



Korah Collegiate & Vocational School
CAS Handbook
Class of 2026

Your CAS advisors:

Mrs. K. Johnstone (johnstk@adsb.on.ca)

Ms. C. Prophet (prophec@adsb.on.ca)

In-person mentoring: Fridays at lunch in the CAS/IB room



IB Mission Statement

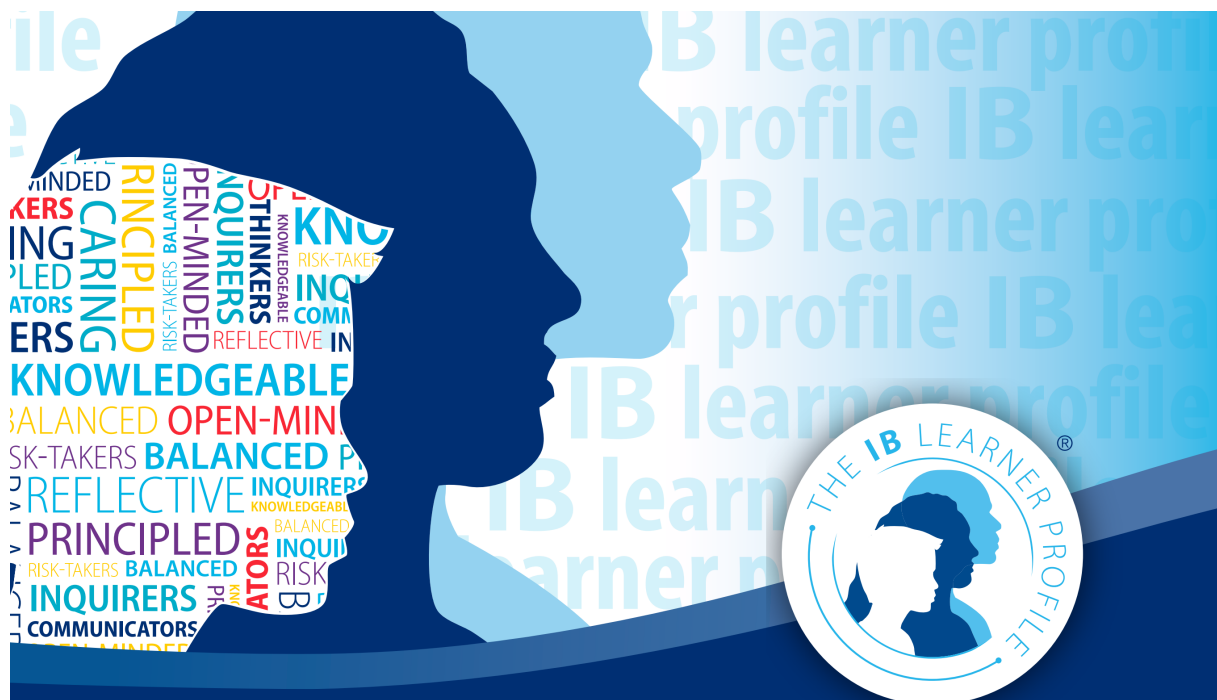
The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with 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.

Table of Contents:

The IB Learner Profile.....	3
The Nature of CAS.....	4
CAS Requirements.....	6
The Process and Timeline.....	7
Example of CAS Experiences.....	9
Reflection Ideas.....	10
Comparison of CAS with Korah’s Duke of Edinburgh’s Award.....	11
APPENDIX A: Creativity, Activity, Service (CAS) Contract.....	12
APPENDIX B: The 7 CAS Learning Outcomes	13
APPENDIX C: Year One CAS Plan	16
APPENDIX D: CAS Proposal Form	17
APPENDIX E: CAS Activity Log.....	19
APPENDIX F: Student Checklist for CAS.....	20



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.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

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.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



International Baccalaureate®
Baccalauréat International
Bachillerato Internacional

© International Baccalaureate Organization 2013

International Baccalaureate® | Baccalauréat International® | Bachillerato Internacional®

The Nature of CAS

***“...if you believe in something, you must not just think or talk or write, but must act.”
(Peterson 2003)***

“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.

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. **CAS is not graded, but failure to complete all of the requirements of CAS is a failing condition for the IB Diploma.**

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 online profile, students provide the school with evidence demonstrating achievement of each learning outcome.

