

**HKUGA College**  
**Careers & Life Planning Committee**  
**Year Plan 2020-2021**

**Reference:**

**School major concern:** To enhance well-being

**Underpinning principles (UP):**

1. To integrate Chinese cultural understanding with an international view to global citizenship
2. To explore, draw upon and build character strengths
3. To rephrase language across the Community
4. To explore and foster Growth Mindsets

**SDC Targets:**

1. Heighten awareness of mental health of students, and stress management (especially in light of the suspensions)
2. Positive 'media literacy' for Students in terms of dealing with negative experiences (making good choices)

**Positive Education elements:**

Positive purpose, Positive health, Positive emotion, Positive relation, Positive accomplishment, Positive engagement

**I. Objective of the Committee**

1. To support students' life-planning and career development
2. To assist students' application to higher education

**II. Major Focus of the Year**

1. Develop online strategies to enhance students' life exposure.
2. Utilize alumni network for career guidance work and build up long term collaboration.

**III. Committee Members**

Chairperson: Dorothy Shum

Coordinator: Lokman Yiu

Admin. Assistant: Pearl Yuen

Committee Members: Jarrod Barry, Emily Chan, Jenna Lambert, Joan Leung Roberta Sham, Zarifa Sheik, WANG Yu

#### IV. CLP Plan for Each Year Level

##### S1: Exploring Secondary School Life and Portfolio Building

Strategies	Evaluation Method	Time scale	PIC	Collaboration with other committees / parties	Related school / committee themes
1. Career workshop - portfolio building - Review and consolidate their activities record in primary school. - Plan the activities to participate - Evaluate in mid-year and year end	Quality of portfolio as reviewed by CLP teachers and class teachers	Whole Year	Roberta Sham (with Wang Yu)	Inclusive and Gifted Education Committee, Portfolio building committee, S1 HoY & Class Teachers	
2. Life planning taster - Sec. School Life planning workshop *NEW* - Intro to sec. school life - initial planning for the sec. school life - Sharing by an S6 alumni -“Career day-dream”	Evaluation after the workshop Invite Alumni to share their 6 years’ school life with us	Term 1	Roberta Sham (with Wang Yu)		

##### S2: Exploring the Work World

Strategies	Evaluation Method	Time scale	PIC	Collaboration with other committees / parties	Related school / committee themes
1. Career workshop - portfolio keeping and review - exploring the world of work	- class teachers’ observation and evaluation	Term 1	Emily Chan (with Lokman)	S2 HoY & Class Teachers	
2. Career Exploration Online *NEW*	- Teachers, students and speakers’ evaluation - research and introduce elements of elective subject choices online	Term 2	Emily Chan (with Lokman)	Parents Teachers Association, Alumni Association	

### S3 Making Informed Choice in NSS Electives

Strategies	Evaluation Method	Time scale	PIC	Collaboration with other committees / parties	Related school / committee themes
1. Career workshop - elective choices	- class teachers' observation and evaluation	Term 1	Lokman / Jenna	S3 HoY & Class Teachers (Need 4 pastoral sessions around S3 parents' night)	
2. Elective Exhibition	- Quality of exhibition (peers' and teachers' evaluation)	Whole year	Lokman / Jenna	S3 HoY & Class Teachers (Need 3 pastoral sessions after S3 parents' night)	
3. Work Visit (St. James IMPROVED programme) - work visit for students to sign up according to their interests	- Number and variety of work visits - participant number and feedback	Whole year	Lokman / Jenna	Business department, St. James, Settlement and other NGOs	

### S4 Enriching my NSS life

Strategies	Evaluation Method	Time scale	PIC	Collaboration with other committees / parties	Related school / committee themes
1. Career Workshop - Prep for senior school - Year-end evaluation	- class teachers' observation and evaluation	Term 1	Wang Yu	S4 HoY & Class Teachers (Need 4 pastoral sessions)	
2. HKJC Cocoon Youth Entrepreneurship training programme (賽馬會浩觀青少年創業培訓計劃)	- class teachers' observation and evaluation	Whole Year	Lokman Yiu	Business Department and Cocoon Foundation	
3. Whole form career planning workshop by TWGHs (策劃大未來)	- class teachers' observation and evaluation	Term 2	Wang Yu	S4 HoY, Class Teachers & TWGHs	
4. Job shadowing (St. James IMPROVED programme) - provide job shadowing chances for interested students to sign-up	- Number of job shadowing provided and number of students participated - students' sharing and feedback from the staff of company involved	Whole Year	Wang Yu	St. James' Settlement and other NGOs	

