

28th January 2016

Final Profiling 2016

Dear Co-ordinator,

We have come to the time of the year for Final Profiling of your third year students. Please find enclosed the arrangements for the final profiling of your students in the PDST Junior Certificate School Programme.

Profiling is completed online at <http://jcsp.ie> (There is a useful guide “How to enter final profiles online” under the Coordinators tab of the website). **Final Profile Cards** may be made available where no IT facilities are available. The final date for receipt of the completed final record card is **Wednesday, 27th April 2016**.

Who do you Profile?

- ◆ 3rd year students
- ◆ Students who have left school and were profiled for a minimum of one school year (even if they only achieved one statement).

Please find enclosed the following:

- | | |
|---|--------|
| ✓ Guidelines for Completing the Final Profiling Cards | Pink |
| ✓ List of codes for the Record cards | Orange |
| ✓ Final Profiling Meeting Procedures 2016 | Yellow |
| ✓ Word – list for Reference writing | Blue |
| ✓ Sample Student Reference | Green |
| ✓ Defining Competence Guidelines | Lilac |
| ✓ Helpful Hints re Final Profiling | Yellow |
| ✓ Final Profile Card 2016 Fax Reply Form | White |

If you need assistance, please don't hesitate to contact us.

Please note that the final date for receipt of the Final Profiles in Blackrock Education Centre is **Wednesday, 27th April 2016**. You will need to make arrangements for your final profile meeting with this in mind if you have not already done so.

Those schools intending to award their own school-based statements *must have such statements approved by PDST JCSP before inclusion in the Final Profile*. A copy of the Statement should be included with the Final Profile. **Please ensure that you keep a copy of everything.**

An important part of Final Profiling is the student reference which should be included in the Final Profile folder being presented to students. Schools are asked not to send the student references to the PDST JCSP Office but rather to keep them in school for inclusion in the Final Profile.

If you intend holding a presentation ceremony in *early* May, we would advise you to contact us to see if we can organise special arrangements to ensure your certificates can be processed on time. It is essential that you send us your card well in advance of your proposed presentation ceremony.

Please note, this year, no Final Profiles will be available before Wednesday, May 4th 2016.

Please ensure that the date for your Presentation Ceremony is entered on the Final Profile.

Thank you for all your support and we wish you every success with the Final Profile Meetings.

If you are experiencing any problems or have any queries please do not hesitate to contact us.

Yours sincerely



Ciara O'Donnell
National Director

PDST Junior Certificate School Programme Final Profiling 2016 - Code Card

Guidelines

This is a reference guide to fill in the *Online Final Profiling Process* or the *Final Profile Card*.

Each subject has a code e.g. English =E.

Each Statement has a number.

So, for example, the second English Statement is recorded as:

E
2

As the subject code is filled out on the card you need to fill out the Statement number only.

Cross-Curricular Statements are referred to as CC.

There are 68 Cross-Curricular Statements.

So, the Photography Statement, for example, is recorded as:

CC
41

When filling in the *Final Profile Card*, the Co-ordinator must use the appropriate code.

Outlined on the next page is a list of the Subjects with their Subject Code and the appropriate Statement Number.

Please check carefully that you have entered the correct statement number with the subject to be awarded.

- Please note the following subjects have additional statements:
Maths, Science, Geography, PE, History
- Gaeilge statements code is GA 1-8
- Religion continues to operate with the:
Old Syllabus Statements 1-5
New Syllabus Statements 6 – 11
- Modern European Languages codes have changed. A new statement has been added for English as a Second Language, this is **ML4**.
- French is now ML 1& 2, 3. Languages such as German, Spanish and Italian are now **ML1G/2G, ML 1S/2S, ML 1I/2I**

