IB Career-related Programme

Application for candidacy: Career-related Programme

For use from January 2016

SAMPLE

Beginning in 2016, the Application for candidacy *will be completed online at http://myschool.ibo.org.*

This document reflects the content of the online application; interested schools will also be asked to provide information on personnel who will be involved with the programme, a projected budget for the first 5 years of programme implementation and information on proposed subjects and sequencing.

This document is provided only as a reference.

International Baccalaureate®
Baccalauréat International
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Career-related Programme
Application for candidacy: Career-related Programme

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IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS
We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE
We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS
We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED
We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING
We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS
We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED
We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE
We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Standard A. Philosophy: The school's educational beliefs and values reflect IB philosophy

Practice A1. The school's published statements of mission and philosophy align with those of the IB.

1. Please provide the school's current mission statement. [100 words]

2. To what extent does the school mission statement currently align with the IB mission statement?

    ☐ Completely   ☐ Partially   ☐ Needs Revision

3. What process did or will the school use to refine the mission statement to further align it with that of the IB? [500 words]

4. To what extent does your school's educational philosophy align with that of the IB?

    ☐ Completely   ☐ Partially   ☐ Needs Revision

5. What process did or will the school use to refine its philosophy to further align it with that of the IB? [500 words]

    Please indicate your current assessment of how your school meets this practice.

    ☐ In progress   ☐ In place   ☐ Not in place

Practice A2. The governing body, administrative and pedagogical leadership and staff demonstrate understanding of IB philosophy.

The IB will evaluate this practice by reviewing your school Action plan, information gathered under Practice A.3, and during the Verification visit.

Please indicate your current assessment of how your school meets this practice.

    ☐ In progress   ☐ In place   ☐ Not in place

Practice A3. The school community demonstrates an understanding of, and commitment to, the programmes(s).

During the consideration phase, before submitting this Application for candidacy, the school must have conducted a feasibility study, comparing its current practices and policies to those required by the IB for the successful implementation of the Programme.

1. Indicate who led and who was involved in the feasibility study process. [selections to be made from staff/faculty list associated with the school account]

2. Indicate what additional stakeholder groups were involved in the feasibility study. Select all applicable:

☐ Parents   ☐ Community members
☐ Students   ☐ Local education authority
☐ Governing Body   ☐ Ministry of Education
☐ Other (please describe):

3. Briefly describe the feasibility study process the school undertook. [500 words]

4. During the Consideration phase, the school will also have begun its efforts to inform its community about the programme and gain the support of key stakeholders. Please use the chart below to provide information on the efforts the school has made to date and the outcomes of those efforts.

Group	Actions Taken	Major Outcomes
Governing Body	[100 words]	[100 words]
Local Educational Authority	[100 words]	[100 words]
Parents	[100 words]	[100 words]
Pedagogical Leadership Team	[100 words]	[100 words]
Teachers and Staff Members	[100 words]	[100 words]
Others (indicate group)	[100 words]	[100 words]

5. Provide any additional information on the school's efforts to inform its community and gain support for the programme. [250 words]

Upload Feasibility study (if available)

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   Not in place

Requirement A3.a. The school demonstrates commitment to learner-centred education and an inquiry-based approach to teaching and learning, which promotes student inquiry and the development of critical-thinking skills.

IB does not require evidence of this requirement at Candidacy. This requirement must be in place at Authorization at which time the IB will review the school brochure, school web site, as part of Application for authorization and during the Verification visit.

Please include the work that you plan to undertake to meet this requirement in the Action plan.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress   ☐ In place   ☐ Not in place

Requirement A3.b. The school demonstrates commitment to the process of experiential learning in the provision of the CP core.

IB does not require evidence of this requirement at candidacy. This requirement must be in place at authorization at which time the IB will review the school brochure, school web site, as part of Application for authorization and during the Verification visit.

Please include the work that you plan to undertake to meet this requirement in the Action plan.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement A3.c. The school acknowledges the important role that both holistic education and international-mindedness play in curriculum development.

IB does not require evidence of this requirement at candidacy. This requirement must be in place at authorization at which time the IB will review the school brochure, school web site, as part of Application for authorization and during the Verification visit. Please include the work that you plan to undertake to meet this requirement in the Action plan.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Practice A4. The school develops and promotes international-mindedness and all attributes of the IB learner profile across the school community.

