

**Ying Wa Girls' School
Careers Committee
Career & Life Planning Grant Report 2019-20**

PART I - MAJOR CONCERN

To explore new directions of our service – in alignment with 120th anniversary celebration theme – A New Horizon

- ◆ To help S3 students choose S4 electives more sensibly
- ◆ To promote careers activities more efficiently

Intended Outcomes / Targets

1. S3 students more certain about their S4 elective choices
2. Quicker and more effective promotion of careers activities

<i>Strategies</i>	<i>Success Criteria</i>	<i>Method of Evaluation</i>	<i>Review</i>
<p>1. Helping S3 choose S4 electives sensibly</p> <ul style="list-style-type: none"> ◆ Encouraging S3 students to attend HYC Talk on S3 Subject Selection ◆ Encouraging S3 students to discuss subject choice plans with teachers ◆ Better selection & training of S5 helpers for S3 Careers Conference 2 ◆ S3 students meeting school social workers to discuss subject choice plans 	<ul style="list-style-type: none"> ◆ 50% of S3 students sign up for HYC Talk for S3 Parents ◆ 70% of S3 students discuss subject choice plans with Careers / Class / Subject Teachers ◆ Subject Panels recommend potential S5 helpers & detailed briefing for all helpers ◆ HKFWS school social workers provide counselling for 10 S3 students on individual / small group basis 	<ul style="list-style-type: none"> ◆ Teachers' observations ◆ Students' feedback 	<ul style="list-style-type: none"> ◆ 59.6% of S3 students (96 out of 154) enrolled for the HYC Talk on S3 Subject Selection, exceeding the target (50%) ◆ Due to extended school suspension in Term 2, S3 had no chance to consult Careers / Class / Subject Teachers on their subject choices at school ◆ Subject Teachers' recommendations on S5 helpers for S3 Careers Conference 2 not adopted as activity cancelled ◆ For next year, each Subject Teacher will be asked to recommend 8-10 students – to be invited by Careers Assistants ◆ Consultation with HKFWS school social workers cancelled due to school suspension – hopefully can be carried out next year

<p>2. Promoting careers activities efficiently</p> <ul style="list-style-type: none"> ◆ Setting up communication networks in S4-6 early in the term ◆ Continued promotion of activities through eClass ◆ Collection of applications through Google forms 	<ul style="list-style-type: none"> ◆ Contact lists of S4-6 created by end of October ◆ Direct promotion of some careers activities through email messages ◆ More promotion & communication with students & parents through eClass announcements, eNotices & push messages ◆ More use of Google forms in collecting student applications 	<ul style="list-style-type: none"> ◆ Teachers' observations ◆ Students' feedback 	<ul style="list-style-type: none"> ◆ Contact lists of S4-6 have been drawn up by WA, GY & KK, facilitating communication with the forms ◆ Some activities, especially for S6, were promoted directly through email ◆ eClass announcements, eNotices & push messages have been widely used in promoting careers activities & communicating with the target audience ◆ Google forms were not much used in collecting student applications as planned, as there were not many external activities this year and applications were limited – students often approached Careers Teachers directly ◆ Google forms were used, however, in S5 career interests survey, Mentorship Programme surveys & collecting university interview questions
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Goals for 2020-21

- ◆ Helping S3 students with their S4 subject selection
~ a new goal in 1920 but unfortunately not fulfilled due to extended school suspension
- ◆ More training for Careers Assistants (eg, team building, planning/conducting activities)
~ to involve them more & develop their potential

