



Al-Rayyan International School



# IB CAREER-RELATED PROGRAMME (IBCP) **HANDBOOK**

2024 /2026



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## ARIS Core Purpose

"We are a diverse community of learners that is committed to **inspire, empower** and **transform** for a better world."

## ARIS Core Values

- Greatness in Everyone
- Learning with Everyone
- Creativity and Innovation by Everyone
- Service to Everyone
- Change for Everyone

## ARIS Characteristics

- Responsibility and Respect
- Passion and Mindfulness
- Collaboration and Communication
- Reflection and Action

## 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.

ARIS offers the following programmes:

- The International Baccalaureate Primary Years Programme (PYP)
- The International Baccalaureate Middle Years Programme (MYP)
- The International Baccalaureate Diploma Programme. (IBDP)
- The International Baccalaureate Career Programme. (IBCP)

# 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.

# **Introduction to IBCP**

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Begin the Journey Towards Your Career!

# WHAT IS IBCP?

The International Baccalaureate Career-related Programme is a part of the International Baccalaureate programme of education and is specifically developed for students between the ages of 16 and 19 who wish to engage in career-related learning.

- > It is a specialized approach within IB Educational framework and philosophy.
- > IBCP is customized to suit students personal interest and strength.
- > It is flexible programme that allow students to have voice in their learning.



IBCP Framework

## Why IBCP?

The IBCP enables students to:

1. Start their career pathways early, while they are still in high school.
2. Combine academic subjects with their personal and professional interests and skills.
3. Think critically and creatively.
4. Communicate clearly and effectively in a variety of situations.
5. Learn to work independently and collaboratively.
6. Apply their knowledge to real-world scenarios and situations.
7. Get ahead with their tertiary education.

# ARIS CORE VALUES & IBCP

## ARIS Core Values

## IBCP

Greatness in Everyone



Develops high levels of self-esteem through meaningful achievements through Personal & Professional Skills and CRS.

Learning with Everyone



Allows the students to become lifelong learners through the strong framework of IB subjects.

Creativity & Innovation by Everyone



Allows the students to be involved in their learning and providing opportunities to apply their knowledge to real world scenarios to make a positive difference.

Service to Everyone



Helps our students to prepare for effective participation in life through service learning.

Change for Everyone



Encourages students to take responsibility for their own actions.

# STRUCTURE OF IBCP AT ARIS

## OVERVIEW

*The uniqueness of the IBCP comes from the varied learning experiences, allowing to create more balanced and rounded students.*

The structure of the IBCP programme contains 4 main components which are the CP core, the career-related study, a choice of 2 to 4 DP subjects and internship.

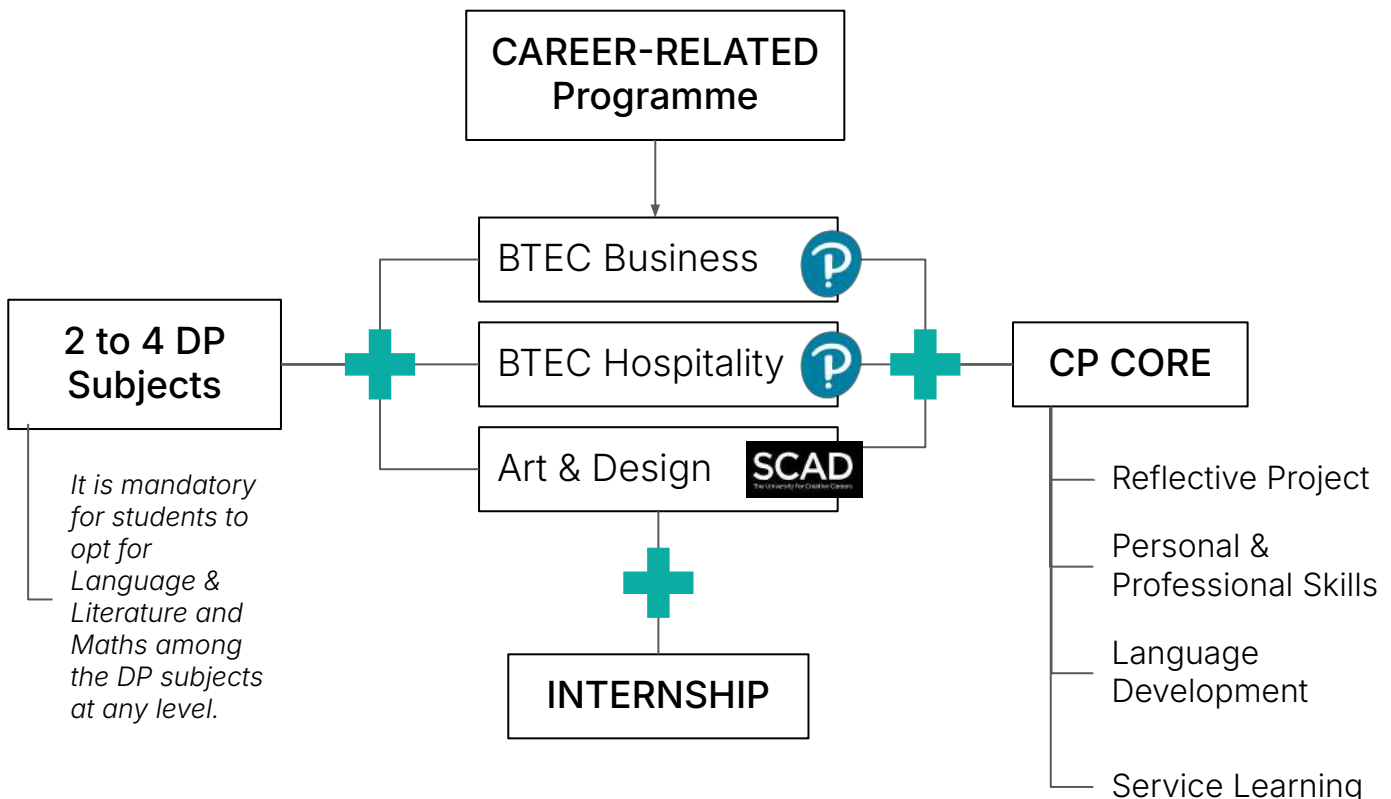
The CP core consists of 4 mandatory subjects which are Reflective Project, Personal & Professional Skills, Language Development and Service Learning.

For the Career-Related Study (CRS), the student should choose one of the following career paths:

- 1- BTEC International Level 3 Business (360 GLH o5 510 GLH)
- 2- BTEC International Level 3 Hospitality (360 GLH)
- 3- Art & Design with SCAD

The Business and Hospitality pathways are provided by Pearson BTEC and taught by trained ARIS teachers, where ART and Design is delivered through SCAD online classes.

The students have the choice to choose between 2 to 4 DP subjects that supports their career-related study. However, at ARIS, for university admission purposes, Language and Literature and Maths are mandatory subjects among the DP subjects.



## DISTRIBUTION OF PERIODS

The subjects of the IBCP are spread out throughout two years to meet the requirements for each subject.

Subjects	Number of Periods/week
CRS (Business, Hospitality or SCAD)	9 periods for 360 GLH 13 periods for 510 GLH
Reflective Project	2 periods
Personal & Professional Skills	3 periods
Language Development	2 periods
Service Learning	2 periods
DP subject 1- Language & Literature	5 periods
DP subject 2- Maths	5 periods
DP subject 3	5 periods
DP subject 4	5 periods
Wellbeing	1 period

# IBCP Team Contact List

## LEADERSHIP TEAM

### Director of School

Dr Fatma Odaymat - fodaymat@aris.edu.gh

### Head of School

Ms Alpana Mukherjee - amukherjee@aris.edu.gh

### IBCP Coordinator

Ms Farah Abdul Wahab - [fabdulwahab@aris.edu.gh](mailto:fabdulwahab@aris.edu.gh)

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## CP CORE TEAM

### Reflective Project Coordinator

Mr Richard Annobil - rannobil@aris.edu.gh

### Personal & Professional Skills Coordinator

Ms Susana Brobbey - sbrobbey@aris.edu.gh

### Language Development Coordinator

Mr Nuhu Amadu - rnamadu@aris.edu.gh

### Service Learning Coordinator

Mr kelvin Apeti - kapeti@aris.edu.gh

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## CRS TEAM (BTEC)

### BTEC Business Facilitator

Mr Mansur Abubakar - mabubakar@aris.edu.gh

### BTEC Hospitality Facilitator

Ms Nusiratu Salah - nsalah@aris.edu.gh

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## DP SUBJECTS

### IBDP Coordinator

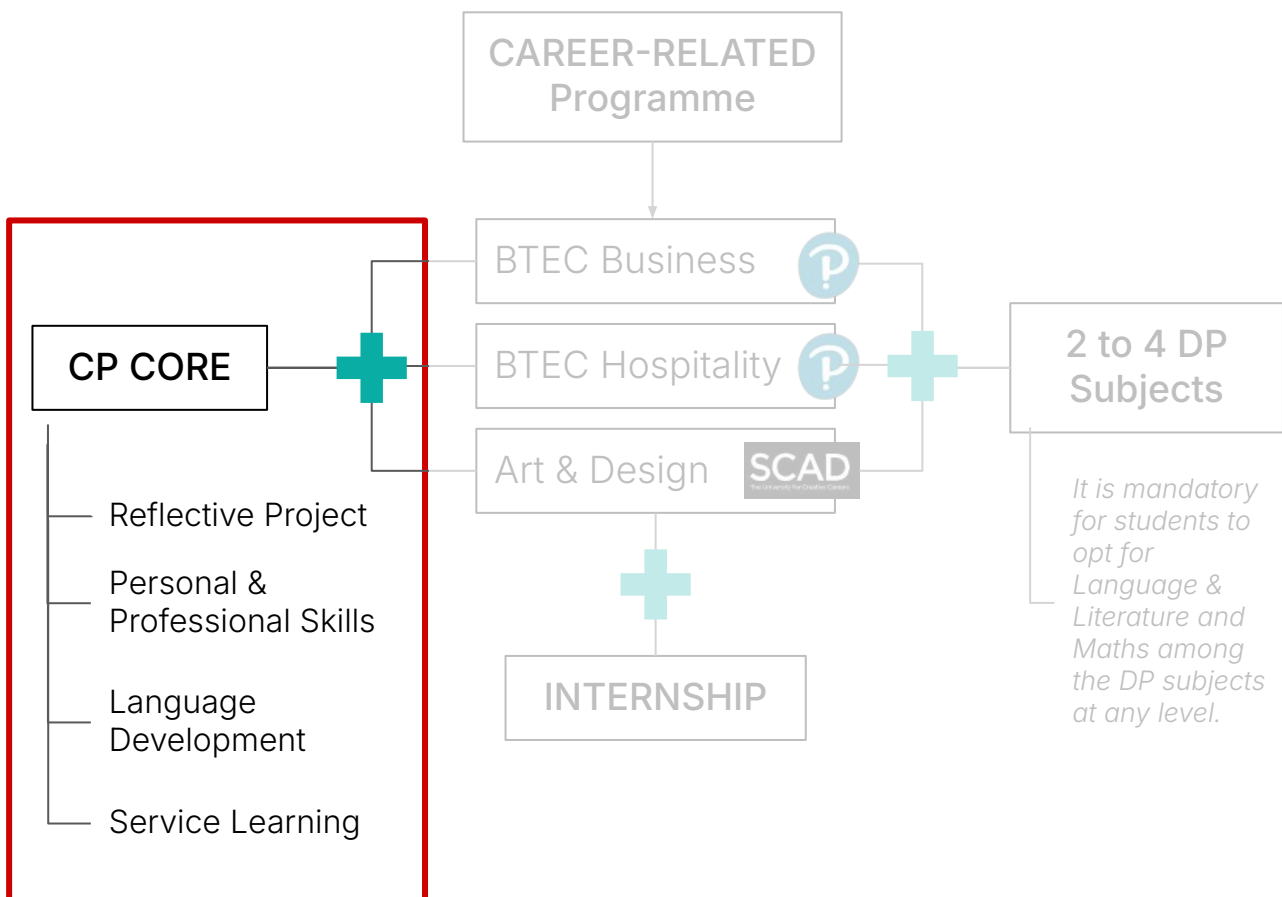
Ms Dorinda Tham - dpcoordinator@aris.edu.gh

### Secondary Librarian

Ms Rola Jebeile - slibrary@aris.edu.gh

# CP CORE

A Blend of Academic and Practical Skills.



