

# **Careers Guidance Committee**

## **Work Plan on Life Planning Education and Career Guidance Service 2018-2019**

### **1. School Major Concerns**

- 1.1 To further enhance students' and teachers' capacity for life-long learning.
- 1.2 To further strengthen students' positive values through the acquisition of life planning skills.

### **2. Objectives**

- 2.1 To go in line with the School Major Concerns 2018-2021 that include enhancing students' and teachers' capacity for life-long learning and strengthen positive values among students through the acquisition of life planning skills, and the main theme of Service and Enthusiasm in 2018-2019.
  - 2.1.1 Students should be prepared in making informed and responsible choices on further studies, occupation and career.
  - 2.1.2 Students' positive attitude towards their career and life planning should be strengthened.
  - 2.1.3 Students' and teachers' capacity for life planning should be enhanced.

### 3. Implementation Plan

3.1 Objective 1: 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 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 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 questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>For school-based programme (e.g. F.6 Talk on Multiple Pathways conducted by Hok Yau Club)</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	Resources Required
<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 study and training opportunities.</li> <li>Students are able to seek help from resource agencies and persons from time to time.</li> <li>On-going evaluation is carried out throughout the year during the careers meetings and review of the overall plan is done by the end of the academic year.</li> <li>Among students who received 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>

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

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Resources Required
<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>90% 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 from Edvenue® Limited)</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 questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>For booking of coaches</li> <li>For school-based programme</li> </ul>
<ul style="list-style-type: none"> <li>To participate 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. Career Stimulation Game: Career Live for F.5 from the St. James' Settlement)</li> </ul>

3.3 Objective 3: Students' and teachers' capacity for life planning should be enhanced.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Resources Required
<ul style="list-style-type: none"> <li>To conduct a mock release of the HKDSE results for F.6 students.</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> term</li> </ul>	<ul style="list-style-type: none"> <li>Students receive a predicted HKDSE results based on their performance in F.5 and experience different pathways that they may have to face.</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 school-based programme (e.g. A mock release of HKDSE results for F.6 students from Hong Kong Sheng Kung Hui Welfare Council Limited)</li> </ul>
<ul style="list-style-type: none"> <li>To conduct an interview workshop for F.6 students especially for those who have received the School Principal's Nominations from JUPAS and other tertiary institutes.</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> term</li> </ul>	<ul style="list-style-type: none"> <li>Students know more about skills for university interviews with the use of English.</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</li> <li>(e.g. Interview workshop from the Headstart Group)</li> </ul>
<ul style="list-style-type: none"> <li>To encourage more careers teachers to complete "Certificate course on Career Guidance and Life Planning for Secondary School Teachers" (20 hours or 100 hours) organized by the EDB.</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>Teacher will be equipped with the knowledge, skills, concepts, resources and exposure required for effective delivery of related services to students.</li> <li>2 more careers teachers completed such a course.</li> </ul>	<ul style="list-style-type: none"> <li>By observation</li> </ul>	<ul style="list-style-type: none"> <li>The EDB</li> </ul>

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

Ms. Chan HL (Career Mistress)

Ms. So SM (Assistant Career Mistress)

Miss Cheng TL

Ms. Chu WY

Ms. Ko FM

Mr. Ku LH

Mr. Mak KK

Miss Ng TT

Ms. See LM

## St. Catharine's School for Girls

### Career and Life Planning Grant Budget (Yr. 2018 - 2019)

SUBJECT / GROUP:

Careers

Career and Life Planning Grant

ITEM	AMOUNT \$	SUBTOTAL \$
<u>Activities</u>		
HKACMGM membership renewal	400.00	
Interview workshop from Headstart group (1*\$4000@)	4,000.00	
F.2 workshop from Edvenue (2 sessions*5 classes)	22,000.00	
Mock release of HKDSE result from STHNS	18,000.00	
Career Stimulation Game (156*\$90@)	14,040.00	
Career Stimulation Game (booking coaches)	6,000.00	
F.6 Talk on Multiple Pathways by Hok Yau Club	1,500.00	
F.3 Streaming Workshop (Finding Your Colours of Life)	2,220.00	
		68,160.00
<u>Employment</u>		
For employment of staff	479,880.00	479,880.00
<b>TOTAL</b>		<b><u>548,040.00</u></b>