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| **Diploma Programme programme outline—CAS** |
| **School name** |  | **School code** |  |
| **Name of CAS coordinator** |  | **Date of IB training** |  |
| **Date when outline was completed** |  | **Name of workshop***(indicate name of subject and workshop category)* |  |

**A: Context**

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1. Projected number of Diploma Programme students who will be entered in the first exam session, once the school has been authorized
2. Describe the social and physical environment of the community in which the school is located.

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**B: Organization of CAS**

Schools are required to provide resources and staff to support the delivery of an appropriate and varied CAS programme.

##### Coordination

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* 1. Will the CAS coordinator have only this role in the school? Yes No
	2. If your answer is no, answer the following questions:
		1. What additional responsibilities will the CAS coordinator have?

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* + 1. What percentage of teh CAS coordinator’s scheduled time will be devoted to CAS?

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* 1. In larger schools a team approach is recommended. If this is the case in the school, answer the following questions.
		1. How will the school identify CAS advisers to ensure that the students are helped to make the most of their CAS experience?

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* + 1. How many students will be under each CAS adviser’s responsibility?
		2. How will the CAS coordinator guide and supervise the advisers?

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* + 1. What procedures will be in place to ensure consistency among advisors’ responses to questions related to proposed experiences?

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#### **Time allocation**

Indicate the weekly time allocation for CAS experiences . Identify the time allocated for meetings of students with advisers/CAS coordinator and time allocated for CAS experiences.

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|  | **Weekly time allocated for students to meet with CAS coordinator/advisers** | **Weekly time students devote to CAS experiences** |
| Within the school’s timetable |  |  |
| Outside the school’s timetable |  |  |

Describe other time arrangements, if applicable.

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1. **Length of the whole CAS programme** *(it must expand over 18 months at least)*

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|  | **Month of year 1 of the Diploma Programme** | **Month of year 2 of the Diploma Programme** |
| It will start |  |  |
| It will end |  |  |

##### Budget

Indicate how the budget for CAS has been produced. Identify different types of support that the school will provide for CAS (for example, administrative, transportation).

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##### Monitoring/advising

How often will interviews with each student take place? Indicate length of interview and main objectives.

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##### Supervision

Who will be involved in the supervision of students (teachers, other school staff, parents, members of the community)? How will the school brief them about its expectations?

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##### CAS programme

* 1. How will the school ensure that the students are given opportunities to choose their own CAS experiences?

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* 1. How will the school promote students undertaking experiences that focus on the local community using a global perspective? Indicate any challenges that the school may face in achieving this.

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* 1. How will students be advised to plan their CAS programme taking the learning outcomes into account?

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* 1. Give an example of a potential student’s CAS programme that you would consider as appropriate to address all seven learning outcomes. Do not forget that each student must undertake at least one CAS project. The CAS project can address any single strand of CAS, or combine two or three strands.

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* 1. What strategies will you apply to ensure that students reflect on their CAS experiences?

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* 1. How will the school record the progress of the student’s CAS programme?

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* 1. How will the student record their CAS experiences and reflections?

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* 1. How will the school report on the student’s CAS programme to parents?

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* 1. How will the school promote the student’s achievements in CAS within the school community?

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