

SKH LAM WOO MEMORIAL SECONDARY SCHOOL (2014-2015)
Work Plan on Life Planning Education and Career Guidance Service

Our Direction:

Career guidance should...

- Align with developmental needs of students at different stages of growth, thus differential provision in service should be considered.
- Encourage students to make career/academic decisions in accordance with their interests, abilities and orientations.
- Promote career development of students which better prepares them for actualizing individual’s potential through pursuit of their personal goals.
- Be a means of empowerment for students to make informed and responsible choices on their learning, occupation, career goals and other aspects of life.
- Assist students to manage and adapt to the transitions from school to work, and in long run prepares them for life-long learning.

Our Work Plan:

Targets		Strategies	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Allocation of the CLP Grant
Objective 1: Formulating a Career Guidance Curriculum							
S1	Self-Understanding & Development	<ul style="list-style-type: none"> • “Life Skills Education” • “FLY” Program • “DREAM - A Shared Dream” 	Students can... <ul style="list-style-type: none"> • Understand the importance of developing oneself in the aspects of academic, interpersonal relationships & generic skills. • Make a realistic self-assessment of achievements, qualities, and abilities. 	<ul style="list-style-type: none"> • Observation by teachers • Student evaluation questionnaire 	Sep14 - Jul15	RS Department PRES CS	Subsidy for student workshops

			<ul style="list-style-type: none"> Formulate short and medium goals by goal-setting, review, reflection & planning. 				
S2	Self-Understanding & Career Exploration	<ul style="list-style-type: none"> “POSSIBILITIES – Possible Jobs” Life Education Workshop: Understanding Onself 	<p>Students can...</p> <ul style="list-style-type: none"> Participate actively in the concerned activities. Aware of opportunities and constrains offered by various study choices or options. 	<ul style="list-style-type: none"> Observation by teachers Student evaluation questionnaire 	Sept14 - Mar15	CS RS Department	Subsidy for student workshops
S3	Career Planning and Management	<ul style="list-style-type: none"> “P.A.T.H.S” to Adulthood Program “Finding Your Colors of Life: NSS Subject Choices and the Development of Career Aspirations” Workshop 	<p>Students can...</p> <ul style="list-style-type: none"> Aware of their personality traits, able to set “SMART” goal. Understand and apply decision making technique. Make informed and responsible choices of NSS study. 	<ul style="list-style-type: none"> Observation by teachers Qualitative assessment based on student feedback and study plan. 	Sept14 - Mar15	PRES CS	Subsidy for student workshops
S4 - S6	Career Exploration Engagement & Career Planning	<ul style="list-style-type: none"> “Career Mapping: Career Development Tool for Senior Secondary Students” 	<p>Students can...</p> <ul style="list-style-type: none"> Formulate medium and long term goals and career/learning targets. Set and act their career/learning plan 	<ul style="list-style-type: none"> Student evaluation questionnaire Observation by teachers Qualitative 	Jan15 - Jul15	CS Class teachers	Subsidy for student learning materials

			reflectively and progressively, based on a holistic understanding of their achievements, qualities, aptitudes, abilities and personal/career aspirations.	assessment based on student feedback and study plan. <ul style="list-style-type: none"> Form Coordination Meeting 			
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Targets		Strategies	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Allocation of the CLP Grant
Objective 2: Linking study opportunities and career choices							
S3 - S6	Career visits or talks/ Faculty visits/ Subject-specific Taster Programs	<ul style="list-style-type: none"> Provide opportunities for students to join various subject-specific career visits, faculty guided tour, seminar and taster programs or camps to explore the further studies, occupation options opened up for their particular senior secondary subject choices. 	Students can... <ul style="list-style-type: none"> Build a connectedness between their secondary education and further study or career path. Know more about the advancement options and career opportunities for their subject choices. 	<ul style="list-style-type: none"> Subject Panel evaluation meetings CS evaluation meeting 	Sep14 - Jul15	CS Subject Departments	Subsidy for student transportation