OS – Old Syllabus NS – New Syllabus

PDST Junior Certificate School Programme Final Profiling 2016 – Code Card

<u>Subject</u>	<u>Subject Code</u>	<u>Statement Number</u>
English	E	1,2,3,4,5,6,7,8,9,10,11,12
Irish/ Gaeilge	IR/GA	1,2,3,4,5,6 / GA 1- 8
<u>Modern European Language:</u>		
French Listening and Speaking	ML	1
French Reading and Writing	ML	2
French Cultural Studies	ML	3
English as a Second Language	ML	4
German Listening and Speaking	ML	1 G
German Reading and Writing	ML	2 G
Spanish Listening and Speaking	ML	1 S
Spanish Reading and Writing	ML	2 S
Italian Listening and Speaking	ML	1 I
Italian Reading and Writing	ML	2 I
Maths	M	1,2,3,4,5,6,7,8, 9,10, 11, 12,13,14,15,16,17,18,19,20-28
Basic Skills	BS	1,2,3
Science & Technology	ST	1,2,3,4,5,6,7,8,9,10,11-21
Information Technology & Computer Software	IT	1,2,3,4,5,6,7
Home Economics	HE	3,4,5,6,7,8,9,10
CSPE	CSPE	1,2
Geography	G	2,3,4,5,6 – 10,11,12,13,14,15
History	H	3 – 10,11,12-20, 21-27
ESS	ESS	1,2,3,4,5
Art	A	1,2,3,4,5,6
Music	Mu	1,2,3,4
Religious Education	RE	1,2,3,4,5, OS ; 6,7,8,9,10,11, NS
Materials Technology – Wood	MTW	1,2,3,4,5,6,7
Materials Technology – Metal	MTM	1,2,3
Technology	TY	1,2,3,4
Technical Graphics	TG	4,5 – 10, 11, 12
Business Studies	BSt	1,2,3,4,5,6,7
Physical Education	PE	1,2,3,4,5,6,7,8
SPHE	SPHE	1,2,3,4
Career Guidance	CG	1,2
Library	L	53,54
Cross- Curricular	CC	Fill in relevant number: 1-75

PDST Junior Certificate School Programme The Final Profile Meeting Procedures for 2016

Prior to the Meeting

The Principal:

The Co-ordinator should plan the following with the Principal well in advance:

- Date of the meeting and the time required
- A list of teachers who have to attend the meeting
- A list of the students to be profiled
- An Agenda for the Final Profile Meeting
- Discuss the business of the Profile Meeting (The Principal should be aware of the processes involved in the Final Profile Meeting)
- Arrangements for writing student references
- Arrangements for presentation of Certificates towards end of May
- Principals **must** sign the Final Profile before it is returned to the JCSP Support Team for processing.

The Students:

The students should be informed of the meeting and plot their progress for the last time, this being part of their Certification process. They should also have completed their Record of Achievement.

The Teachers:

The co-ordinator should give the team of teachers plenty of notification of the Final Profile Meeting, to allow them to update their records and to consider progress in the cross-curricular statements. It would be very useful to your team if you circulated an Agenda in advance of the meeting. Please allow ample time for this meeting. The *Defining Competence Guidelines* should be circulated with the Agenda.

The Meeting:

- Three hours would be required for a comprehensive discussion of a group of 15 students.
- The school co-ordinator should bring along the Student Profile Cards and the Final Profile Card.
- Each teacher should bring along the records of statements they want to award.
- It is important that all the teachers are represented at the meeting.

Awarding Statements:

Each child should be considered individually. The team of teachers award each statement to each individual student beginning with the subject statements. This is followed by a discussion of the cross-curricular area. Plenty of time should be allowed for discussion of the cross-curricular statements, as the team must reach a consensus on the statements to be awarded to each student.

The *Defining Competence Guidelines* should be referred to throughout the meeting. It is crucial that each member of the teaching team understands these criteria to allow for fair profiling of the students.

The school co-ordinator completes the *Final Profile* by filling in the special code number of the statements to be awarded. It is essential that the *Guidelines for Completing the Final Profile* be adhered to.

The *Final Profile* must be returned to the Junior Certificate School Programme Support Service in the Blackrock Education Centre by **Wednesday, 27th April 2016, at the latest.**

If your Presentation Ceremony is planned for early May please allow time for processing, printing and return of Profiles.

