

HANDBOOK

of

CAREER COUNSELLING

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Section I:- Introduction

1.1 What is Career Counselling?

The face of the world has undergone an immense change with the advent of information and technology and with an enormous growth of knowledge, our, education system has also undergone change along with this changing face, hence, paves a way for developing students' knowledge, adaptability, creativity and independent thinking. All these are done in order to make our students better prepared for the opportunities that are lying in their paths. It makes them more advanced in making informed and responsible choices for the demands ahead.

Our school curriculum, has always imbibed in students the elements of lifelong learning and skills through subjects, hence, enhancing their self-understanding and offering learning experiences for progression in studies as well as career development. This field of career development is continuously growing and changing and reflects the current career realities of individuals.

1.1.1 The Art and Science of Career Counselling

Our School integrates traditional Career Counselling with personal counselling. We not only provide objective information but we also cater to the interest of the students, as well as we take into consideration cultural diversity, demands of the parents as well as students. The main aim is to interface objective information with the subjective, ever changing word of students. From this perspective, career issues are viewed as interrelated to the persons overall psychological functioning.

1.1.2 Defining Career Counselling

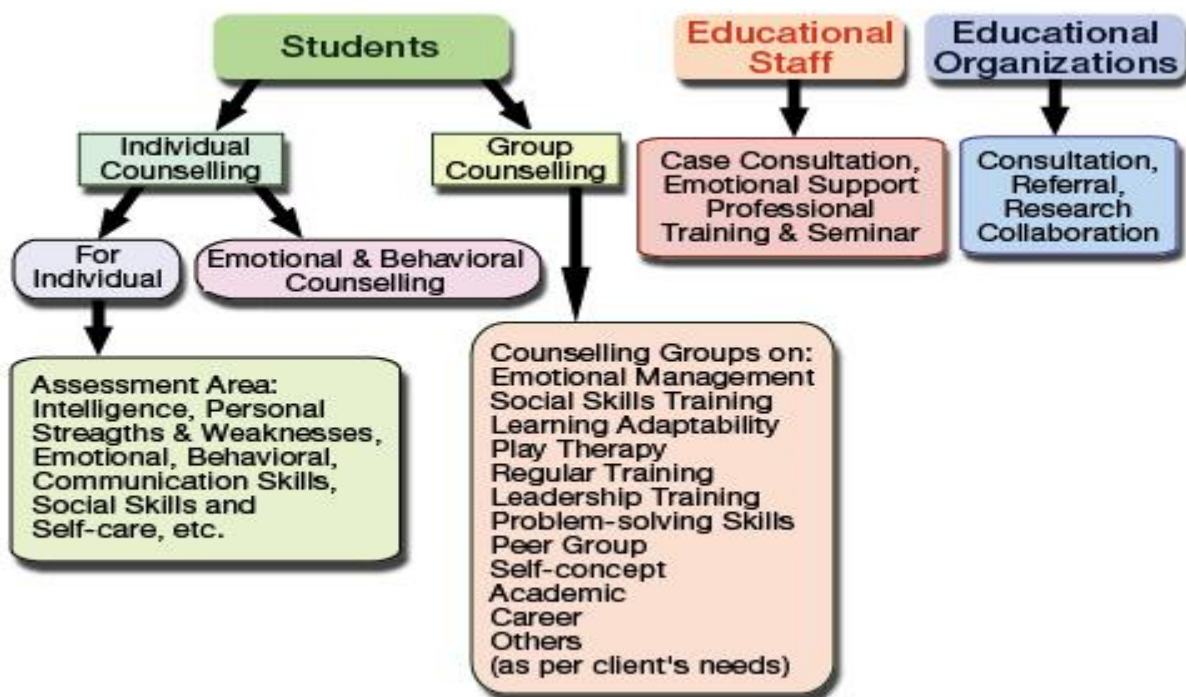
Career counselling refers to an interactive process in which the counsellor and counselee(s) are in a dynamic and collaborative relationship which is aimed at helping individuals to explore personal issues in career and life planning (Australia Blueprint for Career Development (ABCD), 2008). It can further be defines as a “series of general and specific intervention throughout the lifespan, dealing with such concerns as self-understanding, broadening one`s horizon, work selection, challenge, satisfaction and other interpersonal phenomenon and lifestyle issue such as balancing work, family and leisure.” (Engles et al 1995).

- a) **Career:** -Australia Blueprint for Career Development (ABCD, 2008) defines career as the sequence of variety of work roles that an individual undertakes throughout a lifetime to actualise one`s potential.
- b) **Career and life planning:-**This includes a process of managing one`s life in a more holistic way and include major domains of managing life such as work, learning, maintain relationships etc.
- c) **Career guidance:-** A term that refers to a range of interventions that include career education and counselling and help the students to use that knowledge and skill in making career decisions.

