

# **Work Plan on Life Planning Education and Career Guidance Service.**

Name of school: SKH Lui Ming Choi Secondary School

School Year: 2017-18

Target	Objectives:	Strategies	Monitoring/Evaluation	Allocation of CLP Grant:
F1 & F2	<b>Self understanding:</b> students are guided to <ul style="list-style-type: none"> <li>● reflect on personal interests/ talents &amp; motivate them to explore &amp; develop other potentials</li> <li>● establish their Student Portfolio</li> </ul>	My Interest for F1 – workshop by HKFYG to help students understand the relation between their strength & interests & future dreams  Curriculum of Life Education incorporated with life planning elements  Establishment of Student Portfolio	- Evaluation Form by students & teachers	Program fee \$11,200
	<b>Self understanding:</b> students are guided to <ul style="list-style-type: none"> <li>● understand their interests, personality traits, academic aptitudes, their career dreams</li> </ul>	My Path for F2– workshop by HKFYG to help students have a preliminary understanding of career related skills  Curriculum of Life Education incorporated with life planning elements	Evaluation Form by students & teachers	Program fee \$11,200

Target	Objectives:	Strategies	Monitoring/Evaluation	Allocation of CLP Grant:
F3	<b>Self understanding:</b> students are guided to <ul style="list-style-type: none"> <li>● learn about opportunities of further studies or curriculum choices</li> <li>● formulate a tentative senior secondary plan about subject choices : make an ‘informed choice’</li> <li>● take up the responsibility to make decision on their study plan, which in some way will influence their career opportunities;</li> </ul>	My Type : career workshop by HKFYG to help students understand their learning styles in order to assist them make the right choice of subjects	Evaluation Form by students & teachers	Program fee \$5,600
		Subject talks by Departments		Nil
		Workshop to help students understand their aptitude (RIASEC) and explore the world of work using Jobtionary		
		Individual Counselling by career teachers	Evaluation by students & teachers	Nil
		Curriculum of Life Education incorporated with life planning elements		
	<b>Career Exploration</b> To nurture students’ understanding & interest in engineering	Career Program: Engineer in School by CLP <ul style="list-style-type: none"> <li>i. career talk on engineering/ Board display/ Quiz</li> <li>ii. Energy Day Camp</li> <li>iii. CLP Experience Day</li> </ul>	Evaluation by students & teachers	Nil

Target	Objectives:	Strategies	Monitoring/Evaluation	Allocation of CLP Grant:
Form 4	<b>Career Exploration</b> To expose students to various career settings so as to widen their horizons, motivate them & develop their positive attitudes towards learning	Visit to Career & Education Expo run by HKTDC	Evaluation by students & teachers	Subsidies for transport fees \$1,500
		Career assessment - MBTI by Y.E.S. to help students understand their personality and the study choice/career suitable for them	Evaluation by students & teachers	Nil
		School Business Partnership Program i. Career Talk by matched up company(to be confirmed) ii. Workplace visit iii. Job Shadowing/Professional course	Evaluation by students & teachers	Nil
		Encourage students to enroll for career related programs like: - Workshops by The Industry Training Advisory Committees set up under the Qualification Framework (QF) - Work Experience under School Business Partnership Programs	Evaluation by students & teachers	Nil
	<b>Students revisit study plan</b> Students revisit their study and adjust their tentative study/career plan	- Applied Learning Taster Programs - current student's sharing on ApL - Individual Counselling by career teachers on for repeaters & students		Nil