### S5 Exploring different career paths

Strategies	Evaluation Method	Time scale	PIC	Collaboration with other committees / parties	Related school / committee themes
1. Career Mapping workshops	- Observation by teachers and students' feedback	Term 1	Jarrod Joan Dorothy	S5 HoY & Class Teachers	
2. North Star 1.1	- Programme evaluation by mentor, mentee and teacher supervisors	Term 2	Jarrod Joan Dorothy	S5 HoY & Class Teachers	
3. Work Simulation at St. James Career Sparkle Centre (St. James IMPROVED programme)	- Programme evaluation	Term 2	Dorothy Shum	St. James' Settlement	
4. Project Bridge for SEN students (HKFYG)	- Career teachers and SEN teachers' observation and evaluation - Students' feedback	Term 2	Lokman Yiu	Inclusive Education Committee, S5 HoY & Class teacher	

## S6 Applying to University

Strategies	Evaluation Method	Time scale	PIC	Collaboration with other committees / parties	Related school / committee themes
Alumni sharing week (in replacing University fair)	- feedback from students, teachers and speakers	Term 1	Lokman Yiu		
Individual Consultations	- class teachers' observation and evaluation	Term 1	Dorothy Shum	S6 HoY & Class Teachers	
Career workshops at pastoral lessons	- Teachers' observation & students' feedback	Term 1	Dorothy Shum	S6 HoY & Class Teachers	
University Application - JUPAS - UCAS - Other countries	- Punctuality of document submissions - Evaluation on the logistical arrangement	Whole Year	Dorothy Shum	S6 HoY & Class Teachers	

### V. General Career Guidance Support for Students

#### 1. CLP ELA – Lokman Yiu, Emily Chan & St James' Settlement (IMPROVED programme)

**Objective:** To build up a team of career student counsellor for facilitating the implementation of CLP programs.

**Time:** Term 2

#### 2. U-grad alumni database consolidation – Dorothy Shum and Alumni Association

**Objective:** To fully utilize the alumni resources for future CLP activity planning

#### 3. Career Resources

- Career Guidance on school website & Facebook page – Lokman Yiu, Zarifa Sheik
- Library's Career Corner – Jenna Lambert
- Career Notice board – Emily Chan (supported by the ELA students)
- Career Office's mini library – Pearl Yuen

**4. Guests talk from University / Tertiary Education** – Roberta Sham, Lokman Yiu

Representatives from universities will be received throughout the year. If possible, we will invite them to give a short introduction to students.

**5. Reference and Recommendation**

Joan Leung – coordinator, with Pearl Yuen

Jarrold Barry, Jenna Lambert, Emily Chan, Roberta Sham – writer

- Reference for other awards and scholarship application
- University Application Reference for S6

**6. Career consultation** – Dorothy Shum, Lokman Yiu, leading the whole team

- Students can make appointment with Career teachers for advice on further studies.
- Team members who have taken the career guidance course may take an active role to give career advice to students

**7. Staff PD and Parent Education** – Dorothy Shum

- Run simple career guidance PD for interested staff
- Collaborate with PTA for parents' talk.

**VI. Events / Activities**

**1. Alumni sharing bi-week (in replacing University Fair)** – Lokman Yiu

**Objective:** To provide some firsthand information about studying in different university programme to current students from our own alumni.

**Date:** 12-23 October 2020 (Fri)

**2. Parents Education Career Talk Series** – Dorothy Shum, PTA & St. James' Settlement (IMPROVED programme)

**Objective:** Empower parents to support their children in career and life planning

**Time:** to be confirmed

**3. Career activities organized by external organization** – Roberta Sham, Lokman Yiu

**4. Consultations on HKDSE Results Release Day**

**Date:** TBC

**Time:** 8:30 a.m.

Team members should standby at the hall for advice about JUPAS choice re-prioritizing and other applications.

## **5. JUPAS Main Round Offers**

Date: TBC

Time: 9:00 a.m.

Online results release – related team members please be reachable by phone / email for support

## **VII. University Applications**

1. JUPAS – Dorothy Shum, Zarifa Sheik
2. Applications to Hong Kong sub-degree programs – Lokman Yiu
3. UCAS and relevant scholarships – Emily Chan, Joan Leung
4. Applications to Mainland China and Taiwan – Wang Yu
5. Applications to US and Canada – Jarrod Barry, Roberta Sham
6. Applications to Australia and European Countries – Dorothy Shum

## **VIII. Professional Development**

- Courses provided by Hong Kong Association of Careers Masters and Guidance Masters
  - Career Interest Inventory (S4)
  - Finding Your Colours of Life (S3)
  - Career Mapping (S5)
  - Career Guidance Certificate Course
- Career Guidance Diploma Course offered by EDB in collaboration with CUHK / HKU SPACE (100 hours, 1 quota per school)
- Seminars by different Universities or organisations representing the institutions, local and overseas.
- International conferences for career guidance counsellors.

## **IX. Allocation of the CLP Grants**

1. To cover the salary of a full-time Career Guidance Assistant
2. To cover part of the salary of the Career Guidance teachers, including the Head and coordinator of the career guidance committee, who focuses mainly in Careers and Life Planning.
3. To purchase external support on Career Guidance
4. Professional development including training and conference locally and overseas