Targets		Strategies	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Allocation of the CLP Grant
Objective 3: Organizing school-wide Career Guidance Activities align with School Major Concern 1 & 2, and Study Paths							
S1	Focusing on Time Management	<ul style="list-style-type: none"> • “Grasp the time” Activity • Talk on Time Management 	<p>Students can...</p> <ul style="list-style-type: none"> • Know the importance of having good time management. 	<ul style="list-style-type: none"> • Observation by teachers • Student evaluation questionnaire • CS evaluation meeting 	Sep14 - Oct14	CS SCT	/
S2	Focusing on Active Learning	<ul style="list-style-type: none"> • Talk on Active Learning Skills 	<p>Students can...</p> <ul style="list-style-type: none"> • Demonstrate active participation in the lessons. 	<ul style="list-style-type: none"> • Observation by teachers • CS evaluation meeting 	Oct14	CS	/
S3	Focusing on Self Understanding & Decision Making	<ul style="list-style-type: none"> • Talk on NSS curriculum and subject selection • Providing comprehensive information about NSS subjects in booklets. • Sharing on NSS subject selection & introduction of NSS elective subjects • NSS subject selection consultation session • Conduct Mock 	<p>Students can...</p> <ul style="list-style-type: none"> • Know more about the NSS curriculum, Policy of Streaming and their senior secondary subject choices. • Make informed choice on their NSS electives. • Show a positive response to talks & consultation session. 	<ul style="list-style-type: none"> • Feedback from class teachers and students • CS evaluation meeting 	Oct14 - May15	CS CES	/

		Subject Selection					
S4 - S6	Focusing on Careers Planning, Preparation for DSE & Progression Path for Senior Secondary Graduates	<ul style="list-style-type: none"> Organize careers talk on Careers Planning, Preparation for DSE, Local/ Overseas/Taiwan/ study, JUPAS strategy and Multiple Pathways for S6 graduates, Admission Interview workshop & Mock Interview, ACO “University Preparation Workshop” etc. to support students in their planning on further studies/career. Invite alumni to share their life experiences and career advice in Form Morning Assemblies. 	<p>Students can...</p> <ul style="list-style-type: none"> Formulate medium or long term goals and learning targets. Know more about multiple study pathways at the completion of secondary schooling. Develop career planning skills and make informed choice on their tertiary education options/career. 	<ul style="list-style-type: none"> Student evaluation questionnaire Feedback from class teachers 	Oct14 - Jul15	CS PRES FCC	Subsidy for career talks, student workshops and transportation

S4 - S6	Progression Path for Senior Secondary Graduates	<ul style="list-style-type: none"> • Arrange campus tours to various local/Taiwan universities: HKU, CUHK, HKBU, HSMC, etc. • Encourage students to visit Information Day of various institutes. • Organize Alumni Sharing Session: Invite ranging from 'fresh' to 'experienced' graduates to share their experiences with students. 	<ul style="list-style-type: none"> • Number of students participated. • Students demonstrate active participation in the Alumni Sharing Session. • Able to help students to map out progression pathways in certain careers. 	<ul style="list-style-type: none"> • Student evaluation questionnaire • Feedback from class teachers 	Oct14 - Jul15	CS MCES	Subsidy for student transportation
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Targets		Strategies	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Allocation of the CLP Grant
Objective 4: Facilitating Learning Experiences about Work (Career-related Experiences)							
S1 - S3	Career Kaleidoscope	<ul style="list-style-type: none"> • Organize career visits and career expo for junior form students. • Students are 	<ul style="list-style-type: none"> • Number of students participated. • Students can think about what they really want to do, what 	<ul style="list-style-type: none"> • Students' performance • Feedback from students and teachers 	Jan15 - Apr15	CS SCT	/

		encouraged to set “My Life Map” and conduct a mini-project for the gathering of careers information.	purpose they have and setting goals basically turning their dreams into reality.				
S4 - S5	JA Job Shadowing Program / HKACMGM Summer Career-Related Experience Scheme	<ul style="list-style-type: none"> Partnership with JA, HKACMGM and business communities to provide students job shadowing opportunities to go into a host company, tour a job site, “shadow” a workplace mentor and participate in some real workplace activities to take an up-close look at the world of work. 	<ul style="list-style-type: none"> Students can complete the assigned tasks and conduct interviews with their workplace mentors. Able to widen students’ horizon, to enable them to explore the career world. 	<ul style="list-style-type: none"> Student evaluation questionnaire Students’ self-reflection Students’ performance report 	TBC	CS	/
S4 - S6	JA Success Skills Workshop – Career Development	<ul style="list-style-type: none"> Encourage and recruit students to participate in JASS, a half-day workshop that aims at helping 	<ul style="list-style-type: none"> Participants can practice career preparation activities such as resume writing & mock interviews. 	<ul style="list-style-type: none"> Student evaluation questionnaire Students’ self-reflection 	Oct14 - Jul15	CS	/