1.1.3 Assumptions underlying Career Counselling (Post et al., 2002)

There are various assumptions that underlie the concept of career counselling and these are discussed as below:-

- 1, People have all the abilities and opportunities of making career choice and the choices that people make depend on their education, environment, social cultural influences, gender etc.
2. Individuals are naturally presented with career choice right from the beginning.
3. Career counsellors pursue people to attain their career goals.
4. Career decision making is something that happens throughout the life and can happen at any time and place.
5. All forms of work contribute to the wellbeing and success of the society



Section II:- Education and Career Guidance in Schools

The aim of our institution is to identify the real potential of the students and guiding them towards a right career path and also to make them aware of the importance of right career decision before they choose an academic stream. Career counseling will help the students to extend their horizon as most students pick commonly known domains as their career option and not as per their Aptitude.

2.1 The process of career counselling

To make an appropriate career decision, a child needs

1. A clear understanding of Aptitude abilities, interests, ambitions, resources, limitations and their causes
2. A knowledge of the requirements and conditions of success, advantages and disadvantages, opportunities and prospects in different lines of work
3. True reasoning on the relations of these two groups of facts

Interventions that counsellors use after a child makes a career decision are as follows:-

First stage

It involves helping the children implement educational and career decisions by helping them with seeking different institutions for admission.

Second Stage

It involves helping the students to adjust and deal effectively with stress and confusions when faced with multiple options in their prospective field.

Third Stage

Implementing intervention strategies to enable a student maintain and process his/her plans effectively and independently.

Intervention strategies

The career counselling cell uses the following intervention strategies to facilitate decision making, assisting with vocational adjustment and helping students overcome personal problems. The strategies depend upon the personality types of the students.

- Having students write down information on their career goals and their plans for implementation& engaging them in Brain exercises
- Instilling information on the world of work to ensure that the students have up-to-date accurate information on career including rewards and potential challenges associated with different career path
- Modelling , which involves educational trips to various industries or factories to give the students a platform to identify their prospective area of work like marketing, finance, logistics, etc. and exposing them to individuals who have been successful in a career to demonstrate how to proceed with career planning and decision making
- Scheduling group and counselling sessions to build support and to teach the necessary skills to successfully overcome environmental barriers
- Instilling Self appraisal career choice and decision making ability and developing self-efficacy among students

2.2 Computer assisted career counselling

Computerized career counselling helps students to gain knowledge technically and enhances the abilities of self- help tendencies among students. The school website, provides a detailed information regarding the vast number of career options available along with updated information about the Scholarships, entrance exams and competitions along with their preparation tips.

2.3 Diversity issues in career counselling

- Cultural considerations in career counselling are one of the most important aspects that the counsellors need to deal with.
- Students coming from different cultural backgrounds come with ta mental set up and expectations about their future goals developed due to the different experiences they face and family values improvised upon them.
- Such prejudices affect their educational and career aspirations and expectations.
- The counselling cell monitors such thought processes and through regular counselling sessions, enhance the knowledge of students as well as their parents so as to help them build more open concepts about the different available career paths.
- Dealing with career issues that relates to gender issues by instilling openness about career choices among students and their parents