PART II – GENERAL REPORT

1. Contribution by Careers Assistants

<i>Work Done</i>	<i>Review</i>
<ol style="list-style-type: none"> 1. Posting careers board displays 2. Filing careers resources 3. Introducing Careers Card analysis to fellow Careers Assistants 4. Updating file on JUPAS programmes 5. Updating university admission scores & requirements 6. Updating university interview questions 7. Setting up Careers Corners in classrooms for information display 8. Making careers announcements 9. Helping with Mentorship Programme 	<p>Evaluation of Performance</p> <ul style="list-style-type: none"> ◆ New grouping based on major task (S2 Careers Quiz, S3 Careers Conference 2, Mentorship Programme Career Expo) made CAs more engaged. ◆ A Mentorship Programme Coordinator was added & given Group Leader status – a good measure. ◆ Because of the social unrest in Term 1 and school suspension in Term 2, CAs could not carry out: <ul style="list-style-type: none"> ~ S2 Careers Quiz ~ S3 Careers Conference 2 ◆ They were also not able to initiate an activity per term as planned, due to ◆ The Mid-year CA evaluation was cancelled. ◆ The Best CA Award was cancelled. ◆ The Group Leaders had performed quite well and their Class Teachers were informed. <p>Suggestions</p> <ul style="list-style-type: none"> ◆ Can cut down to 5 members per group next year. ◆ 10 S5 CAs for JUPAS admission data entry ◆ S4 CAs to work on university interview questions <p>2021 CAs</p> <ul style="list-style-type: none"> ◆ 1920 CAs staying on – 5 New recruits – 11 (recruited by GY & MA) Total – 16 ◆ Chief CA – Hau Charisse Cheuk Yi (5A) Deputy Chief CA – Yeung Ho Man (5B) Group Leaders – Cheng Ming Chun (5B) Chu Ngan Joyce (5B) Li Wing Tung Rebecca (5E)

2. Core Programmes – Junior Forms

Level	Activity	Date	Chief	Supporting	Review
S3	HYC Talk on S3 Subject Selection	Nov 2, 2019 (Sat)	MA	HY, WA	<ul style="list-style-type: none"> ◆ 195 participants ◆ Enrolled: S3 parents: 111, S3 students: 96 ◆ 59.6% of S3 students enrolled, exceeding target (50%) ◆ HYC survey shows positive feedback (top 2 responses of 5-pt scale counted) <ul style="list-style-type: none"> ~ 99% satisfied with arrangements ~ 89% thought aim achieved ~ 86% considered talk helpful ~ 92% satisfied with speaker (Mr Ng Po Shing) ◆ Can include an overview of programmes for S3 students in introduction ◆ Can ask Class Teachers to encourage more students to come
	S3 Careers Conference 1	End of Mar 2020	KK	MA & S4 Subject Teachers	<ul style="list-style-type: none"> ◆ Conducted online due to extended school suspension in Term 2 ◆ Video on subject choice mechanism (KS) shared with S3 students / parents ◆ Video on general reminders & tips prepared by KK ◆ Videos / Information files on 12 electives shared by Subject Teachers – exceeding usual number (8-9) when conference was regularly conducted ◆ No. of views: <ul style="list-style-type: none"> ~ Subject choice mechanisms: over 400 ~ General reminders & tips: around 200 ◆ Google form prepared for collecting questions (MA), but few questions asked
	Talk on S4 Subject Choice Mechanism	End of Mar 2020	KS		
	S3 Careers Workshop S3 Careers Conference 2	<Feb 7, 2020 (Fri)> <Feb 21, 2020 (Fri)>	MA MA	S3 Class Teachers HY & S5 student helpers	Cancelled due to extended school suspension in Term 2
S2	S2 Careers Workshop	Jun 2020 (Week 3/4 CTP)	LK	HY & S2 Class Teachers	<ul style="list-style-type: none"> ◆ 2 workshops condensed into 1 & conducted briefly after school resumed in Term 2 ◆ Only 2 activities conducted (self-understanding tests & subject choice advice) ◆ Sufficient time & students were engaged
	S2 Careers Quiz	<Feb 12, 2020 (Wed)>	LK	HY & S2 Careers Assistants	Cancelled due to extended school suspension in Term 2
Reference Materials		S2	“尋找生命的色彩” (funded by CLP Grant)		
		S2-3	Hok Yau Club handbook on NAS subject choices		
		S3	<ul style="list-style-type: none"> ◆ JUPAS Programmes 2020 Entry ◆ JUPAS Programmes by Fields 2020 Entry 		

