

New-Bridge Integrated College



PROGRESS FILE POLICY

UPDATED AUGUST 2011

What is Progress File in New-Bridge Integrated College?

- Progress File is a process to support learning, personal development and career planning.
- Progress File builds on best practices developed through recording of achievement and promotes ongoing reviewing, planning and development, as part of lifelong learning.
- Progress File enables people of all ages to manage their learning and development by acquiring thinking and planning skills.
- Progress File encourages people to:
 - Reflect upon their strengths and weaknesses
 - Review their progress
 - Recognise their potential
 - Identify realistic goals and targets
 - Record their achievements.
- Progress File motivates individuals to make progress and achieve in all areas of their lives.
- Progress File equips people with the knowledge, skills and understanding to make decisions and effectively manage change and transitions.
- Progress File helps people sort, sift and select information about them to present their relevant attributes to others.

- Progress File mirrors other personal planning and development processes to be found in higher education, training and employment e.g. appraisal, performance management.

What Progress File is not?

- Progress File is not a summative document to celebrate achievements at the end of compulsory education. Summary statements may be produced at significant points in the process and information might be selected for presentation purposes, but Progress File is much more than a folder or portfolio of evidence.

Learning across the curriculum

The school curriculum is more than national curriculum subjects, and other statutory requirements, including careers education. It should provide an opportunity to promote pupils' spiritual, moral, social and cultural development. It includes guidelines for PSHE, and provides contexts for developing:

- **Financial capability** - learning to make competent decisions in managing money and planning finances for the future (e.g. budgeting, spending, saving and investing, using credit, avoiding debt).
- **Enterprise** - learning to embrace, create and thrive on change, and to prepare for self-employment.
- **Entrepreneurialism** - learning about the individual's role in sustaining and developing the economy and society, and wealth creation; developing qualities such as tenacity, risk-taking and leadership.
- **Work-related learning** - learning through work, such as work experience; learning about work e.g. through visits to workplaces, career-related activities and vocational subjects; learning for work e.g. through the development of key skills and career-management skills.
- **Education for sustainable development** - developing values and learning how to participate in decisions that will improve the quality of life without damaging the planet for the future.

A wide range of skills can be developed and applied, including subject-specific skills, skills that are common to several subjects, and those that are more widely applicable and known as: **key skills** (communication, application of number, information technology; and the wider key skills of working with others, improving own learning and performance and problem solving); and **thinking skills** (Managing

Information, Being Creative, Thinking, Problem Solving, Decision Making, Working with Others & Self Management.

Progress File 'kit'

- **Progress File folder**
A ring file for working documents, Progress File booklet/s, evidence of learning and achievements. *It is owned by the individual.*
- **Progress File presenter or wallet**
A slim folder called the Presenter will be used to hold selected documents when an individual needs to present themselves to a third party.

Delivery of Progress File

Progress File at Key Stage 3

Progress File will be delivered mainly through the Form Tutor during Pastoral time. All Form Tutors have their form classes on Tuesday Period 3. The Year Heads will oversee the delivery of the programme throughout the School. Staff will be encouraged to be aware of Progress File and how their day to day teaching contributes to the process. Citizenship and Employability will link with and support the work. The Employability Teacher will help in the coordination and delivery of the Progress File. There are appropriate materials to adapt and use according to the IEPs for identified students.

At the end of each year the students will be asked to produce a Personal Statement and an Achievements Log. The Personal Statement will be included in Summer Report. The style and quality of these should improve over the years.

Details for the delivery of the programme are shown in Appendix 1.

Year 8

Year 8 pupils will use the New-Bridge Diary as part of the Induction Process. They will be introduced to the Progress File black ring binder and the published booklet, 'Getting Started' and will begin the process of recognising success and keeping evidence of achievements.

Year 9

Year 9 pupils will focus on recognising skills and personal qualities. This will build on the Year 8 programme and start to increase pupils' awareness of decision making, the world of work and lifestyles. It links in

closely with the Career Management Topic in Employability Lessons where pupils assess their personal skills and achievements to date, identify areas of interest and set targets for self-improvement and explore the changing concept of a career.

Year 10

Year 10 pupils will assess personal skills and achievements to date; identify areas of interest and set targets for self-improvement, explore the changing concept of career and engage in the personal career planning process to investigate and reach decisions. It will help to prepare pupils to make life determining decisions related to GCSE courses. It will also focus on key skills especially Communication, Team-work and Improving Own Learning and Performance.