THE SEVEN LEARNING OUTCOMES (LOs):

“By the end of the CAS programme, students will have:

1. Increased their awareness of their strengths and areas for growth.
2. Demonstrate that challenges have been undertaken, developing new skills in the process.
3. Demonstrate how to initiate and plan a CAS experience.
4. Show commitment to and perseverance in CAS experiences.
5. Demonstrate the skills and recognize the benefits of working collaboratively.
6. Demonstrate engagement with issues of global significance.
7. Recognize and consider the ethics of choices and actions.”

Students engage in **CAS experiences** involving one or more of the three CAS strands. A CAS experience can be a single event or may be an extended series of events.

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/adviser. 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.”

CAS Requirements

CAS Overview:

- Students are to be involved in a well-balanced and diverse range of experiences on a weekly basis over an 18-month period.
- Experiences should offer experiential learning.
- CAS experiences can vary in length and in the amount of commitment required from the student.
- Each of the seven learning outcomes need to be achieved for the completion of CAS.
- Students should aim to “do” CAS at least 1-2 times a week over 18 months.
- Reflections need to address at least one learning outcome.
- Students can work on CAS experiences/projects over the summer between grades 11 and 12 (this would allow students to finish CAS *before* mock exams begin).
- At least ONE “project” is to be completed; an activity of significant duration (one month minimum) that integrates one or more CAS strands **and** involves collaborative (team) work.
- Electronic or paper supervisor signatures will be required to satisfy OSSD Community Involvement/Volunteer Hours. It is YOUR responsibility to ensure that service volunteer hours are kept up to date with Ms. Guertin in Student Services.

How is CAS structured?.

CAS Experiences/Projects:

- Demonstrates clear and attainable goals
- Includes at least one experience which the student initiates
- Achieves at least one of the seven learning outcomes
- Models the attributes outlined in the IB learner profile
- Based on personal interest, skill, talent, or opportunity for growth
- Do not provide the student with academic credit or monetary gain

What do CAS projects involve?

CAS Mentoring and Interviews

- CAS advisors are available during the lunch period on Fridays in the CAS/IB room. If Friday is a school holiday, the room will be open on Thursday.
- There will be 3 formal interviews with a CAS advisor to discuss student progress and engagement in CAS. There will be two interviews in grade 11 and one in grade 12.
- Students will be assigned Friday time slots on the class calendar in Edsby.

CAS advisor contact information:

Kathryn Johnstone
johnstk@adsb.on.ca

Christa Prophet
prophec@adsb.on.ca

Students can also reach out via messages on Edsby.

The Process and Timeline

1. Students will participate in an introductory group session to review the “Nature of CAS”, use of Managebac and the program requirements. Review the CAS handbook and contract with parents/guardians. Students return the **signed contract** to the CAS advisors. (September, year 1)
2. With the support of a parent/guardian, complete the **Year One CAS Plan** (return the form to your CAS advisor). This will be a valuable resource as you proceed in the IB DP.
3. In the fall of year one, students will meet with their advisor for CAS interview #1.
4. Before starting an activity, submit a proposal using the **CAS Proposal Form** to one of the CAS advisors for approval. Please ensure that all information is complete and accurate. Note: a family member may not serve as a supervisor for any service/volunteer hours or project. It is acceptable to submit proposal directly to Managebac as long as all the components are included.
 - CAS advisors are available in the CAS room during lunch each Friday to discuss ideas
 - Extra proposal forms are available in room 218, in Student Services, and on the Korah website <https://www.korahcvs.com/>.
 - If the experience involves sporadic hours and occurs over a long period of time, the student is encouraged to maintain a **CAS Experience/Project Log**.
5. Once approved, the CAS advisor will sign the form and keep it in the CAS room.
6. Enter the experience/project on **Managebac**. The assigned CAS advisor will approve the experience on Managebac. The student will then proceed with the experience.
7. For each learning outcome, the student must provide sufficient documentation on Managebac to support completion of CAS. The student will post evidence of their work on a regular basis (reflection journal, photos, blogs, music, other evidence). A thorough reflection is required for each of the seven learning outcomes (you will be asked to check ✓ which outcome is being reflected on) AT LEAST ONCE over the 18 months.
8. When a SERVICE experience or PROJECT has been completed, the student will request an **on-line supervisor review (or print the pdf)**. This is required for the OSSD and IB. It is YOUR responsibility to ensure that service volunteer hours are kept up to date with Ms. Guertin in Student Services.
9. The supervisor will attest to the successful participation in the experience and will be asked to comment on:
 - Amount of effort and commitment made
 - Evidence of the student’s initiative/planning/organization etc.
 - Student’s personal achievement of the learning outcomes and development of skills
 - Any other comments they feel necessary

Note: the supervisor will have access to the posted reflections/evidence online.