3. Core Programmes – Senior Forms

<i>Level</i>	<i>Activity</i>	<i>Date</i>	<i>Chief</i>	<i>Supporting</i>	<i>Review</i>
S6	S6 Careers Conference	Sep 20, 2019 (Fri)	KK	GY, LG	<ul style="list-style-type: none"> ◆ Students asked to view the JUPAS Iteration process at home in advance to prepare for Careers Teachers' explanation at conference ◆ A new excel file "My JUPAS Progs 2020" sent to students right after conference to help them enter JUPAS choices conveniently ◆ Can ask S6 Class Teachers to cover JUPAS application procedures in CTP early in term again, leaving more time in conference for JUPAS strategies & other matters ◆ Students showed keen interest in JUPAS-related events after conference ◆ More students referring to HKACMGM JUPAS admission data and university interview questions in Careers Room after conference – can introduce resources more in future ◆ Introduce HKACMGM database to S5 as soon as possible
	Individual JUPAS guidance	Whole year	6A (AW) – KK 6B (TE) – LG 6C (PP) – GY 6D (CY) – WA 6E (CK) – LK, MA, HY		<ul style="list-style-type: none"> ◆ Most students finished JUPAS choice list before meeting Careers Teachers ◆ Capable students generally aimed high and made ambitious choices ◆ Some students had unrealistic expectations on their DSE performance ◆ More students considering overseas studies & were less concerned about JUPAS ◆ Encourage S6 students with disabilities to report their conditions under "Disability" of JUPAS accounts – they should upload supporting documents where appropriate ◆ Ask S6 Class Teachers to report students' disabilities (if not already self-reported) and adversities under "School Reference Report → Supplementary Information from Principal"
	S6 Mock Interview Workshop	Oct 4, 2019 (Fri)	Overseer: WA	KK (HKFWS) LG (HYC)	<ul style="list-style-type: none"> ◆ Satisfactory participation compared with previous year – 61 students (5 groups) ◆ Nearly 40% of students interested in Medicine / Health Sciences ◆ Better have seating arrangements for all rooms to save time ◆ Easier to manage if rooms on same floor (eg, skip AM01 & book 2 Music Rooms) ◆ A pity the workshop was cut short because of school suspension in the afternoon ◆ HYC survey shows positive feedback (top 2 responses of 5-pt scale counted) <ul style="list-style-type: none"> ~ 98% satisfied with arrangements ~ 89% thought aim achieved ~ 86% considered workshop useful

				<ul style="list-style-type: none"> ~ 92% satisfied with facilitators ◆ HKFWS survey shows similar feedback (top 3 responses of 6-pt scale counted) ~ 100% satisfied with workshop ~ 100% thought aim achieved ~ 88.9% considered workshop useful ~ Some participants wanted more time & individual feedback from facilitators
Pre-DSE Day Briefing	Mid-Mar 2020	KK	GY	<ul style="list-style-type: none"> ◆ Conducted online during extended school suspension ◆ 4 videos (on JUPAS reminders, tips on JUPAS priorities, multiple pathways & overseas studies) shared with S6 ◆ Students could choose to watch videos they preferred ◆ Average no. of views: around 130 (roughly the same as the number of S6 students) ◆ Colleagues helping on DSE Day could be invited to watch the videos
HYC DSE Day Talk	May 30, 2020 (Sat)	KK	GY, LG, WA	<ul style="list-style-type: none"> ◆ Conducted online ◆ Only S6 students & parents invited for easier management (S4-5 excluded) ◆ Enrolled: S6 students – 57 S6 parents – 51 ◆ Viewed: maximum 59 accounts – many should consist of both students & parents ◆ Comprehensive talk by HYC speaker (Mr Kevin Cheung) ◆ Questions gathered by KK & put forward to speaker in Q&A session ◆ A convenient alternative to the actual talk
DSE Day Briefing for Teachers	<Jul 2020>	KK	GY	<ul style="list-style-type: none"> ◆ Initial briefing cancelled due to limited school time ◆ Online meetings (Jul 19 & 20, 2020) chaired by the Principal to discuss strategies for online release of DSE results
DSE Day Guidance for S6	Jul 22, 2020 (Wed) & subsequent days	KK(6A), LG (6B), GY (6C), WA (6D), LK, MA, HY (6E), Class Teachers & Subject Teachers		<ul style="list-style-type: none"> ◆ DSE results released online due to new outbreak of coronavirus ◆ Briefing of S6 by Careers Teachers via Google Meet on Jul 21, 2020 (Tue) ◆ Online counselling on DSE Day – initially <ul style="list-style-type: none"> ~ Class Teachers & Subject Teachers focussed on students with B5≤18 & no EAPP ~ Careers Teachers focussed on marginal cases (B5=19-21) ◆ HKACMGJUPAS Statistics database – avoid sharing screen captures with students

