

Proposal of Career and Life Planning (CLP) Actions (2014-2015)

Secondary	Aims	Focusing areas	Suggested Strategies/ Tasks	Success Criteria	Method of evaluation	People Responsible
1	To develop students' career aspirations which correspond to personal abilities, interests and values.	Understanding personal qualities (esp. strengths and weaknesses)	Basic Life Skill Training Program (BLST) organized by Department of Health	Students grasped the skills	Scrutiny of students' feedback	Health and Environmental Education Committee
	To enable students to understand the world of work.	To grasp a basic idea about the world of work focusing on -- Knowledge related to employability -- Development of proper values and attitudes towards work	(i) Cooperate with RE Department to prepare RE lesson materials on the topic "the meaning of work and proper attitude"	Students recognised the concepts and are able to put them into practice	Scrutiny of students' feedback Students coursework	RE Department and Careers Guidance Committee (RE teachers will help to try out the lesson materials)
			(ii) WPD lesson will be conducted to introduce basic knowledge related to employability and personal qualities Homework will be assigned	Lessons held. Students' reflection on their learnings	Scrutiny of students' feedback	Career teachers

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2	To enable students to understand the world of work.	To develop personal interests in career by having better understanding of the job nature and requirements of different occupations To prepare themselves for future career paths	Interlocked WPD lessons will be carried out to equip students with the right mindset , proper skillset , and the support of toolset to make decisions for themselves to identify the direction for their growth.	Lessons held. Students' reflections on their learnings	Scrutiny of students' feedback	Outside service provider
		To increase student perceptions on the world of work	<i>Partnership program with institutions and NGOs.</i> <i>Target of 2014-2015 :</i> <i>DiscoverE 工程師工作坊</i> (jointly organized by IBM HK and HKFY) (to be confirmed)	Activity held and students show a basic understanding of the related career	Scrutiny of students' feedback	Career teachers

Secondary	Aims	Focusing areas	Suggested Strategies/ Tasks	Success Criteria	Method of evaluation	People Responsible
3	<p>To enable students to understand the world of work.</p> <p>To develop students' skills and proper values towards work and study.</p> <p>To develop students' career aspirations which correspond to personal abilities, interests and values.</p>	<p>To increase understanding of their personal qualities</p> <p>To understand the requirements of the subjects offered in Senior Secondary curriculum</p> <p>Make a well informed choice of senior secondary elective subjects</p>	<p>Sequential WPD lessons will be conducted with emphasis on</p> <ul style="list-style-type: none"> --knowing the importance of identifying personal ability, interest and value -- Subjects introduction by different panels -- introducing the structure and aims of senior secondary education and logistics of the procedures for applying for S4 elective subjects, plus important reminders -- individual guidance by class teachers 	<p>Lessons held.</p> <p>Students' reflections on their learnings</p>	<p>Scrutiny of students' feedback</p>	<p>Career teachers and class teachers</p>

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4	Review and more in-depth self-exploration, cultivating proper values towards work and study	<p>To have a deeper understanding of their personalities and traits with emphasis shifted more from self to world of work</p> <p>Getting prepared to achieve their career life goal</p>	WPD lesson will be conducted on -- Initial planning of OEA in S4-S6 plus introduction of ApL	Lessons held. Students' reflection on their learnings	Scrutiny of students' feedback	Career teachers
			Another thematic WPD lessons will be conducted to provide guidance to students on their own career planning	Lessons held. Students' reflection on their learnings	Scrutiny of students' feedback	Career teachers

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5	To further enhance understanding of the world of work To further enhance understanding of their personal attributes	(a) Get updated information about the current job market (b) Start preparation for the JUPAS activity	Thematic WPD lessons will be conducted to --enhance the awareness on work ethics ; -- prepare for career expo visit -- prepare for JUPAS exercise Visit the HK Education and Career Expo	Lessons held. Students completed the Expo Visit Handbook and make reflections	Scrutiny of students' feedback	Career teachers
		(c) To link study opportunities with career choices	<i>Partnership program with institutions and NGOs.</i> <i>Target of 2014-2015 :</i> Participate the <u>「卓育菁莪」生涯規劃分享講座</u> (by HKPSEA) to link study opportunities with career choice by consulting with professionals and senior executives of different careers (to be confirmed)	Lessons held. Students' reflections on their learnings	Scrutiny of students' feedback	Career teachers
			Mentorship Program (trial on a small scale, second term)	Program held. Students' awareness of careers planning is enhanced	Scrutiny of students' log-book	Career teachers