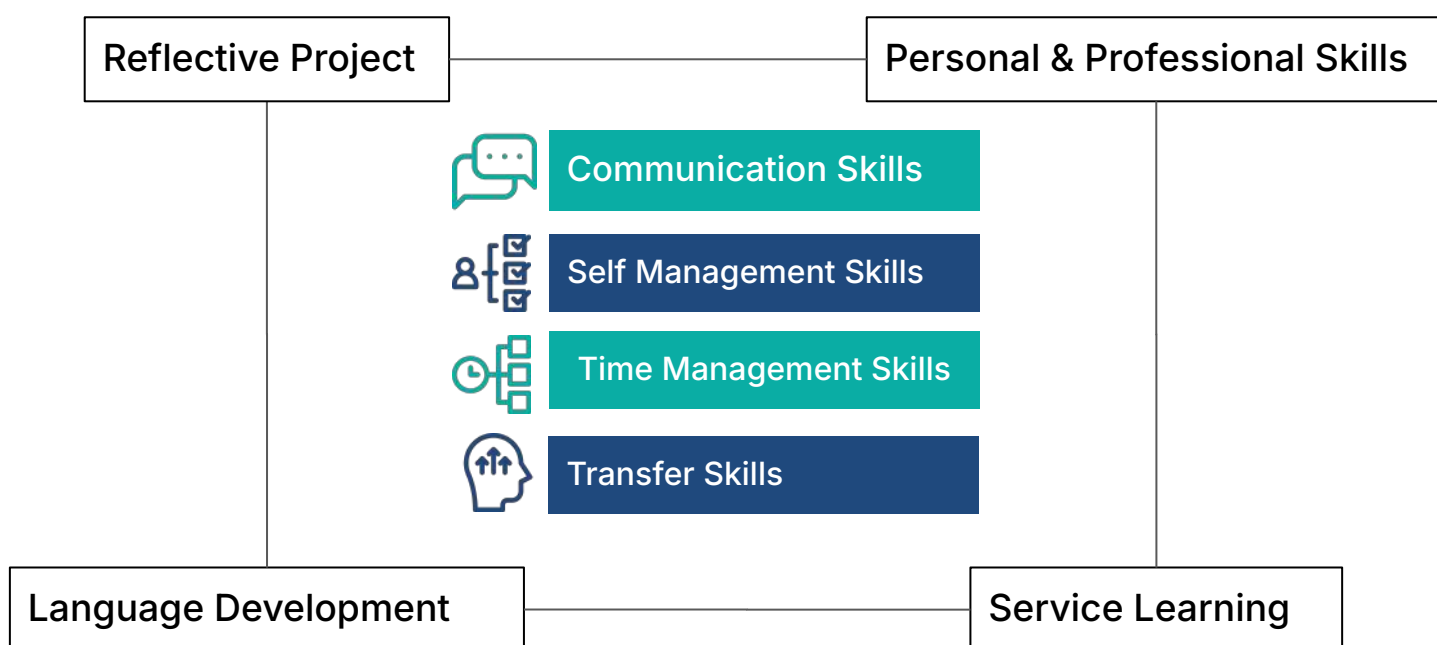
# The CP Core

The CP core enhances student's personal and interpersonal development, with an emphasis on experiential learning. The CP core bridges the IB academic courses and the career-related study and provides students with a combination of academic and practical skills.

## AIMS OF THE CP CORE

Drawing on the attributes of the learner profile, the core of the programme aims to develop students who are:

- thoughtful and active citizens
- responsible for their own learning and development
- competent and confident communicators
- reflective, creative and critical thinkers
- aware of our shared human condition
- able to establish a sense of identity in a context of time and place
- prepared to think about the needs, values and perspectives of other people
- active participants in their own intercultural learning.



## REFLECTIVE PROJECT

The reflective project is one of the four compulsory components of the IB Career-related Programme (CP) core.

The reflective project is an in-depth body of work produced over an extended period of time and submitted towards the end of the CP. It is the product of the students' own initiative and should reflect their personal experience of the CP. The reflective project is intended to promote high-level research, writing and extended communication skills, intellectual discovery and creativity through a variety of different approaches.

The reflective project focuses on an ethical dilemma of an issue directly linked to the student's career-related study.

In addition to a written essay, students keep a record of their reflections on the process of undertaking and completing the reflective project using the *Reflections on planning and progress form* (RPPF). This record forms part of the final reflective project assessment.

### Aims

The reflective project aims to give students the opportunity to:

- produce an extended piece of work
- engage in personal inquiry, action and reflection on a specific ethical dilemma
- present a structured and coherent argument
- engage with local and/or global communities
- develop research and communication skills
- develop the skills of critical and creative thinking.

### Requirements

All CP students are required to complete the reflective project.

Students are told about the reflective project at the beginning of the CP in order to be thinking about, and working on, the reflective project throughout their CP.

### Time required

Students are expected to devote a minimum of **50 hours** to the reflective project.

## **The career-related context**

From their career-related study, students identify an issue of interest then explore the ethical dimension associated with the issue in order to arrive at a focused ethical dilemma. The reflective project's primary focus is the ethical dilemma embedded within the issue, not the issue itself.

Students undertake research and analysis on the chosen ethical dilemma. This research will include consultation with the local and/or global community.

Linking the reflective project to the career-related studies of students provides a way for them to explore ethical dilemmas in real-life situations.

## **Key content**

While there is no prescribed structure for the project, the following features must be included.

### **The issue**

Students need to explain the issue and clearly and explicitly link it to their career-related study. However, they must also remain aware that the issue itself is not the main focus of the reflective project.

### **The ethical dilemma**

Students must be able to recognize the ethical dilemma that arises from the issue.

### **Research question**

Students need to identify and describe accurately the question to be answered that explicitly references the ethical dilemma that has been identified.

### **The research**

Students must provide evidence of research that supports different viewpoints on the ethical dilemma. They should also critically examine the research itself.

There are five main stages in the research process:

1. Defining the research's purpose and objectives and the research question.
2. Conducting a literature review.
3. Designing appropriate data collection methods and analysing the data.
4. Reflecting on the research methodology adopted.
5. Presenting the research findings.

## Critical analysis of the ethical dilemma

This involves students evaluating the viewpoints on the ethical dilemma and then articulating their own point of view based on reasoned argument.

## References, citations and a bibliography

The reflective project is an academic piece of work and should be presented as such. This ensures academic honesty and allows the readers to check the evidence themselves.

- A reference acknowledges the source of the information that the student has used.
- A citation is a shorthand method of referencing, which is then linked to the bibliography.
- A bibliography is an alphabetical list (by author) of every source cited in the project.
- Students must use a consistent style of referencing throughout the reflective project. For further information please consult the IB publications *Academic honesty in the IB educational context* and *Effective citing and referencing*.
- Appendices, footnotes and endnotes are not necessary but if students choose to use them they should do so appropriately and not circumvent the word limit.

## Format

At the end of the project, students submit:

- an essay or an essay with an additional format—see Options 1 and 2 below
- a *Reflections on planning and progress form* (1,000 words).

Students can choose to present their reflective project in one of two ways:

### Option 1

A written essay (maximum 3,000 words). This should cover all the reflective project's requirements except reflection, which forms the content of the RPPF.

### Option 2

A written essay (1,500–2,000 words) accompanied by an additional format (film, oral presentation, interview, play or display). Together, the written essay and additional format should cover all the reflective project's requirements except reflection.

## Assessment

The school assesses all reflective projects. The IB will then select a sample for the school to send to an external moderator for confirmation of the school's marks.

Students will be assessed on two aspects of the project:

- the approach they use to complete the reflective project—the process
- the output from that process—the product.

The reflective project is assessed using five assessment criteria designed to foster independent study and encourage students to use their own initiative.

Criterion	Aspect of reflective project assessed	Marks available
A: Focus and method	<ul style="list-style-type: none"><li>● Ethical dilemma and issue</li><li>● Research question</li><li>● Methodology</li></ul>	6 marks
B: Knowledge and understanding in context	<ul style="list-style-type: none"><li>● Context</li><li>● Local or global example</li><li>● Alternative perspectives and perceptions of dilemma</li></ul>	9 marks
C: Critical thinking	<ul style="list-style-type: none"><li>● Research</li><li>● Analysis</li><li>● Discussion and evaluation</li></ul>	12 marks
D: Communication	<ul style="list-style-type: none"><li>● Structure</li><li>● Layout</li></ul>	3 marks
E: Engagement and reflection	<ul style="list-style-type: none"><li>● Process</li><li>● Engagement</li><li>● Research focus</li></ul>	6 marks
<b>TOTAL</b>		<b>36</b>

## Timeline

Activity	Due
<b>CP1- Year 1 Semester 1, 2022</b>	
Understanding the reflective project	By end of August
Reflection/ defining the investigation	By end of September
Investigating the ethical dimensions	By mid-October
The research questions	After mid-October break
Critical thinking / role of supervisor. Students can start looking and discussing with potential supervisors.	By end of November
Time and process management	By end of December
<b>CP1- Year 1 Semester 2 - 2023</b>	
Identify the topic or issue to be explored. Start your RRS on ManageBac Finalise choice of supervisor.	By end of January
Create an initial plan about the format	By Middle of February
Meet with supervisor to discuss progress with issue, dilemma and research question	By end of February
complete first reflection on RPPF	By end of February
Research- creation of system for note-taking	Beg. of March
Sources Identified	March before mid-term break
Source list complete	March after mid-term break
Finalise research question	March after mid-term break
Literature review of sources and adapt plan if needed	By end of April
Meet with supervisor to discuss literature review	By mid of May
re-evaluate plan and create final essay outline	By mid of May

## Timeline

Activity	Due
<b>CP2- Year 2 Semester 1</b>	
First draft competed	By end of September
complete checklist before submitting	By end of September
Meet with supervisor to discuss progress	By mid-October
Complete second RPPF	By mid-October
Receive spoken feedback from supervisor on draft	By end of November
<b>CP2- Year 2 Semester 2</b>	
Complete final draft of RP	By end of January
Meet with supervisor	By mid February
Complete final RPPF	By mid February
Supervisor confirms its authenticity.	By first week of march
Marking and Moderation of RP by supervisors	By end of March
Submission of RP to IBIS	By 15th of April

## PERSONAL & PROFESSIONAL SKILLS

The personal and professional skills course (PPS) is a compulsory component of the Career-related Programme (CP) core.

Personal and professional skills is designed for students to develop attitudes, skills and strategies to be applied to personal and professional situations and contexts now and in the future. In this course the emphasis is on skills development for the workplace, as these are transferable and can be applied in a range of situations.

Other qualities the course should encourage include:

- responsibility
- perseverance
- resilience
- self-esteem
- academic honesty.

### Aims

The overall aims of personal and professional skills are for the students to:

- develop as reflective and lifelong learners who can adapt to diverse situations
- recognize personal strengths and identify ways to overcome challenges
- be aware of and respond effectively to ethical dilemmas
- value diversity of cultures and perspectives
- demonstrate the ten attributes of the IB learner profile.

### Time required

The personal and professional skills course requires a minimum of **90 timetabled hours**.

## Five central themes

There are five themes in personal and professional skills:

1. Personal development.
2. Intercultural understanding.
3. Effective communication.
4. Thinking processes.
5. Applied ethics.

## Learning Outcome

These learning outcomes articulate what a CP student can do at some point during his or her personal and professional skills course. The focus on learning outcomes emphasises that the quality of the course and its contribution to the student's development are of most importance.

L.O. 1	identifies their strengths and develops areas for growth
L.O. 2	demonstrate the ability to apply thinking processes to personal and professional situations.
L.O. 3	Recognize and be able to articulate the value of cultural understanding and appreciation for diversity.
L.O. 4	demonstrates the skills and recognise the benefits of communicating effectively and working collaboratively.
L.O. 5	Recognize and consider the ethics of choices and actions.

## Evidencing the outcomes

The students demonstrate some of these learning outcomes in various activities either as individual work or group work. However, we consciously design activities that allow students to collect evidence of every outcome. Students are required to document their learning outcomes in Managebac and in a digital portfolio. They must present evidence and reflections covering the above learning outcomes at the end of the two years.

## The career-related context

The personal and professional skills course emphasises skills for the workplace, as they are transferable and can be applied in a range of situations.

