

**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  
2014 – 2015**

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 and Grade 8 students' self-understanding and develop positive attitudes towards learning</li> </ul>	<ul style="list-style-type: none"> <li>• Establish an advisor system to offer career advisory service to Grade 7 students in groups (approximately 20 students per advisor) and individual counselling if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 7 students understand their own academic aspirations</li> <li>• Grade 7 students formulate short and medium term goals for their studies</li> <li>• Grade 7 and Grade 8 students develop an electronic profile</li> <li>• Feedback from students</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 (6)</li> <li>• Grade 7 subject teachers (at least 6)</li> <li>• Social worker</li> <li>• Academic counsellor</li> </ul>	<ul style="list-style-type: none"> <li>• Service fees for professional to analyze and explain the results of academic aptitude assessments (\$12,000 approx.)</li> </ul>
	<ul style="list-style-type: none"> <li>• Arrange academic aptitude assessments for Grade 7 students and analyze their Mid-year Exam results</li> </ul>			
	<ul style="list-style-type: none"> <li>• Arrange goal-setting sessions for Grade 7 students to formulate their goals</li> </ul>			
	<ul style="list-style-type: none"> <li>• Help Grade 7 and 8 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 9 and Grade 10 students in their career exploration</li> </ul>	<ul style="list-style-type: none"> <li>Arrange one career teacher to receive structured training on life planning education and career guidance</li> <li>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</li> <li>Arrange career aptitude assessments for Grade 9 and/or 10 students</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>One career teacher having completed the structured training</li> <li>Grade 9 students are aware of the opportunities and constraints offered by various curriculum options and elective subject options</li> <li>Grade 10 students understand their own career aspirations</li> <li>Grade 10 students formulate medium and long term goals for their career</li> <li>Feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>Dean of Students</li> <li>Career teachers (Careers Office)</li> <li>Academic counsellor</li> <li>Career &amp; Further Studies Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Service fees for professional to analyze and explain the results of career aptitude assessments (\$12,000 approx.)</li> </ul>

Objectives	Strategies	Monitoring/Evaluation	Concerned parties	Allocation of the CLP Grant
<ul style="list-style-type: none"> <li>To facilitate Grade 11 and Grade 12 students in their career planning and management</li> </ul>	<ul style="list-style-type: none"> <li>Arrange one counsellor to receive structured training on life planning education and career guidance</li> <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>Nominate needy and deserving students for internal and external scholarships in support of university studies</li> </ul>	<ul style="list-style-type: none"> <li>One counsellor having completed the structured training</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>University counsellors (CFFS)</li> <li>Members of The Greater China Affairs Office</li> <li>Academic counsellor</li> <li>Career &amp; Further Studies Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Employment of a full-time university counsellor and career and further studies assistant (\$360,000 approx.)</li> <li>Subscription fee for Naviance (\$50,000 approx.)</li> <li>Subsidies for trips to visit Mainland China and Taiwan universities (\$12,000 approx.)</li> <li>Subsidies for university counsellor to attend overseas conference (\$20,000 approx.)</li> </ul>

End of Work Plan