

Christian and Missionary Alliance Sun Kei Secondary School  
**Work Plan on the Life Planning Education and Career Guidance Service**  
**2019-2020**

Our School has turned the 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 2019-2020:**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Teacher in charge
<ul style="list-style-type: none"> <li>Facilitating students' understanding of their abilities, interests as well as career aspirations</li> </ul>	<ul style="list-style-type: none"> <li>To conduct individual student planning (ISP) activities, mock streaming, official streaming for S3 students</li> </ul>	<ul style="list-style-type: none"> <li>3 ISP activities, 1 round of mock streaming and 1 round of official streaming are conducted</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Sept, 2019 – July, 2020	HCY
	<ul style="list-style-type: none"> <li>To conduct S1, S2, S4 and S5 careers education activity series in class teacher periods</li> </ul>	<ul style="list-style-type: none"> <li>At least 2 activities are conducted in each form</li> <li>At least 80% of students think that the activities arouse their awareness of life planning</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> <li>Survey</li> </ul>	Sept, 2019 – June, 2020	CPS, ChWH
	<ul style="list-style-type: none"> <li>To arrange all S6 students to conduct "Career Interest Inventory" with debriefing</li> </ul>	<ul style="list-style-type: none"> <li>At least 80% of S6 students think that the assessment can help them to make a better JUPAS choice</li> </ul>	<ul style="list-style-type: none"> <li>Survey</li> </ul>	Sept, 2019 – Nov, 2019	*HCY + S6 class teachers
<ul style="list-style-type: none"> <li>Managing career information and resources</li> </ul>	<ul style="list-style-type: none"> <li>To upload newspaper clipping or articles related to multiple pathways and occupations to eClass and FB page</li> </ul>	<ul style="list-style-type: none"> <li>At least 20 articles are uploaded</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Sept, 2019 – June, 2020	HCY
	<ul style="list-style-type: none"> <li>To conduct JUPAS talk and to provide guidelines on application and guidance on making choice for S6 students</li> </ul>	<ul style="list-style-type: none"> <li>1 talk is conducted</li> <li>All S6 students can complete the JUPAS application procedures</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Sept, 2019 – July, 2020	*HCY, ChWH, CPS

	<ul style="list-style-type: none"> <li>To conduct a talk on the introduction and applications of non-JUPAS programs for S6 students</li> </ul>	<ul style="list-style-type: none"> <li>1 talk is conducted</li> <li>Successful applications through E-app are made</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Feb, 2020	HCY
	<ul style="list-style-type: none"> <li>To organise alumni sharing session</li> </ul>	<ul style="list-style-type: none"> <li>1 sharing session is arranged</li> <li>80% of students think that the sharing help them to know more about their study options or career pathway</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> <li>Student survey</li> </ul>	Nov 2019	ChWH, CPS
	<ul style="list-style-type: none"> <li>To update the databank so that teachers can look for thematic articles related to multiple pathways and occupations</li> </ul>	<ul style="list-style-type: none"> <li>At least 50 articles are added to the databank</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Sept, 2019 – Dec, 2019	HCY
	<ul style="list-style-type: none"> <li>To organise S3 parents’ night to explain the details of the subject combination in S4-6 and the selection process</li> </ul>	<ul style="list-style-type: none"> <li>1 parents’ night is organised</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Feb, 2020 – Mar, 2020	HCY
	<ul style="list-style-type: none"> <li>To organise S5-6 parents to introduce the multiple pathways</li> </ul>	<ul style="list-style-type: none"> <li>1 parents’ night is organised</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Sept, 2019 – May, 2020	HCY
<ul style="list-style-type: none"> <li>Creating career-related experiences for all students through various ways with support from the stakeholders and resources from the community</li> </ul>	<ul style="list-style-type: none"> <li>To cooperate with ELCHK to organise career interventions and activities</li> </ul>	<ul style="list-style-type: none"> <li>2 career interventions and activities are held</li> <li>At least 80% of students are able to have reflection on their life planning</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> <li>Survey</li> </ul>	Dec, 2019 – June, 2020	HCY, ChWH
	<ul style="list-style-type: none"> <li>To join Jockey Club CoCoon Student Training in Entrepreneurship Program</li> </ul>	<ul style="list-style-type: none"> <li>1 mass talk and 1 workshop are held</li> <li>10 students were nominated to join the follow-up activity</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Dec, 2019 – Aug, 2020	HCY, CPS
	<ul style="list-style-type: none"> <li>To cooperate with EY (Ernst &amp; Young) to organise mentoring program under the “Life Buddies” Scheme</li> </ul>	<ul style="list-style-type: none"> <li>6 activities, including workshops and visits, are held</li> <li>15 S4-S5 students are recruited to join the program</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Sept, 2019 - May, 2020	HCY
	<ul style="list-style-type: none"> <li>To organise S5 workplace visit / university visits in LWLD</li> </ul>	<ul style="list-style-type: none"> <li>At least 80% of students are able to have reflection and are more aware of the world of work /</li> </ul>	<ul style="list-style-type: none"> <li>Survey</li> </ul>	Mar 2020	HCY, ChWH, CPS

		multiple pathways of further studies			
	<ul style="list-style-type: none"> <li>To promote career-related activities, such as “workplace visit”, “job shadowing” and “job experience program”</li> </ul>	<ul style="list-style-type: none"> <li>At least 20 students are nominated to join career-related activities</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Sept, 2019 – July, 2020	HCY, ChWH, CPS
<ul style="list-style-type: none"> <li>Encouraging students to formulate their individual plans by implementing the “Student Holistic Development and Life Planning Scheme” (with SQNC)</li> </ul>	<ul style="list-style-type: none"> <li>To conduct appropriate career assessments (according students’ developmental needs) in morning class teacher period</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate career assessments are provided to class teachers</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Late Oct, 2019	HCY
	<ul style="list-style-type: none"> <li>To provide statistics about students’ performance to class teachers</li> </ul>	<ul style="list-style-type: none"> <li>Statistics are given to class teachers on time</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	early Nov, 2019	*HCY, TLC
	<ul style="list-style-type: none"> <li>To coordinate the works in “Student Support Day” to provided individual counselling to all students</li> </ul>	<ul style="list-style-type: none"> <li>Provide template for class teachers to set the individual counselling time slot for each student</li> <li>Teachers find that students can formulate measureable and achievable individual plans</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> <li>Survey / teachers’ feedback</li> </ul>	22 Nov, 2019	*HCY, CPS