This course is tailored to students so that they can make links to their career-related studies.

## Assessment

At the end of the course, the students should submit a digital portfolio that contains evidence of achieving all their learning outcomes in all 5 themes at least twice. CP core portfolio presentations takes place at the end of each semester to ensure that students are on track. The PPS coordinator assess the digital portfolio and decide if the student has successfully completed the course.

## Timeline

### Year 1 - CP1

Semester 1	Topic/ Sub-Topic	Completed by
Theme 1: Personal Development	1.1 Self-awareness	September
	1.2 Self-management	October
	1.3 Relationship Management	October
Theme 2: Applied ethics	2.1 Introducing ethical dilemmas	September (completed)
	2.2 Case studies in applied ethics	Nov- jan
	2.3 Professional ethics	Nov - Jan
<b>Semester 2</b>		
Theme 4: Intercultural understanding	4.1 Cultural Identity	January
	4.2 Cultural Diversity	Feb -March
	4.3 Intercultural Engagement	Feb -March
Theme 3: Effective Communication	3.1 Interpersonal Skills	April - May
	3.2 Literacies	April - May
	3.3 Self-expression	April -May
<b>Presentation of Digital Portfolio for Year 1</b>		End of May

### Year 2 - CP2

Semester 1	Topic/ Sub-Topic	Completed by
Theme 5: Thinking processes	5.1 Critical thinking	Aug- Sept
	5.2 Creative thinking	Sept-Oct
	5.3 Application of thinking	Oct-Nov
Dragons Den	Working on Dragons Den presentation	Nov - February
Completion of Portfolio	Checking all the activities and reflections	February- March
<b>Presentation of Digital Portfolio for Year 2</b>		Mid March

## LANGUAGE DEVELOPMENT

Language development is one of the four compulsory components of the IB Career-related Programme (CP) core.

Language development ensures that all students have access to and are exposed to a language programme that will assist and further their understanding of the wider world. The ability to communicate in more than one language is essential to the IB's concept of an international education.

Language development encourages students to improve their proficiency in a language other than their best language.

### Aims

The IB acknowledges the crucial role of language in an IB education and, as such, is committed to providing language development for all CP students.

The aims of language development are to:

- enable students to understand and use the language they have studied in context
- encourage an awareness and appreciation of the different perspectives of people from other cultures
- provide students with a basis for further study, work and leisure through the use of an additional language
- provide the opportunity for enjoyment, creativity and intellectual stimulation through knowledge of an additional language.

These aims are applicable to all students, regardless of the level of linguistic proficiency they have when they begin the CP. Language development is designed to accommodate all students and ensure they are exposed to language other than their best language that will assist and further their understanding of the wider world.

### Time required

Students are expected to devote a minimum of **50 hours** to language development.

## Objectives

In language development, the objectives are organized into four communicative processes:

1. Oral communication
2. Visual interpretation
3. Reading comprehension
4. Writing

## The career-related context

The CP seeks to utilize aspects of the core to support the career-related studies of the students. This directly relates to the CP aim of providing “students with a basis for further study, work and leisure through the use of an additional language”.

It is recommended that the provision of language development relates to, or reflects, the career-related studies of a student. This provides the student with opportunities to explore how language is used in everyday situations.

## Assessment

At the end of the course, the students should submit a digital portfolio that contains evidence of achieving all their objectives at least twice. CP core portfolio presentations takes place at the end of each semester to ensure that students are on track. The LD coordinator assess the digital portfolio and decide if the student has successfully completed the course.

## Course Outline + Timeline (Year 1 - CP1)

Topic	Content + Sub topic	Month to be completed
<b>Section 1 - Profile</b>		
<b>Complete</b> <a href="#">Language and Culture Questionnaire</a> and the <a href="#">Self-Assessment of Language proficiency</a>		Year 1 - August (W1)
<b>Set</b> goals using the <a href="#">Language Development Goals Form</a> .		Year 1 - August (W2)
<b>Sign</b> the <a href="#">contract form</a> with language mentor/ supervisor		Year 1 - September (W3)
<b>Check-in</b> with Language Development mentor to fill the <a href="#">progress form</a> .		Year 1 - September (W3)
<b>Portfolio check point 1 with LD coordinator.</b>		Year 1 - September
<b>Section 2 - Experience &amp; Evidence</b>		
Theme 1: Greetings & Introduction	Learning hello/goodbye, please/thank you, name and nationality expressions.	Year 1- September (W4-5-6)
Theme 2: Family	Vocabulary for family members and descriptions. Common questions.	Year 1- October (W7-8-9)
Theme 3: Food	Vocabulary for common foods, meals, drinks, expressions for likes/ dislikes.	Year 1- October/November (W10-11-12)
Theme 4: Celebrations & festivals	Celebrations and festivals, cultures, traditions and values	Year 1 - November / December (W13-14-15)
<b>Portfolio checkpoint 2 with LD coordinator.</b>	Record the process and progress of your language learning experiences.	End of Semester 1 (W 16)
Theme 5: Weather & Seasons	Expressions for types of weather, seasons, weather small talk.	Year 1 - January (W 17-18-19)
Theme 6: Shopping	Places to shop, items, prices, Expressions for shopping interactions.	Year 1 - February (W 20-21-22)
Theme 7: Transportation	Modes of transport, vehicles, prepositions of movement. Buying tickets.	Year 1 - February/ March (W 23-24-25)
Theme 8: Travel & Directions	Instructions words, preposition, giving and following directions	Year 1 - March/ April (W 26-27-28)
Theme 9: Daily Routine	Expressions for common daily activities and times of the day. Names of the months. Study Schedule for exam.	Year 1 - April (W 29-30-31)
<b>Portfolio checkpoint 3 with LD coordinator.</b>	Record the process and progress of your language learning experiences.	End of Semester 2 (W 32-33)

## Course Outline + Timeline (Updated Dec 23) / Year 2 - CP2

Topic	Content + Sub topic	Month to be completed
<b>Section 2 - Experience &amp; Evidence (continued)</b>		
Theme 10: Leisure & vacation	Hobbies, entertainment, sports. Expressions likes/ interests.	Year 2 - August/ September (W1-2-3)
Theme 11: Education	School subjects, roles in education organisation, applying to college	Year 2 - September (W4-5-6)
Theme 12: Financial Literacy	Currency and bills, saving, loans, budgeting	Year 2 - October (W7-8-9)
Theme 14: Work	Job Vocabulary, workplaces, writing CVs, resume, Internships.	Year 2 - November (W10-11-12)
<b>Portfolio checkpoint 4 with LD coordinator.</b>		Year 2 - End of Semester 1
Theme 15: Global Issues	Developing understanding of issues through different cultural lenses.	Year 2 - January (W 17-18-19)
<b>Portfolio checkpoint 5 with LD coordinator.</b>	Record the process and progress of your language learning experiences.	Year 2 - February (W 20-21-22)
LD Portfolio Presentation	Completion of LD Portfolio	Year 2 - March (W 23-24-25)

## SERVICE LEARNING

Service learning is a component of the Career-related Programme core.

Service learning provides opportunities for students to understand their capacity to make a meaningful contribution to their community and society. Through service learning, students develop and apply academic knowledge, personal skills and social skills in real-life situations involving decision-making, problem-solving, initiative, responsibility and accountability for their actions. The purpose is for students to contribute to society by improving the lives of people or assisting the environment or animals.

Service learning benefits all involved—students as they continue developing skills and knowledge applied to real-life situations, and the community through reciprocal collaboration. Service learning fosters development of abilities, attitudes and values in accordance with the IB mission statement and the IB learner profile. The process of service learning is best when understood and organized as an ongoing experience occurring with regularity throughout the duration of the students' CP.

The five service learning stages offer a helpful ongoing process framework for students.

Reflection is central to building a deep and rich experience in service learning. Reflection allows students to explore ideas, skills, strengths, limitations and areas for further development, and to consider how they may apply their prior learning and background in new contexts.

### Aims

The aims of service learning are for students to:

- develop and apply knowledge and skills towards meeting an authentic community need
- develop as leaders who take initiative, solve problems and work collaboratively with others
- enjoy the experiences of both learning and service
- develop a sense of caring about, and a responsibility for, others
- gain a deeper understanding of themselves, their community and society through meaningful reflection
- enhance and strengthen their experience with the existing school curriculum.

### Time required

A minimum of **50 hours** is expected to be devoted to service learning.

## SERVICE LEARNING

Service learning is a component of the Career-related Programme core.

The five learning outcomes articulate what CP students are able to do at some point during their service learning programme. Through meaningful and purposeful service learning experiences, students develop the necessary skills, attributes and understandings to achieve the five service learning outcomes.

The five service learning outcomes are:

NB	Learning Outcome	Descriptor
LO 1	<b>Identify own strengths and develop areas for growth</b>	Students are able to see themselves as individuals with various abilities and skills, of which some are more developed than others.
LO 2	<b>Demonstrate participation with service learning experiences</b>	Students can articulate the five stages from investigating and conceiving an idea to executing a plan for a service learning experience or series of service learning experiences. Students may show their knowledge and awareness by building on a previous service learning experience, or by launching a new idea or process, or by advancing the work of others. This may be accomplished in collaboration with other participants.
LO 3	<b>Demonstrate the skills and recognize the benefits of working collaboratively</b>	Students are able to identify and critically discuss the benefits and challenges of collaboration gained through service learning experiences.
LO 4	<b>Demonstrate engagement with issues of global significance</b>	Students are able to identify and demonstrate their understanding of global issues, make responsible decisions and take appropriate action in response to the issue either locally, nationally or internationally.
LO 5	<b>Recognize and consider the ethics of choices and actions</b>	Students show awareness of the consequences of choices and actions in planning and carrying out service learning experiences.

### Evidencing the outcomes

Some service learning outcomes may be achieved many times, while others may be demonstrated less frequently. Not all service learning experiences lead to a service learning outcome.

Students provide the school with evidence in their service learning portfolio of having achieved each learning outcome at least twice through their service learning programme.

## The career-related context

With many students, it may be appropriate for the service learning plans and identified need to be correlated to their career-related studies. If, for example, students are undertaking a course on health care as part of their career-related studies, service learning experiences related to hospitals, health clinics, rehabilitation centres and nursing homes could be ideal.

For some students, exploring a distinct or different area of interest may develop or provoke new avenues for exploration and open further career opportunities. In most service learning experiences, students will come into contact with people in diverse roles in society and learn about careers that may be new to them, or that they may experience and understand in new ways.

## Requirements

All CP students are required to engage in a service learning programme. Completion of service learning is based on student achievement of the five service learning outcomes.

All students are required to maintain and complete a service learning portfolio as evidence of their engagement with service learning throughout the programme and of application of the five stages of service learning. While not formally assessed, the portfolio gives students an opportunity to outline and reflect on their service learning experience. This provides the school with evidence that the student has achieved the five service learning outcomes.

As part of the programme, students engage in three interviews with their service learning coordinator. These formal interviews are documented by the coordinator and the student as further evidence of student achievement of the five outcomes.

- The first interview is at the beginning of the service learning programme.
- The second interview is at the end of the first year of the service learning programme.
- The third interview is at the end of the service learning programme.  
The provision of service learning is expected to run concurrently with the other components of the CP core.

## Assessment

At the end of the course, the students should submit a digital portfolio that contains evidence of achieving all their learning outcomes at least twice. CP core portfolio presentations takes place at the end of each semester to ensure that students are on track. The SL coordinator assess the digital portfolio and decide if the student has successfully completed the course.

## The 5 Stages of Service Learning

The five stages of service learning (adapted from *Five stages of service learning*, Kaye 2010) offer a helpful and supportive framework and continuum of process; this is the expected approach for service learning.

The process of service learning, when done well, engages students in inquiry. Students:

- **investigate** an interest that often raises questions and curiosity and typically reveals an authentic need
  - **prepare** by learning more to deepen understanding
  - take **action** based on the verified need
  - **reflect** on what they have done along the way
  - **demonstrate** their understandings and accomplishments to an audience.
- These service learning stages ensure that students gain experience with a reliable yet flexible structure that they can then apply with confidence to future situations in many aspects of their life.

There are three parts in the service learning model:

The core is the curriculum; the service learning experience draws from and enhances academic learning.

The surrounding circles and arrows represent the process with four key parts: investigation, preparation, action and reflection (occurring intermittently in response to significant experiences).