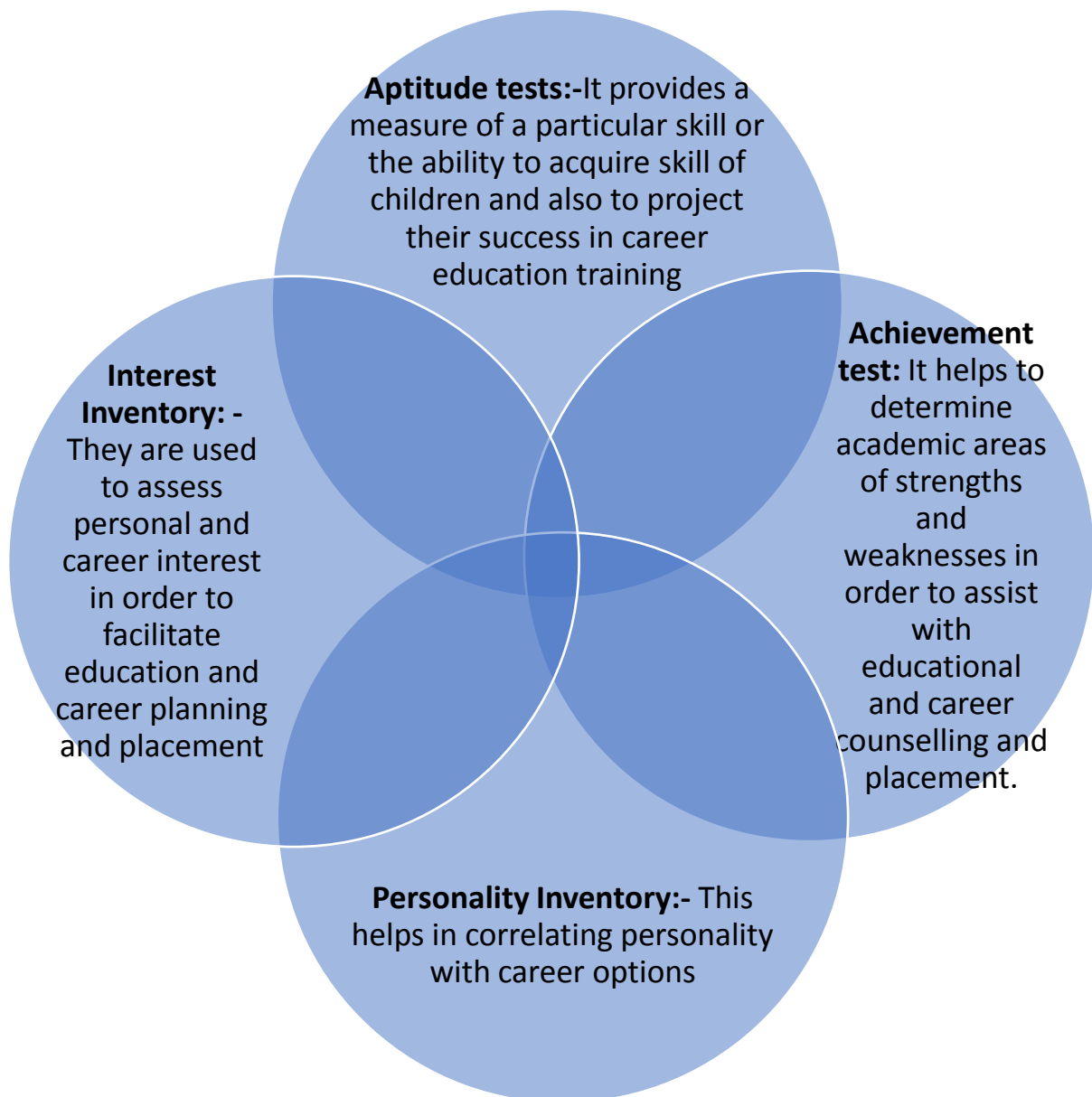
Section III:- PRINCIPLES OF CAREER GUIDANCE

Every Career guidance program is designed to assist the individuals to acquire the knowledge, skills, experiences that are necessary to identify options, explore alternatives and succeed in society. Having a career guidance program prepares an individual to be ever ready with the changes that happen in the workplace. Therefore, it is required that every career guidance program should be prepared by keeping its fundamentals in mind. Below are described some of the principles of career guidance program.

- Counsellor`s help students avoid making a premature choice and help students to make a plan to have alternative in choosing career options.
- Catering to the diversity issues such as gender bias cultural differences demands of the students and the parents.
- Making students responsible for defining their career paths and goals.
- Classroom activities are conducted which include games, puzzles to help students observe and realise the various fields of career which they can observe around them.
- Classroom discussions and personal counselling sessions are scheduled to discuss practical problems related to career issues.
- Connecting all the subjects of the school with different occupations.
- Providing information on admissions to specific colleges and universities matching with their specific interests and aptitudes.



Our School, keeping the above principles in mind run its career counselling department that caters to all the present needs of the students, and assesses the career requirements of the students through following assessment instruments:-

