1

Language A teacher support material: Example interim objectives



International Baccalaureate Career-related Certificate

**Application for candidacy:**

**IBCC**

**Name of the school**

**School code Date of submission**

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**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 A*pplication 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**

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)

Signature Date

Name and title of superintendent of school *(if applicable)*

Signature Date

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

Signature Date

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** *(include city, state, country and postal or zip code)*

**Street address (if different from above)** *(include city, state, country and postal or zip code)*

**Telephone**

*(include country and area codes)*

**Fax**

*(include country and area codes)*

**Title** *(Mr, Mrs****,*** *Ms)*

**Name Position (3) Email address**

**Head of school**

**Head(s) of section where the**

**IBCC will be implemented**

*(if different from above)*

**IBCC coordinator designate**

**School public website**

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

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|  | **2. BILLING DETAILS** | | | | | |
| **Name of organization for billing purposes** | |  | | | | |
| **Address** *(indicate with X or give an alternative address)* | |  |  |  |  | |
| Use postal address above |  | Use street address above |  |  |
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|  | | Use the following address | | | | |
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| **Code to be included in invoice for tax purposes** *(if applicable)* | |  | | | | |
| **Name and job title of contact for billing purposes** | |  | | | | |
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|  | **Email address** |
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|  | **3. SCHOOL INFORMATION** | | | | | | | |
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|  | **Date school founded or opened** | | |
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| 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. | | | | | | | | |
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**3. SCHOOL INFORMATION**

**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

**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

*(eg kindergarten, primary)*

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 IB World School authorized to offer the programme

MYP Candidate school IB World School authorized to offer the programme

**3. SCHOOL INFORMATION**

DP Candidate school IB World School authorized to offer the programme

*(add IB school code if you know it) (add IB school code)*

**Language(s) of instruction at the school** *(language through which the group 3–6 subjects are taught at the school)*

**Language of communication with the IB** *(indicate only one)*

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**

**B1: 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)**

*(Estimated total number of students in the year of IBCC implementation)*

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.

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.

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. The vocational/career-related studies are of sufficient size to complement the IBCC in the student timetable in the last two years of secondary education when the IBCC is implemented *(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

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

b. Number of part-time teachers who will be responsible for Diploma Programme courses and IBCC core

c. Maximum IBCC class size 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.

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|  | **Name of meeting** |  | **Who attends** | **Frequency of meeting** |  | **Objectives** |
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**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**

How does the school provide guidance for students on post-secondary educational and career 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. Describe the process that will be implemented to ensure that students undertake language development.

**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**

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|  | | | | | | | | **Subjects completed in one year** |
|  | **Diploma Programme subjects proposal** | | | | | | |
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| **Subject**  *Indicate the ones that the school will offer as part of the IBCC.*  *Add rows as necessary.* | |  | | | **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 \** |
|  | **Subject level** | |
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|  | |  |  | **Standard** | **Standard level subject(s)**  **completed in year 1** |
|  | **Higher** | **Standard** | **Higher** |
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| Group 1: studies in language and literature  *(indicate the language: eg English A: literature)* | | | | | | | | |
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| Group 2: language acquisition  *(indicate the language: eg Spanish B)* | | | | | | | | |
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| Group 3:individuals and societies | | | | | | | | |
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| Group 4: experimental sciences | | | | | | | | |
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| Group 5: mathematics | | | | | | | | |
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|  | Group 6: the arts |
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\* 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*.

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**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”.

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| **DP subject/ IBCC core/role**  *Under each group indicate the name of the subject included in the IBCC. Add rows as necessary.* |  | | | **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** | | | |  | | | | |
|  | **Subject level** | | **Future IB-recognized professional development to be attended** | | | | |
|  | | |
|  | |  | **Location** |  | | **Workshop name and category** |  | |  | | **Workshop name and category** |
| **Higher** | | **Standard** |  | **Date** |  | **Location** |  | **Date** |
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| Group 1: studies in language and literature  *(indicate the language: eg English A: literature)* | | | | | | | | | | | | | | | | |
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| Group 2: language acquisition  *(indicate the language: eg Spanish B)* | | | | | | | | | | | | | | | | |
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| Group 3: individuals and societies | | | | | | | | | | | | | | | | |
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| Group 4: experimental sciences | | | | | | | | | | | | | | | |  |
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| Group 5: mathematics | | | | | | | | | | | | | | | | |
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**DP subject/ IBCC core/role**

*Under each group indicate the name of the subject included in the IBCC. Add rows as necessary.*

**Subject level Teacher’s name Qualifications of each teacher**

*(degrees, diplomas)*

**Higher Standard**

**Number of years at this school**

**Full/ part- time**

*(use*

*FT/PT)*

**IB-recognized professional development already attended**

**Location Date Workshop name and category**

**Future IB-recognized professional development to be attended**

**Location Date Workshop name and category**

Group 6: the arts

Approaches to learning

Community and service coordinator, as applicable

Reflective project lead supervisor, as applicable

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 for first exams in**

**A: Philosophy**

**The school’s educational beliefs and values reflect IB philosophy.**

*(month and year) (month and year)*

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

**B1: Leadership and structure**

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

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|  | **Actions** | **Date to be achieved** |  |  |  |
| **Objective** | **Person/group responsible for achieving this objective** | **Budgetary implications** | **Evidence of achievement or of progress towards achievement of the objective** |
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|  | **Actions** | **Date to be achieved** |  |  |  |
| **Objective** | **Person/group responsible for achieving this objective** | **Budgetary implications** | **Evidence of achievement or of progress towards**  **achievement of the objective** |
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**B2: Resources and support**

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

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

**C1: Collaborative planning**

**Collaborative planning and reflection supports the implementation of the IBCC.**

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|  | **Actions** | **Date to be achieved** |  |  |  |
| **Objective** | **Person/group responsible for achieving this objective** | **Budgetary implications** | **Evidence of achievement or of progress towards**  **achievement of the objective** |
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**C2: Written curriculum**

**The school’s written curriculum reflects IB philosophy.**

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|  | **Actions** | **Date to be achieved** |  |  |  |
| **Objective** | **Person/group responsible for achieving this objective** | **Budgetary implications** | **Evidence of achievement or of progress towards**  **achievement of the objective** |
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**C3: Teaching and learning**

**Teaching and learning reflects IB philosophy.**

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|  | **Actions** | **Date to be achieved** |  |  |  |
| **Objective** | **Person/group responsible for achieving this objective** | **Budgetary implications** | **Evidence of achievement or of progress towards**  **achievement of the objective** |
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**C4: Assessment**

**Assessment at the school reflects IB assessment philosophy.**

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

Per capita fees (once the school is authorized)

Resources

*(specify)*

IB professional development

*(specify)*

Other

**TOTAL**

Approved by Position

22