

**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  
2023 – 2024**

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"> <li>To foster Grade 7 students' self-understanding and develop positive attitudes towards learning</li> </ul>	<ul style="list-style-type: none"> <li>To prepare teaching materials and implement a curriculum to guide Grade 7 students to understand their interests, abilities and qualities respectively. (approximately 27 students per teacher)</li> </ul>	<ul style="list-style-type: none"> <li>Grade 7 students understand their interests, abilities and qualities.</li> <li>Grade 7 students develop an electronic profile</li> <li>Feedback from teachers</li> </ul>	<ul style="list-style-type: none"> <li>Dean of Students</li> <li>Student Guidance Team (SGT) members (at least 6)</li> <li>Grade 7 class teachers (9)</li> <li>Social Workers</li> <li>Further Studies and Careers Officer</li> </ul>	<ul style="list-style-type: none"> <li>Service fees for professional to organize life planning lessons and prepare teaching materials for G7 students (\$64 000)</li> <li>Fees for teaching materials and prizes for students in competitions/activities. (\$ 1211 approx.)</li> </ul>
	<ul style="list-style-type: none"> <li>Help Grade 7 students develop an electronic profile as a prototype of Student Learning Profile (SLP)</li> </ul>			

Objectives	Strategies	Monitoring/Evaluation	Concerned parties	Allocation of the CLP Grant
<ul style="list-style-type: none"> <li>• To facilitate Grade 10 in career exploration</li> <li>• Grade 11 and Grade 12 students in their career planning and management</li> </ul>	<ul style="list-style-type: none"> <li>• Organize               <ul style="list-style-type: none"> <li>- mock interviews</li> <li>- self-account and personal statement workshops</li> <li>- briefings on JUPAS, Common Application and UCAS application process</li> <li>- information sessions on local and overseas universities</li> <li>- visits to local, China and Taiwan universities</li> <li>- university taster programmes and camps</li> <li>- experience-sharing sessions by old boys on their degree programmes</li> <li>- job shadowing, internships, mentorship programme and clinical attachments etc.</li> </ul> </li> <li>• Support administrative works of the Centre For Further Studies and Careers (CFC)</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 10 students are guided to seek opportunities and constraints offered by various study choices or options</li> <li>• Grade 11 students review their career goals</li> <li>• Grade 12 students complete university applications (e.g. JUPAS, UCAS and Common Application)</li> <li>• Grade 12 students satisfy application requirements (e.g. Personal statement, SLP, OEA etc.)</li> <li>• Feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>• Dean of Students</li> <li>• Senior Counsellors</li> <li>• Chief Coordinator of the Greater China Affairs Section</li> <li>• University Counsellors (CFC)</li> <li>• Coordinators of the G.C.A. Section</li> <li>• Further Studies and Careers Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Employment of a full-time University Counsellor/Office Manager (50% salary) and a full-time Further Studies and Careers Officer (100% salary) (\$623 469)</li> </ul>

End of Work Plan