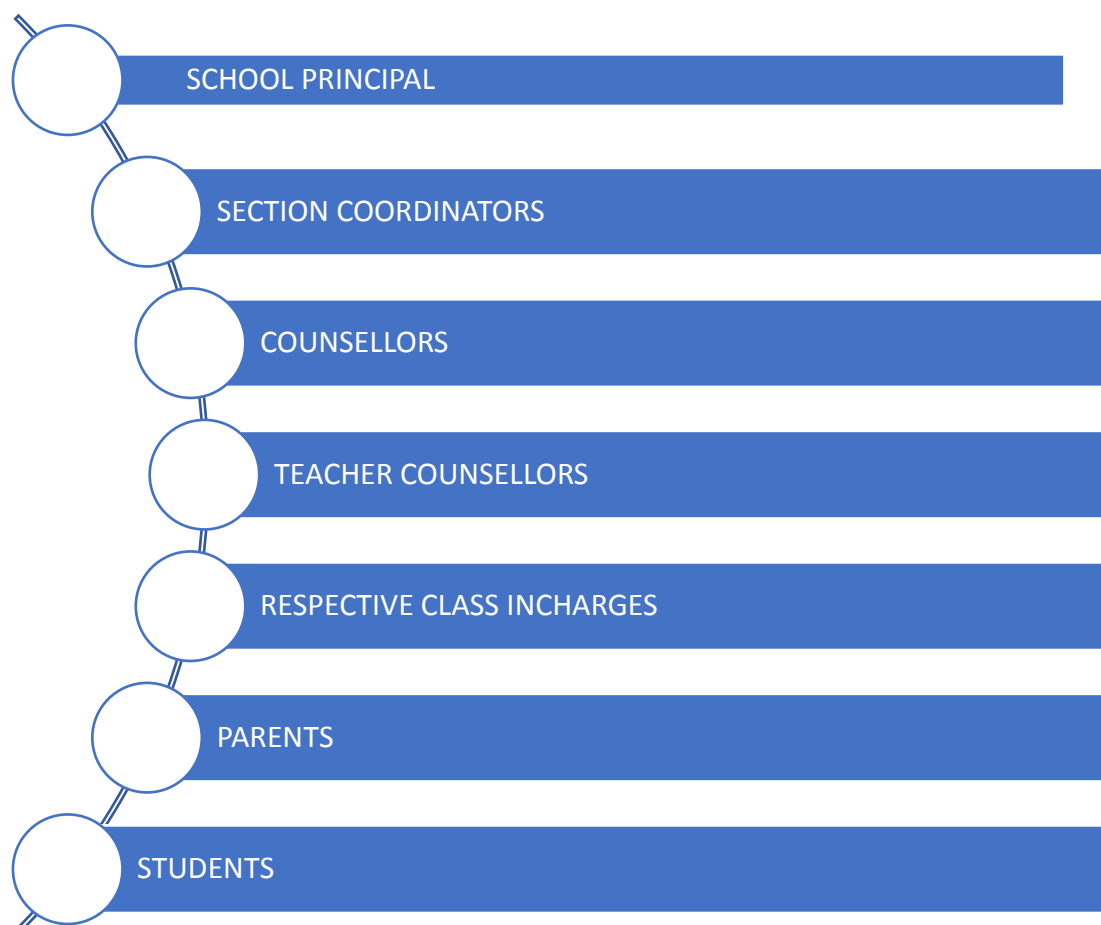


Section IV SCHOOL CAREER COUNSELLING TEAM

There are various aspects to consider when setting up a career counselling centre including the people who might work there, the tools and resources that can be made available to store and the process of method of career counselling. Also, it is important to take into consideration the specific needs of the student population. Holland, Magoon and Spokane (1981) highlighted the importance of the following:-

- a) Exposure to occupational information
- b) Cognitive rehearsal of Vocational aspirations
- c) Acquisition of some cognitive structure for organising information about self and their relations.
- d) Social support for reinforcement from counsellors or workshop members

In order to assist students with career concerns it is helpful to have various research tools available as well as individuals with specialized training who are familiar with the process of career counselling, for the purpose of the same, our school comprises of a career counselling team which is as follows:-



Section V RESPONSIBILITIES OF CAREER COUNSELLING TEAM

The aim of our institution is to identify the real potential of the students and guiding them towards a right career path and also to make them aware of the importance of right career decision before they choose an academic stream. Career counseling will help the students to extend their horizon as most students pick commonly known domains as their career option and not as per their Aptitude.



RESPONSIBILITIES

- Organising seminars and workshops to help the students to choose a career goal, plan and give a direction to students for a better future ahead.
- Aptitude testing of the students to analyse their full potential to succeed in a certain task e.g:- David's Differential Aptitude Test Battery, Educational Interest Record
- Initiating classroom discussions about the different career options, stream selection after board exams and jobs associated with certain streams.
- Creating Power point presentations about the different upcoming career options for the students & guiding the students to create their portfolio
- Initiating motivational sessions for the students to instill scholastic and co-scholastic skills for developing their potential to be successful in life.
- Organizing activities for inculcating leadership qualities among students.
- Addressing parental queries and anticipations through various seminars throughout the session

Section VI PLANNING AND IMPLEMENTATION OF CAREER COUNSELLING FOR STUDENTS (VIII-XII)

The counselling department integrates a comprehensive model that includes 3 types of career services

1. Career guidance

It is basically more concerned with the personality growth of the students through individual and group counselling and enabling them to discover their potentialities through interest, achievement and aptitude inventories. The students develop the ability to actualize themselves in the pursuit of their occupation.

2. Career counselling

Career counselling largely concerns itself with providing occupational information by collecting, classifying and disseminating information concerning occupations.

3. Career education

Career education helps students to enhance their knowledge about different career options and the skills they need to develop and skills they need to develop to improvise future plans.

For the students of middle, senior and senior secondary sections, the school counselling team focusses on the following five vocational development stages of a child keeping in mind the three aspects of counselling.