10. After the supervisor review is complete, the service is considered “completed”.
11. In the spring of year one, students will meet with their advisor for CAS interview #2.
12. Students continue to work on CAS for the duration of year two.
13. In the winter/spring of year two, students will meet with their advisor for CAS interview #3.

What happens if a student does not meet the CAS requirements?

If the CAS requirements are not met, the IB diploma is withheld until CAS is completed. Students will have one additional academic year to complete the requirements in order to receive the IB diploma.

Examples of CAS Experiences

Creativity	Activity	Service
Photography	Swimming	Start a recycling program
Learn an instrument	Kickboxing, martial arts	Beach clean-ups; Lake Superior shoreline
Concert Band	Tennis	Community garden – raise funds
Korahster	Golf	Campaign – local government, Cancer Society, Alzheimer’s Society, etc.
Mustang Sally	Horseback riding	Create a poster campaign for a cause – healthy eating, positive mental health, environmental issue, etc.
Musical Theatre	Yoga – in person or virtual class	Health Care Volunteer – ARCH, Sault Area Hospital, long term care home
Art lessons	Personal fitness – local gym	Volunteer in-person, plan an event, or raise funds for a service organization (ex. Soup Kitchen, Tumaini Afrika, SSM Humane Society, Clean North, Festival of Trees, CMHA, SSM branch)
Tournament Organization	Hiking, mountain /trail biking – Hiawatha Highlands	Apply for a community position – ex. Mayor Youth Advisory Council
Event Planning – Relay for Life, Student Senate, Korah Cabinet, other clubs/groups	Sports teams – cross country, basketball, volleyball, football, badminton, track & field, soccer, hockey, baseball, curling, wrestling, ringette	Teach a skill/volunteer coach – soccer, hockey, skating, basketball, dance, guitar, piano, etc.
Learn a new skill – knit, crochet, sew, cook	Canoe, Kayak – Sault College Adventure Centre, or on your own	Start a new club at school
Video/film production	Skiing – downhill, x-country	Peer tutoring
Fashion show	Biking – map your routes!	Join a community club – ex. Rotary
Website development	Go backpacking/camping	Plan an activity for an international day of recognition (ex. Orange Shirt Day). See the List of International Days https://www.un.org/en/observances/list-days-weeks for more ideas.
Develop skills in a club – robotics, chess, envirothon, yearbook	Dance lessons	Participate in a school club - Student senate, Korah Cabinet, Student Ambassador, Grad Committee, Relay for Life, ISCF, OSAID, Speaker’s Bureau
Writing – novel, poetry, songs	Go skating at the Rhodes/oval	Plan a school/class event for the IB at Korah!
Learn a new language but do something with it! Create a video, book, song.	Skateboarding	Host a bake sale for a cause!
Photography		Volunteer for Musical Theatre
Design a mural		

Reflection Ideas

Reflection is a dynamic means for self-knowing, learning and decision making. Purposeful reflection is about *quality* not *quantity*.

Guiding Questions - Four elements assist in the CAS reflective process.

1. **Describing what happened**: Recalling memorable moments, identifying what was important or influential, what went well or was difficult, obstacles, successes.
 - *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?*
2. **Expressing feelings**: Articulate emotional responses to experiences.
 - *How did I feel about the challenges?*
 - *What happened that prompted particular feelings?*
 - *What choices might have resulted in different feelings and outcomes?*
3. **Generating ideas**: Rethinking or re-examining choices and actions increases awareness about self and situations.
 - *How did I demonstrate commitment and/or perseverance?*
 - *Were ethical implication considered in my actions taken during this activity?*
4. **Asking questions**: Questions about people, processes or issues prompt further thinking and ongoing inquiry.
 - *Can the experience be placed in a larger context?*
 - *Did this experience have global implications?*
 - *Can this lead to a new CAS experience?*

Forms of Reflection

Reflection can take countless forms. CAS students are to identify forms of expression that have personal meaning and best enable them to explore their experiences.

