



Career Counselling

Background

Graduation and Career Counselling services support high school completion and prepare students for employment opportunities, post-secondary, trade programs, and lifelong learning. Career counselling and support enable students to make well informed, considered decisions and choices that foster talents and abilities so that students can reach their full potential.

Guidelines

KTCEA is committed to ensuring that we provide graduation and career counselling for students in our KTCEA schools.

#	Procedures	Roles and Responsibilities
1	Parent Involvement in Student Academic Program. <ol style="list-style-type: none"> 1.1 The Principal shall ensure that parent(s)/guardian(s) are given the opportunity to participate in the selection of their child's high school program. 1.2 The Principal shall ensure that parents/guardians are informed as to the student's program within five days from the date of registration. The parent/guardian may be requested to sign the student's registration form or course timetable. 1.3 If a major change becomes necessary in the student's program, the parent(s)/guardian(s) shall be informed and consulted. 1.4 The parent(s)/guardian(s) may appeal their child's program to the principals in accordance with KTCEA's appeal procedures. 	Principal, Parent, or Guardian
2	The Careers Counselling Specialist responsibilities include: <ol style="list-style-type: none"> 2.1 Developmental guidance instruction to facilitate student development in educational and career growth. 2.2 Coordination of programs and activities that assist students in the development of educational and career growth. 2.3 Provision of counselling, support and guidance to students in their development of personal management skills. 2.4 Development of partnerships with parents, individuals and agencies in the community to support and assist the guidance and counselling programs. 2.5 A career counsellor will assist with helping students/parents understand the requirements for graduation. 2.6 Transition supports will be in place to help students plan their high school programs early. 	Careers Counselling Specialist Associate Superintendent Learning Services & Academic Success

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Learning Services & Academic Success and is reviewed annually.