The outer circle has two parts and guides students in summarizing their experience: reflection and demonstration.

For all service learning experiences, students begin with investigation.

During ongoing service learning experiences, the action stage may lead students back to investigation or preparation as they further develop, expand and implement new or related ideas to address the same or different aspects of the identified need.

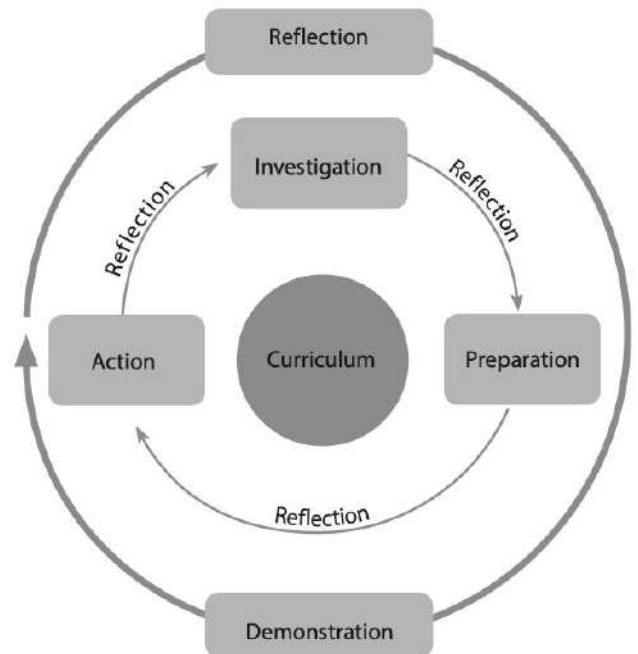


Figure 3  
The service learning model

## The 4 Types of Action

During the stages of investigation and preparation of the five stages of service learning, students identify a need and learn more about the issue, situations and circumstances. They also determine an appropriate form of **action** that addresses this societal or community need. This often requires students to verify the need and to innovate or join others already engaged in purposeful action. By engaging in different types of service learning within the CP, students accumulate different ways of knowing about their community and their potential for contributing to societal change.

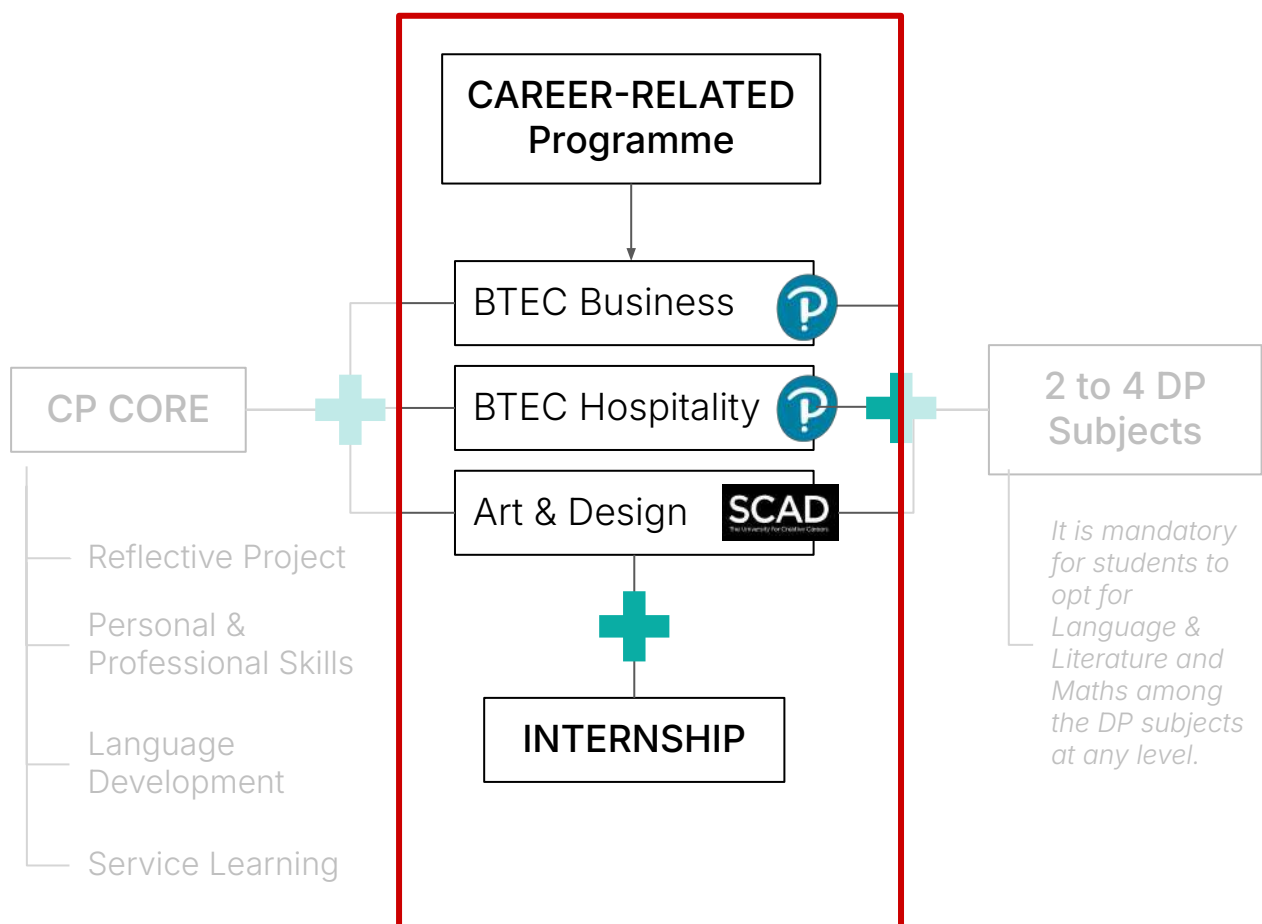
The type of action and what is done as action is enhanced when students draw from their interests, skills and talents; this accounts for high levels of engagement as they also integrate academic content and knowledge.

The four types of action are:

- **Direct service:** Students engage directly with the people, environment or animals.
  - *Examples:* Students could undertake one-on-one tutoring, develop a garden in partnership with refugees, or work in an animal shelter.
- **Indirect service:** Though students do not see the recipients of indirect service, they have verified their actions will benefit the community or environment.
  - *Examples:* Students could redesign a non-profit organization's website, write picture books to teach a language, or nurture tree seedlings for planting.
- **Advocacy:** Students speak on behalf of an issue of public interest in order to promote awareness and understanding through dispersal of accurate information that may lead to others taking action.
  - *Examples:* Students could lead an awareness campaign on hunger, perform a play about replacing bullying with respect, or create a video about sustainable water solutions.
- **Research:** Students collect information from various sources, analyse data and report on a topic of importance to influence policy or practice.
  - *Examples:* Students may conduct environmental surveys to influence their school, contribute to a study of animal migration, compile effective means to reduce litter in public spaces, or conduct social research by interviewing people on topics such as homelessness, unemployment or isolation.

# CAREER-RELATED STUDIES

The beginning of your Professional Journey!



## The CP Career-Related Studies

The Career-related studies (CRS) is offered as part of the part of the International Baccalaureate Career-related Programme (IBCP). It focuses on preparing students for a specific career or field of work. Career-related studies can help students to develop the skills and knowledge they need to succeed in their chosen careers through vocational courses, internships and work experience placements.

At ARIS, we collaborate with Pearson BTEC to offer students a career pathway in either Business or Hospitality and Savannah College of Art & Design (SCAD) for the students who would like to pursuit a career in Art & Design.

## TESTIMONIES FROM OUR CP STUDENTS

Jaimen wanted to study a course that is more aligned with his passion and ambitions for the future, which the IBCP fitted.

Since studying for the CP, Laren has been given many opportunities to acquire and develop skills much needed for her Pharmacy course.

Everyone says the CP opened their eyes to the many opportunities available and enabled them in turning their dreams into reality.

Khaled believes studying the CP has accelerated the development of his organisational and communication skills.

## Pearson International Level 3 in Business

Aris offers two levels for the business pathway, The **Pearson BTEC International Level 3 Subsidiary Diploma in Business (360 GLH)** and the **Pearson BTEC International Level 3 Foundation Diploma in Business (510 GLH)** These are qualifications for students wanting to continue their education through applied learning, who aim to progress to higher education and ultimately to employment, probably in the business sector. The content of this qualification has been developed in consultation with academics to ensure that it supports progression to higher education. In addition, employers and professional bodies have been involved and consulted in order to confirm that the content is also appropriate for and consistent with current practice.

Everyone will study two mandatory units, and optional units totaling at least 180 GLH. Optional units have been designed to support progression to the range of sector-related courses in Higher Education and to link with relevant occupational areas. They cover content areas such as human resources, accounting and management.

### Units Details

#### Mandatory units

There are two mandatory units, one internal and one set assignment unit. Learners must complete and achieve a Pass or above in these mandatory units.

#### Optional units

Learners must complete additional units totaling at least 180 GLH. Some combinations of optional units may result in an additional 30 GLH being taken.

Pearson BTEC International Level 3 Subsidiary Diploma in Business (360 GLH)				
Unit Number	Unit Title	GLH	Type	How assessed
<b>Mandatory units – learners complete and achieve all units</b>				
1	Exploring Business	90	Mandatory	Internal
2	Research and Plan a Marketing Campaign	90	Mandatory	Set assignment
<b>Optional units-learners complete units totalling 180 GLH</b>				
3	Business Finance	90	Optional	Internal
7	Business Decision Making	120	Optional	Set assignment

## Pearson International Level 3 in Business

Pearson BTEC International Level 3 Foundation Diploma in Business (510 GLH)				
Unit Number	Unit Title	GLH	Type	How assessed
<b>Mandatory units – learners complete and achieve all units</b>				
1	Exploring Business	90	Mandatory	Internal
2	Research and Plan a Marketing Campaign	90	Mandatory	Set assignment
3	Business Finance	90	Mandatory	Internal
4	Business Decision Making	120	Mandatory	Set assignment
<b>Optional units-learners complete units totalling 120 GLH</b>				
5	Human Resources	60	Optional	Internal
6	Business Ethics	60	Optional	Internal

# Pearson International Level 3 Subsidiary Diploma in Hospitality

## Pearson BTEC International Level 3 Subsidiary Diploma in Hospitality (360 GLH)

prepares learners for employment in the appropriate vocational sectors. It is suitable for those who have decided and wish to enter a particular job market or professional career in Hospitality. Upon completion of the BTEC International Level 3 Subsidiary Diploma in Hospitality, students have options to pursue employment or further studies in the university.

The objectives of the career related study BTEC International Level 3 Subsidiary Diploma in Hospitality are:

- To provide an engaging, stimulating and challenging programme that combines subject knowledge and practical industry experience to students.
- To provide students with skills required in the hospitality business for enhanced performance in their career paths.
- To encourage international mindedness through cross-cultural diversity in the food and tourism courses of the subject.

## Units Details

### Mandatory units

There are three mandatory units, of which two are set assignment units. Learners must complete and achieve a Pass or above in the mandatory units.

### Optional units

Learners must complete at least three optional units.

Pearson BTEC International Level 3 Subsidiary Diploma in Hospitality				
Unit Number	Unit Title	GLH	Type	How assessed
<b>Mandatory units – learners complete and achieve all units</b>				
1	The Hospitality Industry	60	Mandatory	Set assignment
2	Environment and Sustainability in the Hospitality Industry	60	Mandatory	Set assignment
3	Customer Service provision in Hospitality	60	Mandatory	Internal
<b>Optional units</b>				
15	Front Office Operations	60	Optional	Internal
16	Accommodation Operations	60	Optional	Internal
19	Events in Hospitality	60	optional	Internal

## Mode of Delivery

The mode of delivery for the career pathways in Business or Hospitality is fully face to face. The BTEC team at ARIS has received a training from Pearson BTEC to become a center and qualify teachers to deliver the units.

## Understanding the qualification grade in Pearson BTEC

Each unit within the qualification has specified assessment and grading criteria, which are to be used for grading purposes.

