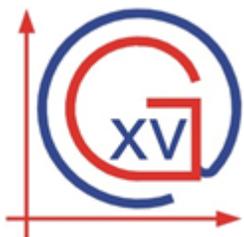




## *Guide to CAS*

*XV. GIMNAZIJA, Zagreb*



*International Baccalaureate  
Diploma Programme*

Dear Students,

this booklet is aimed at making it easier for you to understand fully what CAS is and what will be expected from you in the two year Diploma programme.

We will be meeting regularly throughout the school year, but you are always welcome to come and talk to me at any time about the CAS programme.

I can usually be found **in M 10 on Mondays from 13:20 to 14:05**. I can also be contacted at: [lsbutina@mioc.hr](mailto:lsbutina@mioc.hr)

Enjoy your CAS programme; it can be one of the most rewarding experiences of your school career.

Good luck!

Loreana Selišek Butina, M.A.  
CAS COORDINATOR

## IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## IB Learner Profile

The aim of all IB programmes is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB Learners strive to be:

**Inquirers** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and shows independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled** They act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Risk-takers** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Why CAS?



CAS is at the heart of the Diploma Programme. With its holistic approach, CAS is designed to strengthen and extend students' personal and interpersonal learning from the PYP and MYP.

CAS is organized around the **three strands of creativity, activity and service defined as follows:**

- **Creativity**—exploring and extending ideas leading to an original or interpretive product or performance
- **Activity**—physical exertion contributing to a healthy lifestyle
- **Service**—collaborative and reciprocal engagement with the community in response to an authentic need

## What is a CAS Learning Experience?



**CAS – Creativity, Activity and Service is built around seven learning outcomes.** The student aims to work on each one of the learning outcomes. These goals are subjectively/individually defined by each student, and through the written reflective process of metacognition the individual student communicates to the CAS coordinator the plan, the progress, and the level of accomplishment in meeting the learning outcomes.

As the student plans their CAS IB component, it is recommended that they read VERY carefully the Guide developed by the IBO that sets down the rules and regulations for CAS.



## The Nature of Creativity, Action, Service - from the IBO

*...if you believe in something, you must not just think or talk or write, but must act.*

*Peterson (2003)*

As a shining beacon of our values, CAS enables students to demonstrate attributes of the IB learner profile in real and practical ways, to grow as unique individuals and to recognize their role in relation to others. Students develop skills, attitudes and dispositions through a variety of individual and group experiences that provide students with opportunities to explore their interests and express their passions, personalities and perspectives. CAS complements a challenging academic programme in a holistic way, providing opportunities for **self-determination, collaboration, accomplishment and enjoyment**.

CAS enables students to enhance their personal and interpersonal development. **A meaningful CAS programme is a journey of discovery of self and others.** For many, CAS is profound and life-changing. Each individual student has a different starting point and different needs and goals. A CAS programme is, therefore, individualized according to student interests, skills, values and background.

The school and students must give CAS as much importance as any other element of the Diploma Programme and ensure sufficient time is allocated for engagement in the CAS programme. The CAS stages offer a helpful and supportive framework and continuum of process for CAS students.

**Successful completion of CAS is a requirement for the award of the IB Diploma. While not formally assessed, students reflect on their CAS experiences and provide evidence in their CAS portfolios of achieving the seven learning outcomes.**

The CAS programme formally begins at the start of the Diploma Programme and continues regularly, ideally **on a weekly basis, for at least 18 months with a reasonable balance between creativity, activity and service.**

All CAS students are expected to maintain and complete a **CAS portfolio as evidence of their engagement with CAS.** The CAS portfolio is a collection of evidence that showcases CAS experiences and for student reflections; it is not formally assessed.

**Completion of CAS is based on student achievement of the seven CAS learning outcomes. Through their**

**CAS portfolio, students provide the school with evidence demonstrating achievement of each learning outcome.**

**Students engage in CAS experiences involving three CAS strands.**

**Further, students undertake a CAS project of at least one month's duration** that challenges students to show initiative, demonstrate perseverance, and develop skills such as collaboration, problem-solving, and decision-making. The CAS project can address any single strand of CAS, or combine two or all three strands.

