



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/Training/2021

Dated: 03.08.2021

Notification

Inviting applications for the One-year Program in Career and College Counseling

The IC3 Institute is planning to train 200 teachers of schoolsaffiliated to CBSE for one-year program in Career and College Counseling (ref. Annexure I), which will begin from **12th September 2021**.

The program is designed for full-time high school counselors/teachers, is offered at no cost and provides guidance and training resources for participants to help establish and maintain robust career and college counseling departments within schools.

Training Format: Blended, four distinct one-week modules held every quarter, conducted in-person at four different host universities(among Ashoka University, Ahmedabad University, Shiv Nadar University, OP Jindal Global University, Flame University, Shoolini University, BML Munjal University, and Krea University etc.) online resources, and video sessions conducted by experts.

Final Certification: Based on clearing periodic assessments, project evaluation and attendance.

Schools may encourage its counselor/ teacher to apply in prescribed application form (Annexure III)alongwith approved letter from school (As per Annexure II) within 16th August 2021 to cbsestraining@gmail.com.

For any further query pleaseemail to:info@ic3institute.org; or contact on: +919167151343, +919769574173.

(Dr. BiswajitSaha)

Director (Skill Education and Training)



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली-110002

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Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, Delhi-110016
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida – 201309
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi – 110054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh – 160017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar – 791111
7. The Director of Education, Govt. of Andaman & Nicobar Islands, Port Blair – 744101
8. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
9. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi – 110001
10. The Secretary AWES, Integrated Headquarters of MoD (Army), FDR Building No. 202, Shankar Vihar (Near APS), Delhi Cantt – 110010
11. DS to Chairman, CBSE - for kind information of the Chairman, CBSE
12. All the Heads of Department of the Board
13. All the Regional Directors/Regional Officers/Head-COEs, CBSE with the request to send this Circular to all the Heads of the affiliated schools of the Board in their respective regions for Compliance
14. Head (Media & Public Relations), CBSE
15. Assistant Secretary (IT), CBSE, Rouse Avenue with the request to upload this notification on the CBSE Academic website
16. In charge, Hindi Cell, CBSE HQ – for Hindi Translation of this notification Director (Skill Education and Training)

Director (Skill Education and Training)



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Annexure I – Program Curriculum

General Education	What to Study	Where to Study	How to Make it Happen
Fundamentals of education and career management	Changing landscape - History and future of careers	Global mobility statistics	Career assessments, Psychometric testing, and comprehensive evaluation systems
Counseling curriculum development	Programs of study: an insight into diverse study area options	Popular study destinations: countries of higher education(US, Canada, UK, Europe, Australia, New Zealand, Middle East, South and South east Asia including India, Japan)	College admissions process: insight into differing processes across countries
The Counseling Laboratory™ and the program	Careers at intersections	Different styles of education (i.e. liberal arts, research-focused, etc.)	Technology tools for advising
Counseling pedagogies	Extensive study options in the STEM fields	Country wise higher education deep dives	Scholarships and financial aid
Mindfulness in career and college counseling and career choices	The fascinating field of the arts	India and the Asian subcontinent	Advising best practices
Working with parents and students	Non-mathematics program study options	United States, United Kingdom, Canada, Australia, Japan, Singapore, Germany, Ireland, France and Middle East	Facilitating university selection
Economics of higher education	Professional degree programs and how options differ across countries of study		Effective management for counselors (2)
Effective management for counselors (1)			Technology tools for advising



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Annexure II – Sample Approval Letter

OFFICIAL LETTERHEAD OF THE SCHOOL

* Please, use the official school letterhead to print this letter and sign and stamp it at the bottom.

Note: Due to the ongoing situation with the pandemic COVID-19, the applicant can share a digital copy of this letter as of now (including the full name, address, and logo of the school on top) with a digital signature of the Principal/Concerned Authority. In case a digital signature is unavailable, the letter can be extended from the official email ID of the Principal/Concerned Authority.