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5		(c) To link study opportunities with career choices	Job Shadowing and Company Visit Programs (co-organised by PSA)	Target : each student participated at least once in the job shadowing or company visit program Students' feedback on their learnings	Program held Scrutiny of students' feedback	Careers Master
			Collaborate with some panels to introduce the education and career opportunities of individual subjects	At least two panels finished the introduction and students' awareness of the linkage is enhanced	Scrutiny of students' feedback	Subject teachers

Secondary	Aims	Focusing areas	Suggested Strategies/ Tasks	Success Criteria	Method of evaluation	People Responsible
6	Students' planning on further studies and career choices, which correspond to personal abilities, interests and values	Provide guidance to students on JUPAS application and multiple pathways and assist them to make an informed choice	<p>Interlocked WPD lessons will be carried out, with contents including</p> <p>(a) Introduction of JUPAS application and multiple pathways;</p> <p>(b) Case studies and alumni sharing;</p> <p>(c) Individual guidance provided by CT/career teachers</p> <p>(d) Interview workshop organized by outside service provider</p>	<p>Program held.</p> <p>Students' awareness of planning career aspiration is enhanced</p>	Scrutiny of students' feedback	Career teachers and class teachers

Other committee-based activities that are supporting the implementation of the CLP curriculum

1. JA Company Program coordinated by Business Club
2. Thinking and Study Skills Workshops during WPD lessons : coordinated by WPD Coordinator
3. School social worker helps in finding chances to conduct company visits activities.
4. Careers Corner is set up at school library by Careers Guidance Committee. Recent and relevant printed materials are provided for students' quick access to information for further studies both at locally and abroad.
5. S6 students' exit survey is done by Careers Guidance Committee. Data will be reviewed to make suggestion of further service.
6. Disseminations of career-related news and information, including scholarship applications, activities organized by universities, government and non-profit making organizations, are posted on the bulletin boards outside Careers Room. Special eLibrary for students' access of S6 JUPAS and multiple pathways information is set up. This eLibrary is welcome by S6 students as reflected by the high hit rate.
7. Careers Room for doing small group and individual consultation is administered by Careers Guidance Committee.
8. Careers Guidance Committee is responsible for providing guidance to S3 parents in assisting their children to make senior secondary education subject choices.
9. Special supporting measures for the career and life planning for NCS students is set up.

Suggested Framework of Career and Life Planning Curriculum

Guidance and Counselling for Individuals	Career Guidance and Counselling for individual students, particularly for S3 (senior secondary subject selections) and S6 (multiple pathways)			
Enabling Individual Student Planning (Assessment → Guidance → Portfolio building)	Reflective construction and completion of Student Learning Profile			
	Initial Study Skills/Goal setting Basic personality assessment	Revision of SS Study Skills ● Personality and traits investigation	Education and career interests research (e.g. S5 bridging program) ● Career interests, career values tests	
Learning Experiences about Work	Job Shadowing and Work Experience Scheme			
	Professional/Business Partnership Programmes (e.g. JA programs) Mentorship Programmes jointly organised with NGOs, alumni association and PTA Applied Learning Courses Career visits			
Organising School-wide Career Guidance Activities	Interview workshops for job search and university admission;			
	Guidance programmes on university admission and course selection University Taster Programmes or Camps			
	Guidance programmes on further studies, life skills, streaming and subject choices	Guidance programmes on life skills	Visiting local tertiary institutions	
Linking study opportunities and career choices	Connection of subjects and occupational choices	Education and Career opportunities of individual subjects		
Formulating a Career Guidance Curriculum	Career & Life Education Curriculum (focus on self-exploration; developing proper attitudes and values towards study and work; to grasp a brief idea about workplace)	Career & Life Education Curriculum (review and in-depth development of elements in S1-S3 curriculum; but shift more from self to world of work; personality and traits investigation)	Career & Life Education Curriculum (introduction of career and education pathways; place more emphasis on the actual job market and to get a taste of university life and workplace and work ethics)	Career & Life Education Curriculum (work skills and knowledge; individual study planning)
	S.1-S.3	S.4	S.5	S.6

Dimensions of Intervention

STUDY LEVELS

Supporting Measures for non-Chinese Speaking(NCS) Students on Careers and Life Planning.