S5	S5 Careers Conference	Oct 11, 2019 (Fri)	GY	KK, MA	<ul style="list-style-type: none"> ◆ All printed materials given to students in advance – a good practice to keep ◆ Smooth completion but students not very attentive, especially in second half, partly due to technical problems ◆ Video on M21 青年記者培訓課程 2019, shown to replace students' sharing – a good practice to keep as allows better time management
	Talk on JUPAS & Multiple Pathways	< Feb 22, 2020 (Sat)>	WA	HN	Cancelled due to extended school suspension in Term 2
	HYC Talk on Interview Tips	<Apr 24, 2020 (Fri)>	GY	LG	Cancelled due to extended school suspension in Term 2
	S5 Mock DSE Day	<Apr 29, 2020 (Fri)>	GY, WA	KK, LG, CA, TM, KI, KA, SI & Graduates	Cancelled due to extended school suspension in Term 2
	S5 Pre-JUPAS Conference	5A (Jun 17, Wed) – LG 5B (Jun 15, Mon) –LK & HY 5C (Jun 18, Thu) – GY 5D (Jun 18, Thu) – MA & PY 5E (Jun 15, Mon) – KK & GI			<ul style="list-style-type: none"> ◆ Sufficient time for quick overview of JUPAS (45 min) ◆ Students generally attentive & engaged ◆ Some willing to ask questions
S4	S4 Careers Workshop	Nov 1, 2019 (Fri)	WA		<ul style="list-style-type: none"> ◆ Online Holland SDS ~ Students started doing test in mid Oct – should start 1 month before workshop ~ Check latest class list with Class Teachers before distributing student accounts ~ May invite Class Teachers to show students how to log in their accounts ◆ S4 Careers Workshop ~ HKFWS social workers ran workshops efficiently on class basis ~ A short activity conducted towards end of workshop to engage students more ~ Awaiting HKFWS survey results on students' feedback
Reference Materials		S5	Guidelines on JUPAS Self-account		
		S5-6	<ul style="list-style-type: none"> ◆ JUPAS Programmes 2019 Entry ◆ JUPAS Programmes by Fields 2019 Entry ◆ 2019 JUPAS Admission Scores & 2020 Admission Requirements 		

		◆ Hok Yau Club handbooks on JUPAS / DSE Day
	S6	◆ Guidelines on SLP ◆ Guidelines on EAPP ◆ EDB handbook on multiple pathways ◆ University interview questions observations

4. Mentorship Programme

No. of Mentees: 51 (S3 – 14, S4 – 5, S5 – 32)

No. of Mentors: 42

<i>Date</i>	<i>Activity</i>	<i>Mentees</i>	<i>Mentors</i>	<i>PIC</i>	<i>Supporting</i>	<i>Remarks</i>
Sep 25, 2019 (Wed)	Promotion			GY	HY, LK, WA	<ul style="list-style-type: none"> ◆ An assembly announcement to all students made by Careers Assistants ◆ Promotion letter for S3-5 ◆ QR code of promotion video added to promotion letter, a new measure
Nov 9, 2019 (Sat)	Orientation	50	29	GY	LK, HY, WA	<ul style="list-style-type: none"> ◆ Orientation moved from afternoon to morning to reduce risk of social unrest affecting activity ◆ Some Mentors could not attend due to clashes with personal schedules ◆ Good and smooth flow ◆ Sharing session for Mentees <ul style="list-style-type: none"> ~ well-prepared by student speakers ~ HY shared Mentee experience ◆ Sharing session for Mentors <ul style="list-style-type: none"> ~ facilitated by Chairperson Ms Judia Yue ~ Mentors shared views actively ◆ Suggest keeping separate sharing sessions for Mentors & Mentees
Jan 18, 2020 (Sat)	Career Expo	Mentees: 50 Non-Mentees: 65 (Total: 115)	Mentors: 27 Non-Mentors: 14	GY, LK	HY, WA	<ul style="list-style-type: none"> ◆ No. of participants similar to last year ◆ Low absence rates (11 out of 126) – absentees given reproof by GY, LK & HY ◆ Overall feedback positive ◆ Around 1/3 of participants have joined Career Expo more than once – they treasured opportunity to get in touch with alumni of different professions ◆ CAs' assistance in preparation and registration much appreciated ◆ 2nd year for new rundown & proven a success – suggest keeping arrangement in future ◆ A few students suggested longer sharing sessions – can try extending each sharing session by 5 min next year
<Jun 13, 2020 (Sat)>	Tea Gathering					Cancelled due to limited time after Final Exam & COVID-19

