

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:

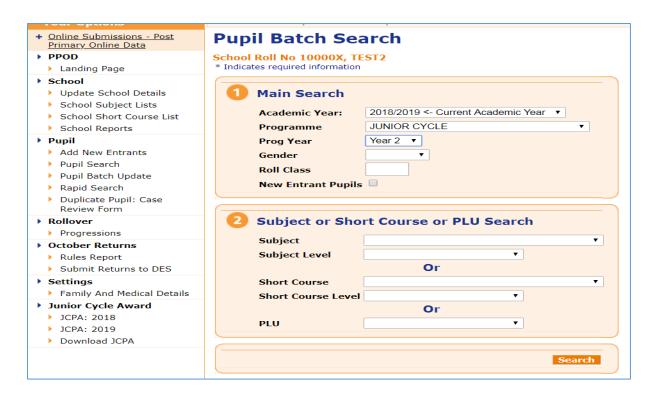
- Communicating and Literacy
- Living in a Community
- Numeracy
- Personal Care
- Preparing for Work.

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'.

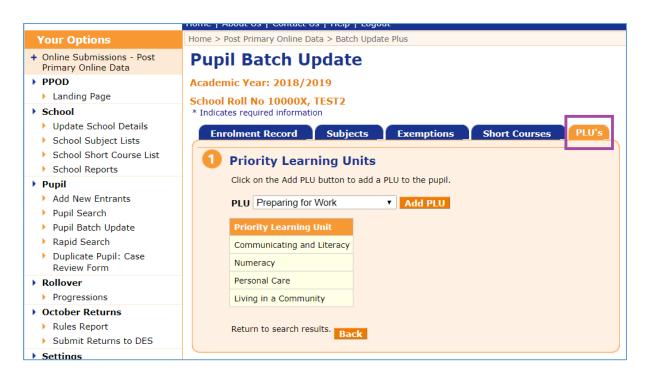


The 'Pupil Batch Search Results' page is returned.

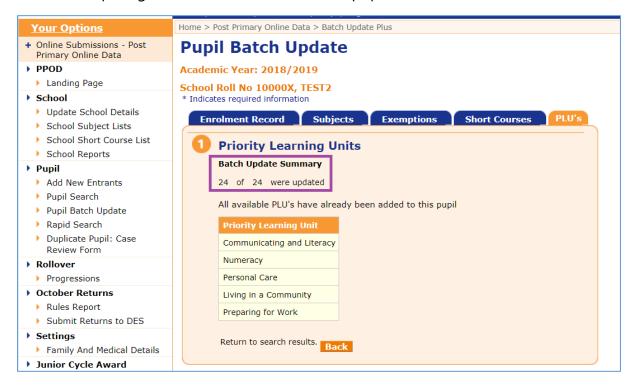


From the list, select the pupils for whom you wish to make an amendment and hit the 'Select Pupils' button at the bottom of the page. (You can click on the top box on the header bar to select all pupils on the list at once.)

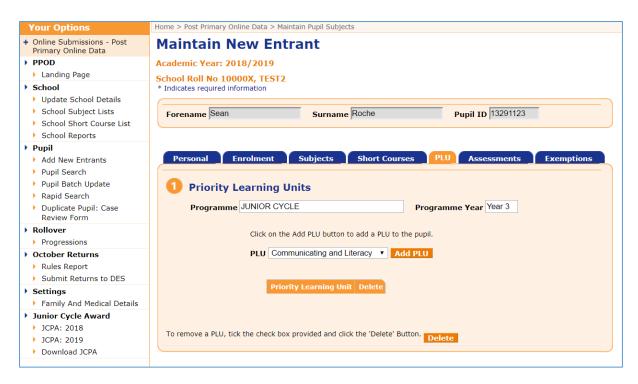
This brings you to the 'Pupil Batch Update' menu. Click on the tab labelled 'PLUs'.



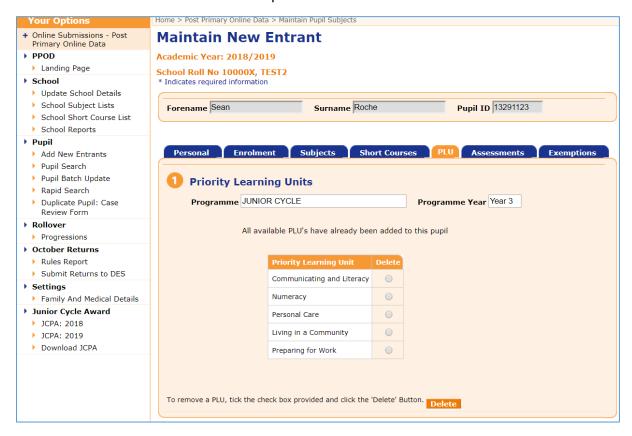
Select the relevant PLU from the dropdown and click on 'Add PLU'. In this case we will add 'Preparing for Work' as a PLU for all 24 pupils.



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.

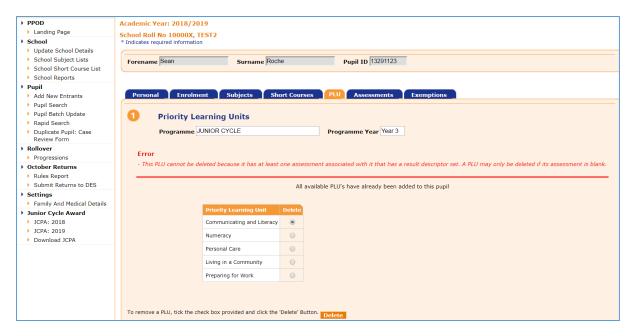


Select the relevant PLU from the dropdown and click 'Add PLU'.



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).



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.