



Brussels, 13 July 2020

## MEMORANDUM

Ref.: 2020-06-M-3-en

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### Cancel and replaces Memorandum 2019-04-M-2 of 29 April 2019

To: Directors, Deputy Directors for the secondary cycle and Deputy Directors for Finance and Administration

From: Andreas Beckmann, Deputy Secretary-General

Subject: Decision of the Board of Governors of 5-7 December 2017, of 17-19 April 2018 and of 9-12 April 2019 concerning the new arrangements for CAREERS GUIDANCE and the payment system for 'dossier management' for applications for admission to higher education institutions

**Decision of the Joint Teaching Committee of 13 and 14 February 2020** associated with the roll-out of the Careers Guidance Programme in cycle 1 (S2-S3), with entry into force on 1 September 2020.

### Introduction

At its December 2017 and April 2018 meetings, the Board of Governors approved new arrangements for careers guidance and the payment system for 'dossier management' for applications for admission to higher education institutions.

The following are the changes which are proposed in the new document:

#### 1-

To avoid any misunderstandings and confusion, it should be borne in mind that remuneration for activities should be *per class* (see points 3 and 4 of the document).

#### 2-

As regards the types of applications and payments for them: the requirements of higher education institutions are evolving in terms of their access conditions. Thus, some now require applications which imply a heavier workload for careers teachers.

Consequently, and in order already to take account of future developments, precise restrictive examples for the types of applications will no longer be quoted, classifying them as follows – see point 7 of the document:

- Those applications which involve no additional workload for staff.
- **Shorter applications:** those that involve an average extra workload of approximately two periods per application. [An annex of the possible tasks is included by way of example.](#)
- **Longer applications:** those that require a minimum of four periods' worth of extra work. [An annex of possible tasks is included by way of example.](#)

### 3-

In order to implement the Board of Governors' 1995 decision relating to [national external advisers](#) (document 95-D-263), the following should be arranged:

- a. The annual provision of careers advice by national external advisers will be organised in the form of visits and/or using digital communication tools (video-conference, chat, etc.).
- b. Professionally trained national careers advisers should offer this service to all European Schools.

### 4-

Adaptation and updating of the document dating from 2011 (2011-09-D-36), the reference number of which is now 2017-09-D-27.

After several months of implementation, it became clear that there was a need to make some minor changes to those decisions, in order best to clarify the procedure and, in doing so, to assist the schools and the careers guidance teachers with its putting into practice.

At its April 2019 meeting, the Board of Governors therefore approved, **with immediate entry into force**, the proposed changes to chapters 5 and 7 of the 'Careers Guidance' document 2017-09-D-27-fr-5, in order to clarify and facilitate the procedure in force since 1 September 2018.

## 1. 'Dossier management' for applications for admission to higher education institutions as from September 2019

Students will in future pay a fee set according to the workload involved for the careers teacher in processing each application:

**€260** (4 periods or more of work) or **€130** (2 periods or more of work). A charge should be made for each additional application.

### Payment granted to teachers:

Timetable reductions (in periods) will be granted to careers teachers involved on a pro rata basis according to the following criteria: preferably, a one-period annual timetable reduction, otherwise one extra hour of annual overtime, for 10 longer applications or 20 shorter applications.

On a pro rata basis, this means, for example: 8 longer applications = 0.8 periods annual timetable reduction or 0.8 hours of annual overtime.

The timetable reduction is granted during the school year corresponding to the student's year 7.

### **How schools will charge parents**

At the end of year 6, careers guidance teachers in charge of dossier management (CGTCDM) should ask students to indicate to which higher education institutions they wish to apply the following year<sup>1</sup>.

The careers guidance teachers should inform the school's administration of the amount of the fee to be charged for these applications.

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 at the same time as the Baccalaureate registration fee payment.

***! "Fees will be invoiced to parents via budget line 70310201 as budgetary revenue and associated expenditure financed by the school will be assigned to budget line 601102 (or 601101 for seconded staff)" !***

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

### **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.

### **Apportionment of payment**

In schools 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 concerned be used. But each school will make its own arrangements.

### **Information**

An official note, informing them about the new fee to be paid and about the new system's operation and clearly stating which higher education institutions are involved, should be sent to S6 parents before the summer holidays.

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<sup>1</sup> Every year, students should be provided with an updated list of higher education institutions, specifying for each of them whether a longer or shorter application is involved.

### UCAS applications:

In practice, in each language section, the careers guidance teachers,

- will provide assistance with applications for admission to higher education institutions located solely on the territory of an EU Member State **or on the territory of the United Kingdom.**<sup>2</sup>

## 2. Careers Guidance Programme for secondary cycle 1 (years 2 and 3) as from September 2020

At its meeting of 13 and 14 February 2020, the Joint Teaching Committee approved roll-out across the board of the Careers Guidance Programme for cycle 1 (years 2 and 3) of the Secondary cycle, with entry into force in September 2020.

Careers guidance teachers will deliver the careers guidance programme at the rate of 2 periods in S2 and of 6 periods in S3. Please note that in this context, the term 'period' should be regarded as a 'single' period (a 45-minute lesson) and not as a weekly period throughout the year.

Hence, careers guidance teachers delivering the programme will be paid overtime for doing so, with a maximum of two periods per class in S2 and six periods per class in S3.

On approval, document 2014-09-D-54-en-4 will incorporate the Programme for Careers Guidance in the Secondary cycle: 2020-02-D-12-en-1. That new document will cancel and replace the Programmes with the reference numbers 2014-09-D-54-en-4 and 2014-01-D-36-en-2.

The date of entry into force is 1 September 2020. Document 2017-09-D-27 has been amended accordingly

## 3. Timetable reductions for careers guidance

Schools are entitled under the system to a one-period timetable reduction for careers guidance for each official language section. Each Director will distribute such timetable reductions according to the realities of his or her school.

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

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<sup>2</sup> In the absence of a decision on the part of the Board of Governors with respect to the questions pertaining to 'Brexit', the current situation concerning the handling of UCAS applications remains unchanged until further notice.

## 4. Guidance Programme in S2, S3, S5, S6 and S7

### **S2 Programme: Maximum of 2 periods<sup>3</sup> per class\***

- Paid as annual overtime, at the end of the school year.
- Must be declared and justified to the school's management.

### **S3 Programme: Maximum of 6 periods<sup>4</sup> per class\***

- Paid as annual overtime, at the end of the school year.
- Must be declared and justified to the school's management.

### **S5 Programme: Maximum of 16 periods<sup>5</sup> per class\***

- Paid as annual overtime, at the end of the school year.
- Must be declared and justified to the school's management.

### **S6 and S7 Programme: Maximum of 8<sup>6</sup> periods per year group and per class\***

- Paid as annual overtime (see S5 for payment arrangements).

*\* A section may have more than one class per year group.*



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Deputy Secretary-General

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<sup>3</sup> In this case, it is not an annual timetable reduction. 1 period equals 45', hence: a maximum of 2x45 minutes per class.

<sup>4</sup> In this case, it is not an annual timetable reduction. 1 period equals 45', hence: a maximum of 6x45 minutes per class.

<sup>5</sup> In this case, it is not an annual timetable reduction. 1 period equals 45', hence: a maximum of 16x45 minutes per class.

<sup>6</sup> In this case, it is not an annual timetable reduction. 1 period equals 45', hence: a maximum of 8x45 minutes per class in S6 + a maximum of 8x45 minutes per class in S7.