1. Describe how international-mindedness, as embodied in the IB learner profile, will be promoted and developed in the entire school community. [500 words]

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Practice A5. The school promotes responsible action within and beyond the school community.

1. Indicate interactions the school and its students currently have with the surrounding community. (choose all that apply)

☐ School facilities/resources available for community use
☐ Community financial support for school
☐ Community facilities support school activities
☐ School has cooperative relationships with community businesses, clubs or other educational institutions
☐ The school community participates in local service efforts
☐ The school and community have no interaction
☐ The school community participates in local community events/volunteers in the community
☐ The school invites community members to volunteer at the school

☐ Other (please describe)

The IB will evaluate this practice by reviewing the Service Learning Programme Outline submitted as part of the attachments with the Application for authorization.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Practice A6. The school promotes open communication based on understanding and respect.

IB does not require evidence of this practice at candidacy. This practice must be in place at authorization at which time the IB will review the Application for authorization and information gathered during the Verification visit. Please include the work that you plan to undertake to meet this practice in the Action plan.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Practice A7. The school places importance on language learning, including mother tongue, host country language and other languages.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at Authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice A8. The school participates in the IB world community.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at Authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice A9. The school supports access for students to the IB programme(s) and philosophy.

IB does not require evidence of this practice at candidacy. This practice must be in place at authorization at which time the IB will review Application for authorization and information gathered during the Verification visit. Please include the work that you plan to undertake to meet this practice in the Action plan.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Requirement A9.a. The school promotes access to the CP for students who can benefit from the educational experience it provides.

1. Will students have to meet admissions or selection criteria to be enrolled in the Programme?

   ☐ Yes   ☐ No

   If yes, describe the admissions/selection policy that will determine enrollment in the Programme. [500 words]

2. How will the school encourage students to take the Career-related Programme? [250 words]

   Please indicate your current assessment of how your school meets this requirement.

   ☐ In progress   ☐ In place   ☐ Not in place

Standard B. Organization

Standard B1. Leadership and structure: The school's leadership and administrative structures ensure the implementation of the IB programme(s).

Practice B1.1. The school has developed systems to keep the governing body informed about the ongoing implementation and development of the programme(s).

   At this time, we have no specific questions on this practice. As this practice needs to be in progress at Authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice B1.2. The school has developed a governance and leadership structure that supports the implementation of the programme(s).

1. What type of governance body or educational authority has oversight for the school?

   ☐ Governmental/State/Ministry of Education
   ☐ Board of Directors/Trustees/Governors
   ☐ School Board/Board of Education/Local Education Agency
   ☐ Diocesan/Parish/Other Faith-based governance body
   ☐ Owner-Defined Governance Body
   ☐ Company/Corporation
   ☐ School Council/Advisory Committee
   ☐ None
   ☐ Other (please describe):

2. Briefly describe the school's governance body or educational authority.

   a. How is the school's governing body or educational authority formed?

- ☐ Publicly elected
- ☐ Appointed by elected official/body
- ☐ Appointed by owner(s)
- ☐ Other (please describe):

- ☐ Comprised of owner(s)
- ☐ Do not know

 b. Briefly explain the areas in which the governing body or educational authority has direct authority at the school. [500 words]

3. Describe how the pedagogical leadership team will work together to lead the implementation of the programme. [500 words]

4. Who will be responsible for recruiting the Career-related Programme staff at the school? [500 words]

5. Briefly describe any challenges the school faces in recruiting and/or retaining staff, including the plans in place to address these challenges. [500 words]

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   ☐ Not in place

Practice B1.3. The head of school/school principal and programme coordinator demonstrate pedagogical leadership aligned with the philosophy of the programme(s).

The IB will evaluate this practice by reviewing the Action plan and school organization chart.

If you indicate that there is not a common language among staff, the following question will be asked:

1. In the absence of a common language among staff, how will the pedagogical leadership team ensure consistent implementation and development of the programme?

If you indicate that at least one language of instruction in the school is different from the IB working languages, the following question will be asked:

2. If language of instruction is not English, French or Spanish, how will the pedagogical leadership team ensure consistent implementation and development of the programme?

