

ANNUAL REPORT for 1995-96

Chairman's Statement

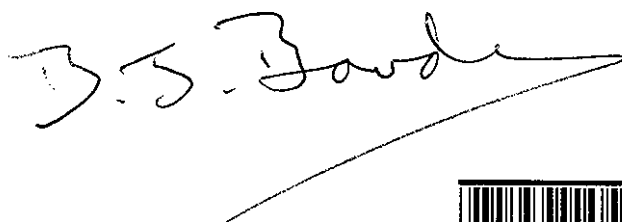
As you will recall, our results for the financial year 1994-95 were particularly good both in terms of our operating surplus and our investment revaluation surplus. This current year has also produced an operating surplus, but this does include income from our investments and bank deposits. We have also again benefitted from a significant investment revaluation surplus. We must remind ourselves, however, that the latter surplus reflects a record high stock market valuation and it would be wise to recognise that markets go down as well as up.

The operating surplus of £33,921 reflects an increase of some £30,000 in income from the Careers and Higher Education Guidance Scheme, together with over £18,000 new income from the Microsoft Select Scheme. Action Planning also generated £27,000 of new income but against this has to be set significant extra staff costs. We hope that these improvements are a sign that the recession has bottomed out.

Once again there has been a great deal of activity as Government initiatives have speeded up developments right across the field of careers education and guidance and higher education. This is likely to continue.

My particular thanks are due to our National Director, Graham Searle, and our Administrative Director, Keith Beale, who have worked so hard and successfully to support the Council and Finance Committee and to give leadership to the organisation in a highly competitive year.

This year has seen two new additions to the Finance Committee, namely Margaret Brooks of Ericsson Limited and Christopher Tongue, Headmaster of St John's School, Leatherhead. I thank them and other members of the Finance Committee for the time they give and for the most helpful advice and guidance they provide to me and the National Director. My thanks also to the members of the Council who have similarly supported and overseen the affairs of our organisation.



Report from the National Director

Introduction

This has been another hectic year during which debate about the applications systems to higher education has continued, the government has maintained its pressure to improve the quality of careers education and guidance and the privatisation of the careers services has been completed. ISCO has, in a variety of ways, been involved in all these developments, including the provision of the Advanced Certificate Course for school careers advisers, and I thank all our staff – Regional Directors, Assistant Regional Directors and those at Camberley – for their unstinting efforts.

The national scene

As the careers services have been privatised ISCO has negotiated with them to work together in order to benefit independent schools. In some areas this has led to a general spirit of cooperation, in others it has led to more specific agreements as careers companies have sought to meet the DfEE targets for individual action plans and group work. In Surrey ISCO delivered over 1300 Year 11 action plans and for 1996-97 targets have been increased. In addition we shall be working this year in a similar fashion in Oxfordshire, Berkshire and two other areas on a smaller scale.

While we look for cooperation it cannot be denied that to some extent we may be seen to be in competition with the new careers companies in parts of the country. Where this is the case we very much hope that schools will continue to support our work. It is always our intention to provide the services which schools specifically need and we are more than happy to discuss requirements.

Services to schools

The amount of practical help to schools has continued to increase and this is reflected by the very large increase in the number of personal interviews and group work indicated later in this report. A record number – 12,474 – enrolled in our Careers and Higher Education Guidance Scheme which includes the Morrisby tests. We were delighted with the number of enrolments and we are grateful to schools for their support in bringing it about. In turn, it generated the income which enabled us to employ the staff to provide the services which schools required.

On a disappointing note, income from publications was not as high as we had hoped, but we believe that our new careers education programmes – Perspectives for Year 12/Scottish 5th Year and Study Skills – will be popular this year. To balance that disappointment our Microsoft Select Scheme has developed well and, in addition to boosting ISCO's income, it will have brought significant benefit to many schools. We hope for further developments in this area. The sale of our own and others' computer programs has been encouraging and we have greatly valued the link with ECCTIS. We believe that the new database – Youth for Britain, with its GAP year opportunities – will also be popular.

ISCO Staff

After long and invaluable service Peter Francis and David Jowett retired this year – we thank them for their support and friendship over the years. Kalyani Menon has also retired and we wish her well – in her work for Careers for Women she did much to widen the career opportunities and aspirations of women of all ages. Helen Toon has taken over the Information Service which is now located at the Camberley Head Office, and Philip Gray has taken responsibility for those publications previously handled by Peter Francis. Liz Barker is in charge of our Midlands Region. We have been joined by Brenda Mullins, who was previously Head of Careers at City of London Freeman's School, and by John Morris, who was until last year Principal Careers Officer at Powys.

Once again, I thank all our staff for their support over the past year and in particular Brian Bowden, our Chairman, and Keith Beale, our Administrative Director.