General Review

Membership & Participation

- ◆ The number of Mentees was similar to last year, with S5 being the majority.
- ◆ Most Mentees showed good commitment and participation
- ◆ The absence rates of Mentors were rather high due to
 - ~ change of time for Orientation due to social unrest
 - ~ outbreak of COVID-19 around Career Expo
- ◆ Most mentoring pairs maintained regular contact via WhatsApp.
- ◆ About 70% of the pairs met less than twice apart from official activities, probably because of their busy schedules or COVID-19.
- ◆ More Mentees had the chance to visit Mentors' workplace, though the number was still small.

Value of Programme

- ◆ Most Mentees were positive about the programme and had benefited through
 - ~ gaining careers information / advice on further studies
 - ~ improving their interpersonal skills
- ◆ Most Mentees would recommend others to join the programme.
- ◆ Two-thirds of S3-4 Mentees would like to rejoin this programme next academic year.
- ◆ Most mentoring pairs are likely to continue their relationship.
- ◆ The Career Expo was still the most highly rated activity, followed by private Mentor-Mentee meetings.

Others

- ◆ Alumna Chan Hoi Lam Karen joined the Organizing Committee this year.
- ◆ Ms Mak Hiu Ying, a new Careers Teacher and an ex-Mentee, has also joined the Organizing Committee.
- ◆ There was more frequent use of Google Forms to conduct Mentee surveys.
- ◆ Zhang Xinyi (5A), the Mentorship Programme Coordinator among Careers Assistants, helped in promotion and coordination of Mentees.
- ◆ One group of Careers Assistants helped out in the Career Expo preparation – a good measure.

6. Other Programmes

- ◆ Due to the social unrest in Term 1 and extended school suspension this year, all joint programmes were cancelled:
 - ~ Joint-school Mock Interview Day – scheduled for Nov 9, 2020 (Sat)
 - ~ HKU Mock Interview Practice (with King’s College)– scheduled for Feb 21, 2020 (Fri)
 - ~ HKU Mini Expo – scheduled for Feb 25, 2020 (Tue)
- ◆ Careers Assistants could not initiate an activity per term because of the unrest and unsafe environment.
- ◆ Not many students were enrolled in external programmes as well.

<i>Activity</i>	<i>Date</i>	<i>Organizer</i>	<i>Participants</i>	<i>PIC</i>
Hang Lung Young Architects Program 2019-20	Sep 2019 -Aug 2020	Hang Lung Properties	Team 47 Lau Sum (4A) Au Hoi Kei (4C) Ho Charlotte Kristen (4C) Chan Chun Yin (4D) Kwong Yuen Ting Danielle (4E) ~ Award: One of ten Merit Teams	GY
名師高徒導師計劃 (第二屆)	Dec 2018-Apr 2020	團結香港基金	Lai Wai Ting Charisse (5D) ~ Continued from 1819	LG
Admission Talk on Bachelor of Nursing Programme	Nov 2, 2019 (Sat)	Faculty of Medicine, CUHK	Kwok Man Nga (6B) Cheung Sin Yu (6D) Wong Tsz Shan (6D)	WA
WYNG Philomathia Student Essay Contest 1920	Submission by Feb 10, 2020	WYNG Foundation	Chai Stephanie Michelle Hui-Yi (4C) Rudaba Rubaiyath (4D) Kwong Man Yan (5A)	MA
YMCA Boundless	Feb – Aug 2020	YMCA	Lee Man Yi (5C) – accepted	GY
JA X Bloomberg Buyside Virtual Mentorship Program (online)	May 27, 2020 (Wed)	Junior Achievement HK	Luk Tsz Yin (5B)	GY
JA X Bloomberg Online Future Skills Workshop (online)	May 29, 2020 (Fri)	Junior Achievement HK	Luk Tsz Yin (5B)	GY

7. Summer Programmes

- ◆ Many popular summer programmes were cancelled. Eg, CUHK Summer Clinical Attachment Programme, Be a Government Official for a Day.
- ◆ Some programmes had gone online (eg, M21 青年記者培訓課程, HKU / CUHK / HKUST Summer Institute), and students were encouraged to enrol on their own