### Grading Criteria

A summative unit grade can be awarded at pass, merit or distinction:

- to achieve a 'pass' a learner must have satisfied all the pass assessment criteria
- to achieve a 'merit' a learner must additionally have satisfied all the merit grading criteria
- to achieve a 'distinction' a learner must additionally have satisfied all the distinction grading criteria.
- Learners who complete the unit but who do not meet all the pass criteria are graded 'unclassified'

The learner will be taught the background information by doing class activities and research tasks. Then he/she will be given an assignment to complete. The assignment will be a written or practical task(s) to give the learner the opportunity to achieve the basic Pass level.

The more complex tasks that require more research and independence will allow the learner to achieve Merit and Distinction grades. It is very important to meet the deadlines so that he/she can get feedback from your tutor(s) and understand how to reach the higher grades. Evidence of learner's coursework may be a written piece of work, an information poster or presentation. Evidence may also be submitted by 'witness/observation statement records' where the tutor(s) writes a short account of a practical activity the learner has undertaken. He/She can include videos and photographs that show the skills they have learnt.

## Points available for units

The table below shows the number of points available for internal units. For each internal unit, points are allocated depending on the grade awarded.

	Unit Size		
	60 GLH	90 GLH	120 GLH
<b>U</b>	0	0	0
<b>Pass</b>	6	9	12
<b>Merit</b>	10	15	20
<b>Distinction</b>	16	24	32

## Calculation of qualification grade

The final qualification grade will be calculated based on the sum of all the points units earned in each unit.

	Subsidiary Diploma		Foundation Diploma	
	360 GLH		510 GLH	
	Grade	Points threshold	Grade	Points threshold
<b>U</b>	U	0	U	0
<b>Pass</b>	P	36	P	54
<b>Merit</b>	M	52	M	78
<b>Distinction</b>	D	74	D	108
<b>Distinction*</b>	D*	90	D*	138

## Award of certificates with Pearson BTEC

The students who successfully pass all their units and met the minimum requirements will be awarded a certificate with Pearson BTEC in addition to the IBCP Diploma. A transcript will be enclosed with the Pearson BTEC certificates that indicates the grades obtained for each unit.

For more information on BTEC courses, refer to the [BTEC learner handbook](#).

## INDUCTION SESSION

The first two weeks of the start of IBCP, the students go through an induction session that will take them through all the requirements and information needed to pass the BTEC successfully.

This is the induction template that students will complete by the end of the first two weeks.

Section A: Induction to BTEC Qualifications		
Topic to be covered	Comments	Date Completed
Key documents <ul style="list-style-type: none"> <li>Learner Handbook</li> </ul>		
What is the content and structure of my BTEC course? <ul style="list-style-type: none"> <li>Units or Components being delivered</li> <li>Difference between Mandatory, Core and Optional</li> <li>Learning Outcomes (Aims)</li> <li>Grading Criteria &amp; terminology</li> </ul>		
Understand the BTEC Quality Assurance <ul style="list-style-type: none"> <li>Internal Assessment Rules</li> <li>External Assessment</li> <li>Appeals</li> </ul>		
Understanding how to achieve a qualification <ul style="list-style-type: none"> <li>Assessment Grades</li> <li>Calculating unit grades</li> <li>Calculating final grades</li> <li>Tracking your progress</li> </ul>		
Understand and interpret the content and design of assessments <ul style="list-style-type: none"> <li>Assessment design</li> <li>Assessment deadlines</li> <li>Understanding the Scenario</li> <li>Producing independent and authentic work</li> </ul>		
What is Plagiarism? <ul style="list-style-type: none"> <li>What constitutes plagiarism?</li> <li>Consequences and impact on success</li> <li>Centre disciplinary process</li> </ul>		
Employer Involvement (if applicable to the qualification) <ul style="list-style-type: none"> <li>Time required</li> <li>Type of work experience</li> <li>How to evidence</li> </ul>		
Where can I find subject specific support? <ul style="list-style-type: none"> <li>Learning Resources</li> <li>Website key pages</li> </ul>		
Signatures		
Printed Name / Position (delete as needed)	Signature	Date Completed
<i>Learner</i>		
<i>Assessor/Personal Tutor</i>		

Refer to the [resources](#) section to get access to the templates.

## SUBMISSION OF BTEC ASSIGNMENTS

An assignment may take a variety of forms, including practical and written types. An assignment is a distinct activity, completed independently by learners, that is separate from teaching, practice, exploration and other activities that learners complete with direction from teachers.

An assignment is issued to learners as an assignment brief with a defined start date, a completion date and clear requirements for the evidence that they need to provide. There may be specific observed practical components during the assignment period. Assignments can be divided into tasks and may require several forms of evidence. A valid assignment will enable a clear and formal assessment outcome, based on the assessment criteria. For most units, teachers will set the assignments. For controlled assessment units, Pearson will set the assignment. At the end of each assignment submission, the student should submit a declaration and authentication form.

### BTEC LEARNER ASSESSMENT SUBMISSION AND DECLARATION

When submitting evidence for assessment, each learner must sign a declaration confirming that the work is their own.

<b>Learner Name:</b>	
<b>Assessor Name:</b>	
<b>BTEC Programme Title:</b>	
<b>Unit or Component Number and Title:</b>	
<b>Assignment Title:</b>	
<b>Date Assignment Submitted:</b>	

Please list the evidence submitted for each task. Indicate the page numbers where the evidence can be found or describe the nature of the evidence (e.g. video, illustration).

Assignment task reference	Evidence submitted

<b>Learner declaration</b>	
I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.	
<b>Learner signature:</b>	<b>Date:</b>

Refer to the [resources](#) section to get access to the templates.

## **BTEC REGISTRATION, ENTRY & CERTIFICATION POLICY**

### **Procedures:**

**Staff roles and responsibilities, key actions and key dates are stated below for each procedure**

### **Registration:**

**Step 1:** The IBCP Coordinator/ quality nominee shares a list of new learners' full names, date of birth and the exact qualification that they need to be registered with the exam officer annually by the end of August.

**Step 2:** The exam officer will make registration of the students in Edexcel online and share a summary report of registered students with a quality nominee for confirmation and final checking by middle of September of each year.

**Step 3:** The IBCP Coordinator/ Quality Nominee adds the students on Pearson Progress according to each programme by middle of September of each year.

**Step 4:** The list of registered students is shared with the programme leader/ subject teachers.

**Step 5:** IBCP Coordinator/ Quality nominee with support of programme leader and subject teachers take the new registered students through an induction session. Induction template and learner handbook is shared with students on google classroom. The completed induction forms are stored digitally. The induction session should be completed by mid-September of each year.

### **In case of Transfer/ Withdrawal:**

IBCP coordinator/ quality nominee will notify the exam officer by email of any withdrawals, transfers or changes and these amendments will be made by the exam officer using Edexcelonline.

### **Internal/ external assessment entries:**

The subject teacher assesses all the students' work and grades them on Pearson Progress. The subject teacher informs the internal verifier when the assessments are ready for internal verification.

The Internal verifier reviews the assessment decisions, fills the form and uploads on Pearson Progress.

The quality nominee reviewed all the assessments, submitted evidence and internal verification documentations at the end of each semester.

A report is shared with the teachers to address concerns in emails and follow up meetings.

### **Unit Certification/ Certification**

Once the International Standard verifier shared the final report with "release certification", Around April/May of each year, the quality nominee claims certification using edexcel online based on the assessment tracking document on Pearson Progress with the presence of programme leader and exam officer.

On receipt, certificates are checked by the Quality nominee to ensure that all parts are received and are accurately showing candidates' names, award and result.

# BTEC REGISTRATION, ENTRY & CERTIFICATION POLICY

## Policy on Additional Support for Late-Entry Students in BTEC Programmes

At ARIS, we are committed to ensuring that all students enrolled in our BTEC programmes receive the necessary academic support to successfully complete their qualifications. In recognition of the structured nature of the BTEC curriculum and the importance of covering all required units, the following policy applies to students who join **after mid-Semester 1 of Year 12**:

### 1. Additional Time for Missed BTEC Units

- Any student who joins ARIS after the mid-Semester 1 in Year 12 will be required to **attend additional sessions** outside of regular school hours to cover any BTEC units that were taught before their enrolment.
- The additional sessions will focus on **teaching the missed unit content** and providing the necessary learning resources.
- Students will be given the opportunity to complete the required written assessments for the missed units.

### 2. Additional Costs and Payment Structure

- The extra teaching support required for late-entry students comes with an **additional cost** that will be covered by the **student's parents**.
- Payment for these additional sessions will be made directly to the **school**.
- The school will then compensate the teacher(s) responsible for delivering the extra support sessions.
- Parents will be informed in advance of the **expected number of sessions** and the associated **costs**.

### 3. Responsibility and Accountability

- The **BTEC Programme Leader** will assess the number of units missed and outline the necessary additional support required.
- A **contract agreement** outlining the student's commitment, session schedule, and payment details will be signed by the **parent, student, and school administration** before additional support begins.
- The **BTEC teacher** responsible for the units will track student progress and report on completion.

More information on BTEC processes and policies can be found in the [ARIS BTEC Center Handbook](#)

## **Art & Design with Savannah college of Art & Design (SCAD)**

The Savannah College of Art and Design provides a learning pathway for students to begin their journey toward an art and design career by completing university-level courses at SCAD before beginning full-time studies.

The Savannah College of Art and Design is a private, non-profit, accredited university, offering more than 100 academic degree programs in more than 40 majors across its locations in Atlanta and Savannah, Georgia; Lacoste, France; and online via SCAD eLearning.

SCAD enrolls approximately 15,000 undergraduate and graduate students from more than 100 countries. The innovative SCAD curriculum is enhanced by advanced professional-level technology and other learning resources, as well as opportunities for internships, professional certifications, and collaborative projects with corporate partners.

### **Career-related Studies (CRS)**

The SCAD IBCP Pathway is an excellent and customizable platform that allows qualified high school students to begin their journey toward an art and design career — and a rewarding creative career — by completing university-level courses at SCAD before beginning full-time studies. Via specialized course tracks, IBCP students earn up to 25 college credit hours offered through the award-winning SCAD eLearning platform.

Students will have access to SCAD's immersive academic resources to ensure success throughout the extent of the program. Students will have the opportunity to connect with SCAD faculty, enjoy weekly virtual events, and gain experience working with like-minded artists and designers, all while expanding their network of creatives. Course tracks include both general foundation-level options and SCAD degree program pathways like advertising, business of beauty and fragrance, and interactive design and game development. Out of the 11 IBCP pathway tracks, seven of the pathways can be transitioned into one of the 18 STEM programs at SCAD and the remaining 4 pathways can transition into Non-STEM programs. All IBCP students are also eligible for a 50% tuition grant for the program - which will be automatically reviewed during the application process.

## Tracks available for a CP student

CP students will take one of the eleven tracks offered by SCAD as the Career-Related Study (CRS), alongside at least 2 DP courses and the CP core.

**Track 1A:** General/Foundations – STEM eligible

**Track 1B:** General/Foundations – Digital Media Majors – STEM eligible

**Track 2A:** General/Foundations and Liberal Arts – STEM eligible

**Track 2B:** General/Foundations and Liberal Arts (No DRAW 100 Required)

**Track 3:** Advertising and Branding – STEM program

**Track 4:** Graphic Design – STEM program

**Track 5:** Interactive Design and Game Development – STEM program

**Track 6:** Photography

**Track 7:** Sequential Art

**Track 8:** Business of Beauty and Fragrance

**Track 9:** Fashion Marketing and Management

**Track 10:** Social Strategy and Management – STEM program

**Track 11:** Custom Tracks: Students can customize classes based on their needs and interests

Each tracks contains a combination of 5 courses. The duration of each course is 10 weeks. The students are expected to submit an assignment at the end of each week.

## Course Progression

### Standard Course Progression

**Course 1:** Fall (CP1)

**Course 2:** Winter (CP2)

**Course 3:** Spring (CP1)

**Course 4:** Fall (CP2)

**Course 5:** Winter (CP2)

## Delivery Mode

The delivery mode for SCAD course is fully online through SCAD learning management system called blackboard. The lessons are provided as synchronous and asynchronous sessions. Attendance is taken through the platform. Students who does not commit to regular attendance and submission of assignments may jeopardize their studies with SCAD and be subject to withdrawal from the course.