		<p>students to develop job searching skills which are necessary in a professional environment. They can engage with business professionals and learn from successful role models.</p>	<ul style="list-style-type: none"> • Able to know more about the essentials steps in career planning and knowledge in looking for a job. 				
S4 - S5	Other CRE Learning Activities / Programs	<ul style="list-style-type: none"> • Liaise and collaborate with alumni, competent NGOs, business communities and professional association to provide a range of quality CRE learning programs such as career visits, mentorship programs, etc. to further equip students with knowledge, skills 	<ul style="list-style-type: none"> • CRE programs are arranged with a reasonable level of diversity to cater for different individual needs. • Number of students participated. • Students can gain exposure; develop career aspirations, work readiness and positive work ethics. 	<ul style="list-style-type: none"> • Student evaluation questionnaire • Students' learning reflection • Feedback from students 	Sep14 - Jul15	CS	Subsidy for student transportation; Administrative support by Assistant Teacher is provided to the CGP

		and positive attitude towards work and integrate their career/ academic aspiration with whole person development and life-long learning.					
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Targets		Strategies	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Allocation of the CLP Grant
Objective 5: Enabling Individual Student Planning through the process with guidance and self-assessment							
S1	Getting to know the school	<ul style="list-style-type: none"> S1 Adaptation Program (Social skills, School Rules, Time Management & Learning style and skills) 	<ul style="list-style-type: none"> F1 students can adapt to new learning environment and learning method. 	<ul style="list-style-type: none"> Feedback form students 	Sep14	PRES CS CES DS GS MCES	Subsidy for organizing Lunch Time Programs
S1 - S3	Initial Study Plan	<ul style="list-style-type: none"> Let students review their study result, make academic goals to improve study performance. 	<ul style="list-style-type: none"> Students can draft and review their study plans. 	<ul style="list-style-type: none"> Feedback from students and class teachers 	Sep14 - Jul15	CS CES	/
S1 - S6	Self-Exploration Engagement	<ul style="list-style-type: none"> Form Teacher Periods 	<ul style="list-style-type: none"> Empower students to achieve personal development & academic betterment 	<ul style="list-style-type: none"> Feedback from class teachers and students Form 	Sep14 - Jul15	MCES CS GS Class teachers	Employ Teachers / Assistant Teachers to release the

			through a wide variety of Form Teacher Periods throughout the school year.	Coordination Meeting			workload of senior form class teachers, careers mistress and CGP
S1 - S6	Teacher-students Conferences	<ul style="list-style-type: none"> Teacher-students conferences will be conducted. It is aiming at helping students to explore their personal issues in career and life planning. 	<ul style="list-style-type: none"> Let students have self-awareness, reflect and plan on studies and academic performance, and career goals. 	<ul style="list-style-type: none"> Feedback from class teachers and students Form Coordination Meeting 	Sep14 - Feb15	PRES FCC	Employ Assistant Teachers to release the workload of senior form class teachers, careers mistress and CGP
S1 - S3	Academic aptitude assessments	<ul style="list-style-type: none"> Academic aptitude assessment for junior form students. Let students understand and review their academic performance. Let students set academic performance targets. 	<ul style="list-style-type: none"> Enhance streaming of students. Enable remedial and gifted learning & teaching. Enhance learning results & students' performance. Let students make informed decisions on elective subjects in NSS. 	<ul style="list-style-type: none"> Feedback from students 	Sep14 - Jul15	CES CS	/
S4 -	Personality and traits tests; Career	<ul style="list-style-type: none"> Recommend the useful tools of 	<ul style="list-style-type: none"> Strength students' self-awareness, 	<ul style="list-style-type: none"> Feedback from class teachers 	Sep14 -	CS	/

S5	tests (Career interests, career plan, career values)	career assessments to the students.	self-understanding, careers goal setting, careers decision making. <ul style="list-style-type: none"> • Help students to identify or clarify their interests, skills, values, aptitudes and career thoughts for their career planning. 	and students	Jul15		
S4	Revision of NSS Study Plan	<ul style="list-style-type: none"> • Students are encouraged to review their study plan and make adjustments and improvement so as to fulfill their own planning. 	<ul style="list-style-type: none"> • Students can make their study plan reflectively, based on a genuine understanding of their interests, abilities and skills, etc. 	<ul style="list-style-type: none"> • Feedback from class teachers and students 	Sep14 - Jul15	CES CS	/
S5 - S6	Student Learning Profile	<ul style="list-style-type: none"> • Reflective construction of Student Learning Profile 	<ul style="list-style-type: none"> • Construction of Student Learning Profile in a reflective manner. • Let students reflect, review and record their all-round learning experience. • Enhance students' self-awareness & goal setting. 	<ul style="list-style-type: none"> • Review Student Learning Profile • Feedback from students 	Sep14 - Jul15	SAMS	/
S5	Personal	<ul style="list-style-type: none"> • "Personal Statement 	<ul style="list-style-type: none"> • Help students' reflect & 	<ul style="list-style-type: none"> • Review students 	Sep14	English	/

