

# General regulations: Career-related Programme

Effective from 1 September 2015 for first examinations in May 2016

**Reference is made in this document to the Career-related Programme (CP), but schools must bear in mind the following note:**

The phased implementation of the name change from the International Baccalaureate Career-related certificate (IBCC) to CP has the following implications:

May/November 2016 graduating cohorts will be registered for and awarded the **IBCC**.

May/November 2016 anticipated candidates (as part of a two-year programme, graduating in May/November 2017), as well as May/November 2017 graduating cohorts and all graduating cohorts thereafter, will be registered for and awarded the **CP**.

## **Career-related Programme**

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Published April 2014

Updated June 2015

Published on behalf of the International Baccalaureate Organization, a not-for-profit educational foundation of 15 Route des Morillons, 1218 Le Grand-Saconnex, Geneva, Switzerland by the

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# 1 General

## Article 1: Scope

- 1.1 The International Baccalaureate Organization (hereinafter together with its affiliates “the IB Organization”) is a foundation that has developed and offers four programmes of international education: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP) and the Career-related Programme (CP). It authorizes only IB World Schools (hereinafter “schools”) offering the DP to also offer the CP to their students (hereinafter “candidates”).
- 1.2 This document describes the regulations that apply to the CP and must be read in conjunction with *General regulations: Diploma Programme*, which apply to the CP in regard to the DP courses. This document is intended for schools, candidates and their legal guardians. When used herein the term “legal guardians” encompasses parents and individuals with guardianship of any candidate enrolled in the CP. If a candidate is of legal age, the school’s duties towards legal guardians specified herein also apply to the candidate.
- 1.3 The IB Organization has developed the CP to provide a route to employment, apprenticeships or to further/higher education and is aimed at candidates in the 16–19 age range. It is implemented in the last two years of secondary education. The CP is designed to lead to the award of the “Certificate of the Career-related Programme”. However, students graduating in 2016 will be awarded the International Baccalaureate Career-related Certificate.
- 1.4 These regulations are intended as guidance for schools about their roles and responsibilities, and as information for candidates and their legal guardians about the IB Organization and the CP.

## Article 2: Role and responsibilities of schools

- 2.1 In addition to articles in these *General regulations: Career-related Programme* (hereinafter “general regulations”), schools must comply with the *Rules for IB World Schools: Career-related Programme*, available in a separate document, and with the administrative requirements detailed in the *Handbook of procedures for the Career-related Programme* (hereinafter “handbook”), which is the handbook for CP coordinators and teachers and is supplied to schools by the IB Organization.
- 2.2 Because the IB Organization is not a teaching institution and does not provide teaching services to candidates, the CP is implemented and taught by IB World Schools. The schools are entirely independent from the IB Organization and are solely responsible for the implementation and quality of teaching of the CP.
- 2.3 Schools are responsible for informing candidates and legal guardians regarding the general characteristics and the schools’ implementation of the CP. 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 CP core requirements and the DP courses.
- 2.4 The IB Organization cannot guarantee that a school will remain capable and willing to implement the CP. Consequently, schools bear sole responsibility towards candidates and their legal guardians if, for any reason, a school’s authorization to implement the CP is withdrawn by the IB Organization or a school decides to terminate its authorization.
- 2.5 The IB Organization sets the curriculum and assessment requirements leading to the award of the CP and is the sole organization entitled to award the CP. The CP is awarded to candidates who have satisfied the assessment requirements in accordance with these general regulations and the administrative requirements detailed in the handbook, including the successful completion of the career-related study. Schools must comply with the details, deadlines and procedures stated in the current handbook.
- 2.6 Schools are responsible for appointing a CP coordinator to manage the implementation of the CP in the school. Schools must ensure that an appropriate contact person, who may or may not be the

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coordinator, is available after results have been issued to candidates to request the enquiry upon results service on their behalf and/or register them for the forthcoming examination session, if appropriate.

### **Article 3: Candidates and their legal guardian(s)**

- 3.1 Except where stated otherwise in these general regulations or the handbook, candidates and their legal guardian(s) must use the school's CP coordinator as the intermediary for any communication with the IB Organization. If either a candidate or his/her legal guardian(s) has a question about the general characteristics of the CP, its administration or implementation in the school, they must raise the matter with the school's CP coordinator.
- 3.2 Candidates must complete all requirements within the two-year period of the programme or within an extended period of study when a candidate retakes one or more subjects.
- 3.3 Candidates are required to act in a responsible and ethical manner throughout their participation in the CP, as determined by the IB Organization at its sole discretion, which includes not engaging in academic misconduct (as defined in article 20 of the *General regulations: Diploma Programme*).

### **Article 4: Equal opportunities statement**

Article 4 of the *General regulations: Diploma Programme* applies to the CP.

### **Article 5: Use of candidate data**

Article 7 of the *General regulations: Diploma Programme* applies to the CP.

