



Canberra College IB Admissions and Enrolment Policy

Canberra College is committed to providing access to the International Baccalaureate Diploma Program (IBDP) and IBDP Diploma Courses for all students who enrol in our college. Students wanting to attend Canberra College and study IBDP are actively encouraged to enrol online and state their curricula interest as per ACTETD¹ school enrolment guidelines². Canberra College believes that the IBDP provides a unique educational program which supports students in achieving their goals. As such, Canberra College actively promotes the IBDP to potential students who may attend Canberra College in accordance with the *IB Standards and Practices*.³ Table 1.2 titled “IB promotion processes for Canberra College” outlines the actions to be undertaken to attract and increase students studying IB at the school.

Canberra College believes in all students pursuing their ambitions. The college supports students in their attempts to achieve their dreams. To enable this, all students are eligible to have an enrolment interview and apply to undertake the IBDP, or to enrol in IBDP Diploma Courses. If the IB Coordinator is satisfied that the IBDP will assist the student in pursuing their goals, then the student will be enrolled in the IB diploma or in IBDP Courses.

Canberra College believes completing the IBDP is a worthy goal and will assist students with their future plans. Consequently, Canberra College will provide access for students to psychological, academic, language and financial support programs to help them complete the IBDP.

IB students have access to the following support programs:

Table 1.1 Canberra College support mechanisms for IBDP students

Psychological	Pastoral care from the IB coordinator as iGroup ⁴ teacher.
	Pastoral care from their designated Student Services Teacher.
	Access to the School Psychologist for counselling.
	Access to assistance for special assessment provisions during formative assessment via the Student Welfare Assessment Committee and on application to the IBO.
Special Needs	Access to the School Psychologist for testing, e.g. perceptual disorders, and counselling.
	Access to assistance for special assessment provisions during formative assessment via the Student Welfare Assessment

¹ Australian Capital Territory Education and Training Directorate - the Government school system.

² ACT Education and Training Directorate, “Enrolling/Transferring - ACT Public Schools”, ACTETD, http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school

³ International Baccalaureate Organisation, *International Baccalaureate Standards and Practices*, International Baccalaureate Organisation, Geneva, 2014, www.ibo.org/become/resources/.../Programmestandardsandpractices.pdf

⁴ iGroup is a weekly ‘tutor group’ in which information is conveyed to students and student progress is monitored.

	Committee
	Access to the IBDP special provisions by application via the IB Coordinator.
Financial	Access to payment schedules via the IB Coordinator and the School Finance Manager to the Colleges Fund.
	Access to financial assistance via the IB Coordinator and the School Finance Manager to the Colleges Fund.
Language	Access to outside teaching will be allowed and supported by the IB Coordinator. Cost recovery may be sought.
	Access to the School Supported Self-Study Courses in Language A which will be facilitated by the IB Coordinator.
	Access to the Open High School or Pamoja language courses will be supported by Canberra College and facilitated by the IB Coordinator.

Table 1.2 IB promotion processes for Canberra College.

Approach	Timing	Audience
Online and newspaper advertisements	Leading up to open nights in May.	Students in year 9 and 10 students attending government and non-government schools
Regional high school newsletters	Leading up to open nights in May and November	Students in year 9 and 10 students attending cluster government schools
IB Presentation at year 10's Open Information night	May each year	IB information session for potential students in year 10 and their families attending government and non-government schools
Personal Interviews - Followed up from the IB Presentation	2 weeks after Open information night	Interested students and their families. Further explicit IB information session for potential students in year 10 and their families attending government and non-government schools following on from introductory session at information evening
Presentations IB open year 9's Information night	November each year	Students in year 9 and their families attending government and non-government schools
General College publications contains IB logo		Whole school community
Canberra College Website	Permanent Ongoing fixture	Worldwide and local Community

To achieve these policy goals, Canberra College, will follow the following procedures:

1. The IBDP will feature in all Canberra College promotions to potential students.

2. The IB Coordinator will interview all students who express an interest in the IBDP. Parents will be encouraged to attend the interview.
3. The IB Coordinator will interview the student to derive the following information and record it on the Canberra College IB Enrolment Record⁵:
 - Life goals
 - Particular language background and needs will be discussed.
 - Any special needs that may impact on completing the IBDP and assistance programs flagged.
 - Appropriate subject choices will be discussed:
 - This will examine university prerequisites.
 - This will examine Mathematical capacity.
 - This will examine group 2 language capacity and experience.
 - This will examine potential timetable clashes.
 - CAS and EE options will be discussed.
 - The cost of the program will be raised and the possibility of fee assistance will be flagged.
 - The time commitment and study skills required will be discussed.
4. Students will be enrolled in the IB iGroup [pastoral care group] and the specified IB Classes.
5. The suitability of class choices will be reviewed in Term One of year 11 in meetings with the IB Coordinator and in consultation with parents.
6. The progress of students will be reviewed and monitored formally each term and:
 - a. Before final enrolment in IB exams.
 - b. If after monitoring and counselling described in points 4,5 and 6a., progress is inadequate, the student and the student's carers will be invited to hold discussions with the IB Coordinator about consideration of enrolment into Diploma Courses.

⁵ See the 'Canberra College IB Enrolment Record'.