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   ☐ Not in place

Practice B1.4. The school has appointed a programme coordinator with a job description, release time, support and resources to carry out the responsibilities of the position.

1. What percentage of the Programme coordinator's weekly schedule will be devoted to IB coordinator responsibilities?

2. Programme Coordinator Time Allocation

Duty	% of coordinator's weekly time
Programme coordination	[% of weekly time]
Other (indicate duty)	[% of weekly time]
Other (indicate duty)	[% of weekly time]

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Practice B1.5. The school develops and implements policies and procedures that support the programme(s).

1. Describe the process by which the school has developed its preliminary policies (admissions, language, learning support requirements, assessment and academic honesty) consistent with IB's expectations. Indicate who was involved in the process and how the school will ensure that each policy will be implemented and revised. [500 words]

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Requirement B1.5.a. The school has an admission policy that clarifies conditions for admission to the school and the CP.

The IB will evaluate this requirement by reviewing responses to the questions in sections A.9a. As this requirement needs to be in place at authorization, schools should be planning to meet this requirement and may wish to include relevant activities in the Action plan.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement B1.5.b. The school develops and implements a language policy that is consistent with IB expectations.

1. Describe the support the school will provide to students whose most proficient language is not the school's language(s) of instruction. [250 words]

2. Indicate the provisions the school has or will have to support students' best language, if different from the language(s) of instruction of the school. Indicate whether this support will take place during school time. [250 words]

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement B1.5.c. The school develops and implements an inclusion/learning support requirements policy that is consistent with IB expectations and with the school's admissions policy.

At this time, we have no specific questions on this requirement. As this requirement needs to be in progress at authorization, schools should be planning to this requirement and may wish to include relevant activities in the Action plan.

Requirement B1.5.d. The school develops and implements an assessment policy that is consistent with IB expectations.

At this time, we have no specific questions on this requirement. As this requirement needs to be in progress at authorization, schools should be planning to this requirement and may wish to include relevant activities in the Action plan.

Requirement B1.5.e. The school has developed and implements an academic honesty policy that is consistent with IB expectations.

IB does not require evidence of this requirement at candidacy. This requirement must be in place at authorization at which time the IB will review the Application for authorization and information gathered during the Verification visit. Please include the work that you plan to undertake to meet this requirement in the Action plan.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement B1.5.f. The school complies with the IB regulations and procedures related to the conduct of all forms of assessment for the administration of examinations for the DP courses.

At this time, we have no specific questions on this requirement. As this requirement needs to be in progress at authorization, schools should be planning to this requirement and may wish to include relevant activities in the Action plan.

Practice B1.6. The school has systems in place for the continuity and ongoing development of the programme(s).

IB will consult the Action plan to confirm that the school has developed clear plans, accountabilities and timelines regarding the ongoing development of the programme.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Practice B1.7. The school carries out programme evaluation involving all stakeholders.

As this practice does not need to be in place or in progress at authorization, we have no specific questions on it at this time.

Standard B2. Resources and support: The school's resources and support structures ensure the implementation of the IB programme(s).

Practice B2.1. The governing body allocates funding for the implementation and ongoing development of the programme(s).

The IB will evaluate this practice by reviewing the Budget Chart.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Requirement B2.1.a. The allocation of funds includes adequate resources and supervision for the service learning programme and the appointment of a service learning coordinator.

1. What percentage of the service learning coordinator's weekly schedule will be devoted to service learning responsibilities?

2. Service learning Coordinator Time Allocation

Duty	% of coordinator's weekly time
Service learning coordination	[% of weekly time]
Other (indicate duty)	[% of weekly time]
Other (indicate duty)	[% of weekly time]

The IB will evaluate this practice by reviewing the Budget Chart

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement B2.1.b. The allocation of funds includes adequate resources for the personal and professional skills course over two years.

The IB will evaluate this practice by reviewing the Budget Chart.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Practice B2.2. The school provides qualified staff to implement the programme(s).

Below is the summary of the teaching and administrative staff information that you provided. You may choose to update it in the School Staff section. [chart will be provided]

1. Do all teachers who will be involved in the Programme meet the applicable local/regional/national standards for instructional staff?