Please note that no Final Profiles will be available before **Wednesday, 4th May 2016.**

Please ensure that your Presentation Date is entered on the Final Profile. In previous years, we have been able to facilitate the small number of schools that profiled in June, please note this is no longer the case.

The Reference:

This is a good time to complete work on the references. As the references are based on personal knowledge of students, the individual schools produce these. Schools may find the *Student Record of Achievement* useful in gathering information for writing references. Refer to the Student Record of Achievement Section in the Co-ordinator's Folder, or at www.icsp.ie in the Co-ordinators section under Forms sections 8 and 9). Also useful is the list of words included with this letter. The references are added to the *Student Profiles* when Profiles are returned from the Junior Certificate School Programme Support Team.

The Junior Certificate School Programme Support Team wishes you every success with the planning and implementation of your Final Profile Meetings.



PDST Junior Certificate School Programme Word – List for Reference Writing 2016

Honest	Diligent	Strong interest in environment
Trustworthy	Anxious to Please	Tries very hard
Reliable	Well mannered	Excels
Motivated	Hard working	Ambitious
Appreciative	Dedicated (to work)	Eager
Enthusiastic	Religious	Eager to learn
Exemplary	Spiritual	Courteous
Attentive	Thoughtful	Disciplined
Imaginative	Reflective	
Creative	Likeable	Should make a success of anything
Sense of humour	Responsible	Undertaken with guidance and direction
Quiet	Sees things through to end	Has courage in convictions
Obliging	Responds well to encouragement	Engages in task at hand
Compliant	Gentle	Sincere
Adaptable	Good nature	Has made good progress
Shows initiative	Considerate	Has made considerable progress
	Confident	Has made excellent progress
Welcoming towards new students	Consistent	Valuable member of the class
Actively participates	Willing to help	Conscientious
Involved	Positive influence on friends	Capable
Willing	Energetic	Applies him/her self to task
Enthusiastic participant	Enjoys physical activity	
Pleasant	Practical	Demonstrates mature attitude at all times
Respectful	Enjoys working with hands	Determination
Personable	Ability to work quickly and efficiently	Well respected by peers/teachers
Quiet spoken	Volunteers for extra...	Great capacity for hard work
Generous nature	Contributes (willingly)	Bright, outgoing person
	Unfailingly ... polite/well behaved	Communicates well
Satisfactory	Alert	Positive attitude
Presentable	Enterprising	Leadership qualities
Neat		Is a lovely bright, well -mannered young man/woman
Talented	Takes pride/care with work	Uses talents to the full
Helpful	Lively mind	Delights in getting tasks completed
Co-operative	Thinks on own two feet	Integrated well
Mature	Independent	Will work well with specific goals
Cheerful	Well-rounded individual	
Fun	Shy	
Energetic	Retiring	
Mixes well	Socially adjusted	
Sociable	Keen	
Friendly		
Interacts well		
Popular		
Outgoing disposition		

School Name and Crest

Sample Reference

Brian T- is a cheerful, adaptable young man. Brian has completed three years education in School. During this time he has shown himself to be capable of producing some very good work, when he wants. Brian has a good sense of humour and gets on well with his teachers and fellow pupils. We feel we could recommend him for any suitable employment.

Brian T has actively participated in a number of sporting activities within the school. He has played football, boxing and gone swimming with the school. In 2014 he went on a two-day canoeing trip to Kilkenny. Brian has also been involved in our Outdoor Pursuits Programme and has gone hill walking to the Wicklow Mountains. Brian has helped raise a lot of money for a number of organisations - Barnardos; the National League for the Blind; the Heart Foundation and the Wheelchair Association.

We wish Brian every success with his future endeavours.

Signed
Junior Certificate School Programme Co-ordinator.

Signed
School Principal

PDST Junior Certificate School Programme Defining Competence in Order to Award Statements

The following guidelines are in place to assist the team of teachers in deciding upon the statements to be awarded to students from the Junior Certificate School Programme Profiling System.

