

**Careers Guidance Committee**  
**Work Plan on Life Planning Education**  
**and Career Guidance Service 2021-2022**

**1. School Major Concerns**

- 1.1 To cater for learner diversity as well as unleashing their learning power.
- 1.2 To nurture students to be good leaders.

**2. Objectives**

- 2.1 To go in line with the School Major Concerns 2021-2024 of catering for learner diversity as well as unleashing their learning power and nurturing students to be good leaders, and the main theme of Integrity and Services in 2021-2022.
  - 2.1.1 Students should be prepared in making informed and responsible choices on their further studies, future occupation and future career.
  - 2.1.2 Students' leadership skills and positive value towards their career and life planning should be strengthened.
  - 2.1.3 Students' capability in integrating and applying the acquired knowledge and skills to be unleashed and developed through the collaboration across panels and groups.

### 3. Implementation Plan

3.1 Objective 1: Students should be prepared in making informed and responsible choices on their further studies, occupation and career.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Allocation of the CLP Grant
<ul style="list-style-type: none"> <li>To strengthen the communication between career teachers and students by forming groups in Google Classroom.</li> </ul>	Whole year	Students are able to obtain career-related activities and information, enroll in career workshops/job shadowing programmes, give feedback and consult career teachers via Google Classroom especially during the class suspension period.	<ul style="list-style-type: none"> <li>By observation</li> <li>Oral feedback from career teachers</li> </ul>	<ul style="list-style-type: none"> <li>For employment of staff</li> </ul>
<ul style="list-style-type: none"> <li>To conduct talks on the choice of subjects, further education and multiple pathways for students.</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>Students are more concerned about their studies and training opportunities.</li> <li>F.3 &amp; F.6 students are able to choose their desired study programmes at F.4 and tertiary level respectively.</li> <li>Positive feedback from career teachers</li> <li>85% of the students agree that the talk suits their needs.</li> </ul>	<ul style="list-style-type: none"> <li>By observation of teachers</li> <li>Oral feedback from students and teachers</li> <li>Evaluation questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>For school-based programme (e.g. F.6 Talk on Multiple Pathway)</li> </ul>
<ul style="list-style-type: none"> <li>To conduct seminars on streaming and life planning for parents of F.3 students.</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>Parents are more concerned about their children's streaming and life planning.</li> <li>Positive feedback from career teachers</li> </ul>	<ul style="list-style-type: none"> <li>Oral feedback from parents</li> <li>By observation of teachers</li> </ul>	<ul style="list-style-type: none"> <li>For school-based programme</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Allocation of the CLP Grant
<ul style="list-style-type: none"> <li>To provide individual careers guidance services to students in need.</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>Students are more concerned about their studies and training opportunities.</li> <li>Students are able to seek help from resource agencies and persons from time to time.</li> <li>Positive feedback from on-going evaluation carried out throughout the year during the careers meetings and the review of the overall plan done by the end of the academic year.</li> <li>Among students who receive a JUPAS offer, 85% of them are offered a programme from their band A and band B choices.</li> </ul>	<ul style="list-style-type: none"> <li>By observation of teachers</li> <li>Oral feedback from students and teachers</li> <li>JUPAS offer results</li> </ul>	<ul style="list-style-type: none"> <li>For employment of staff</li> </ul>
<ul style="list-style-type: none"> <li>To conduct an Applied Learning taster programme for F.4 students.</li> </ul>	2 <sup>nd</sup> term	<ul style="list-style-type: none"> <li>Students are able to make informed choices on their subject combinations and Applied Learning course.</li> <li>85% of the participants agree that the taster programme suits their needs.</li> </ul>	<ul style="list-style-type: none"> <li>By observation of teachers</li> <li>Oral feedback from students and teachers</li> <li>Evaluation questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>For employment of staff</li> </ul>