Note:- Application and realisation of the Growth stage is based mainly upon the students of class VIII

I “Growth stage”

At this stage, children start identifying with significant others and enhances his/ her self –concept. They fantasise and dream about their future career goal just by viewing and observing others. The child also develops liking for particular areas of work according to their abilities and interests.

Counsellor’s role –

- Encouraging the child to involve in developmental tasks
- Counselling the child to help him/her gain self – understanding
- Instilling among the students the understanding of the world of work
- Helping the students to realise a more realistic view of work
- Organising Short excursion trips for students of junior classes to bring lessons to life

Note:- Application and realisation of The Exploration and Transition Stage, is based mainly upon the students of Senior section

II “Exploration stage”

At this stage, children develop self-examination and start implementing a career preference by identifying appropriate fields of work. There is a tendency among children to have interest in a career field according to their personality types at this age. The different personality types with brief descriptions are as follows:-

- **Realistic individuals**
They take a logical matter-of-fact approach to life
- **Investigative people**
They use an investigative analytical approach to problem solving
- **Social individuals**
They tend to be social, cooperative and people oriented
- **Artistic people**
They tend to be sensitive creative spontaneous and non-conforming
- **Conventional individuals**
They are confirming inhibited and have a preference for structured situation
- **Enterprising individuals**
They tend to take an extroverted aggressive approach to problem solving

Counsellor’s role –

- Explanation about the basic concepts related to career counselling
- Establishing rapport with the students through group and individual counselling
- Assessment of aptitude, iq, achievement, interest using psychometric inventories.
- Enhancing the knowledge of the students about the various career options taking into consideration the interest, diversity issues and the aptitudes of the students.
- Enabling the students to seek out right career choices which will tend to complement their personality structures

III Transition stage

At this stage, children consider their capabilities with a certain amount of realism. They choose the kind of career path that would meet most of their

demand. This stage s enables them to be more realistic which proceeds from the state of exploration to specification

Counsellor's role –

- Helping the students to make a concrete plan and frame short term and long term goals
- Enabling the students to explore the various premier institutions and places which will suit their career choices
- Organising workshops and seminars in association with teachers of different streams as well as through outsourced resource persons to enhance the knowledge of the students as well as their parents.
- Scheduling group and individual counselling sessions for the students as well as their parents to cater to their demands and rendering help in order to have them choose the write career path.
- Social modelling programmes focussing upon self – concept development

Note – Application and realisation of the Maintenance stage and the Intervention stage, is based mainly upon the students of senior secondary section

IV Maintenance stage

At this stage, the students are encouraged to celebrate success and effort, and identify what is working upon the application of their strengths to address counselling goals. The counsellors along eith the teachers promote by creating a connection between effort and success an instilling Image building activities. The students with special needs are also involved in special counselling programmes

Counsellor's role –

- Keeping a track of the student's plan through personal and group counselling
- Engaging students in written exercises designed to gain accurate information on careers.
- Individualised interpretation and feedback to instil self- appraisal.
- Displaying career guidance charts in school

- A career exhibition for the students and their parents by the school counsellors and teacher representatives along with experts in the field of career counselling.
- Creating a personalized portal for Alerts and Scholarships where the students will be able to avail the possible resources in the form of books, magazines to cater to their needs.
- Showcasing Career graph updating of all pass out students
- Initiating Computer – assisted Career counselling
- Providing a platform to the students and their parents to deal with Diversity issues in career counselling such as gender, age, culture

V Intervention Stage

At this stage, children are given opportunities to attain an insight regarding internal working of organisations and a platform to enhance their interpersonal skills. They develop an understanding about the association and combination of Theoretical knowledge and their practical implementation.

The students become mature enough to become independent decision makers and learn to be more solution-focussed.

