**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**

**2017 – 2018**

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.

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| **Objectives** | **Strategies** | **Monitoring/Evaluation** | **Concerned parties** | **Allocation of CLP Grant** |
| * To foster Grade 7 and Grade 8 students’ self-understanding and develop positive attitudes towards learning
 | * Develop a new curriculum and teaching materials to guide Grade 7 students to understand their interests, abilities and qualities. (approximately 30 students per teacher)
 | * 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
* Feedback from teachers
 | * Dean of Students
* Student Guidance Team (SGT) members

(at least 6)* Grade 7 Class teachers (9)
* Grade 8 Class teachers (9) and subject teachers (9)
* Social Workers
* Career & Further Studies Assistant
 | * Service fees for professional to develop a new curriculum, teach life planning lessons and prepare teaching materials for G7 students ($53,000 approx.)
* Fees for teaching materials and prizes for students in competitions/activities. ($ 7,000 approx.)
 |
| * Revise the existing 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)
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| * Help Grade 7 students develop an electronic profile as a prototype of Student Learning Profile (SLP)
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| **Objectives** | **Strategies** | **Monitoring/Evaluation** | **Concerned parties** | **Allocation of the CLP Grant** |
| * To facilitate Grade 11 and Grade 12 students in their career planning and management
 | * Arrange another university counsellor to receive structured training on life planning education and career guidance
 | * 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
 | * Dean of Students
* University counsellors (CFFS)
* Members of The Greater China Affairs Section
* Career & Further Studies Assistant
 | * Employment of a full-time university counsellor/office manager and career and further studies assistant

($490,089 approx.)* Subscription fee for Naviance ($30,000 approx.)
* Subsidies for trips to visit Mainland China, Taiwan or overseas universities ($3,471 approx.)
 |
| * Organize
* 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.
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| * Nominate needy and deserving students for internal and external scholarships in support of university studies
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End of Work Plan