



International Baccalaureate
Baccalauréat International
Bachillerato Internacional

International Baccalaureate Career-related Certificate

Application for candidacy: IBCC

Name of the school

School code

Date of submission

Note to the user

1. A school must have conducted a feasibility study before submitting this *Application for candidacy: IBCC*.
2. This application form and supporting documentation must be submitted in one of the IB working languages: English, French or Spanish. Translations of official documents should be duly certified.
3. This *Application for candidacy: IBCC* should be completed electronically and submitted with the supporting documentation following the guidelines and deadlines provided by the relevant IB office.
4. Insert your responses in the boxes provided for each question. The boxes will expand as you type your responses.

Request to the IB Organization for acceptance as candidate school to prepare for authorization to offer the International Baccalaureate Career-related Certificate

Name of the school

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On behalf of the above-named school, we request acceptance from the IB Organization as candidate school preparing for authorization to offer the International Baccalaureate Career-related Certificate (IBCC). Information about the school is supplied on the accompanying application form and documents.

We understand that after submission of the *Application for candidacy: IBCC* if the required conditions are fulfilled, the school will be recognized as a candidate school preparing for authorization to offer the IBCC. Furthermore, we understand that the *Application for authorization: IBCC* must be submitted to the relevant IB office according to IB timelines and regulations.

We confirm that:

- a. We have read the following documents published on the IB website or purchased from the IB store, made them available to the relevant constituencies of the school and agree to abide by the regulations stated therein:
 - *IBCC Standards, practices and requirements*
 - *IBCC Overview*
 - *Rules for schools wishing to be authorized to offer the IBCC*
 - *Rules for schools authorized to offer the IBCC*
 - *General regulations: IBCC*
 - *Guide to school authorization: IBCC*
 - *Rules and policy for use of IB intellectual property*
- b. The school has purchased relevant IB publications from the IB store and will prepare itself to meet the authorization requirements following the current IB documents published for the purpose of implementing the IBCC.
- c. The appropriate financial authorities of the school/public school district know of the schedule of IBCC fees and currency as assigned by the IB and have agreed to their timely payment.
- d. The school will not advertise or otherwise imply that it is authorized to offer the IBCC. The final decision on the application for authorization is reached by the director general of the IB Organization after submission of the *Application for authorization: IBCC* and after a verification visit to the school by an IB team has taken place.
- e. The acceptance as a candidate school wishing to be authorized to offer the IBCC by the IB Organization does not guarantee future authorization to offer the IBCC. If the school is recognized as a candidate school preparing authorization to offer the IBCC by the IB Organization, the school will present itself as a candidate school preparing for authorization.
- f. If this application is accepted, the IB Organization will provide a text that the school will be able to use in school publications, newsletters, brochures, staff advertisements and websites in this regard.

- g. We enclose the supporting documents as requested in this application.
- h. We agree that this electronic application form, whether signed electronically or not, will be understood by the IB Organization to have been read and endorsed by the head of school, the superintendent (if applicable) and the chair of the governing body (if applicable) without a signed hard copy being necessary.
- i. We understand and accept that any dispute arising from, or in connection with, the *Application for candidacy: IBCC*, the *Application for authorization: IBCC*, or any other document relating to the authorization process, shall be finally settled by arbitration, taking place in and in accordance with the rules applicable in Geneva, Switzerland. The proceedings shall be confidential and the language of the arbitration shall be English.

We further declare that, to the best of our knowledge, the information given on this form is correct.

Name and title of head of school (1)

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Signature

Date

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Name and title of superintendent of school (if applicable)

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Signature

Date

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Name and title of chair of the governing body (2)

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Signature

Date

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1. **Head of school (director/principal in some systems)** is the person who leads and supervises the daily operations of the school, ensuring that the policies of the governing body are put into practice.
2. **Governing body** is the duly constituted individual or group that has the ultimate legal authority to make decisions on behalf of the school.

Update of school information

In order to keep the school file updated, complete the following chart. Note that some areas have the same format as the *School information form* so that unchanged information may be copied directly, if applicable.

