

**HKUGA College**  
**Careers & Life Planning Committee**  
**Year Plan 2019-2020**

**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

**HSDC Targets (HT):**

1. To provide reflective opportunities for students to experience different levels of intercultural understanding.
2. To enable students to identify, learn about and propagate their character strengths.
3. To revisit and revise all documentation, expectations and L & T approaches.
4. To nurture PIME Model, critical thinking and promote empowerment - values education & capacity building.

**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. Strengthen individual student support to recognize and actualize their potential
2. Provide opportunities of life exposure to students
3. Build networks with parents and alumnus to facilitate the career guidance works

**III. Committee Members**

Chairperson: Dorothy Shum

Coordinator: Hody Chan

Admin. Assistant: Pearl Yuen

Committee Members: Jarrod Barry, Alan Chan, Emily Chan, Jenna Lambert, 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. Ambassador Programme - All S1 students will become ambassadors after 3 training sessions (pastoral time)	- class teachers' observation - admission seminar evaluation - students' self-evaluation (google form)	Term 1	Wang Yu & Jenna Lambert	S1 HoY & Class Teachers	- School major concern 2 - Positive Purpose - CLP objective 1 - CLP major focus 2
2. 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	Wang Yu & Jenna Lambert	Inclusive and Gifted Education Committee, Portfolio building committee, S1 HoY & Class Teachers	- School major concern 2 - Positive Engagement & Accomplishment - CLP objective 1 - CLP major focus 1

##### 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	- class teachers' observation and evaluation	Whole year	Roberta Sham	S2 HoY & Class Teachers	- School major concern 2 & 4 - Positive Accomplishment - CLP objective 1 - CLP major focus 1
2. Work Visits - work visit for students to sign up according to their interests	- Number and variety of work visits - participant number and feedback	Whole year	Roberta Sham	Business department and NGOs	- School major concern 2 - Positive Purpose - CLP objective 1 - CLP major focus 2
3. Career Exploration Day	- Teachers, students and speakers' evaluation - introduce elements of elective subject choices	Post exam period (July 2020)	Roberta Sham	Parents Teachers Association, Alumni Association	- School major concern 2 - Positive Purpose and Accomplishment - CLP objective 1 - CLP major focus 2 & 3

### 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	- class teachers' observation and evaluation	Term 1	Emily Chan	S3 HoY & Class Teachers (Need 4 pastoral sessions before S3 parents' night)	- School major concern 2 & 4 - Positive Accomplishment - CLP objective 1 - CLP major focus 1
2. Elective Exhibition	- Quality of exhibition (peers' and teachers' evaluation)	Whole year	Emily Chan	S3 HoY & Class Teachers (Need 3 pastoral sessions after S3 parents' night)	- School major concern 2 - Positive Purpose & Accomplishment - CLP objective 1 - CLP major focus 2
3. Work Visit (St. James IMPROVED programme) - work visit for students to sign up according to their interests	- Number and variety of work visits in Nov 2019 - participant number and feedback	Whole year	Emily Chan	Business department, St. James, Settlement and other NGOs	- School major concern 2 - Positive Purpose - CLP objective 1 - CLP major focus 2

### 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 - Observers of S5 NorthStar presentation - Year-end evaluation and preparation for NorthStar	- class teachers' observation and evaluation	Whole Year	Jarrold Barry	S4 HoY & Class Teachers (Need 4 pastoral sessions)	- School major concern 2 & 4 - Positive Accomplishment - CLP objective 1 - CLP major focus 1
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	Alan Chan	Business Department and Cocoon Foundation	- School major concern 2 & 4 - Positive Accomplishment - CLP objective 1 - CLP major focus 1, 2
3. Whole form career planning workshop by TWGHs (策劃大未來)	- class teachers' observation and evaluation	16 and 23 Apr 2020	Hody Chan & Roberta Sham	S4 HoY, Class Teachers & TWGHs	- School major concern 2 - Positive Purpose & Accomplishment - CLP objective 1 - CLP major focus 2

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	Hody Chan	St. James' Settlement and other NGOs	- School major concern 2 & 4 - Positive Purpose & Accomplishment - CLP objective 1 - CLP major focus 1 & 2
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### S5 Exploring different career paths

