An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

Junior Cycle Short Courses

A Guide for PPOD users

Introduction

In addition to the traditional subjects which were part of the Junior Certificate programme, the new Junior Cycle saw the introduction of short courses.

Short courses allow schools to broaden the range of learning experiences for students, address the interests of students and encompass areas of learning not covered by the combination of curricular subjects available to schools.

Schools will have three mandatory Short Courses – CSPE, SPHE and PE and may include a maximum of four other short courses for each year in their Junior Cycle programme. Pupils following short courses from Junior Cycle Year 1 are not permitted to change them – they must follow the same courses to the end of Junior Cycle Year 3.

Schools may opt to include short courses developed by the National Council for Curriculum and Assessment (NCCA), or alternatively, short courses which have been developed either by the school or another organisation in accordance with a template and guidelines set out by the NCCA.

A list of the currently available short courses is provided at the end of this document.

The procedure for adding short courses on PPOD is broadly similar to that for adding subjects, however **short courses offered are linked to the academic year that the pupil started in Junior Cycle Year 1**. Courses added to an academic year span the three-year Junior Cycle of pupils entering school in that academic year, so:

your list of short courses for 2019/20 covers JC1 (2019/20), JC2 (2020/21) and JC3 (2021/22); and
your list of short courses for 2020/21 covers JC1 (2020/21), JC2 (2021/22) and JC3 (2022/23).
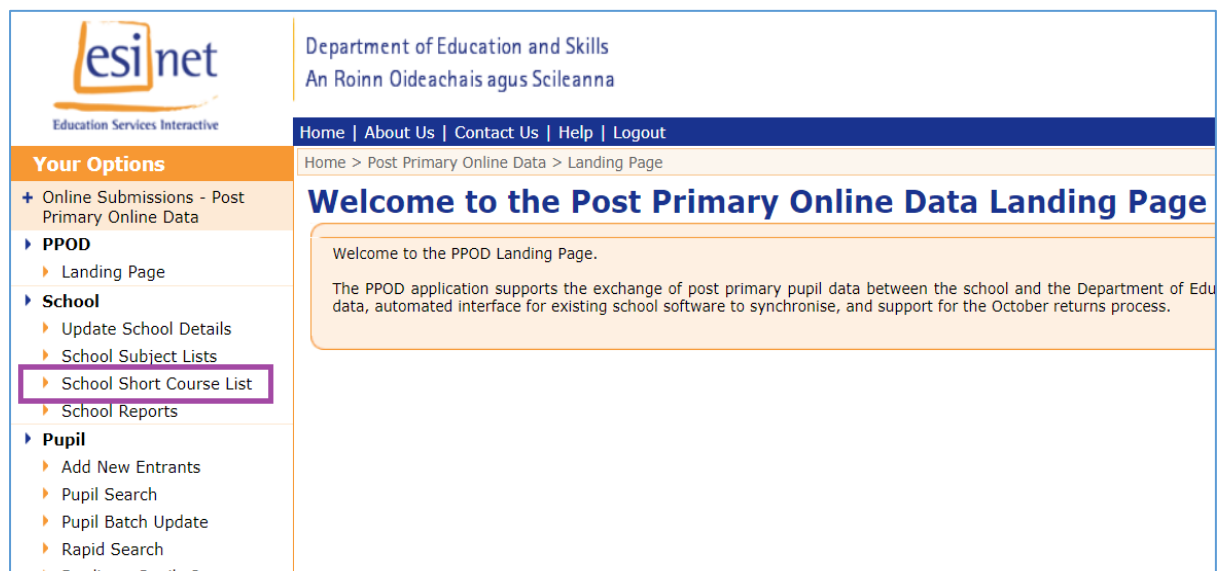your list of short courses for 2021/22 covers JC1 (2021/22), JC2 (2022/23) and JC3 (2023/24);

