

---

# How to complete the enrichment scheme approval form

---

**In order to deliver the AQA Bacc you must submit the details of your enrichment scheme using the enrichment scheme approval form. This is a brief guide to completing the form, including an example form.**

---

## 1. What is considered an enrichment activity?

Enrichment is the many things that students choose to do beyond their academic pursuits and the normal requirements of their life in the sixth form. Enrichment activities might also be considered to be 'learning by doing' and are the types of pursuits that help your students to acquire and develop valuable skills and qualities such as initiative, team work, responsibility, leadership, community-mindedness, perseverance. Enrichment falls into three core areas:

- work related learning: activities that involve students, as active participants, in learning about the world of work
- community participation: activities in which students work for the benefit of others
- personal development: activities that students choose to do in addition to their academic pursuits.

## 2. What isn't considered an enrichment activity?

There are four key areas of activity that we believe do not fall into the broad category of enrichment. We would not expect to see any of these activities recorded in an enrichment diary.

### **Ineligible Activities:**

Any activity that may be considered a mandatory element of a centre's PSHE or pastoral care programme. We recognise the important role that PSHE plays in the overall education of a student, however, involvement in PSHE is a requirement made by most centres of their students and does not meet the criteria for enrichment as activities beyond the normal requirements of education post-16.

Any activity that may be considered a mandatory element of a course of academic study such as field trips, coursework, attendance at supplementary lectures. The involvement of your students in these activities and any extra work they undertake are recognised in the grades they ultimately achieve for their GCE or other academic qualifications. These activities therefore do not fall into the broad category of enrichment.

Any activity that leads, in part or whole, to a recognised academic qualification for example GCSEs, AS level and A-level courses, Open University courses/modules. Additional AS levels, A-levels, GCSEs and Open University units are all ways in which your students can extend their academic profile. These activities are all formally accredited and, as academic activities, do not fall into the broad category of enrichment.

Any activity that may be considered part of preparation for application to university for example attendance at university open days, preparation for and writing of UCAS statements, attendance at Higher Education fairs. Preparation for application to University is an important part of ensuring that your students are well informed and embark on a course of study after school/college that is right for them. However, these activities are part of the normal process of application to university and are therefore not part of enrichment.

### 3. How to complete the form

The form is designed to allow you to give an overview of your enrichment provision in these specific areas:

- ✓ An indication of support from senior managers for delivery of your enrichment activities
- ✓ A statement about equality of access to enrichment activities
- ✓ Activities offered to/by year 12 and 13 students only
- ✓ Activities relevant to AQA Bacc enrichment (see explanation of what are considered enrichment activities on page 1)
- ✓ An overview of provision in each core area (you do not need to supply a list of every activity unless you choose to do so)
- ✓ An indication of whether you will use the AQA online diary recording tool with your students.

#### **a. Statement of commitment from senior managers**

This should demonstrate a commitment from senior managers to delivering a suitable enrichment scheme and maintaining/improving it over time. You might include information about your approach to and belief in the value of enrichment.

#### **b. Statement about equality of access**

This is a Disability Discrimination Act (DDA) requirement. You should demonstrate that you have considered access to enrichment activities by all students irrespective of ability. You might refer to your discrimination policy to complete this section.

#### **c. Work related learning**

#### **d. Community participation**

#### **e. Personal development**

Please give an overview of provision in these three areas and describe any activities that are not self-explanatory. You do not need to list every activity unless you choose to do so.

#### **f. Record keeping**

Please indicate, by selecting the appropriate box, whether you will use the AQA online diary recording tool (the AQA Bacc Enrichment Diary).

We strongly recommend that you use the AQA online diary recording tool. If, however, you intend to submit paper records, perhaps in your first year, please submit a copy of your paper system to AQA for approval prior to launching the AQA Bacc. We will not be able to approve your enrichment scheme if you do not send a copy of your paper system.

It is often useful to receive further information about your enrichment scheme. You might, for example, send:

- your sixth form prospectus
- a list of the enrichment activities you offer by core area (for example football – personal development; peer mentoring –community participation). Please see point 4 below.
- any other relevant materials.

### 4. Which activities fit into which core area?

You are the people best placed to decide which activities 'count' and which core area they fall under on a one-to-one basis with your students because you know the nature of your students' involvement in their activities. Volunteering at a hospital may seem to fall naturally into the community participation core area; however, a student who intends to pursue medicine might count this activity as work related learning.