Changes in school membership during the year (to 31st August, 1996)

The following schools joined ISCO during the year commencing 1st September, 1995:

The Anglo-American School, Barcelona	John Cabot City Technology College	St Andrew's School, Bedford
Bedgebury School	King's High School for Girls, Warwick	St Columba's School, Kilmacolm
Churcher's College	The Lady Elizabeth School, Spain	St Edward's College, Liverpool
Davies Laing & Dick College	Mayfield College	Tower College, Merseyside
Dollar Academy	Queen Victoria School, Dunblane	Wakefield Girls' High School
Egerton Rothesay School		Westfield School, Gosforth
Hamilton College		

Resignations as at 31st August, 1996:

Atherley School	Holy Child School	Riverston School
Campbell College	Holy Trinity College, Bromley	Royal Naval School
Charters Ancaster (Closed)	Holy Trinity School, Kidderminster	(Merged with The Grove)
Edgbaston College (Closed)	Hull High School	Runton and Sutherland (Closed)
Eothen School (Caterham merger)	Polam Hall	St Anselm's College
Grenville College	Priory College (Closed)	Trinity School, Croydon
		Wispers School

These changes maintained the total number of schools in membership at 389.

The following schools were in membership of ISCO Careers for Women in the same year:

Bruton School for Girls	King's College, Taunton	St Margaret's School, Hampstead
Francis Holland School, NW1	Putney Park School	St Swithun's School
Godolphin and Latymer School	Redland High School	
Headington School		

Total 9.

Council Membership

Retirements –

Governing Body Members:

Professor G. Batho (Polam Hall)
J. D. F. Miller (Edinburgh Academy &
Chairman of ISCO Scottish Council)
H. R. Lewis (King's College School)
Lady Osmond (St Elphin's School)
B. H. McGowan (Duke of York's Royal Military School)

Member Heads:

Dr. M. Rennie (Ockbrook School)

Co-opted Members:

T. G. P. Rogers, C.B.E. (BTEC)
Sir Bob Reid (London Electricity plc)

*Proposed for Election/
Re-election* –*

Governing Body Members:

B. J. Bowden (Reed's School)*
D. B. McIntosh (Edinburgh Academy &
Chairman of ISCO Scottish Council)
P. E. Mee (Hampton School)
Miss M. Lindley (Malvern Girls' College)

Member Heads:

A. H. Beadles (Epsom College)*
Mrs G. Hylson-Smith (Westonbirt School)*
R. D. W. Rhodes (Rossall School)*
C. H. Tongue (St John's School, Leatherhead)

The Careers and Higher Education Guidance Scheme

Details of enrolments into the Careers and Higher Education Guidance Scheme (CHEGS) over the last four years are as follows:

	<i>Standard Enrolments</i>	<i>Younger Siblings</i>	<i>"All-in" GCSE Year</i>	<i>"All-in" Lower VI</i>	<i>Children of Staff</i>	<i>Total</i>
1992/93	3961	1070	6162	492	318	12003
1993/94	3890	964	6415	506	298	12073
1994/95	4191	1084	6065	555	333	12228
1995/96	4475	1089	6099	466	345	12474

The number enrolling in CHEGS continues to grow largely due to the hard work of our Regional Directors and the added activity in the London Office. We are also extremely grateful to schools for their support.

There are now almost thirty schools who hold their testing sessions in the Summer Term producing over 700 enrolments during this period. A further four schools decided to do so this year and therefore tested both their Year 10 and Year 11. These extra enrolments boosted the total from 12347 to 12474 (1994/95: from 12019 to 12228).

The number enrolled through the All-in Scheme reduced slightly this year but still represents almost 53 per cent of the total.

Group Sessions are now an essential and integral part of the post Morrisby Test procedures. They are carried out by our Regional and Assistant Regional Directors and provide students with a greater appreciation of their reports and help to reduce the workload of school staff.

Careers experience courses for pupils

	<i>1993/94</i>	<i>1994/95</i>	<i>1995/96</i>
Applications for courses	3978	3929	4827
Students placed on courses	2925	2755	2994
Number of courses	164	148	151

The number of applications for both national and regional courses increased significantly during 1995/96

New national courses included 'The Hague International Law and Diplomacy Course' and the 'Law (Manchester) Course'. Courses introduced last year such as 'Flying High' and 'The Persuasion Industry' were repeated successfully. As last year, despite the generosity of many organisations who have contributed to the 1995/96 course programme, there remains a reluctance to commit time and resources to the same degree that ISCO experienced in the past due, at least partly, to the reduced budgets with which employers have been operating during the recession. In order to maintain the high quality of courses it has, therefore, again been necessary to make a charge against those courses for which we have been unable to find a host or sponsor, or where we have been obliged to pay for accommodation and meals. In making these charges, it is not the aim to make a profit but simply to cover some of ISCO's costs.

Welcome financial support has been received again from Marks and Spencer to help with the cost of improving the appearance of the Careers Experience Courses booklets, but next year we shall have to look elsewhere for assistance.

Courses organised locally by Regional Directors for sixth formers continue to be popular. There were 55 this year, intended mainly, but not exclusively, for pupils from their areas. As usual some were oversubscribed. A total of 1426 applications were made for 1013 places. Topics were varied and included most of the main professions, such as law, banking, accountancy, architecture, medicine, engineering and veterinary science. Some other areas explored were hotel management, food science, retail management, air traffic control and advertising.