Some examples:

- | | |
|--------------|-----------------------|
| -paragraph | -photographs |
| -dialogue | -poem |
| -comic strip | -dramatic performance |
| -letter | -poster |
| -dance | -song |

Comparison of CAS with Korah's Duke of Edinburgh's Award

Students may apply the same hours to both CAS and Duke of Edinburgh's Award if appropriate criteria are met.

CAS	Duke Of Edinburgh's Award		
Grade 11 and Grade 12	BRONZE Over 14 years old	SILVER Over 15 years old	GOLD Over 16years old
Creativity	Skill 3 months, average 1 hour per week	Skill 6 months, average 1 hour per week	Skill 12 months, average 1 hour per week
Activity	Physical Recreation 3 months, average 1 hour per week	Physical Recreation 6 months, average 1 hour per week	Physical Recreation 6 months, average 1 hour per week
Service	Service 3 months, average 1 hour per week	Service 6 months, average 1 hour per week	Service 6 months, average 1 hour per week
	Adventurous Journey Practice: 1 day Qualifying: 2days &1night	Adventurous Journey Practice: 2days &1 night Qualifying: 3days & 2nights	Adventurous Journey Practice: 2days & 1nights Qualifying: 4days & 3nights
	Residential Project: Additional requirement completed at the Gold level to broaden participants' experience through involvement with others unknown to them in a residential setting. 5 days + 4 nights		

APPENDIX A:

Creativity, Activity, Service (CAS) Contract

1. The CAS programme formally begins at the start of the DP programme and continues regularly, ideally on a weekly basis, for at least **18 months with a *reasonable* balance between creativity, activity, and service (the three strands)**. A significant number of hours (between 40-50 hours) will be committed to each of the three strands.
2. Each student is required to generate and maintain a **CAS portfolio on Managebac**. The portfolio showcases their CAS experiences and includes CAS reflections, planning documents, certificates, letters, photographs, supervisor feedback/comments, and so on. **Students are required to include reflections and/or evidence on a regular basis over 18 months**. Completion of CAS is based on student achievement of the **seven CAS learning outcomes**.
3. CAS experiences involve one or more of the three CAS strands. They can be a single event or may be an extended series of events.
4. Students must also 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. It can address any single strand of CAS, or combine two or all three strands.
5. Students will use the **CAS stages** (investigation, preparation, action, reflection and demonstration) as a framework for CAS experiences and the project.
6. All CAS projects and experiences must be pre-approved by a CAS coordinator. Supervisors for CAS experiences must be adults. Names, telephone numbers, and addresses for supervisors need to be included in the proposal. **Students should not have parents supervise their activities for SERVICE**.
7. Upon completion of each CAS activity, students will need to receive acknowledgement from their supervisor and gather any evidence of their involvement/achievement. An emphasis will be on **reflection** which is central to building a deep and enriching experience in CAS.
8. Students will have three formal **interviews** with one of their CAS coordinators. Two will take place in the first year, and the final interview will be of the end of the CAS programme.
9. Students may not receive academic credit or monetary compensation for CAS activities.
10. The **CAS journey** will provide opportunities for **self-determination, collaboration, accomplishment, and enjoyment!**

~~~~~

### **CAS CONTRACT**

I understand the general guidelines and obligations of my CAS requirements.

Student name (print): \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B:

### **The 7 CAS Learning Outcomes**

#### **LO 1: Identify own strengths and develop areas for growth**

The student:

- is aware of own strengths and weaknesses
- is open to improvement and growth opportunities
- is able to propose activities according to own interests and talents
- is willing to participate in different activities
- is able to undertake a thoughtful self-evaluation
- is able to see themselves as individuals with various abilities and skills, some more developed than others.

#### **LO 2: Demonstrate that challenges have been undertaken, developing new skills in the process**

The student:

- participates in an experience that demands an appropriate personal challenge; this could be with new or familiar experiences
- is willing to become involved in unfamiliar environments and situations
- acquires new skills and abilities
- increases expertise in an established area
- shows newly acquired or developed skills or increased expertise in an established area

#### **LO 3: Demonstrate how to initiate and plan a CAS experience**

The student:

- is able to articulate the CAS stages including investigation, preparation, action, reflection (ongoing) and demonstration, moving from conceiving an idea to carrying out a plan for a CAS experience(s)
- demonstrates knowledge and awareness by building on a previous CAS experience
- shows initiative by launching a new idea or process
- suggests creative ideas, proposals/solutions
- integrates reflective thoughts in planning or taking initiative
- is aware of roles and responsibilities when designing a CAS experience
- shows responsible attitude to CAS project planning
- is able to develop a coherent action plan taking into account the aim or purpose, activities and resources.

#### **LO 4: Show commitment to and perseverance in CAS experiences**

The student:

- demonstrates regular involvement and active engagement with CAS experiences and CAS project
- is able to foresee potential challenges to the initial plan and consider valid alternatives and contingencies
- demonstrates adaptability to uncertainties and changes
- gets involved in long-term CAS experiences and CAS project.

#### **Learning Outcome 5: Demonstrate the skills and recognize the benefits of working collaboratively**

The student:

- shares skills and knowledge
- listens respectfully to proposals from peers
- is willing to take on different roles within a team
- shows respect for different points of view and ideas
- makes valuable contributions • is responsible for participating in the group
- readily assists others
- is able to identify, demonstrate and discuss critically the benefits and challenges of collaboration gained through CAS experiences.

#### **Learning Outcome 6: Demonstrate engagement with issues of global significance**

The student:

- recognizes the global implications of local issues
- is able to identify global issues in the local or national community
- shows awareness of issues of global importance and takes concrete and appropriate actions in response to them either locally, nationally or internationally
- gets involved in CAS projects addressing global issues in a local, national or international context
- develops awareness and responsibility towards a shared humanity

**LO 7: Recognize and consider the ethics of choices and actions**

The student:

- recognizes ethical issues
- is able to explain the social influences on one's ethical identity
- takes into account cultural context when making a plan or ethical decision
- identifies what is needed to know in order to make an ethical decision
- articulates ethical principles and approaches to ethical decisions
- shows accountability for choices and actions
- is aware of the consequences of choices and actions regarding self, others involved and the community
- integrates the process of reflection when facing an ethical decision
- shows awareness of the potential and varied consequences of choices and actions in planning and carrying out CAS experiences.

## APPENDIX C:

**Year One CAS Plan**

Name: \_\_\_\_\_

Complete the table below. By the start of grade 11, you must have a plan in place for at least one experience in each CAS area. You may add activities as you proceed through the two years of the programme. Each CAS experience and project must be well thought out to allow you to meet the seven learning outcomes.

In the table, indicate a ✓ for the learning outcomes you *believe* will be met by the planned activity. This will be discussed during your first interview with one of the CAS advisors. A well thought out plan will allow you to meet all the learning outcomes (at least once) by the end of your 2<sup>nd</sup> IB year.

| CAS Strand     | Planned Activity<br>(What, Who, Where, When) | Learning Outcome (Why) |   |   |   |   |   |   |
|----------------|----------------------------------------------|------------------------|---|---|---|---|---|---|
|                |                                              | 1                      | 2 | 3 | 4 | 5 | 6 | 7 |
| Creativity (C) |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
| Activity (A)   |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
| Service (S)    |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |
|                |                                              |                        |   |   |   |   |   |   |

**The Seven Learning Outcomes:**

1. Identify own strengths and develop areas for growth.
2. Demonstrate that challenges have been undertaken, developing new skills in the process.
3. Demonstrate how to initiate and plan a CAS experience.
4. Show commitment to and perseverance in CAS experiences.
5. Demonstrate the skills and recognize the benefits of working collaboratively.
6. Demonstrate engagement with issues of global significance.
7. Recognize and consider the ethics of choices and actions.

APPENDIX D:

**CAS Proposal Form**

**Strand(s):**

*(check all that apply)*

C \_\_\_ A \_\_\_ S \_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please check:

☐ Experience      **Experience Title:** \_\_\_\_\_

☐ Project

Name of Supervisor(s): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Supervisor(s) email: \_\_\_\_\_

Site Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Duration and frequency of this experience: \_\_\_\_\_

*(ex. 2 hours/wk, all year; 3 hours on the weekend)*

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Description of Experience/Project:**

Outline of duties, goals and connections to the IB learner profile:

---