Counsellor's role –

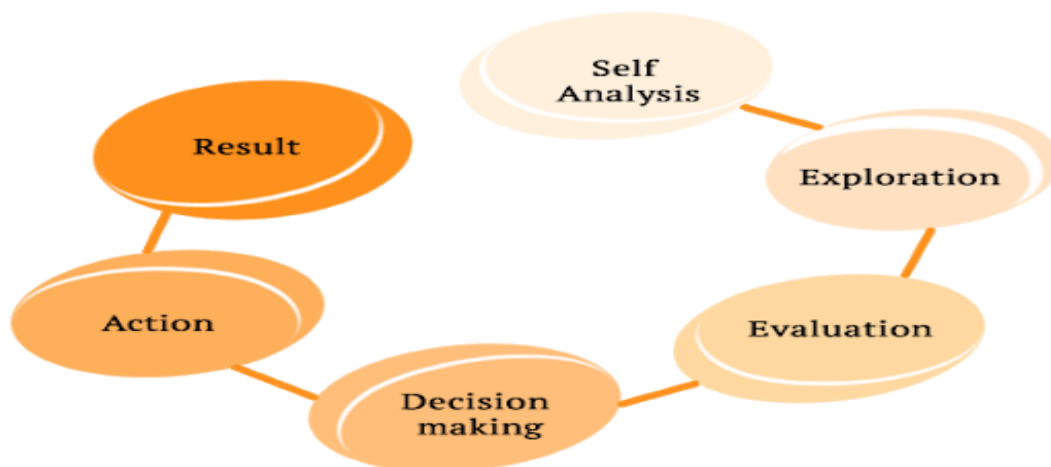
- Enabling the students to become independent decision makers and create a job-hunting plan
- Enabling students to not only stick to one single plan rather initiating various ideas and alternative options by focussing upon divergent thinking process
- Providing a platform to the students to connect the different school subjects with different occupations.
- Conducting seminars on leadership skills and Linking Subjects with Careers and admissions in Premier Institutions by counsellors in association with the teachers of different streams
- Educational trips to various industries or factories to give the students a platform to identify their prospective area of work like marketing, finance, logistics, etc.
- Updating the students with the information of Scholarships, entrance exams and competitions along with their preparation tips

Procedure pertaining to career counselling



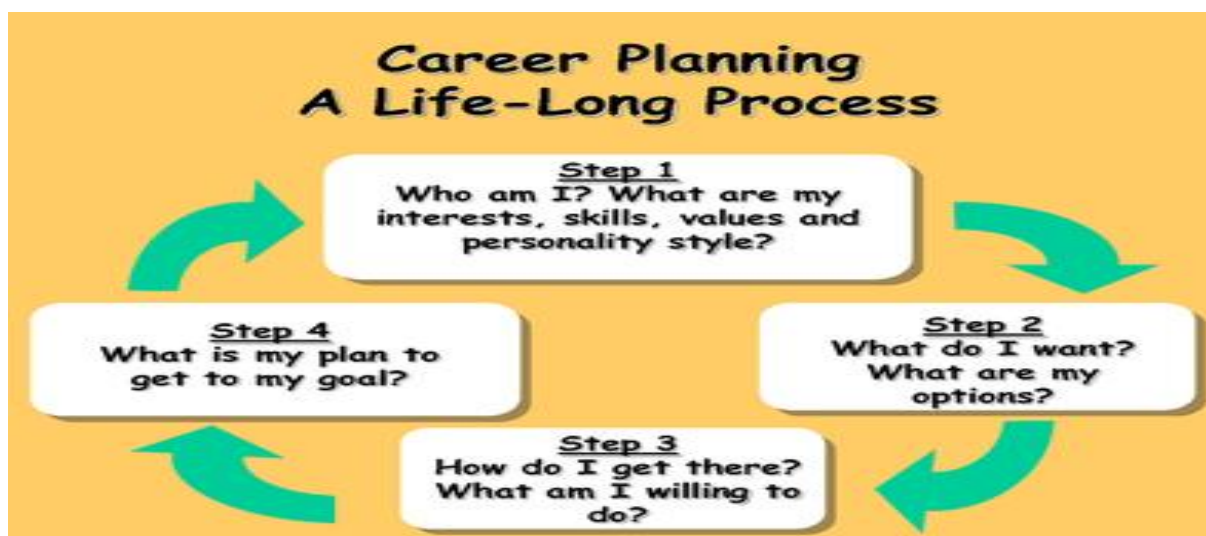
Sessions with students

Scheduled group sessions (As per the table below) Individual sessions (On demand by student/parent)



SCHEDULE OF GROUP SESSIONS FOR STUDENTS (STD. VIII-X)

MONTH	TOPIC
April,2020 TO May,2020	- Exploring Self (SWOT Analysis) - Awareness of various career options eligibility, pros & cons, etc. Assignment - Collecting information on at least one job in their community
July, 2020 To August, 2020	-Discussions on assignments brought by students - Career talks
September,2020	Multiple Intelligence Theory
October,2020	- Psychometric Testing - Community Outreach Programme
November,2020	Understanding the difference between “ Aptitude ” and “ Interest ” Team Building capability and Resilience
December,2020	Developing “ Decision Making ” Building Bridges... “ From Fascination to Reality ”
January, 2021	1.Introduction to Resume/CV building 2. Helping the students to facilitate for the various admission process in various premier institutions. 3.Organising Career fairs and exhibitions in school that will make the students aware of the different career options available to them.



Section VII Support Measures for counselling cell

The support measures for running a career counselling cell in school will help the students to assist with various career options, and in order for addressing that concern it is important that the career counselling cell is fully equipped and functions well with the research tools along with the specialized training to be made available to the individuals who are aware of the career counselling process. Therefore, this handbook will provide all the possibilities that can provide assistance to the students.