Careers experience courses are the single most effective way of allowing students to explore careers possibilities among a group of similar-minded people of their own age and experience. It is ISCO's aim to provide such courses of the very highest quality for students at participating schools, and, particularly in the light of increased demand, we shall look for ways of expanding the number and range. It is, however, extremely slow and time consuming to do so.

Once again, unsurprisingly, the most popular courses have been those in law, medicine, journalism and the media. In these it is almost impossible to satisfy the demand. Sadly, courses in engineering and construction prove less popular, even though these may be extremely attractive in design and content.

Organisations at present involved in student courses on ISCO's behalf:

ANZ Banking Group Ltd	DUO (UK) Ltd
Advertising Association	De Montfort University, Leicester
Air Traffic Control, Manchester Airport	Department of Clinical & Veterinary Medicine,
Andersen Consulting	University of Cambridge
Armed Forces	DIBB Lupton Broomhead
Royal Navy	Edwin C Brown
Army	Ernst & Young
Royal Air Force	Esso Petroleum Co Ltd
Arts & Design Admissions Registry	European Business School London
Aviation Education Services	Eversheds
BP Grangemouth	Faulds Advertising
Bank of England	Forte Hotels
Bank of Scotland	Four Seasons Hotel
Bartle, Bogle, Hegarty Ltd	Freshfields
Bates Dorland Ltd	Gardiner & Theobald
Birmingham & West Midlands Society of	Gartmore Investment Management
Chartered Accountants	Glasgow Caledonian University
Blackstone Westbroek	Glaxo-Wellcome
Booth & Co	Goodwood Racecourse Ltd
Bridport Associates	Grant Thornton
British Aerospace, Dunsfold	Gray's Inn
British Airports Authority, Gatwick	Guardian Royal Exchange
British Broadcasting Corporation	Hambleton Hall
British Embassy, Netherlands	Hammond Suddards
British Home Stores	Hiley Editorial Services
Bromley Magistrates' Court	Historic House Hotels Ltd
Brunel University	IBM
Business School Lausanne	ICAS
CERN - European Laboratory for Particle	ICI
Research	Imperial College
Cabair Ltd	Institute of Management West End Branch
Cable & Wireless plc	Institution of Electrical Engineers
Camelot	International Court of Justice, The Hague
Cameron Markby Hewitt	Iran/USA Claims Tribunal
Chartered Insurance Institute	J Walter Thompson
Chase Manhattan Bank	John Laing
City & Guilds of London Art School	John Lewis Partnership
Clifford Chance	KLC Ltd
College of Law, Chester	KPMG
Construction Industry Training Board	King's College Law School, London
Cranfield University, Silsoe College	LIFFE
Crieff Hydro Hotel	Lancashire Evening Telegraph
Crown Prosecution Service	Law Society of Scotland
Croydon Magistrates' Court	Lay & Wheeler

Lazard Brothers
 Leeds Magistrates' Court
 Leicester General Hospital
 Leicester Royal Infirmary
 Leicester University School of Medicine
 Leigh Williams, Bromley
 Lloyd's of London
 London Guildhall University
 London Institute
 London Society of Chartered Accountants
 Loughborough University of Technology
 Lovell White Durrant
 Lupton Fawcett
 McCormicks
 Manchester Metropolitan University – Food
 Technology Department
 Michael Brown Associates
 Midland News Association
 Mobil Oil
 Mountview Theatre School
 National Air Traffic Services
 National Maritime Museum
 National-Standard Co Ltd
 Norton Rose
 Nottingham Trent Business School
 Ormerod, Wilkinson – Croydon
 Ove Arup Partnership
 Pinsent Curtis
 Powergen
 Price Waterhouse
 Procter & Gamble Ltd
 Publicis Ltd
 RIAS
 Rabobank, Netherlands
 Radio Workshops
 Randak Design
 Rolls Royce (Civil Aviation Division), Derby
 Royal Agricultural College
 Royal College of Veterinary Surgeons
 Royal Dutch Shell

Royal Free Hospital
 Royal Geographical Society
 Royal Institute of British Architects
 St Bartholomew & Princess Alexandra &
 Newham College of Nursing & Midwifery
 St Paul's Chambers
 SBC Warburg
 Savoy Hotel Group
 Shell Chemicals
 Simmons & Simmons
 Sir Robert McAlpine & Sons Ltd
 Sparsholt College Hampshire
 Styal Golf Club
 Tante Marie School of Cookery
 Tilney & Co
 Times Newspapers
 Touche Ross
 University College London
 University of Birmingham
 University of Bradford
 University of Exeter
 University of Hertfordshire
 University of Manchester, Faculty of Law
 University of Reading
 University of Strathclyde
 University of Surrey
 University of Westminster
 Unrepresented Nations and Peoples Organisation
 Vauxhall Motors
 Walker Crips Weddle Beck plc
 Walker Morris
 War Crimes Tribunal, The Hague
 West Herts College
 Westminster College, Oxford
 Willis Corroon Group
 Writtle College
 Zeneca Agrochemicals
 Zeneca Ltd

