RECORDS OF ACHIEVEMENT

Aims

To follow the guidance given by the DES in 1984 "Records of Achievement : A Statement of Policy".

1) to recognise, acknowledge and give credit for what Students have achieved and experienced, not just in terms of results of public examinations but in other ways as well.

2) to help Colleges identify the all round potential of their Students and to consider how well their curriculum, teaching and organisation enable the development of the general, practical and social skills to be recorded.

3) to provide young people leaving College or college with a short summary document of record, the National Record of Achievement (NRA), which is recognised and valued by employers and institutions of further and higher education.

Guidelines

1) Year 7 Students should arrive with their Primary Record of Achievement and use it as a personal introduction to their Tutors. In Year 7 all Students will be issued with their R.O.A. files and these will be kept in R.O.A./Tutorial filing cabinets in Tutor Rooms. Year 7 Students will have individual talks with tutors and will keep a record of their discussions and achievements.

2) Year 8 Students will continue with the same files and will have planned discussions on academic progress and other experiences.

3) Year 9 Students will prepare an interim summary in preparation for their option interview. This will be placed in the NRA folder.

4) In Year 10, the NRA and any other material Students wish to include, will be used as a basis for a discussion with tutors. Students will set targets for their courses and make a record of their Work Experience placement.

5) During Year 11, planned discussions will be held to help the preparation of the final personal statement where possible. These and Students' C.V.s will be typed by Students and placed in the NRAs which will be available for interviews and for leavers to take with them at the end of the year.

6) Year 12 Students will have preliminary discussions with tutors based on the Year 11 document. This will be followed by an interview later in the year. Those leaving at the end of Year 12 will complete another personal statement and C.V. which will be typed. Those remaining will complete their statements during the Autumn Term of Year 13.