As the career counselling centre in the school is more of at the beginning stages, therefore, at this stage it is important for the students to be made accessible to the following support measures:-

- a) Making the students especially those who are about to enter into mainstream career related education i.e. 10th and 12th aware about various nuances of job shadowing, resumes and interviews.
- b) It is important for the career counselling session to have specific resources available for the students so that they can have an access to the information that can enable them to make career related decision independently.
- c) In every career counselling cell it is important to have an access to the books related to various career options, different types of jobs, books that identify the type of educational requirement for various jobs, description of the work and an access to updated information.
- d) Showcasing videos related to careers and personality development. Such videos can focus on the development of communication and interpersonal skills required by an individual for interviews.
- e) Another support measure for the career counselling can be having a classification system of jobs where certain jobs that are related to each other can be grouped together. This kind of system shall help students to broaden their horizons while they are preparing themselves for job search.

Section VIII Future Strategic Planning for Career counselling cell

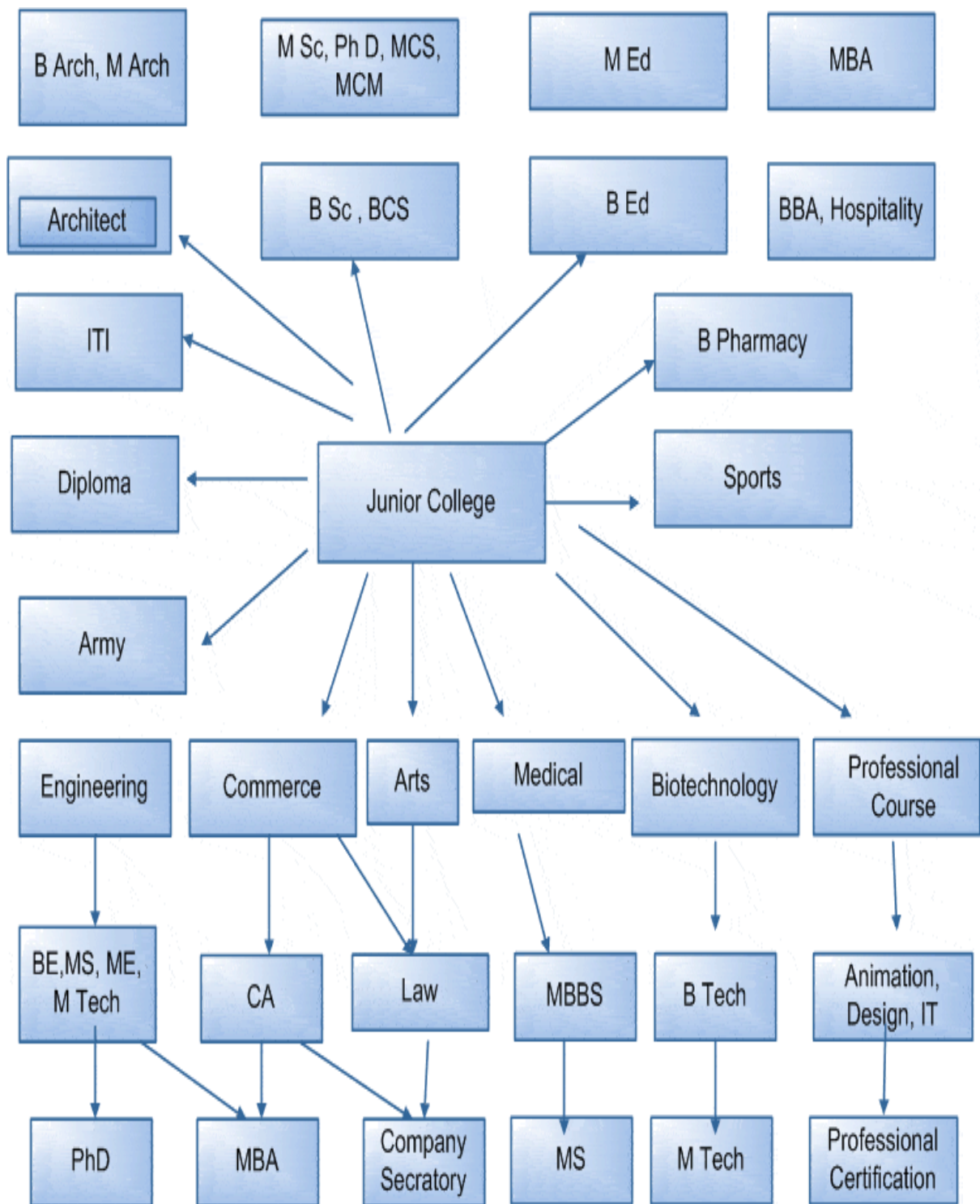
INDEX	EXISTING PRACTICES	5 YEAR STRATEGIC PLAN
<p>Career Fairs & Exhibitions</p>	<ol style="list-style-type: none"> 1. Workshops and seminars for the students by experts hailing from different streams 2. Seminars and workshops for students by counsellors to guide them about interest and aptitudes 3. Engaging students in written exercises designed to gain accurate information on careers. 4. Individualised interpretation and feedback to instil self- appraisal. 5. Display of career guidance charts in school 6. Updating information of Scholarships, entrance exams and competitions along with their preparation tips 	<ol style="list-style-type: none"> 1. A career exhibition for the students and their parents by the school counsellors and teacher representatives along with experts in the field of career counselling. 2. A personalized portal for Alerts and Scholarships where the students will be able to avail the possible resources in the form of books, magazines to cater to their needs. 3. Career graph, updating of all pass out students 4. Computer – assisted Career counselling 5. Providing a platform to the students and their parents to deal with Diversity issues in career counselling such as gender, age, culture.
<p>Industrial Tours & Exhibitions</p>	<ol style="list-style-type: none"> 1. Educational trips to various industries or factories to give the students a platform to identify the prospective area of work of their choice like marketing, finance, logistics, etc. 2. It provides an opportunity for students to ask questions related to their area of interest. 3. Apart from providing an insight regarding internal working of factories, this also gives students a platform to enhance their interpersonal skills. 	<ol style="list-style-type: none"> 1. Organising workshops by Student representatives on their learning experience and share it with students of junior classes to enhance their understanding about the association and combination of Theoretical knowledge and their practical implementation after visiting an industry/ Factory 2. Educational trip to various departments of Punjab Agricultural University, Ludhiana 3. Short excursion trips for students of junior classes to bring lessons to life

