

HKUGA College
Careers & Life Planning Committee
Year Plan 2022-2023

Reference:

School Major Concern: To develop the following while consolidating 1 - 4 - 6 as our School Culture

School Major Goals (SMG):

1. To cultivate a growth oriented culture through striving for and achieving meaningful outcomes.
2. To increase 'peak performance' opportunities by stretching diverse abilities through an optimal balance of challenges and skills.
3. To purposely cope with changes and challenges through VASK (Values, Attitudes, Skills and Knowledge) which are interconnected in our practices

SDC Targets:

1. Re-establish behaviour expectations
2. Mental health of the students
3. Media literacy & proper use of electronic devices
4. Implementation of national security education
5. PD related to pastoral care (strengthening teachers' skills, knowledge and confidence, and so the effectiveness, in dealing with student issues and cases)

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. Value education in career & life planning
2. Streamline routine work and develop new members of the team
3. Consolidate the collaboration with various service sources

III. Committee Members

Chairperson: Dorothy Shum

CLP Coordinator: Roberta Sham

Administrative Officer: Olivia Lo

Committee Members: Christy Tsai, Deena Thinakaran, Katie Chow, Nicole Chui, Wang Yu, Zarifa Sheik

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	Inclusive and Gifted Education Committee, Portfolio building committee, S1 HoY & Class Teachers	SMG1,3 SDC1,2,3
2. Life planning taster - Sec. School Life planning workshop - 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	Alumni Association	SMG1,3 SDC1,2,3

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	Deena	S2 HoY & Class Teachers	SMG1,3 SDC:1,2,3
2. Career Exploration Online	- Teachers, students and speakers’ evaluation - research and introduce elements of elective subject choices online	Term 2	Deena	S2 HoY & Class Teachers	SMG1,3 SDC:1,2,3

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 - elective choices	- class teachers' observation and evaluation	Term 1	Zarifa	S3 HoY & Class Teachers (Need 4 pastoral sessions around S3 parents' night)	SMG1,3 SDC:1,2,3
2. Elective Exhibition	- Quality of exhibition (peers' and teachers' evaluation)	Whole year	Zarifa	S3 HoY & Class Teachers (Need 3 pastoral sessions after S3 parents' night)	SMG1,3 SDC:1,2,3
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	Zarifa	Business department, St. James, Settlement and other NGOs	SMG1,2,3 SDC:1,2,3

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&2	Nicole & Robera	S4 HoY & Class Teachers (Need 4 pastoral sessions)	SMG1,2,3 SDC:2,3,4
3. Whole form career planning workshop by "Future Go!" Program offered by AKA	- class teachers' observation and evaluation	Term 1	Nicole & Robera	S4 HoY, Class Teachers, Social worker of AKA	SMG1,2,3 SDC:1,2,3

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 2	Dorothy & Katie	S5 HoY & Class Teachers	SMG1,2,3 SDC:1,2,3

2. North Star 1.1	- Programme evaluation by mentor, mentee and teacher supervisors	Whole year	Dorothy & Katie	S5 HoY & Class Teachers	SMG1,2,3 SDC:1,2,3
3. Work Simulation at St. James Career Sparkle Centre (St. James IMPROVED programme)	- Programme evaluation	Term 2	Dorothy & Katie	St. James' Settlement	SMG1,2,3 SDC:1,2,3

S6 Applying to University

Strategies	Evaluation Method	Time scale	PIC	Collaboration with other committees / parties	Related school / committee themes
Individual Consultations	- class teachers' observation and evaluation	Term 1	Dorothy, Christy, Olivia	S6 HoY & Class Teachers	SMG1,3 SDC:1,2,3
Career workshops at pastoral lessons	- Teachers' observation & students' feedback	Term 1	Dorothy	S6 HoY & Class Teachers	SMG1,3 SDC:1,2,3
University Application - JUPAS - UCAS - Other countries	- Punctuality of document submissions - Evaluation on the logistical arrangement	Whole Year	Dorothy, Christy	S6 HoY & Class Teachers	SMG1,2,3 SDC:1,2,3

V. General Career Guidance Support for Students

1. Career Resources

- Career Guidance on school website & Facebook page – Nicole
- Library's Career Corner – Olivia
- Career Notice board – Olivia
- Career Office's mini library – Olivia

4. Guests talk from University / Tertiary Education – Dorothy

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

Roberta – coordinator, with Olivia

Roberta, Deena, Zarifa – writer

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

6. Career consultation – Dorothy 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

- Run simple career guidance PD for interested staff
- Collaborate with PTA for parents' talk.
- JUPAS info workshop in English before the DSE.

VI. Events / Activities

1. North Star Kick-off Ceremony

Objective: A launching ceremony for the North Star Programme (S5)

Date: 20 October 2022

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 – manpower to be allocated according to target participants' year level

4. Consultations on HKDSE Results Release Day

Date: 19/7/2023

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: 9 Aug 2023

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, Deena
2. Applications to Hong Kong sub-degree programs – Dorothy, Katie, Nicole
3. UCAS and relevant scholarships – Roberta, Zarifa
4. Applications to Mainland China and Taiwan – Wang Yu, Christy
5. Applications to US and Canada – Roberta
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 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 Officer
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