

Diocesan Boys' School
Life Planning Education and Career Guidance
Policy Statement

The ultimate purpose of Life Planning Education and Career Guidance is to support students' progression for further studies and career development, as well as actualization of personal goals. To this end, the following overarching policies are adopted for the implementation of Life Planning Education and Career Guidance in Diocesan Boys' School:

1. Life Planning Education and Career Guidance are to be provided to ***all students*** (Grade 7 to Grade 12) and should align with their developmental needs at different stages of growth, i.e. self-understanding and development for Grade 7 and Grade 8 students; career exploration for Grade 9 and Grade 10 students; and career planning and management for Grade 11 and Grade 12 students.
2. The provision of Life Planning Education and Career Guidance is the responsibility of ***all teachers***, i.e. a shared commitment among the head teacher, senior teachers, class teachers and subject teachers towards a holistic approach to the implementation of Life Planning Education and Career Guidance.
3. Life Planning Education and Career Guidance are to be evaluated and ***accountable*** to all stakeholders. Evaluation follows the cyclic process of "Planning – Implementation – Evaluation (PIE)" for sustainable development. Transparency and accountability ensure proper use of the Career and Life Planning Grant (CLP Grant).

**Work Plan on Life Planning Education and Career Guidance
2015 – 2016**

This plan serves as a quick guide to the *major* (not exclusive) work of life planning education and career guidance for students in junior, middle and senior grades. Concerned parties refer to those key people in charge of a particular task but other parties would be called in to help if necessary. At the operational level, the following work plan would be subject to modifications according to the actual needs of students. There is flexibility for students to take part in activities not targeted at their age groups.

Objectives	Strategies	Monitoring/Evaluation	Concerned parties	Allocation of CLP Grant
<ul style="list-style-type: none"> • To foster Grade 7 and Grade 8 students' self-understanding and develop positive attitudes towards learning 	<ul style="list-style-type: none"> • Develop a new curriculum and prepare teaching materials to guide Grade 7 students to understand their interests, abilities and qualities. (approximately 20 students per teacher) 	<ul style="list-style-type: none"> • Grade 7 and 8 students understand their interests, abilities and qualities. • Grade 8 students relate the result of self-assessment to academic or career goals • Grade 7 students develop an electronic profile 	<ul style="list-style-type: none"> • Dean of Students • Student Guidance Team (SGT) members (at least 6) • Grade 7 Class teachers (6) • Grade 7 subject teachers (at least 6) • Social worker • Career & Further 	<ul style="list-style-type: none"> • Service fees for professional to develop a new curriculum and prepare teaching materials for G7 and G8 students respectively (\$24,000 approx.)
	<ul style="list-style-type: none"> • Develop a new curriculum and prepare teaching materials to guide Grade 8 students to relate the result of self-assessment to academic or career goal setting. (approximately 20 students per teacher) 			

	<ul style="list-style-type: none">• Help Grade 7 students develop an electronic profile as a prototype of Student Learning Profile (SLP)	<ul style="list-style-type: none">• Feedback from students	Studies Assistant	
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Objectives	Strategies	Monitoring/Evaluation	Concerned parties	Allocation of the CLP Grant
<ul style="list-style-type: none"> To facilitate Grade 9 and Grade 10 students in their career exploration 	<ul style="list-style-type: none"> Arrange personality and traits tests for Grade 10 students (tentative) 	<ul style="list-style-type: none"> Grade 9 students are aware of the opportunities and constraints offered by various curriculum options and elective subject options Grade 10 students understand their own career aspirations Grade 10 students formulate medium and long term goals for their career Feedback from students 	<ul style="list-style-type: none"> Dean of Students Career teachers (Careers Office) Career & Further Studies Assistant 	<ul style="list-style-type: none"> Service fees for professional to analyze and explain the results of career aptitude assessments and organize workshops for career aspirations (\$33,600 approx.)
	<ul style="list-style-type: none"> Co-organize (together with IB Section and CFFS) guidance programmes for Grade 9 students on streaming in Grade 10 (DSE vs IB), elective subject choices and connection of elective subjects and occupational choices 			
	<ul style="list-style-type: none"> Provide workplace experiences to Grade 10 students (Grade 9 students as well if possible) through other learning experiences (OLE) e.g. visits and other career-oriented enrichment programmes (e.g. job shadowing, internships, mentorship programme, career visits, workplace attachment, etc.) 			

Objectives	Strategies	Monitoring/Evaluation	Concerned parties	Allocation of the CLP Grant
<ul style="list-style-type: none"> To facilitate Grade 11 and Grade 12 students in their career planning and management 	<ul style="list-style-type: none"> Arrange another university counsellor to receive structured training on life planning education and career guidance Organize <ul style="list-style-type: none"> mock interviews self-account and personal statement workshops briefings on JUPAS, Common Application and UCAS application process information sessions on local and overseas universities visits to local, China and Taiwan universities university taster programmes and camps experience-sharing sessions by old boys on their degree programmes job shadowing, internships, mentorship programme and clinical attachments etc. Nominate needy and deserving students for internal and external scholarships in support of university studies 	<ul style="list-style-type: none"> One university counsellor having completed the structured training Grade 11 students review their career goals Grade 12 students complete university applications (e.g. JUPAS, UCAS and Common Application) Grade 12 students satisfy application requirements (e.g. Personal statement, SLP, OEA etc.) Feedback from students 	<ul style="list-style-type: none"> Dean of Students University counsellors (CFFS) Members of The Greater China Affairs Office Career & Further Studies Assistant 	<ul style="list-style-type: none"> Employment of a full-time assistant university counsellor and career and further studies assistant (\$410, 400 approx.) Subscription fee for Naviance (\$30,000 approx.) Subsidies for trips to visit Mainland China and Taiwan universities (\$12,000 approx.) Subsidies for university counsellor to attend overseas conference (\$20,000 approx.)

End of Work Plan