Students use the CAS stages (investigation, preparation, action, reflection and demonstration) as a framework for CAS experiences and the CAS project.

There are **three formal documented interviews** students must have with their CAS coordinator.

The first interview is at the beginning of the CAS programme, the second at the end of the first year, and the third interview is at the end of the CAS programme.

CAS emphasizes reflection which is central to building a deep and rich experience in CAS. Reflection informs students' learning and growth by allowing students to explore ideas, skills, strengths, limitations and areas for further development and consider how they may use prior learning in new contexts.

### Aims

The CAS programme aims to develop students who:

- enjoy and find significance in a range of CAS experiences
- purposefully reflect upon their experiences
- identify goals, develop strategies and determine further actions for personal growth
- explore new possibilities, embrace new challenges and adapt to new roles
- actively participate in planned, sustained, and collaborative CAS projects
- understand they are members of local and global communities with responsibilities towards each other and the environment.

### The Learning Outcomes The Goals of the Learning Experience



**Student completion of CAS is based on the achievement of the seven CAS learning outcomes** realized through the student's commitment to his or her CAS programme over a period of 18 months. These learning outcomes articulate what a CAS student is able to do at some point during his or her CAS programme.

Through meaningful and purposeful CAS experiences, students develop the necessary skills, attributes and understandings to achieve the seven CAS learning outcomes.

Some learning outcomes may be achieved many times, while others may be achieved less frequently. Not all CAS experiences lead to a CAS learning outcome. Students provide the school with evidence in their CAS portfolio of having achieved each learning outcome at least once through their CAS programme. The CAS coordinator must reach agreement with the student as to what evidence is necessary to demonstrate achievement of each CAS learning outcome. Commonly, the evidence of achieving the seven CAS learning outcomes is found in students' reflections.

**In CAS, there are seven learning outcomes:**

➤ **Identify own strengths and develop areas for growth**

(Students are able to see themselves as individuals with various abilities and skills, of which some are more developed than others.)

➤ **Demonstrate that challenges have been undertaken, developing new skills in the process**

(A new challenge may be an unfamiliar experience or an extension of an existing one. The newly acquired or developed skills may be shown through experiences that the student has not previously undertaken or through increased expertise in an established area.)

➤ **Demonstrate how to initiate and plan a CAS experience**

(Students can articulate the stages from conceiving an idea to executing a plan for a CAS experience or series of CAS experiences. This may be accomplished in collaboration with other participants. Students may show their knowledge and awareness by building on a previous experience, or by launching a new idea or process.)

➤ **Show commitment to and perseverance in CAS experiences**

(Students demonstrate regular involvement and active engagement in CAS.)

➤ **Demonstrate the skills and recognize the benefits of working collaboratively**

(Students are able to identify, demonstrate and critically discuss the benefits and challenges of collaboration gained through CAS experiences.)

➤ **Demonstrate engagement with issues of global significance**

(Students are able to identify and demonstrate their understanding of global issues, make responsible decisions, and take appropriate action in response to the issue either locally, nationally or internationally.)

➤ **Recognize and consider the ethics of choices and actions**

(Students show awareness of the consequences of choices and actions in planning and carrying out CAS experiences.)

### **Guidelines to CAS experiences**

The CAS coordinator assists students in understanding what may or may not be a CAS experience. There are four guidelines that should be applied to any proposed CAS experience.

**A CAS experience must:**

- fit within one or more of the CAS strands
- be based on a personal interest, skill, talent or opportunity for growth
- provide opportunities to develop the attributes of the IB learner profile
- not be used or included in the student's Diploma course requirements

To further assist students in deciding on a CAS experience, the following questions may be useful for students to consider:

- Will the experience be enjoyable?

- Does the experience allow for development of personal interests, skills and/or talents?
- What new possibilities or challenges could the experience provide?
- What might be the possible consequences of your CAS experience for you, others and the environment?
- Which CAS learning outcomes may be addressed?