Missions

1. To assist NCS students to integrate into school life smoothly.
2. To provide adequate support and latest relevant information for both NCS students and their parents on multiple pathways so as to help them to make a well informed choice
3. To provide additional support to NCS students in career and life planning.

Measure	Objectives	Time	Success Criteria	Method of evaluation	People responsible
1. To form a task group to oversee the support for NCS students (a) academic affairs; (b) student development	<ul style="list-style-type: none"> ■ To discuss , decide and coordinate appropriate actions for helping the NCS students. ■ To evaluate the effectiveness of the actions taken and suggest further improvements 	Meetings will be held throughout the whole academic year.	Task group formed. Evaluation done and suggestion made	Scrutiny of documents	(a) VP(Academic); Class teachers; Careers Master; Dept. of Chinese Language (b) VP(Student Development); Student Support Team; Class teachers
2. Summer Bridging Program	<ul style="list-style-type: none"> ■ Preliminary assessment of the standard of Chinese Language ■ To assist NCS students to better prepare the study of Chinese, Chinese History and PTH 	Before the beginning of school year	Bridging course held and achieve the aim	Course teachers' and students' feedback	Department of Chinese Language
Measure	Objectives	Time	Success Criteria	Method of evaluation	People responsible
3. Meeting with NCS students and parents	<ul style="list-style-type: none"> ■ To identify the needs and progress of NCS students ■ To provide information and assistance to parents 	At least two times a year.	Meetings held	Scrutiny of documents'	Class teachers Guidance Mistress
4. Set up On-line platform to provide relevant and latest information on multiple pathways	<ul style="list-style-type: none"> ■ To provide a convenient channel for easy access of relevant information. 	Whole academic year	Platform established and regular updates are done	Students' feedback	Careers Guidance Committee Guidance Committee
5. Pull-out Chinese language course	<ul style="list-style-type: none"> ■ To provide extra support to NCS students in learning Chinese. ■ To prepare NCS students for GCSE Chinese Language examination 	Whole academic year	Course done and achieve the goals	Teachers' and students' feedback	VP(Academic) Department of Chinese Language
6. To provide guidance for NCS students to apply ApL course	<ul style="list-style-type: none"> ■ To assist NCS students to make an informed choice on taking ApL course with reference to their personal interest, ability and career aspirations. 	S4	Students understand their needs and make their informed decisions on whether applying ApL course or not	Students' feedback	Careers Guidance committee
7. To provide guidance for NCS students in choosing multiple pathways	<ul style="list-style-type: none"> ■ Special guidance session is arranged for NCS students in helping them to identify their personal goals and needs ■ To assist NCS students to make an informed choice on choosing educational multiple pathways such as universities courses, sub-degree programmes, vocational education, Yi Jun Diploma course and study overseas etc. with reference to their personal interest, ability and career aspirations 	S5 – S6	Students understand their needs and make their informed decisions on choosing multiple pathways	Students' feedback	Careers Guidance Committee

Budget for Career and Life Planning Grant (CLPG) 2014-2015

	Post		Resource Required
1.	Teacher (Maths / I.S.)	=	\$322,560.00
2.	Teaching Assistant (New)	=	\$65,625.00
3.	Service Provider		
	- S6 Career Programs on Interviewing Techniques Workshops	=	\$40,000.00
	- Junior Forms Career Exploration Programs	=	\$40,000.00
	- Subsidize students in need to join career-related activities	=	\$20,000.00
		=	\$100,000.00
	Total:		\$488,185.00

Grant Received for 14-15	:	\$494,340.00
Proposed Expenses for 14-15	: -	\$488,185.00
Estimated Surplus of 14-15	:	\$6,155.00