When completing the enrichment scheme approval form however, list your activities in the core area where they most naturally fit. Remember, you are not submitting your definitive list of activities; rather you are giving an overview of your provision.

Any supplementary materials documents and examples of your paper diary can be sent by post to the AQA, Bacc Team, Devas Street, Manchester, M15 6EX.

Please contact the AQA Bacc team on 0161 957 3980 or at [bacc@aqa.org.uk](mailto:bacc@aqa.org.uk) if you have any questions.



## Enrichment scheme approval form

AQA Baccalaureate (9000)  
Enrichment element (9001)

Office use only

approved

not approved

In order to deliver the AQA Bacc you must submit the details of your enrichment scheme for quality assurance by AQA.

Please see the support and resources section of [aqa.org.uk/bacc](http://aqa.org.uk/bacc) for guidance on enrichment activities and on completing this form.

Send completed forms to [bacc@aqa.org.uk](mailto:bacc@aqa.org.uk) or by post to AQA, Bacc Team, Devas Street, Manchester, M15 6EX.

Centre name	The College School
Centre number	00001
Enrichment coordinator's full name	Mr E Coordinator
email address	ecoordinator@theschool
contact telephone number	0000 000 0000
First cohort of AQA Bacc candidates (for example 2014 – 2016)	2014 - 2016
First year of entering AQA Bacc candidates (for example 2016)	2016

### Centre scheme

#### Statement of commitment from senior managers

Our commitment to enrichment is a key element of the college (school) ethos to develop the whole student. We seek to achieve this by broadening their interests and understanding of the world outside academic study. Our established and varied programme of activities, many of which have been proposed by the students themselves, offers choices and flexibility and requires at least one year's commitment to enrichment by all students, with encouragement to continue onto a second year.

Our extensive programme enables students to broaden their horizons, foster an interest in the local community and develop personal responsibility.

#### Statement about equality of access

You might find it useful to refer to your centre's equality and diversity policy to complete this section.

We are committed to a policy of inclusiveness and entitlement for all our students. In seeking to promote equality and value diversity, we provide sufficient choice and flexibility to enable participation by all students.

### Centre enrichment programme details

Describe the activities which are offered through your centre's enrichment programme and how they provide opportunities in the core areas, with examples where applicable. Please attach any relevant centre material for example; a list of your enrichment activities in each core area, a copy of your sixth form prospectus or the enrichment guide you give to your A-level candidates.

#### Core area: Work related learning

Many of our enrichment options support increased understanding and experience of the world of work. Some are generic e.g. Young Enterprise, IndustryWeek, whilst others support specific career or employment areas.

All Year 12 students have a planned programme in the summer term to enable them to prepare and plan for the work place. These include Work Experience, Engineering Education Scheme, Young Enterprise, Business and Enterprise workshops. We have recently devised an in-house tutorial package to support paid employment in which many of our students are also engaged. See the attached sheet for full details of our work-related learning programmes.

#### Core area: Community participation

We have established links to encourage our students to make a positive contribution to the local community, both externally and within the college (school). We have a well-developed student mentoring scheme as well as a number of internal clubs and groups run by Year 12 and 13 students. We have excellent links with a number of external organisations, including V: Involved and WorldWide Volunteers, who provide opportunities for all our students. We work with coaching programmes, Primary School literacy schemes, environmental groups and local hospices. Many students are active members of local Air Cadets, Scouts, and Guides. Every year we run several Charity fund-raising events, organised and managed by Year 12 students. Further examples are given in the attached guide and a list of the external organisations with whom we work is also attached.

#### Core area: Personal development

The college (school) provides an extensive range of personal development opportunities for personal enjoyment and to develop interests and skills for later life. At least 70% of students take part in some form of sport on a weekly basis; this includes football, rugby, tennis, hockey, athletics, swimming, aerobics and badminton, water sports and weight training. Many chosen activities include music, drama and dance as well as options in learning new skills such as photography and jewellery design. Some of these activities have been suggested and are led by students. We have an active Debating Society and have recently launched a school magazine, managed entirely by students. The full list of our Personal Development activities is attached.

#### Record keeping

Do you intend to use the AQA online diary recording tool?

Yes  No

If No, describe how your centre's recording and monitoring system will operate and please attach an example of your monitoring system

To see how we comply with the Data Protection Act 1998 please see our Privacy Statement at [aqa.org.uk/privacy](http://aqa.org.uk/privacy)