Employer Contributors and Sponsors 1995/96

* Bank of Scotland
 * BAT Industries plc
 * Cape Industries plc
 * Cazenove Service Co
 * Esso UK
 * The Fishmongers' Company
 * Gibbs Hartley Cooper Ltd
 * GKN plc
 * IMI plc
 * James Finlay plc
 * John Swire & Sons Ltd

* Contributors

* Lloyds Bank plc
 * Ministry of Defence – Tri-Service
 * The Oppenheimer Charitable Trust
 * Schroder Charity Trust Ltd
 * Unilever

+ Barclays Bank plc
 + Hobsons Publishing plc
 + Marks & Spencer plc
 + Ministry of Defence – Army
 + Price Waterhouse

+ Sponsors

Courses and conferences for staff

1995 Scottish Conference

Change at work was the topic for the 1995 conference, again held at the Crieff Hydro hotel and as always very well attended by both heads and careers staff. Professor Shirley Fisher reported on research she had done into productivity and stress and she also touched on stress caused by major life changes, including students' experiences of homesickness when first going away to college. A session on recruitment in a time of change looked at the work of outplacement and headhunting consultants and the particular problems of the fast-changing electronics industry. An overview of various tools used in selection with their pros and cons led on to detailed descriptions of the selection processes used by two major recruiters. The last session looked at the challenges young people going to work for large organisations could expect to meet and also at how teachers in schools could help to cultivate helpful attitudes towards change.

Seminars and other events

Events for careers advisers were held throughout the country during the year. There were, for example, days on Careers and Courses in Art and Design at the University of the West of England, Bristol, and with the Institute of Public Relations in London. A seminar, *Careers in the 21st century*, was held at the University of London Careers Service, focusing particularly on the skills required by leading graduate recruiters. We were fortunate to have as our principal speaker Roly Cockman of the Association of Graduate Recruiters. A similar event involving employers, mainly from small and medium sized organisations, and university careers advisers was organised at Ripon, where the main speaker was Martin Woods of ICI. Visits were also arranged to Warwick, Kingston and Bournemouth Universities, Fitzwilliam College, Cambridge, and the School of Health Studies at Liverpool University. An extremely important one day conference was held in Edinburgh, where Sheila Semple of Strathclyde University took delegates through 'Higher Still' and careers education and guidance developments in Scotland.

ISCO regards the courses and seminars for careers and other staff as of the greatest importance. Not only do they allow staff to update their knowledge of careers and higher education, but they provide the opportunity to exchange ideas and good practice. A number of difficulties, not least the sad and sudden death of John Hanrahan, prevented us from holding the Annual Conference as usual in 1996. An attractive conference is planned, however, at Oxford in January 1997 on 'Communications and the Media'.

Training courses

The annual training course for new careers advisers was held at the Royal Agricultural College at Cirencester. Thirty six teachers attended this three day course. The course covers all aspects of careers and higher education, including resources and computer programs, as well as interviewing skills plus a full day's training in the use of the Morrisby profile. A further day for Morrisby profile training was held in London in December and many in-house training courses were held by Regional Directors in schools in their own areas.

Thirty five teachers from ISCO schools enrolled on the Advanced Certificate in Careers Education and Guidance. This accredited training course is running in partnership with Canterbury Christ Church College and is based on the Open College "Careers Work" pack – an open learning pack supported by termly whole day workshops run by ISCO and Canterbury Christ Church. Workshops have taken place in London and both Manchester and York to meet the needs of all schools. Participants who started the course in January 1996 should complete their portfolios in December 1996 or early in 1997. The standard of work has been exceptionally high and may be used as the first step towards an M.Ed. in Careers Education and Guidance.

Two new Careers Education programmes have been completed: the ISCO Study Skills Box, a progressive course for Years 9 – 12 (Scottish 2nd – 5th year), and Perspectives, a twelve session programme for Year 12 (Scottish 5th year). These will be published early in the 1996-97 academic year with training courses to follow.

We are grateful to the following organisations, in addition to those already mentioned, which helped with and hosted courses and visits for staff.

Admiralty Interview Board
 Art & Design Admissions Registry
 BT
 Bournemouth University
 CBI Scotland
 Coopers & Lybrand
 Cowley Training Centre
 Crieff Hydro Hotel
 ECCTIS 2000
 Education Finance Group Ltd
 Fitzwilliam College, Cambridge
 ICI
 Institute of Public Relations
 KCOMP
 Kingston University
 Liverpool College of Health Science –
 Liverpool University
 Manchester Metropolitan University
 Morrisby Organisation
 National Association of British Schools
 in Spain
 Officers and Aircrew Selection Centre,
 MOD Cranwell

Partners in Planning, Architecture & Design,
 Dunblane
 Queen Mary's University Hospital,
 Roehampton
 Research Machines
 Ripon Race Co. Ltd
 Royal Agricultural College, Cirencester
 Scottish Council for Educational Technology
 Scottish Council of Independent Schools
 South Bank University
 Southern General Hospital, Glasgow
 Sparsholt College Hampshire
 Stirling University
 Town House Hotel
 University of London Careers Service
 University of Strathclyde
 University of the West of England
 Warwick University

Schools which helped with and hosted courses and visits for staff.

