



## **How schools will charge parents**

By the end of Year 6, schools should ask pupils to indicate to which University they wish to apply the following year.

Careers guidance teachers in charge of dossier management (CGTCDM) should inform the school administration whether the parents should be charged a fee, and which one, for these applications.

Only one fee, even if it is the most expensive one, will be charged to each family for each pupil, on the basis of the pupils' and CGTCDM declarations.

The school will request payment of the dossier management fees in September.

Payment of the fee should be made by 15 October at the latest, probably together with the Baccalaureate registration payment. This would coincide with the first UCAS application deadline.

***! Sums will be charged to item budget 1201 as “negative expenditures”!***

CGTCDM should receive evidence of the payment, before completing the dossier management.

However, some provision for applicants wishing to join the system later, such as ex-students unaware of the new requirements, could be made. (Note: The final UCAS deadline is 15 January, but applications are still permitted after this date, so some flexibility will be necessary).

## **How schools will deal with payment of CGTCDM**

Each school will have autonomy as to the arrangements made, depending on local circumstances. However, it must be stressed that the primary requirement of the teachers concerned is for sufficient time to do the work. Therefore, where possible, timetable reductions (“décharge”) rather than overtime payments should be preferred.

Depending on the number of applications, CGTCDM should receive 1 period's timetable reduction or one annual period of overtime payment, respectively for every:

- 10 UCAS applications
- or
- 20 French, German and Dutch Universities applications

## **Apportionment of payment**

In school where the task of supervision and processing is shared with other staff, it is suggested that half the allocated time for the Coordinator's timetable reduction, and half for the other staff be used. But each school will make its own arrangements.

## **Information**

Official notification and explanation of the new fee, clearly stating which national university systems are involved, should be sent to S6 parents before the summer holidays.

## **2. Timetable reductions for career guidance**

Schools are entitled to one annual period timetable reduction for each language section for careers guidance in Years 5-7.

Individual Schools can decide on the allocation of cumulative timetable reductions among their team of careers guidance teachers (CGT), i.e. depending on the different size of sections.

## **3. Guidance Programme in S5, S6 and S7**

Secondary Year 5: Careers guidance teachers delivering the programme according to the plan approved by the Director of the school are paid overtime for their extra work, up to a maximum of 16 periods.

Secondary Years 6 and 7: Careers guidance teachers delivering the programme according to the plan approved by the Director of the school are paid overtime for their extra work, up to a maximum of 8 periods.



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Deputy Secretary-General

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## Annex

### Role of a UCAS Application Supervisor

- Agree to supervise and assist the application
- Be aware of relevant deadlines and ensure that applicant meets them
- Obtain a complete list of the applicant's subject teachers
- Ensure reference report forms are distributed to all subject teachers.
- Collect all these reports within a reasonable time, reminding those who are slow
- Amalgamate teacher reports into a full and detailed reference, including an explanation of the EB system (standard paragraph), overall predicted grade and predicted subject grades
- Meet applicant regularly to discuss progress of application: choice of courses, choice of universities, completion of form
- Supervise and advise on Personal Statement, while allowing applicant autonomy
- Check and approve online application, including Personal Statement and Year 6 grades
- Add reference and 'approve' when form is complete
- Remain in contact with applicant to deal with post-application problems/questions
- Pass on file of teacher reports to coordinator for archive

**Note: this is in addition to the overall supervision, coordination and processing work carried out by the UCAS Coordinator as detailed in Document 2011-09-D-36-en-6**