3.2 Objective 2: Students' leadership skills and positive values towards their career and life planning should be strengthened.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Allocation of the CLP Grant
<ul style="list-style-type: none"> <li>The Career Group (student's committee) to organize a career stimulation game for F.4 students.</li> </ul>	Post exam activity period (End of the 2 <sup>nd</sup> term)	<ul style="list-style-type: none"> <li>Participants can gain hands-on experience of different occupations.</li> <li>Career Group Committee can gain experience in organizing activities and to become leaders in the school.</li> <li>85% of the students agree that the programme suits their needs.</li> </ul>	<ul style="list-style-type: none"> <li>By observation</li> <li>Oral feedback from form teachers</li> <li>Evaluation questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>For employment of staff</li> </ul>
<ul style="list-style-type: none"> <li>To organize a job simulation training workshop for F.2 students</li> </ul>	1 <sup>st</sup> term	<ul style="list-style-type: none"> <li>Students are more concerned about the importance of life planning.</li> <li>Students can better understand their abilities, strengths and interests.</li> <li>Students are able to set goals, do reflection and alter goals as required.</li> <li>85% of the students agree that the programme suits their needs.</li> </ul>	<ul style="list-style-type: none"> <li>By observation</li> <li>Oral feedback from students</li> <li>Evaluation questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>For school-based programme (e.g. F.2 Job simulation training workshop)</li> </ul>
<ul style="list-style-type: none"> <li>To organize visits to different corporations or provide workplace experience opportunities.</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>Students are able to develop a positive attitude towards work and learning.</li> <li>85% of the students agree that the visits suit their needs.</li> </ul>	<ul style="list-style-type: none"> <li>By observation</li> <li>Oral feedback from students</li> <li>Evaluation questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>For booking of coaches</li> <li>For school-based programme</li> </ul>

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Allocation of the CLP Grant</b>
<ul style="list-style-type: none"> <li>All F.5 students participate in the Career Live Programme.</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>Participants can gain hands-on experience of different occupations.</li> <li>85% of the students agree that the programme suits their needs.</li> </ul>	<ul style="list-style-type: none"> <li>By observation</li> <li>Oral feedback from students</li> <li>Evaluation questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>For school-based programme (e.g. F.5 Career Stimulation Game)</li> </ul>
<ul style="list-style-type: none"> <li>To organize training workshops for the Career Group (student's committee) so as to equip the student committee members to promote career activities to the whole school, e.g. Video shows and on-line Career Quiz Competitions.</li> </ul>	1 <sup>st</sup> term	<ul style="list-style-type: none"> <li>Committee members take the initiative in promoting career activities. Students are required to design, plan and evaluate their activities to enhance their leadership skills.</li> <li>80% of the committee members agree that the workshop suits their needs.</li> </ul>	<ul style="list-style-type: none"> <li>By observation</li> <li>Oral feedback from form teachers</li> <li>Evaluation questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>For school-based programme</li> </ul>

3.3 Objective 3: Students' capability in integrating and applying the acquired knowledge and skills to be unleashed and developed through the collaboration across panels and groups.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Allocation of the CLP Grant
<ul style="list-style-type: none"> <li>To organize a visit to HKMA Information Centre in collaboration with the Economics Panel.</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> term</li> </ul>	<ul style="list-style-type: none"> <li>Students solicit information related to the career development in the financial sector and monetary policy in Hong Kong.</li> <li>85% of the participants agree that the programme suits their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation questionnaires</li> <li>By observation</li> <li>Oral feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>For employment of staff</li> </ul>
<ul style="list-style-type: none"> <li>To organize a mock interview workshop tailor-made for F.5 – F.6 SEN students in collaboration with the Student Support Team.</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> term</li> </ul>	<ul style="list-style-type: none"> <li>Students with special education needs understand different essential elements in interviews in the workshop.</li> <li>85% of the participants agree that the workshop suits their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation questionnaires</li> <li>By observation</li> <li>Oral feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>For school-based programme (e.g. F.5 &amp; 6 mock practice workshop)</li> </ul>
<ul style="list-style-type: none"> <li>To join a Physics summer programme provided by HKUST in collaboration with the Physics Panel.</li> </ul>	<ul style="list-style-type: none"> <li>summer</li> </ul>	<ul style="list-style-type: none"> <li>Students learn more about the development of the science industry and the career path of physics graduates.</li> <li>85% of the participants agree that the workshop suits their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation questionnaires</li> <li>By observation</li> <li>Oral feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>For employment of staff</li> </ul>

#### **4. Careers Guidance Committee Members**

Chan HL (Career Mistress)

So SM (Assistant Career Mistress)

Ko FM

Lam WY

Lee SM

Ng TT

See LM

Wong HY

Wong WM

Yeung SM