## Late-Entry Students in SCAD Programmes

### Late-Entry Students in SCAD Programs – IBCP Handbook Update

#### Course Registration Rules

- Students must enroll in their first SCAD course at the earliest available term after admission.
- Enrollment is contingent on course availability, as SCAD courses follow a strict term-based schedule.
- Late-entry students must work closely with the IBCP Coordinator and SCAD advisors to confirm their course pathway and ensure timely registration.

#### Course Progression for Late-Entry Students

##### One-Term Late Entry (Winter CP1 Start)

Late-entry students in the IBCP Art & Design pathway who miss the fall registration for their first SCAD course and will need to wait until January (Winter term) to enroll. The progression into SCAD course will be as follows:

- **Course 1:** Winter (CP1)
- **Course 2:** Spring (CP2)
- **Course 3:** Summer (CP1)
- **Course 4:** Fall (CP2)
- **Course 5:** Winter (CP2)

##### Two-Term Late Entry (Spring CP1 Start)

Late-entry students in the IBCP Art & Design pathway who miss the fall & Winter registration for their first SCAD course and will need to wait until March (Spring term) to enroll. The progression into SCAD course will be as follows:

- **Course 1:** Spring (CP1)
- **Course 2 & 3:** Summer (CP2) (If available)
- **Course 4:** Fall (CP1)
- **Course 5:** Winter (CP2)

## Late-Entry Students in SCAD Programmes

### Potential Delays in Course Progression

- SCAD operates on a strict term schedule, limiting flexibility for course enrollment.
- Students who delay their entry may face gaps between courses, extending their overall program duration.
- Course availability, especially in the summer term, is not guaranteed, which may necessitate waiting until the next available term.

### Special Considerations for Summer Term

- SCAD offers limited summer courses, and availability cannot be guaranteed for all programs.
- Students requiring two courses in the summer term may need to:
  - Attend SCAD in person for intensive courses, if offered.
  - Consider alternative online SCAD offerings if applicable.
  - Adjust their schedules based on available options.

### More Information

The course is only available in English. Find more information and contact details to discuss the needs of your schools and students in relation to this CRS offering:

Website: [International Baccalaureate Career-related Programme | SCAD.edu](https://www.scad.edu/international-baccalaureate-career-related-programme)

## 1. Introduction

Internships are an integral part of the Career-related Studies (CRS) component in the IB Career-related Programme (IBCP) at ARIS. They provide students with an opportunity to explore their chosen careers, apply theoretical knowledge in real-world settings, and develop professional skills necessary for future success. Additionally, internships help students build networks, enhance their resumes, and gain first-hand industry experience.

At ARIS, we collaborate with numerous organizations in the community, including Rana Motors, IBIS Styles, ARG, and others, to ensure students receive hands-on industry experience. Internships are a mandatory component of the CP journey and are crucial for meeting graduation requirements.

## 2. Purpose of the Internship

The ARIS internship program is designed to:

- Bridge the gap between academic learning and professional practice.
- Provide students with real-world experiences in their chosen career fields.
- Develop students' communication, collaboration, and problem-solving skills.
- Strengthen students' ability to reflect on and analyze their learning experiences.
- Enhance students' employability and readiness for higher education or work.
- Establish meaningful connections between students and industry professionals.

## 3. Timeframe & Duration

- Internships are conducted at the end of CP1 (Year 12) and should ideally be completed during the summer of CP1 and CP2.
- The internship is a 4-week program, which can be completed in a single stretch or in multiple phases (if necessary).
- If a student is unable to complete the full 4 weeks at once, parents must schedule a meeting with the CP Coordinator to discuss alternative arrangements.



## 4. Internship Eligibility & Requirements

- The internship must be completed with a company that has signed an **MOU (Memorandum of Understanding)** with ARIS.
- Students must submit a completed **[Internship Pack](#)** at the beginning of the internship. This pack includes:
  - Internship Agreement Form (signed by student, parent, and employer).
  - Weekly Reflection Journal.
  - Supervisor's Evaluation Form.
  - Student Self-Evaluation Form.
- The internship must be relevant to the student's **Career-related Study (CRS)** and approved by the CP Coordinator.



## 5. Communication with Parents & Students

To ensure clarity and transparency, the internship requirements are communicated through multiple channels:

- **Student Orientation (Year 12):** Internship expectations and procedures are explained at the beginning of CP1.
- **Parent Open House:** Parents are informed about the internship component and their role in supporting students.
- **Semester 2 Reminder Email (CP1):** A follow-up email is sent to parents at the beginning of the second semester to remind them of the internship requirements.

## 6. Internship Placement Procedure

The ARIS CP Department follows a structured process for securing internship placements:

1. **CP Coordinator presents internship options** to students.
2. **Students select their preferred internship organization** from the list of ARIS-approved partners.
3. **CP Coordinator liaises with HR departments** of selected organizations to confirm placements and agree on a timeframe.
4. **Students submit internship documentation**, including personal details and learning objectives.
5. **Internship officially begins.** Students maintain a log of their experiences and submit required documentation.
6. **CP Coordinator conducts follow-ups** via email and phone calls to monitor progress.

## 7. Roles & Responsibilities

### CP Coordinator:

- Oversee the entire internship process.
- Provide guidance and assist students in selecting appropriate placements.
- Communicate with company HR representatives to finalize internship arrangements.
- Ensure students complete the necessary internship documentation.
- Conduct follow-up meetings and send check-in emails to organizations during the internship.
- Organize a **review session** with students post-internship.

### University & Career Counselor:

- Provide career guidance to help students select internships aligned with their future aspirations.
- Offer support in writing professional CVs and cover letters.
- Assist in networking opportunities within the industry.

### Students:

- Choose an internship placement aligned with their career-related study.
- Submit all required documentation before the start of the internship.
- Adhere to company policies and demonstrate professionalism at all times.
- Complete all assignments, including reflections and evaluations, by the deadline.

### Organizations (Supervisors):

- Provide meaningful work experiences relevant to the student's CRS.
- Supervise and mentor students during their internship.
- Complete the student evaluation form at the end of the program.

## 8. Assessment & Reflection

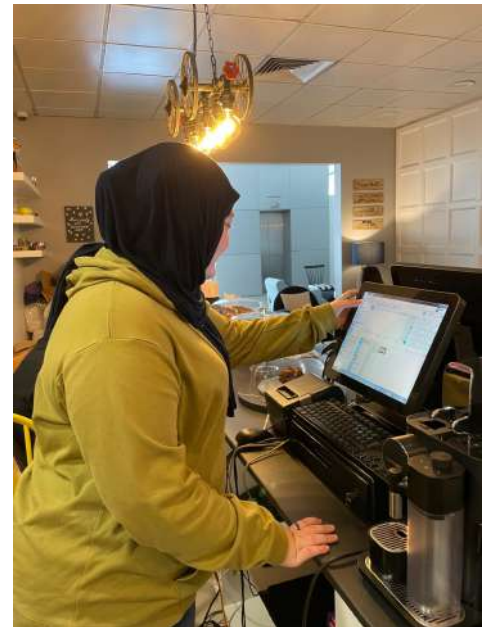
Internships are assessed through:

- **Internship Pack Completion** (Supervisor feedback, student reflections, attendance record).
- **Student Presentation:** Upon completion, students present their experiences to their peers and faculty.
- **CP Coordinator Feedback:** Students receive guidance on areas for professional growth.

## 9. Consequences of Non-Completion

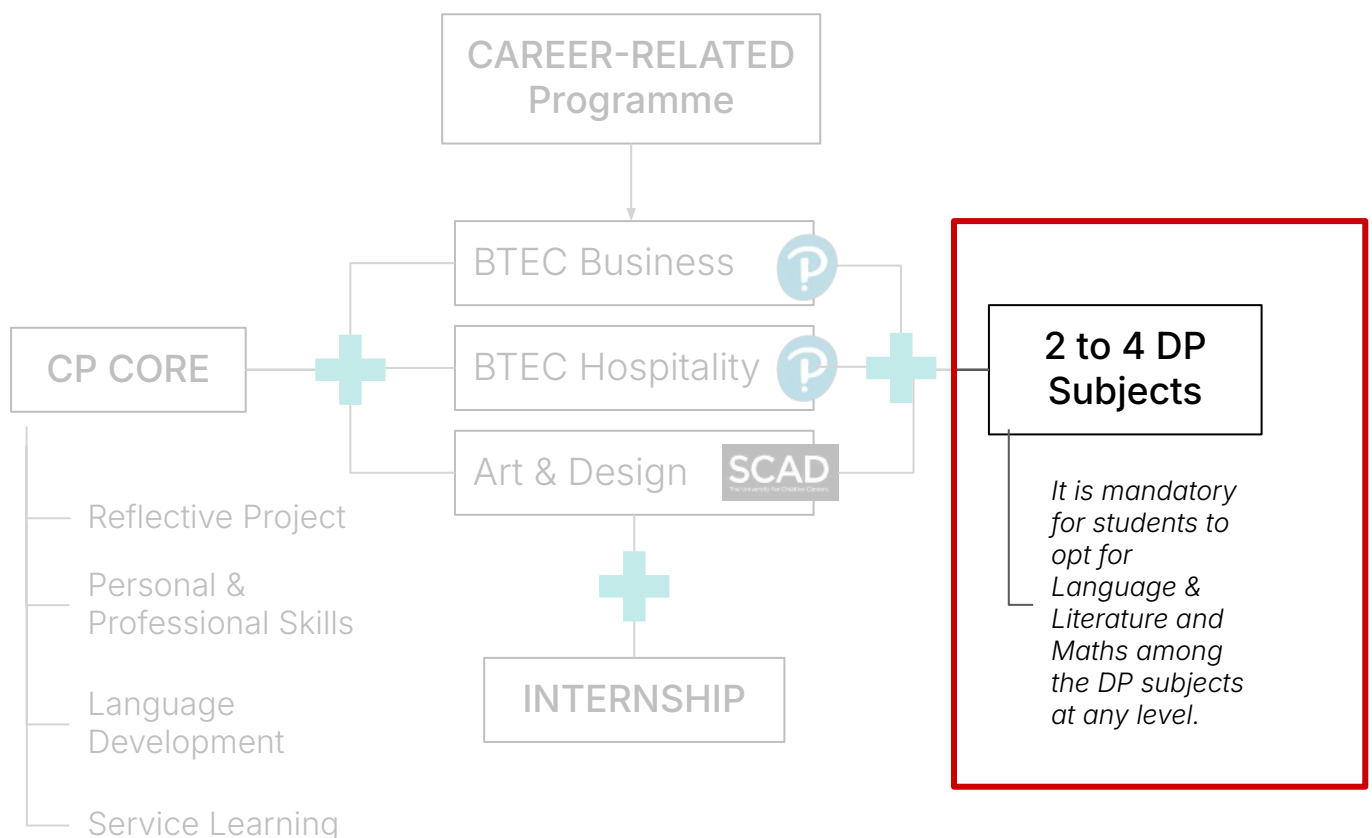
Internships are a **mandatory** requirement for graduation from the IBCP program. Failure to complete the internship will result in:

- **Ineligibility for CP graduation.**
- **Requirement to schedule a meeting** with the CP Coordinator and parents to discuss alternative solutions.
- If no resolution is found, the student **may not be able to fulfill the CP requirements** necessary for program completion.



# IBDP SUBJECTS

The Foundational Concepts That will Guide your Career.



## DP SUBJECT SELECTION FOR IBCP

At ARIS, we offer 3 career pathways which are Business, Hospitality and Art and Design. The student should choose only one of these three pathways. All three pathways requires CP core and a selection of 2 to 4 DP subjects.

Based on university requirements, we have recommended 3 DP subjects that will complement your CRS (career-related study). The student can take these DP subjects at any level but we strongly advise that at least 1 DP subject should be at HL.

If the student would like to take an extra DP course that will help with the university admissions or future career, they can indicate it as your 4th course.

Students can also choose subject from Pamoja if their subject is not offered at ARIS. This will attract an extra cost.

The minimum number of students to run a subject is 3 students.