More information is available from https://ncca.ie/en/junior-cycle/subjects-and-short-courses
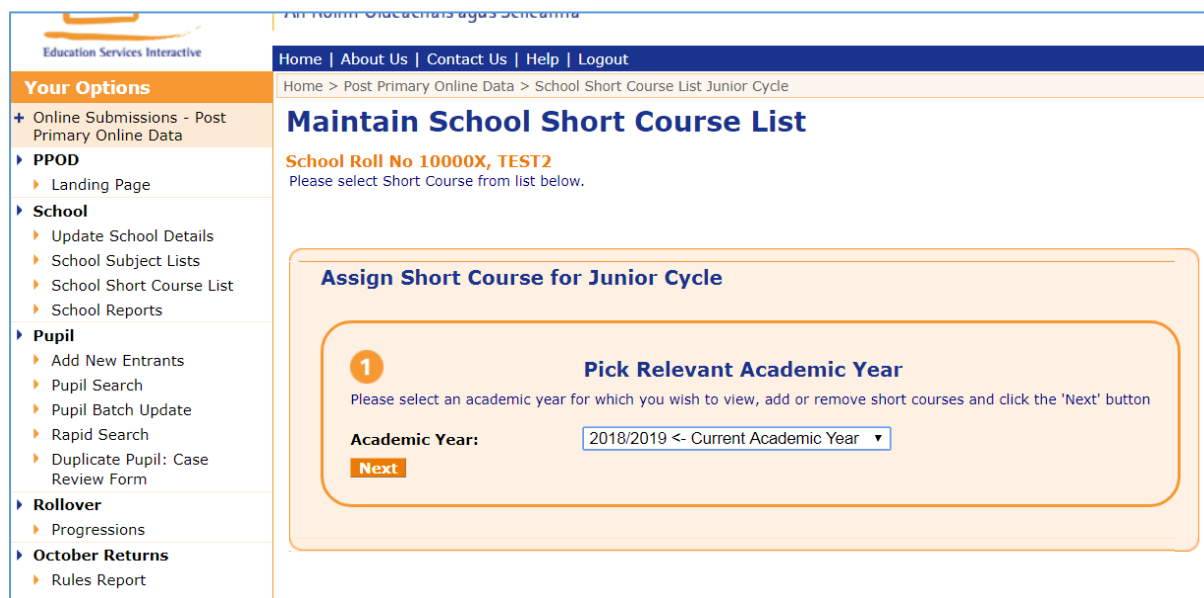
P-POD Procedure

Part 1: Adding a short course to your short course list on PPOD

First, the short courses which the school offers must be added to the "School Short Course List" on PPOD – see below. You cannot allocate a short course to a pupil if it is not shown in this list first.

Clicking on this option will bring you to a screen where you can begin to input the short course(s) which your school will offer.

Select the relevant year from the dropdown menu and click 'Next'.
If you are adding short courses for pupils in Junior Cycle year 1 in 2019/20, select 2019/20 - Junior Cycle year 2 in 2019/20, select 2018/19 – Junior Cycle Year 3 in 2019/20, select 2017/18 as that was when they started in first year.

If the short course you have selected is being taken by all of the students in a particular year, you should tick the 'Core Short Course' box – if not, don't tick it. Select the level and medium and then click on "Add Short Course". In this example, the 'CSPE', 'SPHE' and 'Physical Education JC Short Course' short courses have already been recorded as Core Short Courses. These are now available to add to pupil records.

To Add another Short Course click 'Start Again'. In this example, short course 910 (Philosophy) has been added to this list as a Non- Core short course at level 3 through the medium of English. Click on "Start Again" to add another short course.

When adding short courses which have not been developed by the NCCA, you will also be presented with a box labelled "School-developed Short Course Description". You can use this box to further describe the short course taken – in this example a 'Wellbeing 1' short course has been added as a Core Short Course. If this course concentrates on, say, mindfulness, you can type 'Mindfulness' into the description box.

Note that up to four additional Short Courses, along with the three mandatory Short Courses (900, 901 and 902) may be assigned to a pupil at any one time.

If there are four non mandatory courses present on a student's list it will be necessary to remove one before another can be added.

To remove a course, click on the 'Remove' box opposite the course you wish to remove and then click "Remove Short Course".

Part 2(a): Adding short courses to a pupil's current year record on PPOD

If a short course has been added as a 'core' short course, it will be automatically assigned to all new entrants added afterwards for that year.

