

#### **European Schools**

Office of the Secretary-General

Pedagogical Development Unit

Brussels, 12 June 2012

MEMORANDUM: 2012-06-M-1

A – To – An Directors of the European

Schools

De – From – Von Giancarlo MARCHEGGIANO

Objet – Re – Betreff Decision taken by the Board of Governors at its meeting

of 18-20 April 2012, concerning the new arrangements for CAREERS GUIDANCE and a new payment system for "dossier management" for some university applications.

## **Introduction**

At its April meeting, the Board of Governors has approved new arrangements for the careers guidance and a new payment system for 'dossier management' for some university applications.

## 1. 'Dossier Management' for University Applications from September 2012

Pupils will now pay a fee of:

€130 for the processing of applications to those Universities – e.g. in The Netherlands, Germany and France¹ – that require individual applicants to submit special application files which need accurate and time-consuming dossier management, and also through application platforms,

€260 for applications to the UK (UCAS).

Applicants making joint applications to both systems will pay only one fee of €260. The amount thus collected is to be allocated to pay staff handling the dossier management of applications, either as a timetable reduction ('décharge') or as an overtime payment, according to the Annual School Plan.

<sup>1</sup> The list of systems or universities which fall into these categories will be updated annually

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## 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 exstudents 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.

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## 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.

Giancarlo MARCHEGGIANO 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

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