Important: In view of the rising interest from participants across different world regions, we are adopting a hybrid approach to our residential weeks. Therefore, participants will have the option to attend the residential week either in-person at a host university within India or attend virtually through a live stream from their respective regions/locations. This will be determined on a case-to-case and need basis.

Substitute all the spaces in red with the correct information. Remove the paragraphs above and also this paragraph before printing or preparing the digital copy.

Dear IC3 Institute,

I, [SCHOOL PRINCIPAL/AUTHORITY'S NAME], [TITLE/DESIGNATION AT SCHOOL] at [NAME OF SCHOOL] located in [CITY, COUNTRY], am writing to certify that [APPLICANT'S NAME] is a full-time employee in our school working as a [TITLE/DESIGNATION OF APPLICANT] in our high school program. I am fully aware of the need to attend the full program in order to be eligible to receive a certificate and that in order to do so, the applicant is required to attend 4 weeks of the residential program at different host universities in India as per the program schedule on the following dates:

PROGRAM	DATES
Residential Program Week 1	12 September - 18 September 2021
Online Series 1	4 October - 24 November 2021
Residential Program Week 2	12 December - 18 December 2021
Assessment 1	17 December 2021
Online Series 2	5 January - 2 March 2022
Residential Program Week 3	10 April - 16 April 2022
Online Series 3	27 April - 15 June 2022
Residential Program Week 4	26 June - 2 July 2022
Project Submission	11 July 2022
Final Assessment + Viva	12 July - 20 July 2022



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5th Cohort IC3 Institute:

Graduation

I certify that:

- The applicant has permission from our school to participate in the certificate program, including for his/her traveling for the 4 weeks of the residential program, plus an estimated 4 hours of online work per week throughout the course of the program.
- Our school is committed to establishing a full-time counseling/career guidance office to help students.
- The applicant is to play a key role in this office with the knowledge acquired from the course provided by the IC3 Institute for at least 2 years after completing the certificate program.

I also assure you that all decision-makers in the school are aware of this commitment so that the applicant can engage and fully participate in the course.

With kind regards,

[PRINT NAME]

[signature]



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Annexure III – Application Form

Undertaking for eligibility (Participant to confirm all the four points as mentioned below before proceeding to fill the application form):

1. I confirm that I am a full-time counselor/teacher at a high school, and have permission from my school to participate.
2. I confirm that my school is committed to establishing a full-time counseling/career guidance office to help students.
3. I confirm that I will physically attend all four weeks of the Residential Program in various cities across India and that I/the school will fund my travel/airfare to the four Residential programs
4. I commit to spending at least two years following IC3 Institute Certification to establish and operationalize a successful career and college counseling office in my school.

Important Note: In view of the ongoing pandemic, the participants of the September 2021 cohort will have the option to attend the residential week either in-person at a host university within India or attend virtually through a live stream from their respective locations. This will be determined on a case-to-case/need basis. Final decision will be based on the prevailing situation with the pandemic at that time.

Personal Details

First Name

Last Name

Email Address

Mobile Number

Date of Birth

Country of residence

City of residence

Postal code/ZIP

Home Address

Gender

Educational details

Highest educational qualification that you have completed

Name of the institution

Year of completion

Professional details

Name of School employed at

Website

Phone number

School's email id

Principal's Name

Principal's email id

School address



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Please answer the following questions as a part of your application

Is your high school program from grade 9 - 12?

Total number of students in 9th grade, 10th grade, 11th grade and 12th grade

Is there a formal career and college counseling program set up in your school?

How long have you been working in a high school setting?

Are you actively guiding students (career and/or college guidance)?

If you answered yes to the question above, how many years have you been counseling students?

What is your current role in the school?

Briefly describe the current counseling challenges you're facing.

How did you come to know about the IC3 Institute and this program?

Why do you wish to participate in the IC3 Institute training?

Briefly explain what you'd like to gain from the program to help you overcome the challenges you're facing.



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