

**Careers Guidance Committee**  
**Work Plan on Life Planning Education**  
**and Career Guidance Service 2022-2023**

**1. School Major Concerns**

- 1.1 To cater for learner diversity as well as unleash 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 Talent and Enthusiasm in 2022-2023.
  - 2.1.1 To prepare students should be prepared in making informed and responsible choices on their further studies, future occupation and future career.
  - 2.1.2 To strength students' leadership skills and positive value towards their career and life planning should be strengthened.
  - 2.1.3 To enhance students' capability in integrating and applying the acquired knowledge and talent to be unleashed and developed through the collaboration across panels and groups.

### 3. Implementation Plan

3.1 Objective 1: To prepare students should be prepared in making informed and responsible choices on 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 class suspension.	<ul style="list-style-type: none"> <li>By observation</li> <li>Oral feedback from careers 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 study and training opportunities.</li> <li>Students are able to choose their desired study programmes at F.4 and tertiary level.</li> <li>Positive feedback from careers 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 questionnaire</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 careers 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 for students in need.</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>Students are more concerned about their study 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 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 choice.</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 Applied Learning briefing session for F.4 students.</li> </ul>	2 <sup>nd</sup> term	<ul style="list-style-type: none"> <li>Students are able to make informed choice 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 questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>For employment of staff</li> </ul>

3.2 Objective 2: To strengthen students' leadership skills and positive value 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>To provide chances for the Career Group (a student's committee) to organize a career stimulation game for F.4 students.</li> </ul>	Post exam activity period (End of 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 activity and to become leader 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 teacher</li> <li>Evaluation questionnaire</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 questionnaire</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 and serve the community.</li> <li>Students are more enthusiastic in planning their studies and career path.</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 questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>For booking of coaches</li> <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 participate in the Career Live programme for all F.5 students.</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 questionnaire</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 career workshop for F.4 students and provide them with job shadowing opportunities after completing the workshops.</li> </ul>	1 <sup>st</sup> term	<ul style="list-style-type: none"> <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>Students with different interests and talents are able to gain hands-on experience in different job shadowing opportunities.</li> <li>80% 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 teacher</li> <li>Evaluation questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>For school-based programme</li> </ul>

3.3 Objective 3: To enhance students' capability in integrating and applying the acquired knowledge and talent 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 or other financial institution 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 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 questionnaire</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 different occupations tasting workshops and counselling session for SEN students.</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 know more about the skills, attitude, knowledge required by different occupations.</li> <li>85% of the participants agree that the workshop suits their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation questionnaire</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>

## **1. Careers Guidance Committee Members**

Chan HL (Career Mistress)

So SM (Assistant Career Mistress)

Ko FM

Lau WC

Lee SM

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Szeto LH

Wang PY

Yang CK

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