

Christian and Missionary Alliance Sun Kei Secondary School
Work Plan on the Life Planning Education and Career Guidance Service
2016-2017

Our School turned the existing Career and Life Planning Grant (CLPG) into regular teaching post from the 2016/17 school year onwards as recommended by the Policy Address 2016. The additional teacher is a member of the Life Planning Education and Career Guidance Team to assist in enriching and expanding the scope of career guidance service and enhancing the quality of life planning education.

Work Plan for 2016-2017:

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Teacher in charge	Resources Required
<ul style="list-style-type: none"> Facilitating students' understanding of their abilities, interests as well as career aspirations 	<ul style="list-style-type: none"> To conduct individual student planning (ISP) activities, mock streaming, official streaming for S3 students 	<ul style="list-style-type: none"> 2 ISP activities, 2 rounds of mock streaming and 1 round of official streaming are conducted 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 – July, 2017	HCY	
	<ul style="list-style-type: none"> To conduct S1, S2, S4 and S5 careers education activity series in class teacher periods 	<ul style="list-style-type: none"> At least 2 activities are conducted in each form At least 80% of students think that the activities arouse their awareness of life planning 	<ul style="list-style-type: none"> Records of work Survey 	Sept, 2016 – June, 2017	*SYP, CKH	
	<ul style="list-style-type: none"> To arrange all S6 students to conduct “Career Interest Inventory” with debriefing 	<ul style="list-style-type: none"> At least 80% of S6 students think that the assessment can help them to make a better JUPAS choice 	<ul style="list-style-type: none"> Survey 	Sept, 2016 – Nov, 2016	*HCY + S6 class teachers	
<ul style="list-style-type: none"> Managing career information and resources 	<ul style="list-style-type: none"> To upload newspaper clipping or articles related to multiple pathways and occupations to eClass and FB page 	<ul style="list-style-type: none"> At least 10 articles are uploaded 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 – June, 2017	HCY	
	<ul style="list-style-type: none"> To conduct JUPAS talk and to provide guidelines on application and guidance on making choice for S6 students 	<ul style="list-style-type: none"> 1 talk is conducted All S6 students can complete the JUPAS application procedures 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 – July, 2017	*HCY, CKH, SYP	

	<ul style="list-style-type: none"> To conduct a talk on the introduction and applications of non-JUPAS programs for S6 students 	<ul style="list-style-type: none"> 1 talk is conducted Successful applications through E-app are made 	<ul style="list-style-type: none"> Records of work 	Feb, 2017	HCY	
	<ul style="list-style-type: none"> To organize sharing session by alumni 	<ul style="list-style-type: none"> 1 sharing session is arranged 80% of students think that the sharing helps them to know more about their study options or career pathway 	<ul style="list-style-type: none"> Records of work Student survey 	Nov 2016	*CKH, SYP	
	<ul style="list-style-type: none"> To update the databank so that teachers can look for thematic articles related to multiple pathways and occupations 	<ul style="list-style-type: none"> At least 50 articles are added to the databank 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 – Dec, 2016	HCY	
	<ul style="list-style-type: none"> To organize S3 parents' talk to explain the details of the subject combination in S4-6 and the selection process 	<ul style="list-style-type: none"> 1 parents' talk is organized 	<ul style="list-style-type: none"> Records of work 	Feb, 2017 – Mar, 2017	HCY	
	<ul style="list-style-type: none"> To organize S5-6 parents' talk to introduce the multiple pathways 	<ul style="list-style-type: none"> 1 parents' talk is organized 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 – May, 2017	HCY	
<ul style="list-style-type: none"> Creating career-related experiences for all students through various ways with support from the stakeholders and resources from the community 	<ul style="list-style-type: none"> To cooperate with ELCHK to organize career interventions and activities 	<ul style="list-style-type: none"> 2 career interventions and activities are held At least 80% of students are able to have reflection on their life planning 	<ul style="list-style-type: none"> Records of work Survey 	Jan, 2017 – June, 2017	*HCY, CKH, SYP	
	<ul style="list-style-type: none"> To organize S5 workplace visit / university visits in LWLD 	<ul style="list-style-type: none"> At least 80% of students are able to have reflection and are more aware of the world of work / multiple pathways of further studies 	<ul style="list-style-type: none"> Survey 	Mar 2017	*CKH, SYP	
	<ul style="list-style-type: none"> To invite speaker(s) from different professions to give career talk(s) 	<ul style="list-style-type: none"> 1 talk is conducted 80% of students think that the talk helps them to know more about their study options or career pathway 	<ul style="list-style-type: none"> Records of work Student survey 	Sept, 2016 – May, 2017	*CKH, SYP	

	<ul style="list-style-type: none"> To promote career-related activities, such as “workplace visit”, “job shadowing” and “job experience program” 	<ul style="list-style-type: none"> At least 20 students are nominated to join career-related activities 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 – July, 2017	*SYP, CKH	
<ul style="list-style-type: none"> Encouraging students to formulate their individual plans by implementing the “Student Holistic Development and Life Planning Scheme” (with SQNC) 	<ul style="list-style-type: none"> To conduct appropriate career assessments (according to students’ developmental needs) in class teacher period 	<ul style="list-style-type: none"> Appropriate career assessments are provided to class teachers 	<ul style="list-style-type: none"> Records of work 	late Oct, 2016	*HCY, SYP, CKH	
	<ul style="list-style-type: none"> To provide statistics about students’ performance to class teachers 	<ul style="list-style-type: none"> Statistics are given to class teachers on time 	<ul style="list-style-type: none"> Records of work 	early Nov, 2016	*HCY, TLC	
	<ul style="list-style-type: none"> To coordinate the works in “Student Support Day” to provide individual counselling to all students 	<ul style="list-style-type: none"> Provide template for class teachers to set the individual counselling time slot for each student Teachers find that students can formulate measurable and achievable individual plans 	<ul style="list-style-type: none"> Records of work Survey / teachers’ feedback 	18 Nov, 2016	*HCY, SYP, CKH	