1. CONTACT DETAILS				
Postal address <i>(include city, state, country and postal or zip code)</i>				
Street address <i>(if different from above)</i> <i>(include city, state, country and postal or zip code)</i>				
Telephone <i>(include country and area codes)</i>				
Fax <i>(include country and area codes)</i>				
	Title <i>(Mr, Mrs, Ms)</i>	Name	Position (3)	Email address
Head of school				
Head(s) of section where the IBCC will be implemented <i>(if different from above)</i>				
IBCC coordinator designate				
School public website				

3. **Position:** Name of the post of employment at the school

2. BILLING DETAILS	
Name of organization for billing purposes	
Address <i>(indicate with X or give an alternative address)</i>	Use postal address above <input type="checkbox"/> Use street address above <input type="checkbox"/>
	Use the following address
Code to be included in invoice for tax purposes <i>(if applicable)</i>	
Name and job title of contact for billing purposes	
Email address	

3. SCHOOL INFORMATION

Date school founded or opened

month	year

Legal status of the school

Note:

- **A government/state/publicly funded school** is a government or national school where the employees are paid by the state either at a local or national level; usually there are no tuition fees (as distinct from examination or other fees).
- **A private school** is an independent (not-for-profit or for-profit) institution whose main revenue comes from tuition fees; they may or may not have government subsidies but these are only part of their income.

Government/state/
publicly funded

☐

Private

☐

Other
(specify)

Indicate whether the school is
recognized as such by the local
educational system.

Yes

☐

No

☐

Include school's accreditation status with other organizations, if any (eg CIS, WASC).

Does the school belong to a group of schools gathered in a foundation, district or common project in relation to the IB? If this is so, identify the group/project.

Type of school

Boys

☐

Girls

☐

Coeducational

☐

Additional information (eg coeducational in primary, boys and girls in secondary)

Boarding only

☐

Day only

☐

Boarding and day

☐

Academic year dates (indicate month only)

Starts

Ends

Age range of students across the whole school

From

years
old

To

years
old

3. SCHOOL INFORMATION			
Age range of students who will be participating in the IBCC			
From		years old	To
		years old	
Name the grades or years that comprise the different sections of the school and indicate the total number of students in each.			
Name of the section in the school <i>(eg kindergarten, primary)</i>	Grades/years as identified in the school	Age range of students	Total number of students in each section
Total number of students in the whole school			
What other IB programmes does the school currently implement or plan to implement?			
PYP	Candidate school	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	IB World School authorized to offer the programme
MYP	Candidate school	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	IB World School authorized to offer the programme
DP	Candidate school	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	IB World School authorized to offer the programme
	<i>(add IB school code if you know it)</i>		<i>(add IB school code)</i>
Language(s) of instruction at the school <i>(language through which the group 3–6 subjects are taught at the school)</i>			
Language of communication with the IB <i>(indicate only one)</i>			
English		French	
		Spanish	

Description of the school and its community

In order for the IB to know the school better in the context of its interest to offer the IBCC, write brief paragraphs that address the following aspects of the school and its community:

1. A summary of the history of the career/vocational programme(s) within the school and major characteristics that make it/them attractive for students and parents

2. If the school does not have a history of career/vocational education within the school, how does the school intend to provide the career/vocational qualification to the IBCC students?

3. A description of the context in which the school is located: socio-economic and cultural aspects of the surrounding community, interactions of the school with it

4. A description of the student body and staff who will be involved in the IBCC, including their national, cultural and linguistic backgrounds

Preparation for the implementation of the IBCC

Whilst studying the possibility of implementing the IBCC, the school has read the relevant IB documents. The following questions are organized according to the headings of the IBCC *Standards, practices and requirements*.

A: Philosophy

1. Describe the contribution that the implementation of the IBCC will make to the school.

2. How will the school encourage students to take the IBCC?

B: Organization

BI: Leadership and structure

1. IBCC structure

- a. The following chart is meant to provide information about the school estimation of the number of students who will be enrolled in the IBCC and its relationship with the full cohort of students in those years.

		First year of implementation of the IBCC after authorization	Second year of implementation of the IBCC after authorization	
		IBCC year 1	IBCC year 1	IBCC year 2
1	Estimated number of IBCC candidates			
2	Estimated number of Diploma Programme certificate candidates			
3	Estimated number of full Diploma Programme candidates			
4	Estimated number of non-IB students			
	TOTAL (1 + 2 + 3 + 4) <i>(Estimated total number of students in the year of IBCC implementation)</i>			

- b. Will students have to meet admissions or selection criteria to be enrolled in the IBCC? Yes ☐ No ☐

If the answer is yes, describe the policy that the school will apply.

