

General regulations: IB Career-related Certificate

For students and their legal guardians

Two decorative curved lines are present: a thin black line that starts on the left and curves downwards towards the right, and a thick black line that starts on the left, curves upwards to form a wide arch, and then curves downwards towards the right.

IB Career-related Certificate
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I General

Article 1: Scope

- 1.1 The International Baccalaureate Organization (hereinafter “the IB Organization”) is a foundation that has developed and offers the “IB career-related certificate” (IBCC). It authorizes IB World Schools offering the Diploma Programme to offer the IBCC to their students.
- 1.2 This document describes the regulations that apply to the IBCC and must be read in conjunction with the *General regulations: Diploma Programme*, which apply to the IBCC in regards to the Diploma Programme courses. This document is intended for schools, students and their legal guardians. When used herein the term “legal guardians” encompasses parents and individuals with guardianship of any IB student enrolled in the IBCC. If a student (hereinafter “candidate(s)”) is of legal age, the school’s duties towards legal guardians specified herein also apply to the candidate.

Article 2: Role and responsibilities of schools

- 2.1 The IB Organization has developed the IBCC to provide a route to employment or to further education to students in the post-15 age group. It is implemented in the last two years of secondary education.
- 2.2 In addition to articles in these *General regulations: IBCC* (hereinafter “general regulations”), schools must comply with the Rules for schools authorized to offer the IBCC, which are detailed in a separate document, and with the administrative requirements detailed in the *Handbook of procedures for the IBCC* (hereinafter “handbook”), which is the handbook for IBCC coordinators and teachers and is supplied to schools by the IB Organization.
- 2.3 The IB Organization sets the curriculum and assessment requirements leading to the award of the IBCC and is the sole organization entitled to award the IBCC. The IBCC is awarded to candidates who have satisfied the assessment requirements in accordance with these general regulations and the administrative requirements detailed in the handbook. Schools must comply with the details, deadlines and procedures stated in the current handbook.
- 2.4 Because the IB Organization is not a teaching institution and does not provide teaching services to candidates, the IBCC is implemented and taught by schools. The schools are entirely independent of the IB Organization and are solely responsible for the implementation and quality of teaching of the IBCC.
- 2.5 Schools are responsible for informing candidates and legal guardians regarding the general characteristics of the IBCC and how the school implements it. Additionally, schools must inform candidates and legal guardians of the services offered by the IB Organization and the appropriate information about the regulations that apply to the Diploma Programme courses.

Article 3: Use of student data

The IB may use data in ways relevant to carrying out its legitimate purposes and functions, such as research on IB students’ educational paths and performance, and will take due care in the use, collection and storage of data and do its utmost to keep all data accurate, timely and secure.

Article 4: Property and copyright in materials produced by candidates

Article 6 of the *General Regulations: Diploma Programme* applies to all types of materials produced by candidates in relation to IBCC requirements.

II The International Baccalaureate Career-related Certificate

Article 5: Content of the IBCC

- 5.1 To be enrolled in the IBCC, a student must study concurrently a career-related study that must be:
- of sufficient size to complement the IBCC in the student timetable in the last two years of secondary education when the IBCC is implemented
 - accredited by a local/state/national authority, or recognized as an entry-level course into universities/higher education institutions, or validated by an appropriate employer organization such as a sector skills or other professional body
 - subject to a demonstrable form of external assessment or quality assurance additional to internal teacher assessment, which is reviewed by the accrediting or validating authority at least every five years.
- 5.2 To qualify for the award of the IBCC, a candidate must have completed the specified career-related studies.
- 5.3 Additionally, the candidate must satisfy the subject requirements of at least two Diploma Programme courses, the requirement of a reflective project, which is externally moderated, and the completion of a community and service programme approved by the school, language development and an approaches to learning course, which are not externally moderated.
- 5.4 Each of the Diploma Programme courses contributing to the IBCC can be studied at standard level or higher level. Only one standard level subject may be completed in the first year of the IBCC. Languages ab initio must be taught over the two years of the IBCC. Students can only take one online Diploma Programme course to contribute to the IBCC.
- 5.5 All IBCC students, including students who have chosen an IB Diploma Programme course from groups 1 or 2, undertake language development that meets their needs, background and context.
- 5.6 In addition to the Diploma Programme courses, candidates for the IBCC must:
- take a course in approaches to learning, for which the IB Organization expects at least 90 hours of teaching over the two-year period of the IBCC
 - complete a community and service programme approved by the school, for which the IB Organization expects at least 50 hours of student participation over the two-year period of the IBCC
 - undertake language development in a target language other than their best/mother tongue language, for which the minimum requirement is 50 hours
 - complete and submit for moderation of assessment a reflective project based on their career-related studies. Work on this project, which is expected to occupy approximately 40 hours, must be done under the direct supervision of a teacher at the school who is familiar with the IBCC.
- 5.7 IBCC students must complete all components of the IBCC core. IBCC students are not permitted to register for any of the Diploma Programme core components.