**While it is not necessary for each CAS experience to address a CAS learning outcome, upon completion of the CAS programme, CAS students are required to present evidence demonstrating achievement of all CAS learning outcomes.**

### The CAS stages



The CAS stages (adapted from Cathryn Berger Kaye’s “five stages of service learning”, 2010) offer a helpful and supportive framework and continuum of process for CAS students as they consider what they would like to do in CAS, make plans, and carry out their ideas. The CAS stages are applicable to the three strands of creativity, activity, service, and the CAS project.

#### **The five CAS stages are as follows:**

- 1. Investigation:** Students identify their interests, skills and talents to be used in considering opportunities for CAS experiences, as well as areas for personal growth and development. Students investigate what they want to do and determine the purpose for their CAS experience. In the case of service, students identify a need they want to address.
- 2. Preparation:** Students clarify roles and responsibilities, develop a plan of actions to be taken, identify specified resources and timelines, and acquire any skills as needed to engage in the CAS experience.
- 3. Action:** Students implement their idea or plan. This often requires decision-making and problem solving. Students may work individually, with partners, or in groups.
- 4. Reflection:** Students describe what happened, express feelings, generate ideas, and raise questions. Reflection can occur at any time during CAS to further understanding, to assist with revising plans, to learn from the experience, and to make explicit connections between their growth, accomplishments, and the learning outcomes for personal awareness. Reflection may lead to new action.
- 5. Demonstration:** Students make explicit what and how they learned and what they have accomplished, for example, by sharing their CAS experience through their CAS portfolio or with others in an informal or formal manner. Through demonstration and communication, students solidify their understanding and evoke response from others.

## CAS STRANDS

**What is Creativity?**



**Creativity is exploring and extending ideas leading to an original or interpretive product or performance.**

**What is Activity?**



**Activity is physical exertion contributing to a healthy lifestyle.**

**What is Service?**



**Service is collaborative and reciprocal engagement with the community in response to an authentic need.**

## WHAT IS Service learning?

Service experiences in CAS can be approached **using a service learning model**. Service learning is the development and application of knowledge and skills towards meeting an identified community need.

In this research-based approach, students undertake service initiatives often related to topics studied previously in the curriculum, utilizing skills, understandings and values developed in these studies. **Service learning builds upon students' prior knowledge and background, enabling them to make links between their academic disciplines and their service experiences.**

## WHAT IS CAS Project?



**A CAS project** is a collaborative, well-considered series of sequential CAS experiences, engaging students in one or more of the CAS strands of creativity, activity, and service.

**CAS students must be involved in at least one CAS project during their CAS programme.**

The primary purpose of the CAS project is to ensure participation in sustained collaboration. Through this level of engagement students may discover the benefits of teamwork and of achievements realized through an exchange of ideas and abilities. A CAS project challenges students to show initiative, demonstrate perseverance, and develop skills such as those of cooperation, problem-solving and decision-making.

**A CAS project involves collaboration between a group of students or with members of the wider community.**

Students work as part of a team, with all members being contributors. A CAS project offers students the opportunity to be responsible for, or to initiate, a part of or the entire CAS project. Working collaboratively also provides opportunities for individual students to enhance and integrate their personal interests, skills and talents into the planning and implementation of CAS projects.

All CAS projects should use the CAS stages as a framework for implementation to ensure that all requirements are met.

**A CAS project can address any single strand of CAS, or combine two or all three strands.** The following examples are provided to help generate further ideas without limiting the scope and direction of a CAS project:

- **Creativity:** A student group plans, designs and creates a mural.
- **Activity:** Students organize and participate in a sports team including training sessions and matches against other teams.
- **Service:** Students set up and conduct tutoring for people in need.

## CAS Needs Reflections



Being reflective is one attribute of the IB learner profile: *“We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.”*

**Reflection is central to building a deep and rich experience in CAS.**

### Elements of reflection

Reflection is a dynamic means for self-knowing, learning and decision-making. Four elements assist in the CAS reflective process. The first two elements form the foundation of reflection.