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- c. The career/vocational qualification(s) will be provided by *(indicate with an X)*

the school

☐

an external provider

☐

If the career/vocational qualification(s) will be provided by an external provider, identify it and provide an explanation of the formal arrangements between the provider and the school and the proposed accountability for IBCC students.

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- d. Describe how the proposed career/vocational qualification(s), whether provided in the school or by an external provider, comply with the criteria below

- i. A two-year course of sufficient size to complement the IBCC in the student timetable
(include a description of the structure and contents)

- ii. Accredited by a local/state/national authority/government or recognised as an entry level course into a university/higher education institution or validated by an appropriate employer organisation such as a sector skills council or a professional body

- iii. Subject to a demonstrable form of external assessment or quality assurance additional to internal teacher assessment, which is reviewed by the accrediting or validating authority at least every five years

- iv. Demonstrably of a level appropriate to the chosen pathway of the student

- e. Will IBCC students have to fulfill other mandated requirements
(for example, national, local requirements)?

Yes

No

If the answer is yes, specify what type of requirements and in which year(s) of the IBCC these requirements will be fulfilled.

2. Pedagogical leadership

- a. Describe the pedagogical leadership structure that will lead the implementation of the IBCC.

- b. Who will be responsible for hiring and appointing the IBCC staff and the staff involved in the teaching of the career-related qualification(s), if offered, at the school?

- c. If the IBCC coordinator designate will have other responsibilities beside the IBCC coordination, indicate:

- i. additional responsibilities

- ii. percentage of his/her weekly schedule that will be devoted to comply with his/her responsibilities as IBCC coordinator.

B2: Resources and support

1. Teachers and other staff who will be involved in the implementation of the IBCC

- | | | |
|---|---|----------|
| a. Number of full-time teachers who will be responsible for Diploma Programme courses and IBCC core | <div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div> | |
| b. Number of part-time teachers who will be responsible for Diploma Programme courses and IBCC core | <div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div> | |
| c. Maximum IBCC class size | <div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div> | students |

2. Collaborative planning and reflection

Identify the types of collaborative meetings the school intends to organize in order to successfully implement the IBCC. Indicate who will attend (indicate their role), meeting frequency and objectives.

Name of meeting	Who attends	Frequency of meeting	Objectives

3. Information technology (IT) facilities that will support the IBCC

Describe the IT facilities that the students and teachers will have access to in order to support the IBCC and describe where they are located. *(Note: A description of the IT provision in the library/multimedia centre will be included in question 4 below.)*

4. Library/multimedia centre

Describe the resources that the students will have access to in the library/multimedia centre to comply with the IBCC.

5. Student guidance on further education

How does the school provide guidance for students on post-secondary educational options?

6. Teaching time

a. Number of weeks of instruction in the school year

b. Number of instructional periods students receive in a week

c. Length (in minutes) of each instructional period

d. Will the school need to make adjustments to the student's weekly schedule to ensure that the recommended teaching hours for standard and/or higher level Diploma Programme subjects and the IBCC core are included and allow for concurrency of learning?

Yes

No

If the answer is yes, explain the present situation and the changes the school envisages to ensure that the combined timetable complies with the requirements of the IBCC and of the career-related/vocational studies.

C. Curriculum

1. Within the IBCC, how have the Diploma Programme subjects and levels been chosen and what criteria were applied to the choice?

2. Describe the support the school will provide to students whose most proficient language is not the school language(s) of instruction.

3. Indicate what provisions the school has or will have to support students' mother tongues, if different from the language(s) of instruction of the school.

4. Identify and briefly describe the language courses—other than the Diploma Programme language courses—that will be available to IBCC students, if applicable.

List of supporting documents to attach to this form

Place an X in the box to indicate that you have attached the document to the form.

Written confirmation of support from the authorities that will finance the implementation of the IBCC in the school

School organization chart showing the pedagogical leadership team (including the position of Diploma Programme coordinator and the position of IBCC coordinator designate) and reporting lines

Documentary evidence of payment of non-refundable fee to the IB Organization

Complete the charts that appear in the following pages.

