

Christian and Missionary Alliance Sun Kei Secondary School
Work Plan on the Life Planning Education and Career Guidance Service
2023-2024

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 2023-2024:

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Teacher in charge
<ul style="list-style-type: none"> To provide quality life planning education and career guidance service which are aligned with their developmental needs at different stages of growth; supported to make career decisions in accordance with their interests, abilities and orientations; (with reference to School Major Concern 2) 	<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, 1 round of mock streaming and 1 round of official streaming are conducted 	<ul style="list-style-type: none"> Records of work 	Sept, 2023 – July, 2024	*LCK, CWK
	<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 Feedback form from students 	Sept, 2023 – June, 2024	*CWK, KTW, LCK
	<ul style="list-style-type: none"> To arrange all S6 students to conduct ‘Career Interest Inventory’ (CII) 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"> Feedback forms from students 	Nov, 2023 – Dec, 2023	*CWK + S6 class teachers
<ul style="list-style-type: none"> To empower students to make informed and responsible choices on their learning, career goals and other aspects leading to a 	<ul style="list-style-type: none"> To upload newspaper clipping or articles related to multiple pathways and occupations to eClass 	<ul style="list-style-type: none"> At least 10 articles are uploaded 	<ul style="list-style-type: none"> Records of work 	Sept, 2023 – June, 2023	CWK

meaningful life; (with reference to School Major Concern 1)	<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 	Oct, 2023 – July, 2024	CWK
	<ul style="list-style-type: none"> To organise alumni sharing session 	<ul style="list-style-type: none"> 1 sharing session is arranged 80% of students think that the sharing help them to know more about their study options or career pathway 	<ul style="list-style-type: none"> Records of work Student survey 	Oct 2023	*CWK, KTW
	<ul style="list-style-type: none"> To organise S3 parents' night to explain the details of the subject combination in S4-6 and the selection process 	<ul style="list-style-type: none"> 1 parents' night is organised 	<ul style="list-style-type: none"> Records of work 	Feb, 2024 – Mar, 2024	*CWK, KTW
<ul style="list-style-type: none"> To assist students in managing and adapting to the transition from school to work; (with reference to School Major Concern 1 and 2) 	<ul style="list-style-type: none"> To cooperate with ELCHK to organise career interventions and activities 	<ul style="list-style-type: none"> At least 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 Feedback forms from students 	Dec, 2024 – Jan, 2024	*KTW, CWK
	<ul style="list-style-type: none"> To organise 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"> Feedback forms from students 	22 Mar, 2024	*CWK, KTW
	<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, 2023 – July, 2024	KTW

<ul style="list-style-type: none"> To better prepare students for actualising individuals' potential through pursuit of their personal/career goals (with reference to School Major Concern 2) 	<ul style="list-style-type: none"> To conduct appropriate career assessments (according students' developmental needs) in morning 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 	Jan, 2024	*LCK, CWK
	<ul style="list-style-type: none"> To provide statistics about S6 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, 2023	*LCK, CWK
	<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 measureable and achievable individual plans 	<ul style="list-style-type: none"> Records of work Survey / teachers' feedback 	24 Nov, 2023	*CWK, KTW, LCK