

Christian and Missionary Alliance Sun Kei Secondary School

**Work Plan on the Life Planning Education and Career Guidance Service and Allocation of Transitional Career and Life Planning Grant**  
2017-2018

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 2017-2018:**

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>2 ISP activities, 2 rounds 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, 2017 – July, 2018	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, 2017 – June, 2018	WYF
	<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, 2017 – Nov, 2017	*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, 2017 – June, 2018	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, 2017 – July, 2018	*HCY, CKH, WYF

	<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, 2018	HCY
	<ul style="list-style-type: none"> <li>To organize sharing session by alumni</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 2017	*CKH, WYF
	<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, 2017 – Dec, 2017	HCY
	<ul style="list-style-type: none"> <li>To organize 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 organized</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Feb, 2018 – Mar, 2018	HCY
	<ul style="list-style-type: none"> <li>To organize S5-6 parents to introduce the multiple pathways</li> </ul>	<ul style="list-style-type: none"> <li>1 parents' night is organized</li> </ul>	<ul style="list-style-type: none"> <li>Records of work</li> </ul>	Sept, 2017 – May, 2018	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 organize 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, 2017 – June, 2018	*HCY, WYF
	<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>	Mar 2018	*HCY, WYF
	<ul style="list-style-type: none"> <li>To organize 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 / multiple pathways of further studies</li> </ul>	<ul style="list-style-type: none"> <li>Survey</li> </ul>	Mar 2018	*WYF, CKH

	<ul style="list-style-type: none"> <li>To invite speaker(s) from different professions to give career talk(s)</li> </ul>	<ul style="list-style-type: none"> <li>1 talk is conducted</li> <li>80% of students think that the talk 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>	Sept, 2017 – May, 2018	WYF
	<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, 2017 – July, 2018	*WYF, CKH
<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, 2017	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, 2017	*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>	24 Nov, 2017	*HCY, WYF

**Allocation of Transitional Career and Life Planning Grant:**

	Item	Budget
1.	Hiring a TA to support clerical work of all careers teachers	\$90,000
2.	Organizing career-related activities like: <ul style="list-style-type: none"> <li>a. Visits to workplaces or tertiary institutions</li> <li>b. Careers Resources Centre facilities</li> <li>c. Career guidance reference books</li> </ul>	\$10,000