<p>Facilitation for admissions in premier institutions</p>	<p>Understanding of personality, aptitude and interest of the students by using psychometric inventories and further enhancing their career options.</p>	<ol style="list-style-type: none"> 1. Seminars by outsourced experts for the students to enhance their knowledge about the various career paths they can choose from. 2. Seminars on leadership skills and Linking Subjects with Careers and admissions in Premier Institutions by counsellors in association with the teachers of different streams 3. Providing a platform to the students to connect different school subjects with different occupations.
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<p>Stakeholder Feedback</p> <p>Parents</p>	<ol style="list-style-type: none"> 1. Seminars and orientation programmes for parents on various topics focussing upon the student`s career needs 2. Individual counselling and virtual counselling regarding careers for parents and students 3. Associating with parents through Facebook, twitter, school website, WhatsApp 4. Assessment of students by Parents through Self- Assessment forms 	<ol style="list-style-type: none"> 1. Managing parental expectation by helping them get align with their child career expectations. 2. Narrowing the gap between parent career expectation and child`s career expectation through a regular counselling session
<p>Teachers</p>	<ol style="list-style-type: none"> 1. Induction programme for new teachers. 2. In service workshops & seminars for developing professional leadership skills. 3. Orientation sessions by principal and counsellor 4.Reverberates –Annual publication of teacher`s reviews. 	<ol style="list-style-type: none"> 1.Training teachers for dealing with exceptional children 2. Using technology to communicate with other school educators to discuss about crucial issues 3. Organizing a “coming out” live session by students showcasing their success stories while dealing with psychological 4. Training in lesson plan, event

	<p>5. Annual appraisal (ACR) of teachers.</p> <p>6. Teacher stay back programme</p> <p>7. Training sessions for the school support staff for Professional development of support staff</p> <p>9. Stay back of main subject faculties along with Art, Music, Dance, Computer Faculties to facilitate art integration programme.</p>	<p>management, measuring learning outcomes and lesson delivery by coordinators</p> <p>5. Demonstration of ideal lesson delivery by expert teachers</p> <p>6. Publishing a newsletter describing activities of the school counselling program as well as issues that interest students, teachers and parents</p> <p>7. Conducting research and writing articles for publication in professional journals.</p> <p>.</p>
<p>Students</p>	<p>Training sessions for students through regular counselling periods and workshops focussing upon the following points</p> <ul style="list-style-type: none"> - Assertive training - Identity formation - Communication skills - Fostering self- control and self- advocacy - Assisting academic difficulties 	<p>Rigorous Psychometric testing on other aspects involving careers like Aptitude Personality, Interest testing.</p> <ol style="list-style-type: none"> 1. Involving students to explore their interest by organizing field trips to various colleges and places of their career interests 2. Arranging one-to-one interaction for students with specialists from various career backgrounds. 3. Helping Students to identify the potential in different career domains 4. Career Experiences through volunteering in their field of career interest. 5. Addressing the career needs of the students with special needs 6. Making the students aware of entrepreneurship and talent coaching by addressing their hidden talents.

Possible Career Options after 10+2



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