   ☐ Yes   ☐ No

2. Number of full-time teachers:

3. Number of part time teachers:

Please indicate your current assessment of how your school meets this practice.

   ☐ In progress   ☐ In place   ☐ Not in place

Practice B2.3. The school ensures that teachers and administrators receive IB-recognized professional development.

   The IB will evaluate this practice by reviewing information gathered under Practices B2.2, B2.3a, Action plan and Budget chart.

   Please indicate your current assessment of how your school meets this practice.

   ☐ In progress   ☐ In place   ☐ Not in place

Requirement B2.3.a. The school complies with the IB professional development requirement for the CP at authorization and at evaluation.

1. Below is the summary of IB professional development of the teaching and administrative staff information that you provided. You may choose to update it in the School Staff section. [chart will be provided]

2. Briefly describe the school's plans to induct and provide training for new Programme staff hired after authorization. [500 words]

   Please indicate your current assessment of how your school meets this requirement.

   ☐ In progress   ☐ In place   ☐ Not in place

Practice B2.4. The school provides dedicated time for teachers' collaborative planning and reflection.

1. Please describe the school's current collaborative planning practice. [250 words]

2. In the table below, describe the meetings that will support programme implementation, including participants and meeting types, objectives, and frequency.

Meeting Name	Who attends	Frequency (select one per meeting)	Objectives
	[100 words]	☐ Daily ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ Semi-quarterly ☐ Quarterly ☐ Biannually ☐ Annually	[100 words]
	[100 words]	☐ Daily ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ Semi-quarterly ☐ Quarterly ☐ Biannually ☐ Annually	[100 words]

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   ☐ Not in place

Practice B2.5. The physical and virtual learning environments, facilities, resources and specialized equipment support the implementation of the programme(s).

1. Please provide or update information on the school's facilities and resources that support the implementation of the programme.

Facility or resource	Description	How this facility supports Programme implementation	Plans for further development, if any
Physical education/athletics facilities	[100 words]	[100 words]	[100 words]
Science laboratories	[100 words]	[100 words]	[100 words]
Visual arts studios	[100 words]	[100 words]	[100 words]
Specialized facilities	[100 words]	[100 words]	[100 words]
Music facilities	[100 words]	[100 words]	[100 words]
Arts performance/Exhibition spaces	[100 words]	[100 words]	[100 words]
Performing arts facilities	[100 words]	[100 words]	[100 words]
Other (describe)	[100 words]	[100 words]	[100 words]

2. What community resources and expertise has the school identified to support the implementation of the programme? (Please include any local non-governmental organizations,

charities, employers, further/higher education institutions that you may have agreements with.) [500 words]

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Requirement B2.5.a. The laboratories and studios needed for DP sciences courses and DP the arts courses, if offered, provide safe and effective learning environments.

The IB will evaluate this requirement by reviewing the information gathered under Practice B2.5 and during the Verification visit.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement B2.5.b. There are appropriate information technology facilities to support the implementation of the programme.

Please describe the IT facilities the students and teachers will have access to and indicate where they are located.

1. Which of the following characteristics describe your school's current approach to the use of technology for learning?

    ☐ One-to-one laptop/device for students
    ☐ Shared computers in classrooms throughout the school # of computers
    ☐ Centralized computer facility(ies) # of computers
    ☐ Shared computers in the library for student use # of computers
    ☐ One-to-one laptop/device for teachers
    ☐ Shared computers for teachers # of computers
    ☐ Interactive white boards in classrooms throughout the school
    ☐ Other (describe) # of computers

2. Does the school have consistent access to the internet?

    ☐ Yes ☐ No

3. Does the school have WiFi?

    ☐ Yes ☐ No

4. Please describe any restrictions the school places on student or staff access to WiFi or the internet. [500 words]

Please indicate your current assessment of how your school meets this requirement.

| ☐ In progress | ☐ In place | ☐ Not in place |

Requirement B2.5.c. The school provides a secure location for the storage of examination papers and examination stationery with controlled access restricted to senior staff.