### **Article 6: Recognition of the CP**

The IB Organization actively promotes wide recognition and acceptance of the CP as a basis for exit of secondary/high school education and/or entry to courses at universities and other institutions of higher or further education and apprenticeships. However, the requirements of individual institutions and the relevant authorities of a country are beyond the IB Organization's control and are subject to change. The IB Organization, therefore, does not guarantee recognition of the CP, and does not accept responsibility for the consequences of any change in recognition practice by a university or other institution or relevant authorities in a country. Consequently, candidates and legal guardians bear the sole responsibility for verifying the entry requirements of the universities and other institutions of higher/further education to which they are interested in applying.

### **Article 7: 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 and submitted to the IB Organization in relation to CP requirements.

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## 2. The Career-related Programme

### Article 8: Content of the CP

- 8.1 To be enrolled in the CP, a candidate must concurrently undertake a career-related study that is:
- a. part of the student timetable during the two-year duration of the CP
  - b. accredited/recognized by one or more options below:
    - I. the career-related study and assessment plan is accredited/recognized by a government body
    - II. the career-related study and assessment plan is accredited/recognized by an awarding body
    - III. the career-related study and assessment plan is accredited/recognized by an appropriate employer, organization or professional body
    - IV. the career-related study and assessment plan is accepted/recognized by a further/higher education institution.
  - c. subject to a demonstrable form of external quality assurance.
- 8.2 For students graduating in 2016, to qualify for the award of the IBCC, a candidate must have completed the course of study in the specified career-related studies.
- 8.3 Additionally, the candidate must satisfy the requirements of at least two DP courses, a reflective project, the completion of a community and service programme, language development, and an approaches to learning course.
- Each of the DP courses contributing to the CP may be studied at standard level or higher level. Only one standard level subject may be completed in the first year of the CP. Languages ab initio must be taught over the two years of the CP.
- 8.4 All CP candidates are required to complete the language development component, including those candidates studying a DP language acquisition course. Should a candidate undertake a DP language acquisition course in addition to the minimum requirement of two DP courses for the CP, the language development requirement is satisfied. However, the language portfolio must still be completed.
- 8.5 In addition to the DP courses, candidates for the CP must:
- a. 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 CP
  - b. complete a community and service programme, for which the IB Organization expects at least 50 hours of candidate participation over the two-year period of the CP
  - c. undertake language development in a target language other than their best language for which the minimum requirement is 50 hours
  - d. 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 CP.
- 8.6 CP candidates must complete all components of the CP core (that is, community and service, reflective project, approaches to learning and language development). CP candidates are not permitted to register for any of the DP core components.

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## Article 9: Languages

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

## Article 10: Candidate registration

10.1 The following categories of registration are available.

- a. Anticipated: for candidates wishing to complete the requirements for one standard level DP course at the end of the first year of a two-year CP.
- b. CP: for candidates intending to complete the requirements for the award of the CP.
- c. Retake: for previous CP candidates who are seeking to improve their results. The highest grade obtained for a DP course and the reflective project will contribute towards the CP.

10.2 A subject grade awarded for a DP course within the CP cannot subsequently contribute to the award of an IB diploma. Equally, a subject grade awarded for a DP course cannot subsequently contribute to the award of the CP.

## Article 11: Grades

Performance in each DP 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 12: Award of the CP (or IBCC for students graduating in 2016)

12.1 The CP 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 DP courses registered for the CP.
- 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 candidate has not received a penalty for academic misconduct from the Final Award Committee

12.2 Candidates can attend a maximum of three examination sessions in which to satisfy the requirements for the award of the CP.

## Article 13: Form of the CP document

13.1 Successful CP candidates will receive a "Certificate of the Career-related Programme" and a statement of results.

13.2 A bilingual CP will be awarded to a successful candidate who fulfills one or more of the following criteria:

- a. Completion of two languages selected from DP studies in language and literature, with the award of a grade 3 or higher in both.
- b. Completion of one subject from DP individuals and societies or DP sciences in a language other than the candidate's chosen language for DP studies in language and literature. The candidate must attain a grade 3 or higher in both the DP studies in language and literature and the subject from DP individuals and societies or DP sciences.

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## Article 14: Determination of grades

- 14.1 Article 16 of the *General regulations: Diploma Programme* applies in regard to the DP courses.
- 14.2 Moderators appointed by the IB Organization review and assess samples of candidates' reflective projects according to the same IB-specific assessment criteria used by teachers.
- 14.3 Moderated grades are determined by the IB Organization. Candidates' 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 15: Enquiry upon results

The enquiry upon results service is available for DP courses as set out in article 15 of the *General regulations: Diploma Programme*. An enquiry upon results service is available for the reflective project.