---

---

---

---

---

---

---

**Learning Outcomes:**

Indicate which learning outcomes you plan on developing:

| ✓ | Learning Outcome                                                                           |
|---|--------------------------------------------------------------------------------------------|
|   | 1. Identify own strengths and develop areas for growth.                                    |
|   | 2. Demonstrate that challenges have been undertaken, developing new skills in the process. |
|   | 3. Demonstrate how to initiate and plan a CAS experience.                                  |
|   | 4. Show commitment to and perseverance in CAS experiences.                                 |
|   | 5. Demonstrate the skills and recognize the benefits of working collaboratively.           |
|   | 6. Demonstrate engagement with issues of global significance.                              |
|   | 7. Recognize and consider the ethics of choices and actions.                               |

**Risk Assessment:**

Consider the risks involved in this activity. Outline any health/safety concerns that may arise during this experience/project.

---



---

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CAS Advisor Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX E:

**CAS Activity Log**

\*Note: A log should be used for any activity that does not occur during identical weekly time slots.

Student Name: \_\_\_\_\_

Experience Title: \_\_\_\_\_

| Date | Creativity<br>Hours | Activity<br>Hours | Service<br>Hours | Total<br>Hours | Details | Supervisor<br>Initials |
|------|---------------------|-------------------|------------------|----------------|---------|------------------------|
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |
|      |                     |                   |                  |                |         |                        |

## APPENDIX F:

**Student Checklist for CAS**

Students and CAS advisors can use the following checklist to track their overall CAS portfolio. Managebac is also an excellent tool to observe student progress and success.

NAME: \_\_\_\_\_

| Creativity                                                                                                                                           | Activity                                              | Service                                                                            |       |      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------|-------|------|
| Exploring and extending ideas leading to an original or interpretive product or performance                                                          | Physical exertion contributing to a healthy lifestyle | Collaborative and reciprocal community engagement in response to an authentic need |       |      |
| My CAS programme                                                                                                                                     |                                                       | Y/N?                                                                               | Notes | Date |
| Evidence of planning of a CAS programme                                                                                                              |                                                       |                                                                                    |       |      |
| Regular commitment over at least 18 months to CAS                                                                                                    |                                                       |                                                                                    |       |      |
| Understanding and ability to use the CAS stages when planning CAS experiences                                                                        |                                                       |                                                                                    |       |      |
| Balance between creativity, activity and service                                                                                                     |                                                       |                                                                                    |       |      |
| At least one planned project undertaken over at least one month                                                                                      |                                                       |                                                                                    |       |      |
| Evidence of achieving all seven learning outcomes                                                                                                    |                                                       |                                                                                    |       |      |
| <ul style="list-style-type: none"> <li>Evidence of identification of strengths and areas for personal growth (LO1)</li> </ul>                        |                                                       |                                                                                    |       |      |
| <ul style="list-style-type: none"> <li>Evidence of undertaking new challenges and developing new skills in the process (LO2)</li> </ul>              |                                                       |                                                                                    |       |      |
| <ul style="list-style-type: none"> <li>Evidence of initiating and planning a CAS experience (LO3)</li> </ul>                                         |                                                       |                                                                                    |       |      |
| <ul style="list-style-type: none"> <li>Evidence of commitment and perseverance in CAS experiences (LO4)</li> </ul>                                   |                                                       |                                                                                    |       |      |
| <ul style="list-style-type: none"> <li>Evidence of demonstrating the skills and recognizing the benefits of working collaboratively (LO5)</li> </ul> |                                                       |                                                                                    |       |      |
| <ul style="list-style-type: none"> <li>Evidence of engagement with issues of global significance (LO6)</li> </ul>                                    |                                                       |                                                                                    |       |      |
| <ul style="list-style-type: none"> <li>Evidence of recognizing and considering the ethics of choices and actions (LO7)</li> </ul>                    |                                                       |                                                                                    |       |      |
| Reflections completed on significant CAS experiences                                                                                                 |                                                       |                                                                                    |       |      |
| Supervisor reports supplied where necessary                                                                                                          |                                                       |                                                                                    |       |      |
| CAS interview 1 completed                                                                                                                            |                                                       |                                                                                    |       |      |
| CAS interview 2 completed                                                                                                                            |                                                       |                                                                                    |       |      |
| CAS interview 3 completed                                                                                                                            |                                                       |                                                                                    |       |      |
| <b>CAS portfolio completed</b>                                                                                                                       |                                                       |                                                                                    |       |      |