condron
Mary Mooty
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