

Office of the Director of Higher Secondary
Education, Housing Board Building,
Santhi Nagar, Thiruvananthapuram.

No.Ad.A3/66923/2009

Dated: 11/12/2009

From

The Director

To

All District Co-ordinators of Career Guidance and Counselling

Sub : Department of Higher Secondary Education- Guidelines for conducting Career Guidance
and Counselling-reg.

Ref :

The Guidelines for conducting career guidance and counseling programmes in Higher Secondary
Schools and Module for training programmes for Career Guide are attached below for information and
strict compliance

Director

DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE AND COUNSELLING
Guidelines for conducting Career Guidance and Counselling
programmes in Higher Secondary Schools

The workshop on Module Preparation for training of Career Guides held on 21st November 2009 formulated the following Action Plan for the Career Guidance and Counselling units in the Higher Secondary Schools.

1. **Establishing Career Guidance and Counseling units in all schools:** It is decided to start Career Guidance and Counselling units in all schools. The Principals of the schools are directed to forward a request to the Director, DHSE for allotting a new unit in the school. Name of the teacher who is willing to work as a Career Guide has to be forwarded along with the request. District Co-ordinators shall render necessary helps in starting new unit. District Co-ordinators will forward the list of schools with Active Career Guidance and Counselling units with name of the Career Guides before 15th December 2009.
2. As a first phase it is decided to conduct two days training to the Career Guides of all schools to refresh the skills of Career Guides and preparation of action plan for the year current year (2009-10). The training programme will be conducted by District Co-ordinators in each district . One training programme will be for a batch of 50 career guides and sufficient funds will provided to District Co-ordinators at their disposal. The module of training programme is given as annexure -1
3. District Co-ordinator should arrange the training at the district. He/She will be the co-ordinator of the training programme. He/She will forward the proposal for a training programme to the Directorate. The proposal should contain following details
 - a. Date of Training Programme
 - b. Venue of Training Programme
 - c. Participating schools
 - d. List of Faculty
 - e. Budget estimate of the programme
 - f. Request for sanctioning necessary fundsOn receiving the proposal, Director shall sanction the training programme and allot necessary funds for the programme to the District Co-ordinator. Budget estimate for each item are given in Annexure-2
4. All expenditure should be made as per the existing rules. TA and DA for faculty and participants should be calculated as per the rules laid in KSR. TA and DA will be

provided to participants by allotment to the Principal on submitting TA bills to the Directorate.

5. On completion of the programme, the Co-ordinator should forward the Vouchers with detailed account within 15 days for settlement. If the accounts are not submitted within the time, the amount will be treated as liability of the District Co-ordinator and will be recovered with 18% interest per annum .
6. An action plan for the Career Guidance and Counselling units of the schools has been prepared and annexed as annexure -3. Each school has to conduct any three programmes , with one programme in each month. All the programmes should be concluded by the end of February. After the programme, a detailed report along with documents of the programme should be submitted to the District Co-ordinator before 5th of March, 2010. Honorarium to Career Guides will be disbursed only after the receipt of the report from each school.
7. The District Co-ordinator should verify the vouchers of each school. The District Co-ordinator should consolidate all the reports of each school and a new report with all the details of the schools with necessary photographs should be forwarded to the directorate. (photographs should scanned images placed properly in the report). He should also forward the request for the amount required for the payment of honorarium to Guides. The request should reach the directorate before 15th March 2010. No amount will be allotted to the request received after 15th March 2010, as the accounts have to be finalized within the end of the financial year. On receiving the request, Director will allot the amount to the District Co-ordinator and he inturn should disburse the amount to Career Guides. Final vouchers and acquittance should be submitted to the directorate by first week of April 2010.
8. The District Co-ordinators should forward an action plan of the activities which can be taken up the career Guidance units in the next academic year. Action Plan with good suggestions will be taken as a model project and will be implemented through out the state.
9. PTA should extent their all the possible financial assistance for the smooth conduct of the programme.
10. All the activities of Career Guidance and Counselling units will be monitored and Supervised by the Director.

Director

Annexure-1
Module of Training programme for Career Guides

Duration of training : 2 days

No of participants in one batch : 50 nos

Objectives of the training:

1. To impart scientific knowledge about adolescence period. (Physical, Psychological/emotional and social changes during the adolescence period.
2. To enable the participants to understand adolescence issues and equipping them to manage adolescence.
3. To empower the students both in urban and rural areas to choose appropriate career according to his aptitude, future job avenues and his learning ability.
4. Train Career Guides in promoting the students to know the self and thus to improve self esteem and the level of confidence.
5. Dissemination of updated, authentic and relevant career information regarding diversified new generation jobs.

