

Careers Guidance Committee

Work Plan on Life Planning Education and Career Guidance Service 2019-2020

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 of further enhancing students' and teachers' capacity for life-long learning and further strengthen students' positive values through the acquisition of life planning skills, and the main theme of Integrity and Independent Thinking in 2019-2020.
 - 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' positive attitude towards their career and life planning should be further 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"> To decorate the career notice board and provide a career folder in F.5 and F.6 classrooms and in the library so as to provide careers information for students. More career and life planning books and /or website will be provided to students in the new library. 	Whole year	<ul style="list-style-type: none"> Students are more concerned about their study and training opportunities. Students are able to seek help from resource agencies and persons from time to time. 	<ul style="list-style-type: none"> By observation of teachers Oral feedback from students 	<ul style="list-style-type: none"> For purchasing career related and life planning books
<ul style="list-style-type: none"> To conduct talks on the choice of subjects, further education and multiple pathways for students. 	Whole year	<ul style="list-style-type: none"> Students are more concerned about their study and training opportunities. Students are able to choose their desired study programmes at F.4 and tertiary level. Positive feedback from career teachers 85% of the students agree that the talk suits their needs. 	<ul style="list-style-type: none"> By observation of teachers Oral feedback from students and teachers Evaluation questionnaire 	<ul style="list-style-type: none"> For school-based programme (e.g. F.6 Talk on Multiple Pathways conducted by Hok Yau Club)
<ul style="list-style-type: none"> To conduct seminars on streaming and life planning for parents of F.3 students. 	Whole year	<ul style="list-style-type: none"> Parents are more concerned about their children's streaming and life planning. Positive feedback from career teachers 	<ul style="list-style-type: none"> Oral feedback from parents By observation of teachers 	<ul style="list-style-type: none"> For school-based programme

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Allocation of the CLP Grant
<ul style="list-style-type: none"> To provide individual careers guidance services to students in need. 	Whole year	<ul style="list-style-type: none"> Students are more concerned about their study and training opportunities. Students are able to seek help from resource agencies and persons from time to time. 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. Among students who received a JUPAS offer, 85% of them are offered a programme from their band A and band B choice. 	<ul style="list-style-type: none"> By observation of teachers Oral feedback from students and teachers JUPAS offer results 	<ul style="list-style-type: none"> For employment of staff

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

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Allocation of the CLP Grant
<ul style="list-style-type: none"> To organize a job simulation training workshop for F.2 students 	1 st term	<ul style="list-style-type: none"> Students are more concerned about the importance of life planning. Students can better understand their abilities, strengths and interests. Students are able to set goals, do reflection and alter goals as required. 85% of the students agree that the programme suits their needs. 	<ul style="list-style-type: none"> By observation Oral feedback from students Evaluation questionnaire 	<ul style="list-style-type: none"> For school-based programme (e.g. F.2 Job simulation training workshop from Edvenue® Limited)
<ul style="list-style-type: none"> To organize visits to different corporations or provide workplace experience opportunities. 	Whole year	<ul style="list-style-type: none"> Students are able to develop a positive attitude towards work and learning. 90% of the students agree that the visits suit their needs. 	<ul style="list-style-type: none"> By observation Oral feedback from students Evaluation questionnaire 	<ul style="list-style-type: none"> For booking of coaches For school-based programme
<ul style="list-style-type: none"> To participate in the Career Live programme for all F.5 students. 	Whole year	<ul style="list-style-type: none"> Participants can gain hands-on experience of different occupations. 90% of the students agree that the programme suits their needs. 	<ul style="list-style-type: none"> By observation Oral feedback from students Evaluation questionnaire 	<ul style="list-style-type: none"> For school-based programme (e.g. Career Stimulation Game: Career Live for F.5 from the St. James' Settlement)

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Allocation of the CLP Grant
<ul style="list-style-type: none"> The Career Group (student's committee) to organize a career stimulation game for F.4 students. 	Post exam activity period (End of 2 nd term)	<ul style="list-style-type: none"> Participants can gain hands-on experience of different occupations. Career Group Committee can gain experience in organizing activity for the whole form. 85% of the students agree that the programme suits their needs. 	<ul style="list-style-type: none"> By observation Oral feedback from form teacher Evaluation questionnaire 	<ul style="list-style-type: none"> For employment of staff
<ul style="list-style-type: none"> To organize training workshops for Career Group (student's committee) so as to equip them to promote career activities to the whole school, e.g. reading time video show, lunch time career quiz competition and the like. For the F.2 Career quiz competition, some reading materials related to different jobs requirement and study paths will be given to students during reading time a week before the competition. 	1 st term	<ul style="list-style-type: none"> Committee members take initiative in promoting career activities. 80% of the committee members agree that the workshop suits their needs. 	<ul style="list-style-type: none"> By observation Oral feedback from form teacher Evaluation questionnaire 	<ul style="list-style-type: none"> For school-based programme

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

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Allocation of the CLP Grant
<ul style="list-style-type: none"> To conduct a mock release of the HKDSE results for F.6 students. 	<ul style="list-style-type: none"> 1st term 	<ul style="list-style-type: none"> Students receive a predicted HKDSE results based on their performance in F.5 and experience different pathways that they may have to face. 85% of the participants agree that the programme suits their needs. 	<ul style="list-style-type: none"> Evaluation questionnaire By observation Oral feedback from students 	<ul style="list-style-type: none"> 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)
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 2nd term 	<ul style="list-style-type: none"> Students know more about skills for university interviews with the use of English. 85% of the participants agree that the workshop suits their needs. 	<ul style="list-style-type: none"> Evaluation questionnaire By observation Oral feedback from students 	<ul style="list-style-type: none"> For school-based programme (e.g. Interview workshop from the Headstart Group)
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Teacher will be equipped with the knowledge, skills, concepts, resources and exposure required for effective delivery of related services to students. 2 more careers teachers completed such a course. 	<ul style="list-style-type: none"> By observation 	<ul style="list-style-type: none"> The EDB

4. Careers Guidance Committee Members

Ms. Chan HL (Career Mistress)

Ms. So SM (Assistant Career Mistress)

Miss Chan WK

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. 2019 - 2020)

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 SKH	18,000.00	
Career Stimulation Game (149*\$100@)	14,900.00	
Career Stimulation Game (booking coaches)	6,000.00	
F.6 Talk on Multiple Pathways by Hok Yau Club	1,700.00	
F.3 Streaming Workshop (Finding Your Colours of Life)	2,220.00	
F.4 Career Workshop	16,000.00	
		85,220.00
<u>Employment</u>		
For employment of staff	606,480.00	606,480.00
TOTAL		<u>691,700.00</u>