## Article 16: Candidates with assessment access requirements

- 16.1 The IB Organization is able to offer minimal guidance on the teaching of candidates with learning support requirements. However, it is the responsibility of the school to identify and meet the learning support requirements of candidates enrolled in the school.
- 16.2 If a candidate with learning support requirements requires inclusive assessment arrangements, the CP coordinator must make such necessary arrangements and, where appropriate, request authorization for inclusive arrangements from the IB Organization according to procedures stated in the handbook.
- 16.3 Temporary assessment access requirements, resulting from illness or accident, must be reported to the IB Organization within 10 calendar days after the candidate's final assessment component, together with supporting professional documentation and other relevant information.
- 16.4 If the inclusive assessment arrangements authorized by the IB Organization are considered inappropriate for a candidate by a school, a candidate or the candidate's legal guardian(s), the CP coordinator may request a re-evaluation of the candidate's requirements to decide whether the authorized arrangements are appropriate. A first re-evaluation of the arrangements will be undertaken by the IB Organization staff who authorized the arrangements. If the first re-evaluation does not meet with agreement from the school, a second re-evaluation will be undertaken jointly by persons with appropriate qualifications, one an IB Organization employee not involved in the original decision and one who is not an employee of the IB Organization. No further re-evaluations are possible after the second re-evaluation. The IB Organization must receive any re-evaluation request from the CP coordinator within one month of the coordinator having received initial confirmation of the authorized inclusive arrangements or the result of the first re-evaluation request, as appropriate.
- 16.5 If a candidate is granted inclusive assessment arrangements (and these are properly implemented by the school), candidates and/or their legal guardian(s) are not entitled to claim that they are affected by adverse circumstances in the event that assessment results following such inclusive assessment arrangements are not at levels desired and/or anticipated by candidates. The authorization of inclusive assessment arrangements is the sole accommodation by the IB Organization for candidates with assessment access requirements.

## Article 17: Candidates affected by adverse circumstances

- 17.1 Adverse circumstances are defined as those beyond the control of the candidate that might be detrimental to his or her assessment performance, including severe stress, exceptionally difficult family circumstances, bereavement 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. Adverse circumstances do not include:

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- a. shortcomings on the part of the school at which the candidate is registered, including, but not limited to, errors, mistakes, or negligence of a school with respect to registration of candidates, timeliness of requests for inclusive assessment arrangements or consideration of adverse circumstances, implementation of authorized inclusive arrangements, and requests for extensions under article 17.2
  - b. the failure of candidates to improve performance despite receiving authorized inclusive arrangements.
- 17.2 Where a candidate or group of candidates is affected by adverse circumstances prior to the submission of early components, an extension to the submission deadline may be authorized by the IB Organization upon receipt of the required documentation (available in the handbook) from the school. An extension must be formally authorized by the IB Organization and is the only possible accommodation that can be offered.
- 17.3 Any application for special consideration in cases of adverse circumstances must be submitted to the IB Organization by the school's CP coordinator on behalf of the candidate(s). The application must be received within 10 calendar days of the completion of the final assessment component of the subject concerned and must be supported by a statement written by the CP coordinator as well as by appropriate evidence.
- 17.4 If the IB Organization accepts that the performance of a candidate has been affected by adverse circumstances, the IB Organization may, at its discretion, give special consideration to the case, provided that this would not give an advantage in comparison with other candidates. If a candidate's circumstances are deemed "adverse" and qualify for special consideration, an adjustment will be made to the candidate's total mark in the affected requirement(s). If the candidate is within one or two scaled marks of the next higher grade boundary, the candidate's grade in the affected subject(s) (and only in such affected subjects) will be raised. This is the only possible accommodation for candidates in the event of adverse circumstances. If a candidate's marks are not within the required range, then no adjustment will be made.

## Article 18: Academic misconduct

Articles 20 and 21 of the *General regulations: Diploma Programme* apply for the moderation of the reflective project and all DP courses.

## Article 19: Appeals

- 19.1 The IB Organization accepts appeals in relation to four areas of decision-making during an examination session. Appeals are possible against:
- a. results—when a school has reason to believe that a candidate's result(s) are inaccurate after all appropriate enquiry upon results procedures have been completed
  - b. a decision upholding academic misconduct, but not against the severity of a penalty
  - c. a decision in respect of special consideration—following a decision not to give special consideration to a candidate as a consequence of alleged adverse circumstances
  - d. an administrative decision not covered by one or more of the foregoing circumstances that affects the results of one or more candidates.
- 19.2 All appeals must be conducted according to articles 22, 23, 24 and 25 of the *General regulations: Diploma Programme*.

## Article 20: Governing law

These general regulations and all other procedures relating to the assessment requirements of the CP shall be governed by and construed in accordance with the laws of Switzerland without reference to its conflict of laws or similar provisions that would mandate or permit application of the substantive law of any other jurisdiction.



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## **Article 21: Arbitration**

Any dispute, controversy or claim arising out of, or in relation to, these general regulations, including the interpretation, validity, breach or termination thereof, shall be finally settled by arbitration by the Geneva Chamber of Commerce in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers' Arbitration Institution ("Rules") in force on the date when the notice of arbitration is submitted in accordance with such Rules. The number of arbitrators shall be one, the seat of the arbitration shall be Geneva and the arbitral proceedings shall be conducted in English. The parties hereby agree to use information technology systems and electronic communications to the extent permitted in conducting any arbitral proceedings.

## **Article 22: Entry into force and transitory rules**

This version of the *General regulations* shall come into force on 1 September 2015, for May session schools and applies to all candidates registered for the May 2016 session, or 1 January 2016 for November session schools and applies to all candidates registered for the November 2016 session onwards. The IB Organization may amend these general regulations from time to time. Each amended version applies to candidates starting the CP after the date of entry into force of the amended version.