Time table for the training programme

Day	9.30 -11 am	Tea Break 11-11.15	11.15-1 pm	Lunch Break 1-2 pm	2 pm to 4.30 pm
Day -1	Career Planning and Goal Setting		Tools and Techniques in Career Guidance		After +2 –Courses in Humanities, Commerce and Science subjects
Day -2	Adolescence education		Counseling		Life Skill Training

Contents to be covered in each subjects.

1. Career Planning and Goal Setting

Session Duration	Objectives	Content	Activity /Process/ Methodology
9.30 am to 11 am (1 ½ hours)	To empower the students to choose appropriate career according to his aptitude, future job avenues and his learning ability.	Basic principles of career planning i. Aptitude ii. Learning ability of students iii. Goal Setting-Concepts of SMART-ASK iv. Developing positive thinking v. Techniques for developing self esteem.	Group discussions/Case work/Role play

2. Tools and Techniques in Career Guidance

Session Duration	Objectives	Content	Activity /Process/ Methodology
11.15-1 pm (1 hr. 45 minutes)	To familiarize the formation and functions of the different activities of career clubs To plan the activities to be implemented in the year 2009-10	Career Club-organization and structure Career Board, Career Quiz, Career Corner, Career talk, Interaction with the successful personalities Career workshops	Group discussions/Case work/Role play

3. After +2 –Courses in Humanities, Commerce and Science subjects

Session Duration	Objectives	Content	Activity /Process/ Methodology
2 pm to 4.30 pm (2 ½ hrs)	Dissemination of updated, authentic and relevant career information regarding diversified new generation jobs.	Different courses in career opportunities in the field of Humanities, Science and Commerce. Career opportunities in defence Awareness about different competitive exams General information about self employment	Group discussions/Case work/Role play

4. Adolescence education

Session Duration	Objectives	Content	Activity /Process/ Methodology
9.30 am to 11 am (1 ½ hours)	To impart scientific knowledge about adolescence period-physical, psychological and social changes during the adolescence period Under standing problems and peculiar nature of adolescence	Adolescence-Introduction Developmental tasks Physical changes-Boys and Girls Psychological /Emotional changes Social changes Issues related to Internet, Mobile phone misuse and drug abuse	Group discussions/Case work/Role play

5.Counseling

Session Duration	Objectives	Content	Activity /Process/ Methodology
11.15-1 pm (1 hr. 45 minutes)	To help the participants to understand and practice counseling as a tool to manage adolescence issues	Counselling- Definition, Need for counseling Principles of counseling Process of counseling Skills required for a counsellor Teacher as a counselor	Group discussions/Case work/Role play

6.Life Skills

Session Duration	Objectives	Content	Activity /Process/ Methodology
2 pm to 4.30 pm (2½ hrs)	To provide Life Skill education in order to empower the adolescents to manage their problems	What are Life Skills? Why are they necessary? When we should develop them? How to develop them? 10 core life skills developed by WHO	Group discussions/Case work/Role play

Annexure-2

Financial component of the training programme

No. of Sessions : 6
No of days : 2
No. of participants : 50

Sl.No	Item	Sanctioned Amount
1	Honorarium to Resource Persons (6 x 500)	3000.00
2.	TA to Resource Persons (6 x 1000)	6000.00
3.	Stationary	1400.00
4	Refreshment expenses	2100.00
5.	Contingency	2500.00
	Total	15,000.00

Expenditure should be made as per the rules and limited to amount shown against each item. Claim for excess expenditure made in any of the items will not be accepted. TA and DA for faculty and participants should be calculated as per the rules laid in KSR.

Annexure-3

Proposed Unit Level Activities

Each School has to conduct any three programmes during the academic year. A list of possible activities that can be taken up in schools is given below. Minimum one Programme has to be arranged in one month. PTA should provide necessary monetary assistance for the conduct of the programme.

1. Seminars/ Workshops on Adolescence Education, Life Skill Training, Stress Management, Motivation and Achievement
2. Career talks. Separate talks have to be arranged for Humanities, Science and Commerce Batches.
3. Exam Clinic
4. Any other unique activities

Director