Cheadle Hulme School
 Fettes College
 Glenalmond College
 Harrogate Ladies' College
 King's College, Madrid
 Kingston Grammar School
 Latymer Upper School

Manchester High School for Girls
 Newcastle-under-Lyme School
 Queen Ethelburga's College
 Rannoch School
 St George's School for Girls, Edinburgh
 School of S Mary & S Anne
 Westminster School

Computer activities

Subscriptions to the Worth programs continued to increase, albeit at a slower rate than in the last two years. Resources that have been concentrated on the Windows developments will be directed more towards publicity and promotion in 1996/97 to enlarge the market for computer-based careers education and guidance and to increase our share. The maintained sector offers the best opportunities for volume growth but that is where competition is strong and firmly based.

ISCOPE, the new combined Windows version of DISCOURSE, ISCOM and DISCOVER, has been an instant success, as has the DOS edition. Young persons prefer to work in Windows.

Sales of DISCOURSE on the ECCTIS CD-ROM grew by 17%. The link with DISCOURSE in the new ECCTIS+ for Windows was introduced in April and is working well. Most of this business is with the maintained sector and DISCOURSE has a significant share of the market for the use of interest inventories as an aid in choosing university courses. Although it does not produce the volume of information of its paper-based competitors it has the advantages of speed and convenience, the entire operation being in the school, and of its low cost. It fits well with ECCTIS.

Worth Software has devoted a major effort to improving ISCOPE for 1996/97 and several new features are being introduced, eg why a degree or career is suggested or omitted, advice and information on screen and in the print-outs, five key ISCO Guidelines and an enormously expanded degree database.

Sales of third-party software to member schools continue to increase. ECCTIS dominates this part of our activity and 72% of member schools have it. It is essential for advising fifth and sixth formers on courses after school, so we will be making further efforts in this sector. PUSH is proving very popular with pupils, providing an amusing and useful multimedia report on each university. The POTTER GUIDE on the ECCTIS CD offers a similar service.

We cooperated with ECCTIS in running training days in Oxford and Harrogate Ladies' College for school careers/HE staff.

In September 1996 we launched YOUTH FOR BRITAIN, the database for "gap" year organisations and projects. The pupil can search for those that match his/her interests and activities in specific countries.

That computers have become an important and profitable part of ISCO's activity is due to the enthusiastic and skilled efforts of Worth Software and the unstinting work in Camberley in handling orders and queries from schools and others. Regional Directors have given valuable help by manning stands and demonstrating the software at a variety of events ranging from schools careers fairs to national exhibitions. Opportunity is taken to publicise the ISCO Careers Education Programmes and the many ISCO publications as well.

Liaison with other organisations

In addition to those organisations and institutions mentioned in previous sections, during the year ISCO staff visited or were associated with the following:

Akhter Computers	National Audit Office
Amersham International	Negri Bossi
Australia and New Zealand	NESCOT
Banking Group Ltd	Newcastle University
Bishop Burton Agricultural College	Nimbus Records Ltd
Buckinghamshire Free Press	Oxford University
Cheltenham College of Further Education	Oxford Brookes University
Compact Engineering Ltd	Phillips Auctioneers
Courtaulds Textiles Ltd	Playford Ros Ltd
CRAC	Psion
De la Rue Co plc	Purcell, Miller, Tritton
DfEE	Richard Holding Associates
Durham University Business School	Rochampton Institute
Eden Lilley	Royal Dutch Shell
Environment Agency	Royal Holloway College
Galt	WH Smith
GAP Organisation	SmithKline Beecham
Greig Middleton	Southampton University
Huddersfield University	Staffordshire University
ICL Retail Systems Ltd	Teesside University
Information Technology Training Organisation	Thames Valley Police
Inghams Ltd	Toyota Motor Manufacturing (UK) Ltd
Institute of Careers Guidance	UBS Ltd
James Capel	UFL – Education Finance Group Ltd
Jardine Insurance Brokers	UK SKILLS
Landesbank Schleswig Holstein	University of Ripon and St John
Leeds University	University of Wales College of Medicine
Leicester University	S. B. Warburg
Lincoln University	William Jacks
Mallams Auctioneers	York Innovations Holdings
Matthew Boulton College	York Science Park
Medicus	York University
G. Modiano Ltd	Various Careers Services/Companies
	Various TECs

Advisory work

Advisory interviews

The number of interviews carried out by Regional Directors and their assistants has increased sharply from 3433 to 4098. It has been ISCO's policy to give direct help to schools wherever possible and this is reflected in these figures. These include both those following the Morrisby Tests and those requested subsequently. These may take place in term-time or in the holidays or after the pupil has left school. If practice university interviews are included the figure is even higher. Over and above these, 1300 action plan interviews have been carried out.