Strategies	Evaluation Method	Time scale	PIC	Collaboration with other committees / parties	Related school / committee themes
1. North Star Programme	- Programme evaluation by mentor, mentee and teacher supervisors	Whole Year	Alan Chan	S5 HoY & Class Teachers OLE Committee	- School major concern 2 & 4 - Positive Relationship, Purpose & Accomplishment - CLP objective 1 - CLP major focus 2 & 3
2. Career Mapping workshops	- Observation by teachers and students' feedback	Term 2	Dorothy Shum & Zarifa Sheik	S5 HoY & Class Teachers	- School major concern 2 - Positive Purpose & Accomplishment - CLP objective 1 - CLP major focus 1
3. Work Simulation at St. James Career Sparkle Centre (St. James IMPROVED programme)	- Programme evaluation	1 and 2 Apr 2020	Hody Chan & Zarifa Sheik	St. James' Settlement	- School major concern 2 - Positive Purpose & Accomplishment - CLP objective 1 - CLP major focus 2
4. Project Bridge for SEN students (HKFYG)	- Career teachers and SEN teachers' observation and evaluation - Students' feedback	Whole year	Hody Chan	Inclusive Education Committee, S5 HoY & Class teacher	- School major concern 2 & 4 - Positive Relationship, Purpose, Emotion & Accomplishment - CLP objective 1 - CLP major focus 1 & 2

## S6 Applying to University

Strategies	Evaluation Method	Time scale	PIC	Collaboration with other committees / parties	Related school / committee themes
1. Individual Consultations	- class teachers' observation and evaluation	Term 1	Dorothy Shum & Hody Chan	S6 HoY & Class Teachers	- School major concern 2 - Positive Relationship, Purpose, Emotion & Accomplishment - CLP objective 2, - CLP major focus 1
2. Career workshops at pastoral lessons - Interview skills workshop on 27 Feb 2020	- Teachers' observation & students' feedback	Term 1	Dorothy Shum & Hody Chan	S6 HoY & Class Teachers	- School major concern 2 - Positive Purpose & Accomplishment - CLP objective 2 - CLP major focus 2
3. University Application - JUPAS - UCAS - Other countries	- Punctuality of document submissions - Evaluation on the logistical arrangement	Whole Year	Dorothy Shum & Hody Chan	S6 HoY & Class Teachers	- School major concern 2 - Positive Purpose & Accomplishment - CLP objective 2 - CLP major focus 1

## V. General Career Guidance Support for Students

### 1. CLP ELA – Hody Chan, 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 – Hody Chan and Alumni Association

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

### 3. Career Resources

- Career Guidance Blog on school website & Facebook page – Zarifa Sheik
- Library's Career Corner – Jenna Lambert
- Career Notice board – Emily Chan
- Career Office's mini library – Dorothy Shum

### 4. Guests from University / Tertiary Education

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** – Jarrod Barry (coordinator), Emily Chan, Jenna Lambert

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

**6. Career consultation** – Dorothy Shum, Hody Chan

- 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

**VI. Events / Activities**

**1. University Fair** – Wang Yu

**Objective:** To provide students and parents a chance to obtain first-hand information from the university representatives.

**Date:** 18 October 2019 (Fri)

**Time:** 6:00 p.m. to 8:00 p.m.

**Venue:** Hall, Activity Centre on 3<sup>rd</sup> floor

**Format:** Information booths at the hall and seminars at the classrooms.

**Delegates:** University representatives in HK, UK, US, Canada, Australia and Japan.

**2. Parents Education Career Talk Series** – Hody Chan, Roberta Sham, PTA & St. James' Settlement (IMPROVED programme)

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

**Time:** Whole year

**3. Career activities organized by external organization** – Wang Yu & Zarifa Sheik

- Youth Financial Secretary co-organized by BGCA & HSBC
- “Train For Life’s Journeys” programme organized by MTR
- “Be a Government Official for a Day” programme organized by the government
- “I Can Fly” programme organized by Cathay Pacific Airline

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

**Date:** 8 July 2020 (Wed)

**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: 3 August 2020 (Mon)

Time: 9:00 a.m.

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

## **VII. University Applications**

1. JUPAS – Hody Chan
2. Applications to Hong Kong sub-degree programs – Alan Chan
3. UCAS and relevant scholarships – Emily Chan
4. Applications to Mainland China and Taiwan – Wang Yu
5. Applications to US and Canada – 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 career and life planning work.
3. To purchase external support on Career Guidance
4. For professional development including training and conference locally and overseas