Article 6: Languages

The reflective project, which is subject to IB moderation, must be presented in English, French or Spanish.

Article 7: Candidate registration

- 7.1 The following categories of registration are available.
- a. Anticipated: for candidates wishing to complete the requirements for one standard level Diploma Programme course at the end of the first year of a two-year IBCC.
 - b. IBCC: for candidates intending to complete the requirements for the award of an IBCC.
 - c. Retake: for previous IBCC candidates who are seeking to improve their results. The highest grade obtained for a Diploma Programme course and the reflective project will contribute towards the IBCC.
- 7.2 A subject grade awarded for a Diploma Programme course within the IBCC cannot subsequently contribute to the award of an IB diploma. Equally, a subject grade awarded for an IB diploma cannot subsequently contribute to the award of the IBCC.

Article 8: Grades

Performance in each Diploma Programme course is graded on a number scale from 1 (minimum) to 7 (maximum). The reflective project is graded on a letter scale from E (minimum) to A (maximum).

Article 9: Award of the IBCC

- 9.1 The IBCC will be awarded to a candidate provided all of the following requirements have been met.
- a. The candidate has completed the specified career-related study.
 - b. The candidate has been awarded a grade 3 or more in at least two of the Diploma Programme courses registered for the IBCC.
 - c. The candidate has been awarded a grade of at least D for the reflective project.
 - d. All approaches to learning, community and service, and language development requirements have been met.
 - e. The final award committee has not judged the candidate to be guilty of malpractice.
- 9.2 A maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the IBCC.

Article 10: Form of the IBCC document

- 10.1 Successful IBCC candidates will receive the career-related certificate of the International Baccalaureate and a statement of results.
- 10.2 A bilingual IBCC will be awarded to a successful candidate who fulfills one or more of the following criteria.
- a. Completion of two languages selected from group 1, with the award of a grade 3 or higher in both.
 - b. Completion of one of the subjects from group 3 or group 4 in a language other than the candidate's group 1 language. The candidate must attain a grade 3 or higher in both the group 1 language and the subject from group 3 or 4.

Article 11: Determination of grades

- 11.1 Article 16 of the *General regulations: Diploma Programme* applies in regard to the Diploma Programme courses.
- 11.2 Moderators appointed by the IB Organization review and assess samples of students' reflective projects according to the same IB-specific assessment criteria used by teachers.
- 11.3 Moderated grades are determined by the IB Organization. Students' grades may or may not be adjusted depending on whether or not teachers' assessments in their school meet predetermined standards for the reflective project.

Article 12: Enquiry upon results

An enquiry upon results service is not available for the reflective project.

III Special cases

A: Special circumstances

Article 13: Candidates with special needs

A special need is any permanent or temporary diagnosed need that could put a candidate at a disadvantage and prevent him or her from being able to demonstrate their skills and knowledge adequately.

Article 14: Applicable procedure for candidates with special needs

- 14.1 Although the IB Organization is able to offer guidance on special needs, the school is responsible for carefully considering the options available to candidates and must be aware of any barriers that may deny access to any part of the IBCC.
- 14.2 Special needs must be reported by the candidate or his/her legal guardian to the school's IBCC coordinator before the candidate starts the IBCC, with appropriate professional documentation. Temporary special needs resulting from illness or accident must be reported to the IBCC coordinator as soon as possible after they arise, together with supporting professional documentation and other relevant information.
- 14.3 If a candidate with a special need requires special assessment arrangements, the IBCC coordinator must make such necessary arrangements and, where appropriate, request authorization for special arrangements from the IB Organization according to procedures stated in the handbook. In all cases, the IBCC coordinator will keep the DP coordinator informed.

Article 15: Candidates affected by adverse circumstances

- 15.1 Adverse circumstances are defined as those beyond the control of the candidate that might be detrimental to his or her performance, including severe stress, exceptionally difficult family circumstances, bereavement, disruption during examinations or events that may threaten the health or safety of candidates. The same circumstances may affect a group of candidates or all candidates within a school.
- 15.2 Students who are affected by adverse circumstances must contact the IBCC coordinator, who will contact the IB Organization.

B: Academic infringements

Pertinent aspects of section B of the *General Regulations: Diploma Programme* applies for the moderation of the reflective project.

VI Final provisions

Article 16: Governing law

Swiss law governs these general regulations and all other procedures relating to the assessment requirements of the IBCC.

Article 17: Arbitration

Any dispute arising from or in connection with these general regulations and/or handbook shall be finally settled by arbitration, taking place in and in accordance with the rules applicable in Geneva, Switzerland. The proceedings shall be confidential and the language of the arbitration shall be English.

Article 18: Entry into force and transitory rules

This version of *General regulations: IBCC* shall enter into force on 1 September 2012 for May session schools, for all candidates enrolling in the IBCC from August/September 2012, or 1 January 2013 for November session schools, for all candidates enrolling in the IBCC from January/February 2013, and shall remain applicable to all schools until amended.