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**An Roinn Oideachais  
agus Scileanna**  
Department of  
Education and Skills

## **How to add Priority Learning Units (PLUs) to a pupil's PPOD record**

### **A Guide for PPOD users**

## **1. Introduction**

There are five Priority Learning Units (PLUs) at the heart of every Level 2 Learning Programme (L2LP). They are broadly aligned with Level 2 of the NFQ and help to provide a Junior Cycle programme that is appropriate to the needs of particular students with significant special educational needs. They prepare students for the opportunities, responsibilities and experiences of adult and working life and lifelong learning.

The five PLUs are:

- Communicating and Literacy
- Living in a Community
- Numeracy
- Personal Care
- Preparing for Work.

Ongoing assessment is done in the school and a portfolio of the students' work is submitted to teachers for assessment and reporting via the JCPA.

## **2. Procedure**

PLUs can be added to pupil records in two ways, either individually (by clicking on the 'PLU' tab) or via the Pupil Batch Update facility.

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

+ Online Submissions - Post Primary Online Data

PPOD

- Landing Page

School

- Update School Details
- School Subject Lists
- School Short Course List
- School Reports

Pupil

- Add New Entrants
- Pupil Search
- Pupil Batch Update
- Rapid Search
- Duplicate Pupil: Case Review Form

Rollover

- Progressions

October Returns

- Rules Report
- Submit Returns to DES

Settings

- Family And Medical Details

Junior Cycle Award

- JCPA: 2018
- JCPA: 2019
- Download JCPA

## Pupil Batch Search

School Roll No 10000X, TEST2  
\* Indicates required information

### 1 Main Search

Academic Year: 2018/2019 <- Current Academic Year

Programme: JUNIOR CYCLE

Prog Year: Year 2

Gender:

Roll Class:

New Entrant Pupils ☐

### 2 Subject or Short Course or PLU Search

Subject:

Subject Level:

Or

Short Course:

Short Course Level:

Or

PLU:

Search

The 'Pupil Batch Search Results' page is returned.

+ Online Submissions - Post Primary Online Data

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## Pupil Search Results

24 items found.

	Pupil ID	PPSN	Enrolment Date	Forename	Surname	DOB	Programme	Prog Year	Roll Class	Exam Ind
<input type="checkbox"/>	13297314		21-08-2017	Joshua	Brennan	15-05-2002	JUNIOR CYCLE	Year 2	34	N
<input type="checkbox"/>	13297971		21-08-2017	Marie	Cleary	07-01-2007	JUNIOR CYCLE	Year 2	A	N
<input type="checkbox"/>	13298232		29-08-2018	Noel	Curran	01-02-2004	JUNIOR CYCLE	Year 2	2B	N
<input type="checkbox"/>	13231791		21-08-2017	Annette	Curtin	12-01-2000	JUNIOR CYCLE	Year 2	3A	N
<input type="checkbox"/>	12999539		26-08-2016	fghl	hdth	01-01-2001	JUNIOR CYCLE	Year 2	ZZ	N
<input type="checkbox"/>	13299303		31-10-2017	vivienne	hughes	17-01-2007	JUNIOR CYCLE	Year 2	2A	N
<input type="checkbox"/>	13157689	5401230U	24-08-2016	fhal	jlkhasjldh	01-01-2001	JUNIOR CYCLE	Year 2	ZZ	N
<input type="checkbox"/>	13104872		24-08-2016	Adam	kelly	24-06-1980	JUNIOR CYCLE	Year 2	ZZ	N
<input type="checkbox"/>	13241615		21-08-2017	Romelu	Lukako	23-11-2005	JUNIOR CYCLE	Year 2	1C	N
<input type="checkbox"/>	13181985		21-08-2017	Anthony	Marren	02-01-2004	JUNIOR CYCLE	Year 2	1A	N
<input type="checkbox"/>	13019995		26-08-2016	Gerry	Marsden	31-01-2004	JUNIOR CYCLE	Year 2	ZZ	N
<input type="checkbox"/>	13297356		21-08-2017	Scarlett	O Hora	11-11-2004	JUNIOR CYCLE	Year 2	45	N
<input type="checkbox"/>	13340869		29-08-2018	Harry	O'Leary	07-01-2008	JUNIOR CYCLE	Year 2	A	N
<input type="checkbox"/>	13004333		26-08-2016	test	ppp	01-01-2005	JUNIOR CYCLE	Year 2	ZZ	N

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 'PLUs'.