BTEC BUSINESS	HOSPITALITY (BTEC)	ART & DESIGN (SCAD)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Subsidiary Diploma (360)</li> <li><input type="checkbox"/> Foundation Diploma (510)</li> </ul>	<b>1st DP Course:</b> English Language & Literature HL / SL	<b>1st DP Course:</b> English Language & Literature HL / SL
<b>1st DP Course:</b> English Language & Literature HL / SL	<b>2nd DP Course:</b> Maths AI HL / SL	<b>2nd DP Course:</b> Maths AI HL / SL
<b>2nd DP Course:</b> Maths AI HL / SL	<b>3rd DP Course:</b> Economics or Business Management HL / SL	<b>3rd DP Course:</b> Economics or Business Management HL / SL
<b>3rd DP Course:</b> Economics, ESS or Global Politics HL / SL	<b>4th DP Course:</b> _____ HL / SL	<b>4th DP Course:</b> Visual Arts HL / SL

### Assessment in DP Subjects

The Diploma Programme courses are assessed according to the specific requirements listed in the subject guides.

# LIVING THE IBCP

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Important Information



# STARTING THE IBCP JOURNEY

## ENTRY REQUIREMENTS TO IBCP

The students moving from MYP and wish to progress to IBCP need to meet the following:

- A minimum of **28 points** from the MYP courses.
- A passing grade of 4 for the MYP subject for DP subjects at SL Level.
- A minimum of a grade 5 in MYP subjects for DP subjects at HL Level except for Maths HL and Physics HL.
- A minimum of a grade 6 in MYP Maths and Physics for DP Maths (AI-HL/AA-SL/AA-HL) and physics HL.
- Completed the personal project successfully.
- Some individuals may be considered with a lower score due to specific circumstances. These will be dealt with strictly on a case to case basis.
- Applications for students joining from a different curriculum programme will be evaluated on a case to case basis.

## CONDITIONAL ADMISSION TO IBCP

Students who do not meet the minimum grade requirements in the MYP subjects essential for their IBCP pathway will be granted conditional admission to the program. These students must follow the outlined procedures to secure full admission to IBCP.

### Reassessment & Conditional Admission Process

Students who do not pass the required MYP subjects will have the opportunity to resit the examination in November of the same academic year.

If the student passes the resit, they will be fully admitted into the IBCP program and continue their studies as scheduled.

If a student does not pass the November resit, their performance in the subject during the first semester of IBCP will be evaluated.

If the student demonstrates strong academic progress and teachers assess that they have the capability to succeed in IBCP, the department may grant full admission to the program.

# STARTING THE IBCP JOURNEY

## CONDITIONAL ADMISSION TO IBCP

Failure to Meet the Requirements:

If a student fails both the November MYP resit and the IBCP Semester 1 subject examination, they will not be eligible to continue in the IBCP program.

The following steps will be taken:

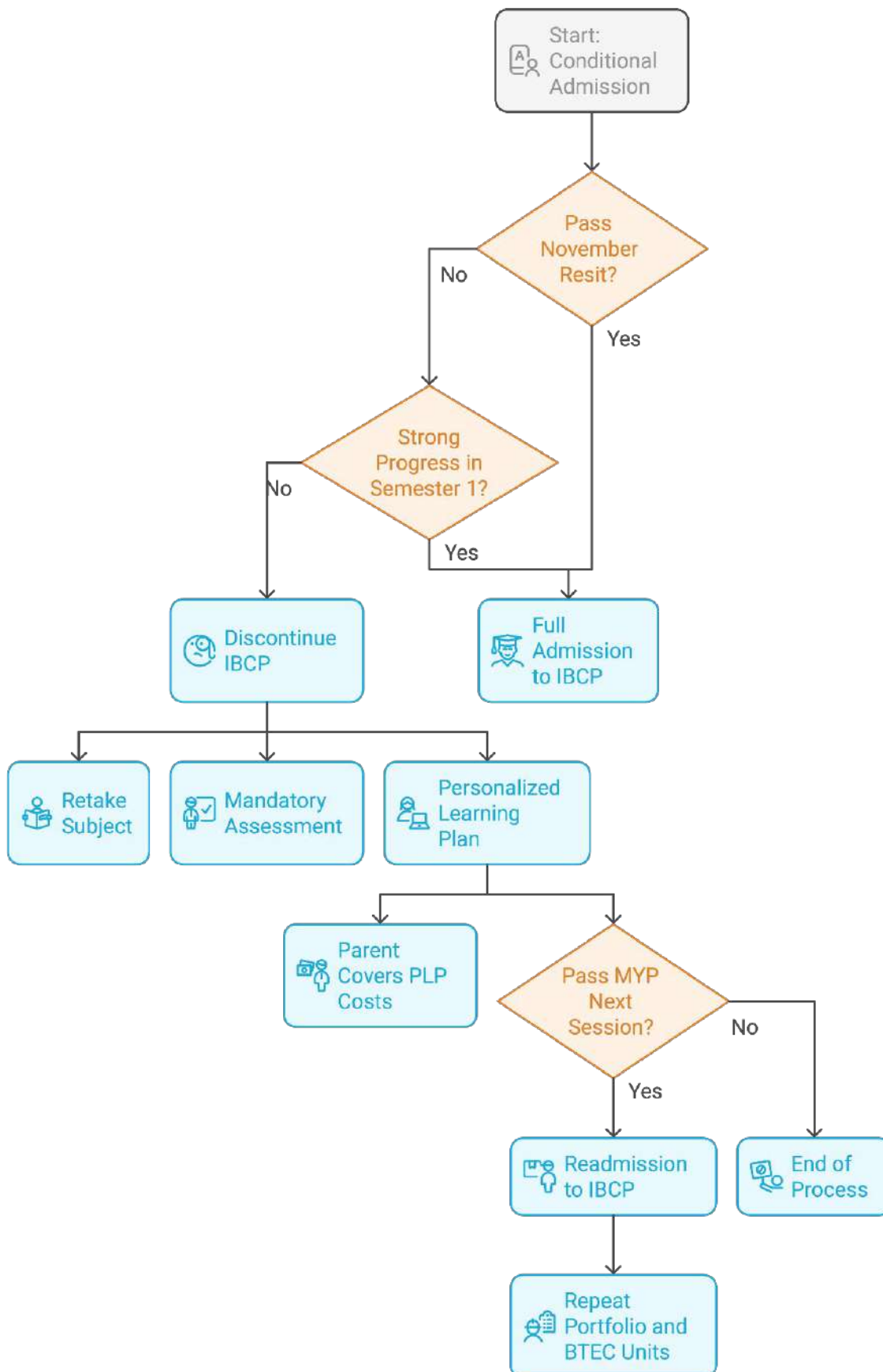
1. **Discontinuation from the IBCP Program** – The student will be removed from the IBCP track.
2. **Mandatory Retake of the Subject** – The student must retake the subject in the next available MYP session.
3. **Psychoeducational Assessment** – If the department has recommended an assessment and it has not been completed, the parent/guardian must ensure that the evaluation is conducted.
4. **Personalized Learning Plan (PLP)** – The student will be placed on a structured learning support plan for their Diploma Programme (DP) subjects.
5. **Parent Responsibility for PLP Costs** – Parents/guardians must cover the cost of the personalized learning plan services.

Academic Support & Readmission to IBCP

- Schedule for Personalized Learning Plan:
  - Students on a PLP will not participate in IBCP lessons but will attend school daily for three hours to receive targeted academic support in their DP subjects.
- Readmission Process:
  - If the student successfully passes the required MYP subject in the next session, they will be readmitted into IBCP 1 in August of the following academic year.
  - Upon readmission, the student must repeat all portfolio subjects and BTEC units to ensure full program completion and compliance with IBCP academic standards.

# STARTING THE IBCP JOURNEY

## IBCP Conditional Admission Process



## English Language Proficiency Assessment for Non-Native Speakers

At Al Rayan International School (ARIS), we recognize the importance of supporting students from diverse linguistic backgrounds to ensure their success in the IBCP program. Students who join the IBCP department and come from a background where English is not their first language are required to take the WIDA (World-Class Instructional Design and Assessment) test.

### Purpose of the WIDA Test

The WIDA test is designed to assess the student's English language proficiency. It helps us determine:

- The student's level of English proficiency in listening, speaking, reading, and writing.
- Whether the student is able to successfully engage with the curriculum in the Language and Literature course.
- If alternative language support options are necessary to facilitate the student's learning journey.

### Placement Criteria

- Students scoring below 4 on the WIDA test will be advised to opt for English as Language B instead of Language and Literature.
- Students scoring 4 or above may be eligible to enroll in the Language and Literature course, pending further review and consultation with the language acquisition department.

### Support and Guidance

**EAL Support:** Students who require English as an Additional Language (EAL) support may be enrolled in specialized classes. This additional support attracts an extra cost, and parents or guardians will be informed about the associated fees before enrollment.

Students who come from non-English-speaking countries and demonstrate proficiency in another language may be eligible to pursue the Bilingual Career-Related Programme Diploma.

## Bilingual Career-related Programme

Students successfully completing the Career-related Programme may, under certain conditions, be awarded a Bilingual Certificate of the Career-related Programme of the International Baccalaureate. This can benefit students' application to universities in addition to the numerous general benefits of demonstrating proficiency in more than one language.

A Bilingual Certificate for the Career-related Programme will be awarded to successful candidates who fulfil at least one of the following criteria in their Diploma Programme courses:

- Completion of two Diploma Programme language courses selected from studies in language and literature, with the award of a grade 3 or higher in both.
- Completion of one Diploma Programme language course selected from studies in language and literature, with the award of a grade 3 or higher. In addition, completion of one Diploma Programme course from individuals and societies or sciences, in a language that is not the same as the student's chosen language from studies in language and literature. The student must attain a grade 3 or higher.

## AWARD OF THE CAREER-RELATED PROGRAMME

The certificate of the Career-Related Programme of the International Baccalaureate will be awarded subject to satisfactory completion of the following requirements by the candidate:

1- The candidate has completed the specified career-related study programme. The candidate should get at least a Pass for BTEC CRS or a cumulative GPA of at least 2.0 for SCAD CRS. **However for university admission purposes, universities require a minimum of Merit for BTEC courses . A Pass will not guarantee admission to universities.**

2- The candidate has been awarded a grade of 3 or more in at least two of the Diploma subjects registered for the Career-Related Programme. **However for university admission purposes, universities require a minimum of 4 for SL and 5 for HL Subjects. A grade of 3 will not guarantee admission to universities.**

3- The candidate has been awarded a grade of at least D for the reflective project. **However for university admission purposes, universities require a minimum of grade C. A grade of D will not guarantee admission to universities.**

4- The candidate has successfully completed and met all the requirements for Personal & Professional Skills, Language Development and Service Learning.

5- The candidate has not received a penalty for academic misconduct from the final Award Committee.

## ORIENTATION & INDUCTION SESSION

The first two weeks of the start of IBCP, the students go through an orientation session and BTEC induction session that will take them through all the requirements and information needed to pass the IBCP successfully.

In these sessions, the teachers will the student handbooks and course outline with the students and dive deeper in the requirements for each subject.

Refer to the resource section to get access to the templates needed during the orientation and induction session.

## IBCP ASSESSMENTS

The different components of the IBCP have different submission of assessment timeline.

IBCP Component	Type of Assessment	How it is assessed	Deadline
<b>CP CORE</b>			
Reflective Project	Written Essay	Assessed by ARIS and moderated by IB.	Middle of March of CP2
Personal & Professional Skills	Digital Portfolio	Assessed by ARIS	Middle of March of CP2
Language Development	Digital Portfolio	Assessed by ARIS	Middle of March of CP2
Service Learning	Digital Portfolio	Assessed by ARIS	Middle of March of CP2
<b>CAREER-RELATED STUDIES (CRS)</b>			
Pearson BTEC	A Blend of Practical and written assignments	Assessed by ARIS and moderated by Pearson BTEC.	Assignments are given at the end of each unit.
SCAD	Practical Assignments	Fully Assessed by SCAD	Assignments are given at the end of each unit.
<b>IBDP Subjects</b>			
Subjects from Group 1 to Group 5	Written Examinations	Assessed by IB	April - May
Subjects from Group 6	Portfolio	Assessed by ARIS and moderated by IB	Beginning of March

## Calculation for IBCP Valedictorian

The determination of the Valedictorian for IBCP is based on the following criteria:

- end of Semester Grades in Y12 and Y13
- end of unit results for BTEC classes
- Number of HL Subjects and total points for DP subjects.