In addition, post-Morrisby group sessions have been provided to explain the Morrisby reports to pupils prior to their individual interviews. Work has also been carried out on action planning and ideas circulated to schools.

Regional Directors spend a great deal of time dealing with pupils' and parents' queries on the telephone, over 3000 in the year. This does not include those received at Camberley or by the Information Service. The availability of this sort of contact and advice in the holidays is very much appreciated by parents, especially when the question or problem to be resolved is fairly urgent.

Personal development courses

A number of Regional Directors have run courses for pupils in individual schools which come under the heading of personal development. These have been greatly welcomed by both pupils and heads. They have included interview training workshops and prefect training and sessions dealing with topics such as leadership, group dynamics, time management, decision making, CV writing, study and presentation skills.

Parents' evenings and careers conventions

These can make heavy demands on Regional Directors' time, but they are extremely valuable in giving them the chance to meet parents and pupils and various school staff. School careers advisers appreciate the additional support when the evenings are concerned with crucial subject choices and Regional Directors are often asked to speak on options, higher education, etc.

ISCO continues to help run advice stands at national and regional careers events. This year ISCO staff helped man the careers advice stand at the Directions Schools Fair at Wembley, and were also involved in The Guardian Education and Jobs Fairs in Sheffield and Manchester. Pupils seen are from maintained schools and sixth form colleges, as well as from independent schools, some of which are non members. Contacts made on these occasions help to raise the organisation's profile and staff use the opportunity to sell publications and computer programs.

In addition, Regional Directors have displayed ISCO publications and computer programs at Careers Service Information Days throughout the country.

London Office

Activity at the London Office was noticeably greater than in the previous year; both interviews and Morrisby testing increased by about 50%.

There was a significant increase in non-ISCO members using our services, as well as in pupils who had missed the test at their own member school. Although Kalyani Menon retired early in this academic year, she has continued to help when we were particularly busy.

As last year, we have helped sixth-formers choosing their higher education courses, undergraduates who feel that they have made a mistake with their first choice and wish to change, and also graduates needing help in seeking employment. In order to meet this particular need, the London Office, in conjunction with the MAST organisation, has been preparing a "Jobhunters' Workshop" which will consist of a day of training in the relevant skills. This is planned for November 1996.

The ISCO services received a favourable mention in the education column of *The Daily Telegraph* earlier this year.

Course Vacancy Information Service

Clearing at the end of August is always a busy time for finding vacancies on the Camberley Information Service computer, which is linked by modem with UCAS via ECCTIS. This year 57 enquiries have been handled up to 3rd September, more than last year and about the same as in 1994. Again many of the enquiries involved counselling and a number of young persons who had been enrolled in the Careers & HE Guidance Scheme came for interviews.

This is a stressful time for pupils and parents and it is very satisfying to be able to advise and help.

Careers Information Service

The ISCO Careers Information Service was established in 1987 by Peter Francis, then Western Regional Secretary, and has been carrying on its work from an office in Herefordshire. In 1991 he was joined by Margaret Johnston Jones as part time assistant.

Equipped with a comprehensive library of reference books, prospectuses and other forms of relevant data the Service has responded to countless requests for information. These have been received and dealt with by telephone, fax and letter and emanate from member students, parents and schools. Nearly 100 careers departments in member schools have made use of the Service – some on numerous occasions.

The Service has also provided a 'helpline' to parents who wish to discuss problems concerning the career advancement of their sons and daughters.

A major, and growing, element in the work of the Service has been the introduction, editing and production of a number of publications – the first five listed below. These have been distributed to member schools and marketed throughout the UK in both the state and private sectors of education, thus providing a valuable extra source of revenue to ISCO.

Peter Francis retired on 1st September 1996 and the Hereford Office was closed. Its functions have been split between Helen Toon, who provides an information service from Camberley, and Philip Gray, the previous Western Regional Director, who edits the publications.

ISCO Publications

The annual *Sixthformer's Guide to Visiting Universities and Colleges* was published in January 1996 and maintained its circulation. Member schools purchase copies at a reduced price and "all-in" schools receive a free allocation. Barclays have given notice of withdrawing their support and we are looking for a new sponsor.

The *Directory of Independent Further Education*. Although published in 1993 the Directory still satisfies a steady demand. There is no other similar publication on the market.

The *SOCRATES-ERASMUS UK Guide* for students entering higher education in 1997 was published in August 1996 in association with the UK SOCRATES-ERASMUS Council. Several new improvements to its presentation have been incorporated.

The *ISCO Careers Information Sheets*, which can be photocopied and used as hand-outs, remain a popular source of career planning. These sheets form an essential enclosure to the Morrisby Report and large numbers are also distributed to parents through the medium of *CareerScope*. We intend to update and re-publish this series in 1997.