Students will be made aware of the function of the Presenter, which should be kept by the Form Tutor until it is presented after the completion of Key Stage 3. This will be at the beginning of Year 11, when Key Stage 3 can be reflected upon and targets set for Key Stage 4. The Presenter should be collected and kept by the Form Tutor.

The Presenter will contain a minimum of:

1. Personal Statement
2. Achievements Log
3. Copy of Last School Report
4. Key Stage 3 results

It may also contain:

5. Certificates to support the Achievements Log

Note: The School Logo should not be included on any materials except the school Report.

Progress File at Key Stage 4

In years 11 & 12 the Progress File materials will be delivered during the Pastoral Period and the Careers Period. Respective Year Heads and the Head of Careers and Form Tutors will be responsible for the coordination and delivery of the programme.

Pupils will build upon the skills and knowledge through the Progress File Materials, Pastoral Programme, Employability and Citizenship taught in Key Stage 3. They will use the published booklet, 'Moving On'. Teacher guidance and support materials will be provided and Templates will be available on the Learning Resources Network.

At the end of both years the students will be asked to produce a Personal Statement and an Achievements Log. The style and quality of these should have improved.

Details for the delivery of the programme are shown in Appendix 1.

At the end of Year 12, to mark the end of their compulsory school education, an updated version of the Progress File Presenter will be issued.

It is expected that students from New-Bridge Integrated College will be asked to pilot the Moving On eProgress Programme during the 2011-12 year.

Year 11

Year 11 pupils will use the booklet, 'Moving On' and will focus on Sections 1, 2 and 3 which consider Managing Your Learning, Personal Development and Self Assessment. Pupils will be encouraged to target set and recognise and utilise transitional skills. They should begin to recognise the positive contributions they can make to family and school life, the community, the world of work and society as a whole.

Year 12

Year 12 pupils will focus on Sections 4, 5 and 6 in the 'Moving On' Booklet which look at Experiences of Work, Career Management and Celebrating Your Achievements. They will make a review of Year 11, set targets for the year ahead, focus on a Personal Career Plan and prepare for their Work experience. This will be followed up with the production of a Work Experience Diary, Evaluation and Review. They will be learning about the importance of promoting their strengths to future employers.

At the end of the year pupils will be awarded with the updated Presenter in a Special Leaving Assembly.

The Presenter will contain a minimum of:

1. Last School Report
2. Personal Statement
3. Record of Personal Achievements & Performance
4. Work Experience Report

It may also contain:

5. Validation Certificate for Work Experience
6. Curriculum Vitae
7. Letter of Application

The Presenter will be the individual pupil's responsibility to make sure that the required documents are typed, collated and included in the

final format. The Form Tutor will be responsible for overseeing the process and checking the final format.

Note: The School Logo should not be included on any materials except the school Report.

Progress File at Key Stage 5

Year 13

The School will be introduced to eProgress Widening Horizons during their Careers lesson with the use of ICT. The Careers Teacher will facilitate the delivery of the programme. Pupils will be building on the processes from Key Stage 4 as well as Preparing for Work or Third Level Education. The Head of Careers and Careers teachers will facilitate the delivery programme and students will be encouraged to work at their own pace and in their own time to broaden their knowledge and investigate the links that are suggested. As this is the first year of the programme going 'live' to all schools in Northern Ireland, CCEA are encouraging more feedback from pupils and teachers. New-Bridge was one of the six schools invited to pilot this programme in 2010-2011.

It is the responsibility of the student to update his/her Presenter and print copies of evidence needed for his/her Presenter.

Year 14

Year 14 will build upon the Year 13 programme and will focus on the skills and knowledge needed to gain employment or access to Third Level Education. They will focus on Applying to University or other Applications and Preparing for an Interview and use the eProgress website to broaden their knowledge.

It is the responsibility of the student to update his/her Presenter which will be presented at the Final School Assembly.

Progress File & Staff

The School will introduce all staff to the published materials in Broadening Horizons. Copies are available for all members of staff to make use of this opportunity on request from the Evaluation Coordinator or Head of Careers.

Ann Rosa
August 2011

To AG, JN, KN, DL, WR, MV, MS, HS, HR & MW
From: RS & SL

This is a draft of **Progress File Policy** in New-Bridge.

We would appreciate your comments on this please by **Tuesday 7th February** 2006 so that we can present the final document to Staff during the In-Service Day on 17th February.

Many thanks
Ann & Mary

23rd January 2006