

Christian & Missionary Alliance Sun Kei Secondary School
Work Plan on the Life Planning Education & Career Guidance Service
2024-2025

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 2024-2025:

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 Students can be motivated and guided to make informed decision about the selection of S4 elective subjects, based on their ability, aspiration and interest after comprehensive self-exploration. (with reference to School Major Concern 1) 	<ul style="list-style-type: none"> Records of work Feedback forms from students 	Sept, 2024 – July, 2025	*KTW, CWK
	<ul style="list-style-type: none"> Enhance the career education activity series in lunch hour / LWLD / Post-exam activity day for different forms 	<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, 2024 – July, 2025	*CWK, KTW
	<ul style="list-style-type: none"> An introduction of a Online Reflection Record System 	<ul style="list-style-type: none"> Students' reflection after joining different career-related Activity are collected and saved so as to 	<ul style="list-style-type: none"> Records of work Feedback form from students 	Sept, 2024 – July, 2025	*CWK

		<p>serve a a record for students to reflect what progress of efforts</p> <ul style="list-style-type: none"> • Students find that it is meaningful and useful for them to accumulate the reflection for career planning • In long term, students find it useful when they need reference to write their self account for JUPAS in S6 			
	<ul style="list-style-type: none"> • To conduct JUPAS Talk to introduce the related selection operation and multiple pathways • To arrange all S6 students to conduct ‘Career Interest Inventory’ (CII) with debriefing in EDB Life Planning Information Website 	<ul style="list-style-type: none"> • Students can be motivated and guided to make informed decision about the selection of JUPAS programs, based on their ability, aspiration and interest and program details after comprehensive self-exploration. • Besides JUPAS, students can be more prepared to consider about the other possible pathways of further study, and understand what factors should be considered (with reference to School Major Concern 1) 	<ul style="list-style-type: none"> • Feedback forms from students • The report generated from the Website after completion by students 	Nov, 2024 – Dec, 2024	*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 meaningful life; (with reference to School Major Concern 1) 	<ul style="list-style-type: none"> • To upload articles / videos related to multiple pathways , occupations, or career stories of selected figures to eClass 	<ul style="list-style-type: none"> • At least 6 pieces of related items are uploaded • Students’ understanding and awareness on the necessary attribute required for some selected occupations are improved. (with reference to School Major Concern 2) • Students can set achievable goals on their career development (with reference to School Major 	<ul style="list-style-type: none"> • Records of work • Interview with Students • Encourage CTs to invite students to do sharing 	Sept, 2024 – June, 2025	CWK, KTW, LPS

		Concern 1)			
	<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 and learn from the experience of alumni as models with similar background and interest. Their confidence and motivation is expected to be boosted (with reference to School Major Concern 1) 	<ul style="list-style-type: none"> Records of work Students' reflection form 	Oct 2024	*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 organized 80 % of students think that parents are supportive and willing to discuss the issue objectively. 	<ul style="list-style-type: none"> Records of work Students' reflection form 	Feb, 2025 – Mar, 2025	*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, 2025	*KTW, CWK
	<ul style="list-style-type: none"> To organise S5 workplace visit / university visits on LWLD 	<ul style="list-style-type: none"> At least 80% of students are able to have reflection and are more aware of the necessary characters required world of work / multiple pathways of further studies. They have a chance to reflect what improvements are necessary to be admitted for a particular program. 	<ul style="list-style-type: none"> Records of work Feedback forms from students 	28 Mar, 2025	*CWK, LPS

		(with reference to School Major Concern 1)			
	<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 With the first hand experience, students are expected to have widened exposure and understand the essential factors/ characters required for a specific workplace. (with reference to School Major Concern 2) 	<ul style="list-style-type: none"> Records of work Teachers’ Observation 	Sept, 2024 – July, 2025	*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 provide statistics about S6 students’ performance to class teachers 	<ul style="list-style-type: none"> Statistics are given to class teachers on time Feedback from CT / Career teachers to students should be given to students to address the issue on time so that they can set achievable goals and discuss with CTs on SSD. (with reference to School Major Concern 1) 	<ul style="list-style-type: none"> Records of work Teachers’ Observation 	early Nov, 2024	* CWK, LPS
	<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 (with reference to School Major Concern 1) 	<ul style="list-style-type: none"> Records of work Survey / teachers’ feedback 	22 Nov, 2024	*CWK, KTW, LPS