A new series of *ISCO Guidelines* was published in late 1995 in a new and attractive format. Each Guideline deals with a separate aspect of careers guidance and planning and several new titles have been added, bringing the total to 30. The initial demand for this new series has been most satisfactory.

CareerScope continues to attract favourable comment and the supplements have proved popular. While the emphasis in the various articles is on higher education, reflecting the interests of most of the readers, the editor does nevertheless try to ensure that the magazine also contains information relevant to pupils planning to go into work or on to further education from school. Ideas and contributions are always welcome.

A new progressive Study Skills course has been developed, and was published in September 1996 – the *ISCO Study Skills Box* with programmes for years 9-12 (Scottish 2nd-5th year). *Perspectives*, a twelve week careers programme for year 12 (Scottish 5th year) will be published in November 1996. Other careers education programmes, *Option Choice*, *Explore* and *Directions*, continue to sell well.

Accounts of Independent Schools Careers Organisation

(A Company Limited by Guarantee) Company Number 373984


INCOME AND EXPENDITURE ACCOUNT for the year ended 31 August 1996


	Notes	1996		1995	
Income		£	£	£	£
School membership subscriptions		147,584		147,088	
Careers & HE Guidance Scheme fees	2	867,576		837,811	
London Careers Service & Consultations		4,178		2,499	
Publications		57,273		117,939	
Computer Programs		46,045		48,613	
Courses		9,368		6,398	
Careers for Women		4,551		7,479	
Computer Scheme Subscriptions		18,981		2,600	
Action Plans		27,640		—	
		<u>1,183,196</u>		<u>1,170,427</u>	
Donations		2,591		3,388	
Income from listed investments		29,286		25,720	
Interests on deposits		14,840		17,399	
		<u>1,229,913</u>		<u>1,216,934</u>	
Expenditure					
Direct costs of services –					
Ability test charges		219,958		213,455	
Publications – CareerScope		22,982		40,270	
Others		19,433		22,152	
		<u>262,373</u>		<u>275,877</u>	
Staff costs –					
Salaries		580,923		535,941	
Social security costs		46,840		43,392	
Pension costs	2 & 8	45,746		46,834	
		<u>673,509</u>		<u>626,167</u>	
Travelling/Meetings		103,988		92,890	
Administrative expenses –					
Establishment and office		104,518		106,425	
Hire of equipment		5,867		5,793	
Auditors' remuneration		5,625		6,353	
Depreciation		9,806		9,466	
Operating leases		18,990		18,990	
Development and Training		11,316		3,866	
		<u>156,122</u>		<u>150,893</u>	
		<u>1,195,992</u>		<u>1,145,827</u>	
Surplus on ordinary activities		33,921		71,107	
(Deficit) on sale of investments		—		—	
Surplus on revaluation of investments		72,544		14,171	
Surplus for the financial year		<u>£106,465</u>		<u>£85,278</u>	

In the above two financial years, the company had no gains or losses other than the surpluses and all of the results derive from continuing activities.

BALANCE SHEET at 31 August 1996

	Notes	1996		1995	
		£	£	£	£
Fixed assets					
Tangible assets	3		24,747		30,677
Investments	2 & 4		660,478		587,934
			<u>685,225</u>		<u>618,611</u>
 Current assets					
Debtors	5	128,632		124,165	
Cash on deposit account		186,736		160,164	
Cash on current account		12,903		3,540	
		<u>328,271</u>		<u>287,869</u>	
 Creditors (amounts due within one year)	6	(98,589)		(102,764)	
Net current assets			<u>229,682</u>		<u>185,105</u>
Total assets less current liabilities			<u>914,907</u>		<u>803,716</u>
 Deferred fee income	2				
Due within one year		(135,697)		(134,308)	
Due after more than one year		(131,449)		(128,112)	
			<u>(267,146)</u>		<u>(262,420)</u>
 Net assets			<u><u>£647,761</u></u>		<u><u>£541,296</u></u>
 Reserves					
Income and expenditure account					
Balance at 1 September 1995			541,296		456,018
Surplus for the financial year			106,465		85,278
			<u><u>£647,761</u></u>		<u><u>£541,296</u></u>


B. J. Bowden (Chairman)


J. E. K. Smith (Hon. Treasurer)

Approved on 22nd October 1996

NOTES TO THE ACCOUNTS for the year ended 31 August 1996

1 Status

The Independent Schools Careers Organisation is a company not having a share capital and limited by a guarantee not exceeding £1 per member. It is a registered charity (no. 313153) and is thus not liable to taxation on any surplus of income or surplus on disposal of investments. Tax relating to investment income and covenanted donations is recoverable.

The Organisation has a licence to dispense with the word 'limited' from its title.

2 Accounting policies

The following accounting policies have been consistently applied to those items which are considered material in relation to the company's accounts.

(a) Accounting convention

The accounts are prepared under the historical cost convention as modified by the revaluation of investments.