1. Describe where the school plans to administer the examination session(s) to ensure that it will comply with all regulations and procedures related to the conduct of Career-related Programme examinations and thereby guarantee the integrity of the examination process. Information on the storing of exams in a safe and secured place should also be provided. [500 words]

   Please indicate your current assessment of how your school meets this requirement.

| ☐ In progress | ☐ In place | ☐ Not in place |

Practice B2.6. The library/multimedia/resources play a central role in the implementation of the programme(s).

Please describe or update the information on the physical and/or virtual library and the print, electronic, and multimedia resources available at the school.

1. Can students access the library independently?

   | ☐ Yes | ☐ No |

2. Can students freely browse and borrow library resources?

   | ☐ Yes | ☐ No |

3. During what hours can students access the library?

4. Does the library have spaces for the students to study independently?

   | ☐ Yes | ☐ No |

5. Is the library designed specifically for the age group of the programme?

   | ☐ Yes | ☐ No |

   If no, who else uses the library?

6. How is the library being used as a support for whole class learning? [250 words]

7. Describe how the library/multimedia centre is managed (include responsibilities of the person who is in charge of the library/multimedia centre, and agreements with other libraries, if applicable). [500 words]

   Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Requirement B2.6.a. The library/media centre has enough appropriate materials/resources to support the implementation of the CP.

1. Please describe the print, electronic, and multimedia resources that Career-related Programme students will be able to access, including the total number of each type of resource and the language(s) in which each type of resource is available.

Resource type	Language	Language	Language
Total number of general reference books (per language)			
Total number of nonfiction books (per language)			
Total number of fiction books (per language)			
Total number of print periodicals (per language)			
Total number of online general reference subscriptions (per language)			
Total number of online journals or other virtual publications (per language)			
Additional print, electronic, or multimedia resources			

2. Indicate whether the library has enough resources to start implementing the Programme, how this decision was made, and what plan the school has to address any needs. [500 words]

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Practice B2.7. The school ensures access to information on global issues and diverse perspectives.

The IB will evaluate this practice by reviewing information gathered under Practices B2.5, B2.6 and the Action plan.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Practice B2.8. The school provides support for its students with learning and/or learning support requirements and support for their teachers.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice B2.9. The school has systems in place to guide and counsel students through the programme(s)

The IB will evaluate this practice by reviewing the information gathered under Practices B2.9a and B2.2.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Requirement B2.9.a. The school provides guidance to students on post-secondary educational options.

1. How will the school provide guidance for students on the Career-related Programme and post-secondary educational and career options? [500 words]

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Practice B2.10. The student schedule or timetable allows for the requirements of the programme(s) to be met.

1. Complete the Diploma Programme and Career-related Programme subjects proposal and sequencing chart

Subject group	
Name of subject	
Hours of instruction in year 1	
Hours of instruction in year 2	
Name of subject to be taught 1 year before CP starts	
Name of subject to be taught 2 years before CP starts	
Language of instruction	
Subject Level	☐ Higher ☐ Standard
Current number of students	
Estimated number of students	

2. Will you be offering any standard level subjects in one year?

☐ Yes ☐ No

3. Display what they entered as Standard level subjects drop down (Year 1, Year 2)

4. How have the Diploma Programme courses and levels been chosen and what criteria were applied to the choice? [250 words]

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   ☐ Not in place

Requirement B2.10.a. The schedule provides the recommended hours for each standard level and higher level DP course.

The IB will evaluate this requirement by reviewing information under practice B2.10.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress   ☐ In place   ☐ Not in place

Requirement B2.10.b. The schedule provides for each component of the CP core

The IB will evaluate this requirement by reviewing information gathered under Practice B2.10c.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress   ☐ In place   ☐ Not in place

Requirement B2.10.c. The schedule respects concurrency of learning in the CP.

1. Teaching time

   a. Number of weeks of instruction in year 1 of the CP

   b. Number of weeks of instruction in year 2 of the CP

   c. Number of instructional periods students receive in a week

   d. Length, in minutes, of each instructional period

2. Will the school need to make adjustments to the students' weekly schedules to ensure that the recommended teaching hours for all elements of the CP, including career-related studies, are included and allow for concurrency of learning?

   ☐ Yes   ☐ No

   If yes, please explain the present situation and the changes the school plans to make. [250 words]

Please indicate your current assessment of how your school meets this requirement.