Target	Objectives:	Strategies	Monitoring/Evaluation	Allocation of CLP Grant:
		who need to drop elective subjects		
F5	<b>Career Exploration</b> Develop students' ability <ul style="list-style-type: none"> <li>- to investigate options (opportunities and constraints) of learning and work</li> <li>- to evaluate relation of various opportunities to their own career goals</li> <li>- to understand, select and apply decision making techniques</li> </ul> <b>Career Planning and Management</b> Develop students' skills to <ul style="list-style-type: none"> <li>- establish learning or career goals/aspiration</li> <li>- set tentative occupational preference and related study/training targets</li> </ul> Develop students' ability to <ul style="list-style-type: none"> <li>- make decisions, formulate and act out plans to manage changes and transition in learning and work</li> <li>- evaluate the impact of external influences (e.g. from family, socio-economic setting, employers' expectations) and reconcile these influences with aspirations of oneself</li> <li>- understand and explore the world of work</li> </ul>	My Job : a program to help students understand their career aptitude, explore different kinds of jobs and set their goals  Talk on 市場趨勢 : Guide students to acquire job market data & to enhance their competitiveness  Talk on 資產增值 : Guide students to understand the expectations of employers & to enhance their employability & competitiveness	Evaluation by students & teachers	Program fee \$13,200  \$1,800  \$1,800
		Individual Career Counseling: Career teachers provide individual guidance/advice to students on their study plans and future career path.	Written records on students' study/ career plan  Evaluation by students	Employment of a teaching staff to release some career teachers to do counseling work:
		Life Buddies Mentorship Program (mentors from Deloitte) by Commission on Poverty <ul style="list-style-type: none"> <li>- Job shadowing</li> <li>- Dining etiquette workshop</li> <li>- Job interview training</li> </ul>	Evaluation by students	Nil

Target	Objectives:	Strategies	Monitoring/Evaluation	Allocation of CLP Grant:
		Various career talks - Mainland study - Study in Taiwan - Alumni Job Sharing		
Form 6	<b>Career Planning &amp; Management</b> Familiarize students with JUPAS application & JUPAS choice strategies - equip students with knowledge & skills to make wise choices in accordance with their interests, abilities as well as connecting their career/academic aspirations.	JUPAS talks on university admissions & program choice strategies  Individual counseling on JUPAS choice	Evaluation by teachers  Counseling Record	Nil
	Familiarize students with Self funded degree/ sub-degree programs eg. E-App	Career talks on self-financed programs & alumni sharing		
	Equip students with interview skills & prepare them for HKDSE result release	JUPAS Interview Workshop  Sharing of useful websites and articles on interview tips	Evaluation by students & teachers	Program fee \$14,000
	<b>Prepare students for smooth HKDSE result release</b>	Talk on Preparation for HKDSE Result Release for Parents/Students	Evaluation by parents & students	Nil
		Summer Work Experience by HKACMGM	Evaluation by students	Nil
Cross Forms		- university visits: Poly U/HKU - Visit to 德國漢莎膳食服務(中國)有限公司 - Talks on different professions e.g. Public Relations/ Correctional	Evaluation by teachers & students	Nil

Target	Objectives:	Strategies	Monitoring/Evaluation	Allocation of CLP Grant:
		Services/ Finance Analyst - Distribution of articles introducing various jobs in second term class periods - Visits to government departments by Career and Life Adventure Planning Project for Youths (CLAP)		
Career Teachers	<b>To empower and enhance the capacity of the career team</b> in providing career guidance service and life planning education for students, so that a more systematic and co-coordinated life education can be implemented in school	<b>Employment of a Teaching Assistant</b> to reduce workload of career teachers	Ongoing appraisals	Salary \$13,650
		<b>Teachers Training :</b> to equip teachers with career counseling skills - Workshop for teachers on HKDSE study choice counseling by Hok Yau Club	Evaluation by teacher	Fees for workshop instructor \$5,000
		Enroll for training workshop organized by EDB		Nil
Parents	<b>To provide career information &amp; support for parents</b>	Consultation booths on overseas/ local studies for parents/students on Parents Day  Talk on overseas studies Seminar on Form Three Elective Subject Choice for parents	Evaluation by parents & teachers	Nil

Target	Objectives:	Strategies	Monitoring/Evaluation	Allocation of CLP Grant:
		<p>HKDSE Result Release Talk for parents</p> <p>Promotion of career related events to parents via school circulars/ school homepage/ e-class</p>		