The screenshot shows the 'Pupil Batch Update' interface. On the left is a 'Your Options' sidebar with categories: Online Submissions - Post Primary Online Data, PPOD, School, Pupil, Rollover, October Returns, and Settings. The main content area has a breadcrumb trail: Home > Post Primary Online Data > Batch Update Plus. Below this is the title 'Pupil Batch Update' and the 'Academic Year: 2018/2019'. The 'School Roll No 10000X, TEST2' is displayed with a note '\* Indicates required information'. A row of tabs includes 'Enrolment Record', 'Subjects', 'Exemptions', 'Short Courses', and 'PLU's' (which is highlighted with a red box). The main section is titled '1 Priority Learning Units' and contains the instruction 'Click on the Add PLU button to add a PLU to the pupil.' Below this is a dropdown menu for 'PLU' with 'Preparing for Work' selected, and an 'Add PLU' button. A table titled 'Priority Learning Unit' lists: Communicating and Literacy, Numeracy, Personal Care, and Living in a Community. At the bottom, there is a 'Return to search results.' link and a 'Back' button.

Select the relevant PLU from the dropdown and click on 'Add PLU'. In this case we will add 'Preparing for Work' as a PLU for all 24 pupils.

This screenshot shows the same 'Pupil Batch Update' interface, but now the 'Batch Update Summary' is displayed. The 'PLU's' tab remains highlighted. The '1 Priority Learning Units' section now shows a 'Batch Update Summary' box with the text '24 of 24 were updated'. Below this, it states 'All available PLU's have already been added to this pupil'. The 'Priority Learning Unit' table now includes an additional row, 'Preparing for Work', which was previously in the dropdown menu. The 'Return to search results.' link and 'Back' button are still present at the bottom.

To add a PLU to an individual pupil's PPOD record, click on 'Pupil Search' to locate the pupil's record, then click on the 'PLU' tab.

**Your Options**

- Online Submissions - Post Primary Online Data
- PPOD**
  - Landing Page
- School**
  - Update School Details
  - School Subject Lists
  - School Short Course List
  - School Reports
- Pupil**
  - Add New Entrants
  - Pupil Search
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  - Rapid Search
  - Duplicate Pupil: Case Review Form
- Rollover**
  - Progressions
- October Returns**
  - Rules Report
  - Submit Returns to DES
- Settings**
  - Family And Medical Details
- Junior Cycle Award**
  - JCPA: 2018
  - JCPA: 2019
  - Download JCPA

Home > Post Primary Online Data > Maintain Pupil Subjects

## Maintain New Entrant

**Academic Year: 2018/2019**

**School Roll No 10000X, TEST2**

\* Indicates required information

Forename  Surname  Pupil ID

Personal Enrolment Subjects Short Courses **PLU** Assessments Exemptions

### 1 Priority Learning Units

Programme  Programme Year

Click on the Add PLU button to add a PLU to the pupil.

PLU  **Add PLU**

**Priority Learning Unit** **Delete**

To remove a PLU, tick the check box provided and click the 'Delete' Button. **Delete**

Select the relevant PLU from the dropdown and click 'Add PLU'.

**Your Options**

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Home > Post Primary Online Data > Maintain Pupil Subjects

## Maintain New Entrant

**Academic Year: 2018/2019**

**School Roll No 10000X, TEST2**

\* Indicates required information

Forename  Surname  Pupil ID

Personal Enrolment Subjects Short Courses **PLU** Assessments Exemptions

### 1 Priority Learning Units

Programme  Programme Year

All available PLU's have already been added to this pupil

Priority Learning Unit	Delete
Communicating and Literacy	<input type="radio"/>
Numeracy	<input type="radio"/>
Personal Care	<input type="radio"/>
Living in a Community	<input type="radio"/>
Preparing for Work	<input type="radio"/>

To remove a PLU, tick the check box provided and click the 'Delete' Button. **Delete**

In the above example, Sean had no PLUs but has now had all five added to his record.

You can delete any PLU by clicking on the 'Delete' button. However please note that if an assessment is present for a PLU you will not be allowed to delete it (see below).

PPOD

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Junior Cycle Award

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Academic Year: 2018/2019

School Roll No 10000X, TEST2

\* Indicates required information

Forename Sean Surname Roche Pupil ID 13291123

Personal Enrolment Subjects Short Courses **PLU** Assessments Exemptions

1

Priority Learning Units

Programme JUNIOR CYCLE Programme Year Year 3

**Error**  
- This PLU cannot be deleted because it has at least one assessment associated with it that has a result descriptor set. A PLU may only be deleted if its assessment is blank.

All available PLU's have already been added to this pupil

Priority Learning Unit	Delete
Communicating and Literacy	<input checked="" type="checkbox"/>
Numeracy	<input type="checkbox"/>
Personal Care	<input type="checkbox"/>
Living in a Community	<input type="checkbox"/>
Preparing for Work	<input type="checkbox"/>

To remove a PLU, tick the check box provided and click the 'Delete' Button. **Delete**

If the assessment was input in error you can click on the 'Assessments' tab and delete and save it. You can then click on the PLU tab and delete the PLU.