Once the students have completed a statement the team of teachers is in a position to make a professional decision on awarding the statements.

Please note, that only those statements that the students have been actively working on should be considered.

The statement is awarded if the student has achieved competence in at least 80% of the associated learning targets. In order to reach that level of competence the following should be considered:

- Independence**
- Frequency**
- Sustainability and**
- Accuracy.**

The following questions should be used to help define a student's level of competence in relation to each learning target/statement.

Independence

Can the student carry out the given task with little or no help, or does s/he need a lot of support?

- | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Almost totally dependent on support |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Increasingly independent |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Almost totally independent |

Frequency

Can the student carry out the given task on most occasions when asked?

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Occasionally carries out task |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sometimes carries out task: 40-50% of times asked |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Almost always carries out task: 80%+ of times asked |

Sustainability

Can the student retain his/her ability to carry out the given task after a period of time?

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Retains knowledge/skill for about a day |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Retains knowledge/skill for about a week |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Retains knowledge/skill for about a month |

Accuracy

Can the student carry out the task to a specified level of accuracy?

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not yet accurate enough for given purpose |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Increasingly accurate |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Accurate enough for given purpose |

It is the team of teachers that awards each statement to the individual student, so every statement under consideration should be discussed and a consensus sought if a statement is to be awarded. Professional judgement will assist the team in determining that the level of competence has been reached by the students.

Teacher observation and self assessment by the students can both contribute to determining when a statement is achieved. Use can be made of routine class tasks and tests, however, most statements do not require written evidence unless specifically stated. Oral evidence is therefore sufficient to establish knowledge of a subject area. The following types of activity all contribute to forming a judgement

- Observation
- Practical tasks
- Oral-questions and answers
- Oral observation
- Written tests
- Written classwork
- Individual endeavour
- Group endeavour

Final Profile Meeting

This meeting normally takes place at the end of third year. Statements already awarded by the team of teachers over the 1 to 3 years are noted on the *Final Profile Card*. The majority of the statements are usually awarded at the final meeting. The statements not yet awarded are discussed by the team in order to reach consensus.

The *Final Profile Card* is then completed and returned to the Support Service of the Junior Certificate School Programme in the Blackrock Education Centre by **Wednesday, 27th April 2016**.

PDST Junior Certificate School Programme

Final Profiling 2016

Helpful Hints re Final Profiling

- ✓ Online Profiling at <http://jcsp.ie>
- ✓ Look at the handout in this post out or follow the online instructions
- ✓ If using the Card write with a **Black Felt Pen**
- ✓ **Print** all information on the Final Profile
- ✓ Keep a Copy of the Final Profile
- ✓ Schools profiling for the first time please send a copy of your school logo
- ✓ Ensure that the Presentation Date is entered in the relevant space on the Final Profile
- ✓ If using School Based Statements – these must be approved by the Support Service **before inclusion** in the Final Profile, and a copy of the School Based Statement sent in with the Final Profile
- ✓ The deadline for receipt of Final Profile is **Wednesday, 27th April 2016**
- ✓ The Final Profile must be signed by your principal before being sent to the Junior Certificate School Programme Support Service in the Blackrock Education Centre
- ✓ Ensure that the correct codes are entered, in particular pay close attention to the **codes** for **Modern Languages**
- ✓ If you have any queries please don't hesitate to contact any member of the Junior Certificate School Programme Support Service.

PDST Junior Certificate School Programme

Final Profiling 2016

Dear Co-ordinator,

As the majority of you now profile online at www.icsp.ie we will only send out Final Profile Cards to those schools who request them.

If you require Final Profile Cards please fill in the form below and fax to Blackrock Education Centre at 01-23 65 071.

**FINAL PROFILE CARD 2016
FAX REPLY FORM**

01-2365071

School Name: _____

School Roll Number: _____

Number of Final Profiling Cards: _____

JCSP Co-ordinator Name: _____

Mobile No.: _____

Date: _____