- S6	Statement Writing	Writing” lessons conducted by English Department	review their learning experience, academic goals, careers goals <ul style="list-style-type: none"> • Help students write their own personal statement for careers and life development 	Personal Statement <ul style="list-style-type: none"> • Feedback from class teachers and students 	- Jul15	Department CS	
S6	Career Interest Inventory Assessment (CIIA) / Academic Programme Preference Inventory (APPI) / Academic Programme Preference Assessment" (APPA)	<ul style="list-style-type: none"> • Conduct Career Interest Inventory Assessment (Online Version) / APPI / APPA, etc to assist students in exploring their career potential in an in-depth qualitative manner, and provide formative analysis on their career development needs. 	<ul style="list-style-type: none"> • Empower students to have self-awareness, reflect and plan on studies and academic performance, and career goals • Students can make careers goals. • Students can have better academic performance. 	<ul style="list-style-type: none"> • Feedback from students 	Sep14 - Jul15	CS	Subsidy for student CIIA account subscription
S6	Completion of “My Multiple Pathways Action Plan”	<ul style="list-style-type: none"> • Empower students’ review & reflect past learning experience. • Provide students with relevant careers 	<ul style="list-style-type: none"> • Students can plan ahead for their career goals. • Students can make informed career decisions. 	<ul style="list-style-type: none"> • Feedback from students 	Sep14 - Jul15	CS	/

		information.					
Targets		Strategies	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Allocation of the CLP Grant
Objective 6: Guidance and Counseling for individual students							
S1 - S5	For Repeaters	<ul style="list-style-type: none"> Help students ignite their potentials, build up a positive self-image and set life goals. 	<ul style="list-style-type: none"> Students are encouraged to set their goals and equip themselves so as to make continuous improvement. 	<ul style="list-style-type: none"> Feedback form students, parents and class teachers 	Jul15	CS GS Class teachers	/
S2 - S5	For Less Able Students	<ul style="list-style-type: none"> Provide information on diversified study paths for students with other potential to explore occupational choices and alternate study paths under NAS. 	<ul style="list-style-type: none"> Students are able to know various study opportunities and can make informed choice on their further studies, training and vocational education. 	<ul style="list-style-type: none"> Feedback form students, parents and class teachers 	Sep14 - Jul15	CS GS Class teachers	/
S3	For S3 students and their parents	<ul style="list-style-type: none"> Provide career guidance on the selection of subjects in S4. 	<ul style="list-style-type: none"> Able to empower students to be active, informed decision-makers. 	<ul style="list-style-type: none"> Feedback form students and parents 	Sep14 - Jul15	CS Class teachers	/
S4 - S6	For students who wish to drop elective subject	<ul style="list-style-type: none"> Help students get updated information on the admission requirements of various universities/ 	<ul style="list-style-type: none"> Students are able to review their study plan and have clear goals. 	<ul style="list-style-type: none"> Feedback form students 	Sep14 - Jul15	CS Subject teachers CES	/

		associate degree or higher diploma courses.					
S6	Guidance on Multiple Pathways, DSE Results Release Day & after JUPAS Main Round Offer	<ul style="list-style-type: none"> Provide career advice on JUPAS program prioritization strategy or other self-financed degree & sub-degree programs. Provide careers guidance for the NO OFFER S6 graduates after the release of JUPAS Main Round Offer Results. 	<ul style="list-style-type: none"> Students can make informed choice on their further studies or career path. 	<ul style="list-style-type: none"> Survey on Career Pathway of S6 Graduates. 	Sep14 - Aug15	CS GS S6 Class teachers Senior teachers	/

Total CLP grant available = \$494340

Expenses on:

- Employing Teachers and Assistant Teachers to release the workload of senior form class teachers, careers mistress and CGP = ~\$390000
- Buying services from external organizations, transportation subsidy and subsidy made to students with financial difficulties in oversea trips related to areas concerning further studies and life planning education, etc. ~\$100000

A Framework of Enhancing Career Guidance for SKH Lam Woo Memorial Secondary School Students 2014-2015