☐ In progress   ☐ In place   ☐ Not in place

Practice B2.11. The school utilizes the resources and expertise of the community to enhance learning within the programme(s).

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice B2.12. The school allocates resources to implement the PYP exhibition, the MYP personal project (or community project for programmes that end in MYP year 3 or 4), the DP extended essay and the CP reflective project for all students, depending on the programme(s) offered.

The IB will evaluate this practice by reviewing the Budget Chart.

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   ☐ Not in place

Standard C. Curriculum

Standard C1. Collaborative planning: Collaborative planning and reflection supports the implementation of the IB programme(s).

Practice C1.1. Collaborative planning and reflection addresses the requirements of the programme(s).

1. What changes to planning for teaching and learning in the school would the implementation of the Career-related Programme entail?

The IB will evaluate this practice by reviewing information provided under Practice B2.4 in conjunction with the information provided about the staff involved in implementation of Career-related Programme.

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   ☐ Not in place

Requirement C1.1.a. The CP curriculum is the product of sustained collaborative work involving all the appropriate staff.

The IB will evaluate this requirement by reviewing information gathered under Practice B2.4.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress   ☐ In place   ☐ Not in place

Requirement C1.1.b. Collaborative planning and reflection explores connections and relations between subjects and reinforces knowledge, understanding and skills shared by the different disciplines.

The IB will evaluate this requirement by reviewing information gathered under Practice B2.4.

Based on your assessment of this requirement you may add an action to your Action plan now or you can access your Action plan at the end of this section.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement C1.1.c. The school's IB teaching staff works closely with the career-related studies staff to ensure balance and articulation of the students' full educational experience.

The IB will evaluate this requirement by reviewing information gathered under Practice B2.4.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Practice C1.2. Collaborative planning and reflection takes place regularly and systematically.

The IB will evaluate this practice by reviewing information provided under Practice B2.4 and during the Verification visit.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Practice C1.3. Collaborative planning and reflection addresses vertical and horizontal articulation.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C1.4. Collaborative planning and reflection ensures that all teachers have an overview of students' learning experiences.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C1.5. Collaborative planning and reflection is based on agreed expectations for student learning.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C1.6. Collaborative planning and reflection incorporates differentiation for students' learning needs and styles.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C1.7. Collaborative planning and reflection is informed by assessment of student work and learning.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C1.8. Collaborative planning and reflection recognizes that all teachers are responsible for language development of students.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C1.9. Collaborative planning and reflection addresses the IB learner profile attributes.

The IB will evaluate this practice by reviewing the chart completed under practice B2.4.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Note: "Collaborative planning and reflection" is used as a single concept as the two processes are interdependent.

Standard C2. Written curriculum: The school's written curriculum reflects IB philosophy.

Practice C2.1. The written curriculum is comprehensive and aligns with the requirements of the programme(s).

1. Will students enrolled in the Programme have to fulfill other mandatory requirements?

☐ Yes ☐ No

If yes, indicate which requirements must be fulfilled in each year of the Programme.

Requirement Name	☐ Exam, ☐ Curriculum ☐ Teaching structure ☐ Timetable ☐ Other
CP Year (1 or 2)	☐ Year 1 ☐ Year 2

Additional Comment [100 words]

a. Please identify Programme implementation challenges resulting from these requirements and explain how the school will address those challenges. [250 words]

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   Not in place

Requirement C2.1.a. The curriculum fulfils the aims and objectives of each DP subject and the components of the CP core.

The IB will evaluate this requirement by reviewing information gathered under Practice B2.10.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress   ☐ In place   ☐ Not in place

Requirement C2.1.b. The curriculum facilitates concurrency of learning

The IB will evaluate this requirement by reviewing information gathered under practice B2.10c and during the Verification visit

Please indicate your current assessment of how your school meets this requirement.

☐ In progress   ☐ In place   ☐ Not in place

Requirement C2.1.c. The school develops its own courses of study for each DP subject on offer.

IB does not require evidence of this requirement at candidacy. This requirement must be in place at authorization and the IB will determine that by reviewing course outlines submitted as part of Application for authorization and through conversations with teachers during the Verification visit. Please include the work that you plan to undertake to meet this requirement in the Action plan.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress   ☐ In place   ☐ Not in place

Requirement C2.1.d. The school develops its own course of study for personal and professional skills.