Chart 1: Diploma Programme subjects proposed for the IBCC

Diploma Programme subjects proposal						Subjects completed in one year
Subject <i>Indicate the ones that the school will offer as part of the IBCC. Add rows as necessary.</i>	Subject level		Language(s) of instruction	Estimated number of students		Add an X in the column below if the situation allowed by the IB (as described below the chart) applies in the school *
	Higher	Standard		Higher	Standard	
Group 1: studies in language and literature (indicate the language: eg English A: literature)						
Group 2: language acquisition (indicate the language: eg Spanish B)						
Group 3: individuals and societies						
Group 4: experimental sciences						
Group 5: mathematics and computer science						
Group 6: the arts						

* All Diploma Programme courses are designed as two-year learning experiences. However, up to one standard level subject, excluding languages ab initio, can be completed in one year, according to the conditions established in the *Handbook of procedures for the IBCC*.

Chart 2: Diploma Programme and IBCC teaching staff, qualifications and IB-recognized professional development

- **IB-recognized professional development** is activities as listed on the IB events calendar on the IB public website (<http://www.ibo.org>) or in-school professional development activities organized by the relevant IB office.
- **Location:** In the chart below, indicate where the training took place or will take place.
 - For IB regional workshops attended or to be attended name the city.
 - For IB workshops organized in the school use “IS”.
 - For IB online workshops use “Online”.

DP subject/ IBCC core/role <i>Under each group indicate the name of the subject included in the IBCC. Add rows as necessary.</i>	Subject level		Teacher's name	Qualifications of each teacher <i>(degrees, diplomas)</i>	Number of years at this school	Full/ part- time <i>(use FT/PT)</i>	IB-recognized professional development already attended			Future IB-recognized professional development to be attended		
	Higher	Standard					Location	Date	Workshop name and category	Location	Date	Workshop name and category
Group 1: studies in language and literature <i>(indicate the language: eg English A: literature)</i>												
Group 2: language acquisition <i>(indicate the language: eg Spanish B)</i>												
Group 3: individuals and societies												

DP subject/ IBCC core/role <i>Under each group indicate the name of the subject included in the IBCC. Add rows as necessary.</i>	Subject level		Teacher's name	Qualifications of each teacher (degrees, diplomas)	Number of years at this school	Full/ part- time (use FT/PT)	IB-recognized professional development already attended			Future IB-recognized professional development to be attended		
	Higher	Standard					Location	Date	Workshop name and category	Location	Date	Workshop name and category
Group 4: experimental sciences												
Group 5: mathematics and computer science												
Group 6: the arts												
Approaches to learning												
Community and service												
Reflective project												
IBCC coordinator designate												
Head of school												

Chart 3: Action plan

- Schools are required to use this template in planning their submission for authorization. It is organized according to the headings of the IBCC *Standards, practices and requirements*.
- School objectives will be defined considering the IB requirements for authorization to offer the IBCC, as stated in the document *Guide to school authorization: IBCC*.
- Add rows as necessary.

AIM: To be authorized to start implementing the IBCC in

(month and year)

for first exams in

(month and year)

A: Philosophy

The school's educational beliefs and values reflect IB philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective

B: Organization

BI: Leadership and structure

The school's leadership and administrative structures ensure the implementation of the IBCC.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective

B2: Resources and support

The school's resources and support structures ensure the implementation of the IBCC.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective

C: Curriculum**CI: Collaborative planning**

Collaborative planning and reflection supports the implementation of the IBCC.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective

C2: Written curriculum

The school's written curriculum reflects IB philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective

C3: Teaching and learning

Teaching and learning reflects IB philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective

C4: Assessment

Assessment at the school reflects IB assessment philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective

Chart 4: Implementation budget

Indicate the currency the school uses. If possible, use USD, GBP, CHF or CAD.

USD = US dollars GBP = Great British pounds CHF = Swiss francs CAD = Canadian dollars

	Candidate school wishing to be authorized to offer the IBCC	Candidate school or school authorized to offer the IBCC	School authorized to offer the IBCC year 1	School authorized to offer the IBCC year 2	School authorized to offer the IBCC year 3
Candidate fee					
IB fee (once the school is authorized)					
Resources (specify)					
IB professional development (specify)					
Other					
TOTAL					

Approved by

Position