(b) Compliance with accounting standards

The financial statements have been prepared in accordance with applicable accounting standards. A revised Statement of Recommended Practice – 'Accounting by Charities' (SORP) was published in October 1995. These accounts do not fully comply with SORP in that they do not include a statement of financial activities. However, the ISCO Council will review this for the 1996/97 accounts.

(c) Deferred fee income

Fees received under the Careers and Higher Education Guidance Scheme are taken credit for in the income and expenditure account over the period during which the services will be provided. The proportion of each year's fees applicable to services to be provided in future years is carried forward as deferred income.

(d) Investments

Investments are stated at market value at the balance sheet date. The surplus or deficit compared with cost or the previous value is taken to the income and expenditure account.

(e) Directors' emoluments

The company's Memorandum of Association provides that no remuneration or benefits shall be given to any member of the Council.

(f) Depreciation of fixed assets

Depreciation is calculated on cost at the following annual rates:

Office equipment	10%
Computer equipment	20%

(g) Payments under operating leases

Operating lease charges are written off to the income and expenditure account as they fall due.

(h) Pension scheme

Contributions payable under the scheme are charged to the income and expenditure account in the period in which they are made.

3 Tangible fixed assets

	Office equipment	Computer equipment	Total
Cost	£	£	£
At 1 September 1995.....	48,109	62,304	110,413
Additions.....	850	3,339	4,189
Disposals.....	(392)	–	(392)
At 31 August 1996.....	48,567	65,643	114,210
Depreciation			
At 1 September 1995.....	36,094	43,642	79,736
Charge for the year.....	2,435	7,371	9,806
Disposals.....	(79)	–	(79)
At 31 August 1996.....	38,450	51,013	89,463
Net book value			
At 31 August 1996.....	10,117	14,630	24,747
At 31 August 1995.....	12,015	18,662	30,677

NOTES TO THE ACCOUNTS **for the year ended 31 August 1996**

4 Investments

	Common investment funds £
Market value at 1 September 1995.....	587,934
Additions during the year at cost	—
Surplus on revaluation of investments	72,544
Market value at 31 August 1996	<u>£660,478</u>

The investments which are stated at a valuation of £660,478 (1995: £587,934) had an original cost of £546,417 (1995: £546,417).

5 Debtors

	1996 £	1995 £
Fees receivable.....	73,317	69,963
Other debtors.....	38,341	34,984
Pension prepayments	6,223	6,621
Prepayments and accrued income	10,751	12,597
	<u>£128,632</u>	<u>£124,165</u>

Other debtors include £20,645 which is due after more than one year in respect of car loans which are repayable over four years (1995: £18,597)

6 Creditors (amounts due within one year)

	1996 £	1995 £
Trade creditors	56,795	65,424
Taxes and social security	21,472	19,851
Accruals	20,322	17,489
	<u>£98,589</u>	<u>£102,764</u>

7 Employees

The average number of employees was as follows:

	1996 Number	1995 Number
Services to schools	18	18
Administration and office	14	14
	<u>32</u>	<u>32</u>

8 Pension costs

There is a defined contribution pension scheme. The assets of the scheme are held separately in an independently administered fund. Pension costs represent contributions payable by the company to the fund and amounted to £45,746 (1995: £46,834).

9 Operating leases

There are commitments for operating leases during the coming year.
In respect of leases terminating:

After 5 years	Land and buildings £ 16,470
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10 Note of historical cost surpluses and deficits

	1996 £	1995 £
Reported surplus for the year	106,465	85,278
Difference between a historical deficit/(surplus) on sale of investments based on cost and the actual deficit/(surplus) on sale of investments based on market value.....	—	—
Unrealised surplus on revaluation taken to the income and expenditure account	(72,544)	(14,171)
Historical cost surplus for the year	<u>£33,921</u>	<u>£71,107</u>

AUDITORS' REPORT TO THE MEMBERS OF THE INDEPENDENT SCHOOLS CAREERS ORGANISATION

We have audited the financial statements on pages 17-20 which have been prepared on the basis of the accounting policies set out on page 19.

Responsibilities of council members

Company law requires the council members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that period. In preparing those financial statements, the council members are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The council members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Responsibilities of auditors

It is our responsibility to form an independent opinion, based on our audit, on the financial statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the council members in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 August 1996 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

20 Old Bailey
London EC4M 7BH
22nd October 1996

Binder Hamlyn
Binder Hamlyn
Chartered Accountants
Registered Auditors

FINANCE

1996 has seen a slight reduction in the level of surpluses achieved in recent years although this masks a good performance in revenue generating activities which, excluding publications, have increased by 7%. Publication revenues are lower due to the expected reduction in sales of careers education manuals.

Expenditure remains tightly controlled in all areas and the increase over 1995 reflects the need to continue the strengthening and retention of our staff who drive the revenue generating and vital support activities.

The surplus on revaluation reflects continued good performance of our investments and buoyant market conditions. Our overall surplus of £106,465 has been added to reserves which amounted to £647,761 at the end of the year.