1. Describe the school's plans for the personal and professional skills components of the CP. [250 words]

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement C2.1.e. The school develops its own implementation plan for the service learning programme.

1. Describe the school's plans for the service learning component of the CP. [250 words]

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement C2.1.f. The school develops its own implementation plan to support language development.

1. Describe the school's plans for the language development component of the CP. [250 words]

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement C2.1.g. The school develops its own implementation plan to support the reflective project.

1. Describe the school's plans for the reflective project component of the CP. [250 words]

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Requirement C2.1.h. All school chosen career-related studies meets the IB criteria for a career-related study.

The IB will evaluate this practice by reviewing information gathered under Programme Data section, information about the overall plans for career-related studies.

Please indicate your current assessment of how your school meets this requirement.

☐ In progress ☐ In place ☐ Not in place

Practice C2.2. The written curriculum is available to the school community.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C2.3. The written curriculum builds on students' previous learning experiences.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C2.4. The written curriculum identifies the knowledge, concepts, skills and attitudes to be developed over time.

The IB does not require evidence of this practice at candidacy. This practice must be in place at authorization at which time the IB will review course outlines and information gathered during the Verification visit. Please include the work that you plan to undertake to meet this practice in the Action plan.

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   ☐ Not in place

Practice C2.5. The written curriculum allows for meaningful student action in response to students' own needs and the needs of others.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C2.6. The written curriculum incorporates relevant experiences for students.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C2.7. The written curriculum promotes students' awareness of individual, local, national and world issues.

The IB does not require evidence of this practice at candidacy. This practice must be in place at authorization, at which time the IB will review course outlines and information gathered during the Verification visit. Please include the work that you plan to undertake to meet this practice in the Action plan.

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   ☐ Not in place

Practice C2.8. The written curriculum provides opportunities for reflection on human commonality, diversity and multiple perspectives.

IB does not require evidence of this practice at candidacy. This practice must be in place at authorization, at which time the IB will review course outlines and information gathered during the Verification visit. Please include the work that you plan to undertake to meet this practice in the Action plan.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Practice C2.9. The written curriculum is informed by current IB publications and is reviewed regularly to incorporate developments in the programme(s).

The IB does not require evidence of this practice at candidacy. This practice must be in place at authorization, at which time the IB will review course outlines, information gathered under Practice A.8 and during the Verification visit. Please include the work that you plan to undertake to meet this practice in the Action plan.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Practice C2.10. The written curriculum integrates the policies developed by the school to support the programme(s).

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C2.11. The written curriculum fosters development of the IB learner profile attributes.

The IB does not require evidence of this practice at candidacy. This practice must be in place at authorization, at which time the IB will review course outlines, information gathered under Practice C1.9 and during the Verification visit. Please include the work that you plan to undertake to meet this practice in the Action plan.

Please indicate your current assessment of how your school meets this practice.

☐ In progress ☐ In place ☐ Not in place

Standard C3. Teaching and Learning: Teaching and learning reflects IB philosophy.

The implementation of all practices in Standard C3 will be verified during the Verification visit. Schools should be planning to meet the practices related to this standard and you may wish to include relevant activities in the Action plan.

Practice C3.1. Teaching and learning aligns with the requirements of the programme(s).

>   **Requirement C3.1.a.** Teaching and learning at the school addresses all of the aims and objectives of each DP subject.

>   **Requirement C3.1.b.** Teaching and learning addresses the aims and objectives of the CP core.

Practice C3.2. Teaching and learning engages students as inquirers and thinkers.

Practice C3.3. Teaching and learning builds on what students know and can do.

Practice C3.4. Teaching and learning promotes the understanding and practice of academic honesty

Practice C3.5. Teaching and learning supports students to become actively responsible for their own learning.

Practice C3.6. Teaching and learning addresses human commonality, diversity and multiple perspectives.

Practice C3.7. Teaching and learning addresses the diversity of student language needs, including those for students learning in a language(s) other than mother tongue.

Practice C3.8. Teaching and learning demonstrates that all teachers are responsible for language development of students.

Practice C3.9. Teaching and learning uses a range and variety of strategies.