Short courses may be added one-by-one to individual pupil records or by using the batch update facility.

To add short courses via the Pupil Batch Update facility, click on 'Pupil Batch Update' on the PPOD Landing Page menu. Input your parameters and click 'Search'.

The 'Pupil Batch Search Results' page is returned.

From the list, select the pupils for whom you wish to make an amendment and hit the 'Select Pupils' button at the bottom of the page. (You can click on the top box on the header bar to select all pupils on the list at once.)

This brings you to the 'Pupil Batch Update' menu. Click on the tab labelled '*Short Courses*'.

From here you can apply any of the following options to the pupils on your list:

1. Add a short course to their records
2. Add all core short courses to their records

Then hit 'Update Batch' to complete the process. All of the selected pupil records have now been updated.

To add short courses to a pupil on an individual basis, click on 'Pupil Search' on the PPOD Landing Page menu and bring up the pupil's record.

Open the pupil record on PPOD and click on the tab labelled "Short Courses". To add all core short courses click on the "Add All Core Short Courses" button (this can only be done when the pupil's short course list is empty).

Alternatively to add an individual course click on the "Add Short Course" button.

The courses which are available to the student will be as indicated in page 2 of this document – in this example Anthony is in Junior Cycle year 2 in 2018/19 so the courses you can choose from will be those in the 2017/18 list (as that was when he was in first year).

When you click on the "Add Short Course" button you will be brought to the following screen.

From the Short Course dropdown menu, select the short course you wish to assign to the pupil. Then select the level and medium and save.

The course has now been added to the pupil's record. In the above case Anthony has now been allocated the 'SPHE' course on PPOD at level 3 through the medium of English.

To assign another short course to this pupil, click on "Add Short Course" again, to a maximum of four short courses.

You can delete a course by clicking on the radio button opposite the relevant short course and clicking on the "Delete" button.

Part 2(b): Adding short courses to a pupil's previous year record on PPOD

If you need to add the details of a previously-taken short course to a pupil's record, open the student's record and click on the 'History' tab, then select the year for which you wish to add the course(s).

Next, click on 'View Enrolment Details'.

Panel 3 indicates that the 'Philosophy' short course was not assigned to the pupil in 2017/18, however, in this example, we know that he did study that course, so in order to add this, click on 'Add/Delete Short Course', then select 'Philosophy', click 'Next', select the level and medium and then click 'Add Short Course'.

The pupil's 2017/18 short course is now recorded in that year's enrolment record. Repeat the process if more short courses need to be added for that year or other historic years.

List of short course codes in PPOD 2018/19

CODE	DESCRIPTION	LEVEL 2	LEVEL 3
900	CSPE (Civic, Social, Political Education)		✓
901	SPHE (Social, Personal, Health Education)		✓
902	PE (Physical Education)		✓
903	Digital Media Literacy		✓
904	Coding		✓
905	Artistic Performance		✓
906	Chinese Language and Culture		✓
907	A Personal Project: Caring for Animals	✓	
908	CSI: Forensic Science	✓	
909	Irish (NCCA & COGG)	Not currently available	
910	Philosophy		✓
911	Wellbeing 1	✓	✓
912	Wellbeing 2	✓	✓
913	Wellbeing 3	✓	✓
914	Wellbeing 4	✓	✓
915	Language 1	✓	✓
916	Language 2	✓	✓
917	Language 3	✓	✓
918	Language 4	✓	✓
919	STEM (Science, Technology, Engineering, Maths) 1	✓	✓
920	STEM (Science, Technology, Engineering, Maths) 2	✓	✓
921	STEM (Science, Technology, Engineering, Maths) 3	✓	✓
922	STEM (Science, Technology, Engineering, Maths) 4	✓	✓
923	Humanities 1	✓	✓
924	Humanities 2	✓	✓
925	Humanities 3	✓	✓
926	Humanities 4	✓	✓
927	Arts Education 1	✓	✓
928	Arts Education 2	✓	✓
929	Arts Education 3	✓	✓
930	Arts Education 4	✓	✓