DIMENSIONS OF INTERVENTION	STUDY LEVELS & THE PROGRAM PLAN			
	S1-3	S4	S5	S6
Guidance and Counseling for individual students	<ul style="list-style-type: none"> Guidance & counseling for the repeaters and students who need career guidance on subject selection 	<ul style="list-style-type: none"> Guidance & counseling for the repeaters & students who wish to drop subject or need career guidance 	<ul style="list-style-type: none"> Guidance & counseling for the repeaters, students who wish to drop subject or need career guidance 	<ul style="list-style-type: none"> Guidance & counseling for the students who need career guidance on JUPAS strategy or further studies
Enabling Individual Student Planning (Assessment → guidance → portfolio building)	<ul style="list-style-type: none"> Academic aptitude assessments S1 Adaptation Program (Social skills, School Rules, Time Management & Learning style and skills) Teacher-Student Conferences Form Teacher Periods Initial Study Plan 	<ul style="list-style-type: none"> Personality and traits tests Teacher-Student Conferences Form Teacher Periods Revision of NSS Study Plan 	<ul style="list-style-type: none"> Career tests (Career interests, career plan, career values) Teacher-Student Conferences Form Teacher Periods Reflective construction of Student Learning Profile “Personal Statement Writing” lessons conducted by English Department 	<ul style="list-style-type: none"> Career Interest Inventory Teacher-Student Conferences Form Teacher Periods Reflective construction of Student Learning Profile “Personal Statement Writing” lessons conducted by English Department Completion of “My Multiple Pathways Action Plan”
Facilitating Learning Experiences about Work	<ul style="list-style-type: none"> Career visits Mentorship Programs Community Service Set “My Life Map” Conduct a mini-project for the gathering of careers information 	<ul style="list-style-type: none"> Career visits Mentorship Programs Community Service Professional/Business Partnership Programs ‘Hang Seng – HKCSS Youth Career Exploration Programme’ JA Success Skills Workshop 	<ul style="list-style-type: none"> Career visits Mentorship Programs Community Service Professional/Business Partnership Programs Job Shadowing Program Target Law Program ACO University Preparation Workshop and Career Program JA Success Skills Workshop 	<ul style="list-style-type: none"> Career visits Target Law Program Summer Career-Related Experience Scheme JA Success Skills Workshop

DIMENSIONS OF INTERVENTION

	STUDY LEVELS & THE PROGRAM PLAN			
	S1-3	S4	S5	S6
Organizing school-wide Career Guidance Activities align with School Major Concern 1 & 2, and Study Paths	<ul style="list-style-type: none"> • Talk on Time Management • Talk on Active Learning Skills • Talk on NSS curriculum and subject selection • Sharing on NSS subject selection & introduction of NSS elective subjects • NSS subject selection consultation session • Conduct Mock Subject Selection 	<ul style="list-style-type: none"> • Talk on Careers Planning • Alumni Sharing Sessions • Visiting Info Day of local / Taiwan universities & Career Expo • Visiting local / Taiwan universities : HKU, CUHK, HKBU, HSMC, etc • Talk on Local / Overseas / Taiwan / China study • University Taster Programs or Camps 	<ul style="list-style-type: none"> • Talk on Preparation for DSE • Alumni Sharing Sessions • Visiting Info Day of local / Taiwan universities & Career Expo • Visiting local / Taiwan universities : HKU, CUHK, HKBU, HSMC, etc • Talk on Local / Overseas / Taiwan / China study • University Taster Programs or Camps 	<ul style="list-style-type: none"> • Talk on JUPAS and Multiple Pathways for S6 graduates • JUPAS Online Registration workshop • Talk on E-APP and Alumni Sharing • Interview Skills workshop and Mock Interview • Talk on Planning for the release of HKDSE Results • Alumni Sharing Sessions
Linking study opportunities and career choices	<ul style="list-style-type: none"> • Connection of subjects and occupational choices 	<ul style="list-style-type: none"> • Education and Career opportunities of individual subjects 		
Formulating a Career Guidance Curriculum	<ul style="list-style-type: none"> • “Life Skills Education” • “DREAM – A Shared Dream” • “POSSIBILITY – Possible Jobs” • “P.A.T.H.S” to Adulthood • “Finding Your Colors of Life: NSS Subject Choices and the Development of Career Aspirations” 	<ul style="list-style-type: none"> • “Career Mapping: Career Development Tool for Senior Secondary Students” 	<ul style="list-style-type: none"> • “Career Mapping: Career Development Tool for Senior Secondary Students 	<ul style="list-style-type: none"> • “Career Mapping: Career Development Tool for Senior Secondary Students

Reference: Education Bureau (2011), *Recommendations on Career Guidance for Secondary Schools under New Academic Structure*, Hong Kong, China.