**Mandatory conditions** to be considered for Valedictorian:

- Behaviour track.
- Extra Curricular activities
- Successfully completed SL, PPS, LD portfolios
- Moderation of RP by ARIS teachers is minimum B

**Converting BTEC Grades to IB Scale:**

Pass is considered as a 3

Merit is considered as 5

Distinction is considered as a 7

**The calculation of points was based on the following:**

SL Subject grade is multiplied by 1

HL Subject grade is multiplied by 1.6 (because HL subject is 240 and SL is 150 hours)

**CRS (360 GLH)** Subject converted grade is multiplied by 2.6 (Because Subsidiary diploma is 360 GLH equivalent to one HL (240) and 1 SL (150))

**CRS (510 GLH)** Subject converted grade is multiplied by 3.6 (Because Foundation Diploma is 510 GLH equivalent to 1 HL and 2 SL (240+ 300=540))

**SCAD (250 Hrs)** Subject converted grade is multiplied by 1.6 (because SCAD is 250 Hrs equivalent to 1 HL (240 hrs)).

## LEGALISATION PROCESS

- In some countries, the IB Career-Related Results and CP Course Results document need to be legalized by the relevant chancellery, embassy and/or consulate to be valid for entrance to universities.
- Request are made to CP Coordinator for and the deadline for submitting a request is May 10.
- Fee is \$200 (subject to change if updated from IB)

### Country requirements

The following is a list of countries and regions (territories) for which legalization has been required in past years. Requirements may be imposed by other countries and regions (territories) in the future.

Argentina*	Iran	Romania*
Armenia*	Israel*	Russian Federation
Bolivia*	Italy*	Saudi Arabia
Bosnia and Herzegovina*	Jamaica	Serbia*
Brazil*	Jordan	Singapore
Bulgaria*	Kazakhstan*	Slovakia*
Burkina Faso	Latvia*	Slovenia*
Chile*	Lebanon	South Korea*
Colombia*	Lithuania*	Spain*
Costa Rica*	Malta*	Sudan
Croatia*	Mexico*	Syria
Cyprus*	Montenegro*	Taiwan
Czech Republic*	Nigeria	Thailand
Ecuador*	Palestine	The Netherlands*
Egypt	Panama*	Turkey*
El Salvador*	Paraguay*	United Arab Emirates
Estonia*	Peru*	Ukraine*
Georgia*	Philippines*	Uruguay*
Greece*	Poland*	Venezuela*
Guatemala*	Portugal*	
Indonesia	Republic of North Macedonia*	

\*All countries in the above list with an asterisk represent the Apostille countries.

## ARIS POLICIES

It is expected that IBCP students familiarise themselves with the ARIS policies:



[Assessment](#)



[Child Protection](#)



[Academic Honesty](#)



[Behaviour](#)



[Attendance](#)



[Uniform](#)

## IBCP ACCESS ARRANGEMENTS

Candidates eligible for inclusive access arrangements are those with individual needs such as a specific learning difficulty, an emotional or behavioural difficulty, physical, sensory or medical conditions, or mental health problems.

Access arrangements do not change what the student is expected to learn and do not lower expectations, but instead provide the optimal support to address challenges and to enable the student to work around them.

## TECHNOLOGY INTEGRATION

Integration of technology within our classrooms is important because it enhances the learning experience for students, prepare them for the future, and support the development of important skills. At ARIS, students have access to a vast array of resources and tools that can help them learn more effectively and engage with the material in new and interesting ways. The educational tools listed below are the most essential tools used by IBCP students.



ManageBac is a software platform that is used at ARIS to manage the International Baccalaureate (IB) programs. The platform provides a range of tools and features that support the administration, planning, and delivery of IB programs, including curriculum planning, scheduling, assessment, and reporting. The IBCP students access their DP subjects and CP core units through ManageBac to document their learning journey and submit their assignments.



Pearson Progress is another learning platform that is mainly used by students who are studying Business or Hospitality with Pearson BTEC as their CRS. It also offers a range of resources and tools that supports teachers and learners in the delivery of content.



Education perfect is an online learning platform that provides a range of educational resources and tools to support students, teachers, and schools. It offers a range of interactive lessons, activities, assessments, and other learning resources that are designed to help students improve their knowledge, skills, and academic performance. This tool is very useful to students when learning a new language for their language development.

# Suite

Google Suite (also known as G Suite) is a collection of cloud-based productivity tools developed by Google. It includes a range of applications that are designed to help students collaborate and work more efficiently. It used across all subjects.

# RESOURCES AND TEMPLATES

This section contains the templates that students will need in the course of IBCP.

## IBCP CORE



[PPS Portfolio Template](#)



[LD Portfolio Template](#)



[SL Portfolio Template](#)

## Reflective Project



[RPPF Form Template](#)



# UNIVERSITIES ADMISSION

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WHERE CAN IBCP TAKE YOU!



## WHERE ARIS IBCP STUDENTS APPLIED TO?

ARIS' first IBCP cohort consisted of 9 students who all successfully completed the IBCP programme in July 2022. 8 of them applied to 36 universities in Europe, UK, Canada and USA. They received 24 universities acceptance letters.

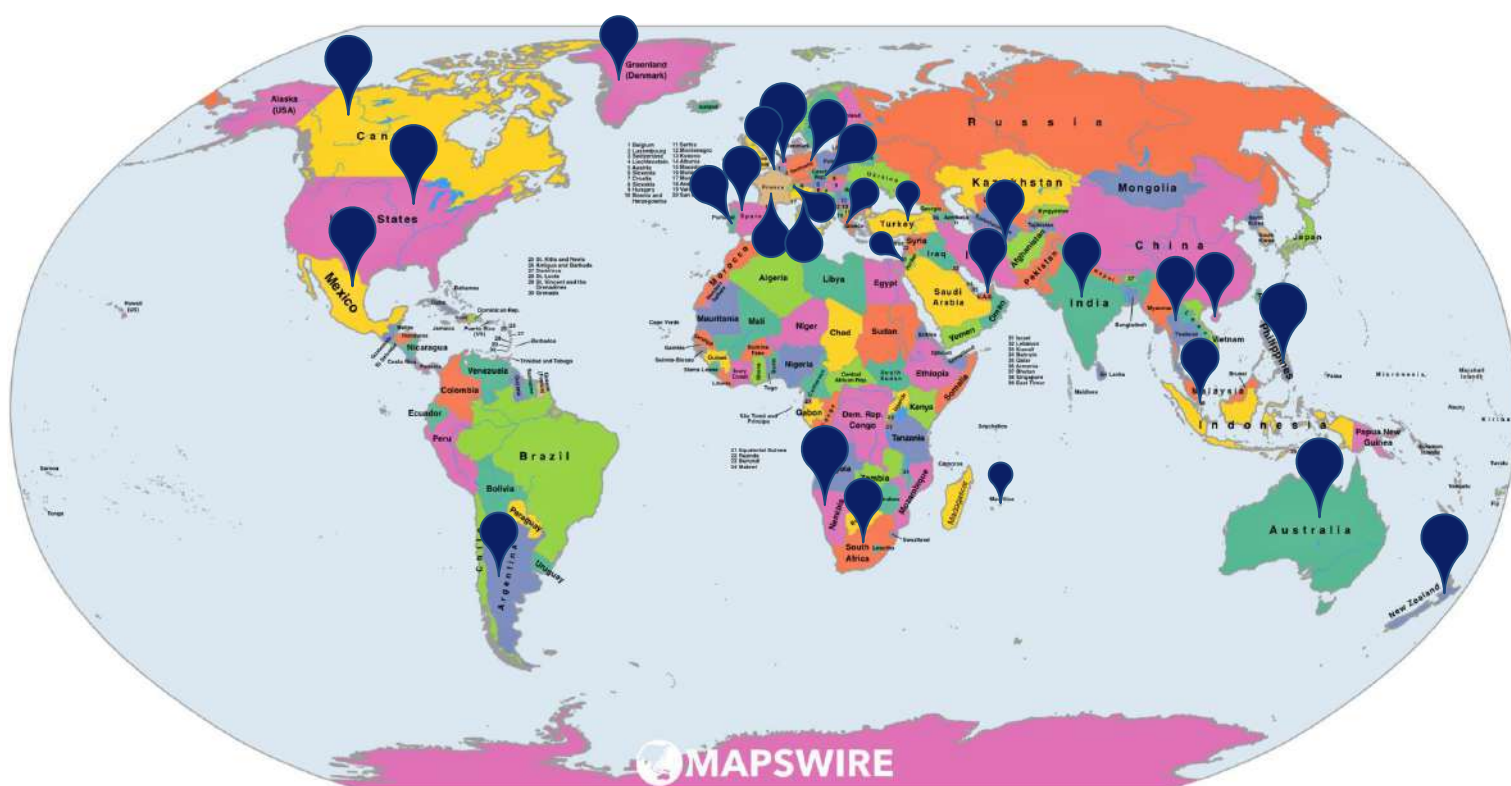
### Countries that ARIS IBCP students applied to:

Belgium, Canada, Cyprus, Czech republic, Hungary, Spain, Switzerland, UAE, UK and USA

### Name of Universities that accepted ARIS IBCP Students in 2022:

United States / Canada	United Kingdom	European Union (non UK)
<ol style="list-style-type: none"> <li>1. Binghamton University, State University of New York</li> <li>2. Kent State University</li> <li>3. Miami University (Ohio)</li> <li>4. Hult International Business School</li> <li>5. George Mason University</li> <li>6. Georgia State University</li> <li>7. Savannah College of Art and Design in Atlanta (SCAD)</li> <li>8. Columbia College Chicago</li> <li>9. Lewis University</li> <li>10. Queens College</li> <li>11. Hesston College</li> <li>12. University of Mount Union</li> <li>13. Nazareth University</li> <li>14. Franklin University Switzerland</li> <li>15. St. Mary's University (Canada)</li> <li>16. Brock University (Canada)</li> <li>17. Wayman Aviation Academy</li> </ol>	<ol style="list-style-type: none"> <li>1. City University of London (including Bayes Business School)</li> <li>2. University of Kent</li> <li>3. University of Brighton</li> <li>4. University of Sussex</li> <li>5. Norwich University</li> <li>6. University of Derby</li> <li>7. University of Lincoln</li> <li>8. University of Northampton</li> <li>9. Goldsmith University</li> <li>10. Richmond University of London</li> <li>11. University of the West of England, Bristol</li> <li>12. Kingston University</li> <li>13. Middlesex University</li> <li>14. University of Lincoln</li> <li>15. University of Westminster London</li> <li>16. Birmingham University</li> <li>17. Coventry University</li> <li>18. University of Westminster London</li> </ol>	<ol style="list-style-type: none"> <li>1. Paris College of Art</li> <li>2. IFA University</li> <li>3. Lancaster University of Leipzig</li> <li>4. EU Business School</li> <li>5. United International Business School (UIBS), Spain</li> <li>6. Istanbul Aydin University, Istanbul</li> <li>7. Istanbul Medipol University</li> <li>8. IA Barcelona</li> <li>9. Swiss Hotel Management School</li> <li>10. Debrecen University</li> <li>11. Pecs University</li> <li>12. SP Jain School of Global Management</li> <li>13. EU Business School</li> <li>14. Geneva Business School</li> </ol>
Other Locations		
<ol style="list-style-type: none"> <li>1. Lancaster, Ghana</li> </ol>		

## WHERE IS IBCP ACCEPTED?



Students completing the IBCP programme at ARIS will be awarded with two certificates, one from the IBO and one from Pearson BTEC. Each of these certificates is widely recognised by countries around the world.

This is the [list of where IBCP](#) can take you.

This is the [list of where Pearson BTEC](#) can take you.

## IMPORTANT NOTICE

Even though IBCP is widely recognized in Europe, Us and Canada, it is not yet fully recognized in other countries like Ghana, Lebanon, Turkey, Egypt and others in the middle east. Students who wish to continue their tertiary education in a country outside Europe, Us and Canada, should contact the IBCP coordinator or school counsellor for more enquiries.

## **Application supporting items**

- Personal Statement
- Transcript
- Teacher /Counselor Recommendation
- Resume
- Co-Curricular Activities
- Awards, achievements, etc

## RESOURCES

- Career-related Programme From principles into practice, 2015
- Reflective Project guide, 2015
- Personal and Professional Skills guide, 2015
- Language development guide, 2015
- Service Learning guide, 2015
- BTEC International Level 3 Business Enterprise and Entrepreneurship, issue 2
- BTEC International Level 3 Hospitality Specification, issue 2
- Savannah College of Art & Design, <https://www.scad.edu>
- Al Rayan International School, <https://www.aris.edu.gh>