Practice C3.10. Teaching and learning differentiates instruction to meet students' learning needs and styles.

Practice C3.11. Teaching and learning incorporates a range of resources, including information technologies

Practice C3.12. Teaching and learning develops student attitudes and skills that allow for meaningful student action in response to students' own needs and the needs of others.

Practice C3.13. Teaching and learning engages students in reflecting on how, what and why they are learning.

Practice C3.14. Teaching and learning fosters a stimulating learning environment based on understanding and respect.

Practice C3.15. Teaching and learning encourages students to demonstrate their learning in a variety of ways.

Practice C3.16. Teaching and learning develops the IB learner profile attributes.

Standard C4. Assessment: Assessment at the school reflects IB assessment philosophy.

Practice C4.1. Assessment at the school aligns with the requirements of the programme(s).

1. Describe how the school currently formatively and summatively assesses student learning and indicate any changes that will need to occur in order to meet CP assessment principles and practices. [500 words]

Please indicate your current assessment of how your school meets this practice.

☐   In progress   ☐   In place   ☐   Not in place

Requirement C4.1.a. Assessment of student learning is based on the objectives and assessment criteria specific to each DP course.

The IB does not require evidence of this requirement at candidacy. This requirement must be in place at authorization and the IB will determine that by reviewing course outlines, preliminary calendar of school deadlines for student submissions of internal and external assessment components and during the Verification visit. Please include the work that you plan to undertake to meet this requirement in the Action plan.

Please indicate your current assessment of how your school meets this requirement.

☐   In progress   ☐   In place   ☐   Not in place

Requirement C4.1.b. Assessment of student learning is based on the objectives and assessment criteria of the reflective project.

IB does not require evidence of this requirement at candidacy. This requirement must be in place at authorization and the IB will determine that by reviewing course outlines and during the Verification visit. Please include the work that you plan to undertake to meet this requirement in the Action plan.

Please indicate your current assessment of how your school meets this requirement.

☐   In progress   ☐   In place   ☐   Not in place

Requirement C4.1.c. Teachers engage in the process of standardization in assessing student work

At this time, we have no specific questions on this requirement. As this requirement needs to be in progress at authorization, schools should be planning to meet this requirement and you may wish to include relevant activities in the Action plan.

Requirement C4.1.d. Formative and summative assessment are an integral part of the teaching and learning process in language development, personal and professional skills and service learning.

At this time, we have no specific questions on this requirement. As this requirement needs to be in progress at authorization, schools should be planning to meet this requirement and you may wish to include relevant activities in the Action plan.

Practice C4.2. The school communicates its assessment philosophy, policy and procedures to the school community.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C4.3. The school uses a range of strategies and tools to assess student learning.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C4.4. The school provides students with feedback to inform and improve their learning.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Requirement C4.4.a. The school incorporates formative assessment techniques when assessing the personal and professional skills component of the CP core.

At this time, we have no specific questions on this requirement. As this requirement needs to be in progress at authorization, schools should be planning to meet this requirement and you may wish to include relevant activities in the Action plan.

Practice C4.5. The school has systems for recording student progress aligned with the assessment philosophy of the programme(s).

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C4.6. The school has systems for reporting student progress aligned with the assessment philosophy of the programme(s).

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C4.7. The school analyses assessment data to inform teaching and learning.

As this practice does not need to be in place or in progress at authorization, we have no specific questions on it at this time.

Practice C4.8. The school provides opportunities for students to participate in, and reflect on, the assessment of their work.

At this time, we have no specific questions on this practice. As this practice needs to be in progress at authorization, schools should be planning to meet the requirements related to this practice and you may wish to include relevant activities in the Action plan.

Practice C4.9. The school has systems in place to ensure that all students can demonstrate a consolidation of their learning through the completion of the PYP exhibition, the MYP personal project (or community project for programmes that end in MYP year 3 or 4), the DP extended essay and the CP reflective project, depending on the programme(s) offered.

IB does not require evidence of this practice at candidacy. This practice must be in place at authorization, at which time the IB will review the reflective project plan and information gathered during the Verification visit. Please include the work that you plan to undertake to meet this practice in the Action plan.

Please indicate your current assessment of how your school meets this practice.

☐ In progress   ☐ In place   ☐ Not in place