- **Describing what happened:** Students retell their memorable moments, identifying what was important or influential, what went well or was difficult, obstacles and successes.
- **Expressing feelings:** Students articulate emotional responses to their experiences.

The following two elements add greater depth and expand perspectives.

- **Generating ideas:** Rethinking or re-examining choices and actions increases awareness about self and situations.
- **Asking questions:** Questions about people, processes or issues prompt further thinking and ongoing inquiry.

Students can be encouraged to move forward through deeper questions.

For example:

#### **What did I do? could become:**

- Why did I make this particular choice?
- How did this experience reflect my personal ideas and values?
- In what ways am I being challenged to think differently about myself and others?

#### **How did I feel? could become:**

- How did I feel about the challenges?
- What happened that prompted particular feelings?
- What choices might have resulted in different feelings and outcomes?

### **CAS interviews**

There must be a minimum of three interviews between a student and the CAS coordinator where student progress is discussed and appropriate encouragement and advice is given. The interviews should occur at least twice in the first year of the Diploma Programme and once in the second year. Feedback from these interviews is recorded by the CAS coordinator/adviser.

The interviews are documented on a **CAS progress form** (see examples in the Creativity, activity, service teacher support material) **or through some other appropriate method such as a digital log.**

#### **The initial interview**

This interview is conducted at the beginning of the Diploma Programme. The CAS coordinator ensures the student understands the requirements for CAS, explains the CAS learning outcomes and how the student might achieve these outcomes, discusses the student's interests and ideas for CAS experiences, determines what form the student's CAS portfolio should take, and reviews the CAS stages.

#### **The second interview**

This interview is normally held towards the end of the first year of the Diploma Programme. The main purpose of the interview is to assess the progress of the student in CAS. Of real interest in this interview is that the students have committed to a range of CAS experiences and they are achieving the CAS learning outcomes. Students at this stage may have completed or are planning to carry out a CAS project. The student's CAS portfolio is used as a reference in this interview and reviewed for gathered evidence including achievement of any of the seven learning outcomes.

#### **The third interview**

This is the summative interview for CAS. It may well be just before the Diploma Programme finishes. In this interview the student outlines how they have achieved the learning outcomes for CAS. In addition, they discuss and evaluate their overall CAS programme and reflect on personal growth. The student's CAS portfolio is used as reference in this interview. This third interview may provide the opportunity for discussion on development of the CAS programme for future CAS students based on this student's personal experience. Refer to the Creativity, activity, service teacher support material for sample interview questions.

### **The CAS portfolio**

The CAS portfolio provides students with opportunities to record their diverse CAS experiences and summarize and celebrate their achievements. The CAS portfolio is a collection of evidence and reflections (for example: photographs, visual and audio recordings, documents, posters, programmes of events or performances) that demonstrate participation in CAS and achievement of the seven CAS learning outcomes.

**The CAS portfolio is to be discussed during the three formal CAS interviews.**

**The CAS portfolio is valuable evidence of a student's CAS experiences and achievements**

There is no singular preferred method for the CAS portfolio. While the CAS coordinator can make this determination, involving the students in having a choice would improve the level of engagement.

**Students may have preferences that allow for differentiation, for example, a scrapbook, video log, blog, files, or school-organized website.**

## CAS Agreement

As a student in the XV. GIMNAZIJA, ZAGREB in IB Diploma Programme,

I, \_\_\_\_\_ agree to

initiate, participate, and complete activities/project in order to fulfill the Creativity, Activity and Service component of the International Baccalaureate Programme. I understand that I must meet the criteria listed:

- Study the CAS Handbook
- Develop an plan
- Regularly participate
- Regularly write CAS diary/log and reach all 7 learning outcomes
- Respect the deadlines
- Assume responsibility for all documentation and CAS Portfolio.

I have read this agreement; I will adhere to its specifications.

I have read this agreement; I will monitor my child's adherence to the agreement.

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Student

Parent

Date

CAS COORDINATOR :

*Loreana Selišek Butina, M.A.*