

**Ying Wa Girls' School
Careers Committee
Career & Life Planning Grant Proposal
21 July 2014**

Life Planning Elements in Previous Careers Committee Activities

- ◆ Careers activities in early years
 - ~ Focused on helping S3/5/7 students make study choices through careers conferences
 - ~ Some life planning elements: short career interest tests, individual guidance on JUPAS choices, Mentorship Programme (2004-05 onwards)
- ◆ 2008-09
 - ~ Introduction of life planning approach
 - ~ New life planning tools available, eg, HKACMGM's "尋找生命的色彩" & "Career Mapping" handbooks, extended Career Interest Inventory (CII), HKYFG's Dream Runner
 - ~ Teacher training in use of tools
- ◆ 2009-10 onwards
 - ~ Life planning approach increasingly adopted
 - ~ More developmental & exploratory activities
 - ~ More emphasis on multiple pathways
 - ~ A little more junior form activities

Year	Major Concerns of Careers Committee	Activities On Life Planning	
		Senior Forms	Junior Forms
2009-10	1. To expand use of life planning approach in careers guidance 2. To keep students and parents informed of new developments of NSS	◆ "Career Mapping" activities tried out with CAs ◆ S7 encouraged to order CII ◆ Free CII accounts for CAs	◆ S3 Careers workshop based on "尋找生命的色彩" ◆ An interest quiz included in S2 Careers Quiz
2010-11	1. To sharpen students' competitive edge 2. To encourage students to reflect about choices for further studies	◆ CII & 2 career interest tests introduced to S5-7 ◆ S6 Career Exploration Activity * ◆ Talk on employment trends & interview skills ◆ Mentorship Programme Career talks ◆ Shiseido Career Orientation & Skincare Workshops ◆ JA Job Shadowing & Success Skills workshops	◆ S3 encouraged to order "尋找生命的色彩" ◆ Interview practice for Rugby Scholarship applicants
2011-12	1. To continue enhancing students' competitiveness in their academic & career pursuits 2. To help junior students explore their career interests	◆ CII ◆ Interview tips for S6 ◆ Talk on multiple pathways for S6 ◆ JUPAS Self-account & SLP tips for S5-6 ◆ Mock DSE Day for S5 (<i>joint activity with Guidance Committee</i>) ◆ Mini career talks ◆ Mentorship Programme career talks open to non-Mentees ◆ Shiseido workshops ◆ JA Financial Management Workshop	◆ S3 recruited as CAs ◆ S3 encouraged to order "尋找生命的色彩" ◆ Career talks open to junior forms ◆ JA Personal Finance Workshop for S3

Year	Major Concerns of Careers Committee	Activities On Life Planning	
		Senior Forms	Junior Forms
2012-13	<ol style="list-style-type: none"> 1. To continue enhancing students' competitiveness in academic and career pursuits 2. To further help junior students explore their career interests 	<ul style="list-style-type: none"> ◆ CII ◆ Interview tips for S6 ◆ University information days for S4-6 ◆ JUPAS Self-account & SLP tips for S5-6 ◆ Mock DSE Day for S5 (<i>joint activity with Guidance Committee</i>) ◆ Mentorship Programme Mentor-Mentee matching based on career interests ◆ Mentorship Programme Career Expo open to non-Mentees ◆ Shiseido workshops ◆ JA Job Shadowing 	<ul style="list-style-type: none"> ◆ S3 recruited as CAs ◆ Career talks open to junior forms ◆ S3 Careers workshop based on “尋找生命的色彩” ◆ JA Advance Personal Finance Workshop for S3
2013-14	To boost students' confidence in academic choices and career interests	<ul style="list-style-type: none"> ◆ CII ◆ Talks on interview tips for S5 & S6 – joint activities with English Department ◆ Talks on non-JUPAS pathways ◆ JUPAS Self-account & SLP tips for S5-6 ◆ S4-5 to identify 3 fields of academic / career interest early in the term ◆ Mock DSE Day for S5 (<i>joint activity with Guidance Committee</i>) – focussed on planning & interview preparation ◆ Mentorship Programme Career Expo open to non-Mentees ◆ Careers Assistants presented career tips & related displays ◆ Cathay Pacific “I Can Fly” Programme ◆ HKTDC Entrepreneur Day ◆ Visit to HK Maritime Museum ◆ JA Success Skills Workshops 	<ul style="list-style-type: none"> ◆ S3 recruited as CA ◆ S3 Careers workshop based on “尋找生命的色彩” ◆ Briefing Session on Lee Hysan Foundation Scholarship Scheme for S1 & parents ◆ Additional tips on NAS subject choices & combinations for S3

Outlines of EDB's Career & Life Planning Grant Documents

Life Planning Education – Guide #

6 Principles

1. Tackle developmental needs of different stages
2. Plan for students of all levels / abilities / backgrounds
3. Enhance self-understanding
4. Empower students to make informed & responsible choices
5. Help students actualize potential
6. Help transition from school to work

3 Components

Self-understanding → Career exploration → Career planning

Approach

- ◆ Integration with school curriculum – academic / student support activities
- ◆ Towards a comprehensive guidance programme / holistic approach
- ◆ Preferably whole-school approach

Ultimate Goal

- ◆ Students to understand academic / career aspirations
- ◆ Students develop positive attitudes towards learning & work
- ◆ Students connect aspirations with whole-person development / life-long learning
- ◆ Students use knowledge / skills / attitudes acquired whenever required

Career & Life Planning Grant – Circular#

1. A paradigm shift
2. Enrichment & expansion of career guidance programmes
3. Primarily to enhance school & Careers Teachers' capacity – training / release of other duties
4. Remainder can be for student activities / subsidies
5. Planning → Implementation → Evaluation
6. Life planning education as a major concern of School Development Plan
7. Plan & activities publicized – on school website etc
8. Separate account
9. Max 20% of grant can be carried forward to next year
10. 2 or more teachers have career guidance / life planning training
11. Consultancy school visits

Guide # = Guide on Life Planning Education & Career Guidance for Secondary Schools (1st Edition), Career Guidance Section, School Development Division, Education Bureau (May 2014)

Circular # = Education Bureau Circular No. 6/2014: Career & Life Planning Grant

Proposal on Utilization of Career & Life Planning Grant 2014-15

Goal

To enhance & enrich life planning activities in association with the Career & Life Planning (CLP) Grant

Intended Outcomes / Targets

1. Students have more understanding of their academic and career interest
2. Students have more knowledge of their academic and career choices
3. A wider range of students are targeted

Principles on Life Planning Education

1. No students / teachers should be overwhelmed by new / upgraded career & life planning programmes
2. Streamlining of existing career & life planning activities
3. Involvement of Class Teachers & Subject Teachers where possible
4. Coordination between Careers Committee & subject panels / other student support groups where possible
5. Engagement of parents where possible
6. Eventually to develop a road map for YW girls' personal development

	<i>Strategies</i>	<i>Time Frame</i>	<i>Success Criteria</i>	<i>Method of Evaluation</i>	<i>Persons Responsible</i>	<i>Resources Required</i>
1.	Revamping of senior form careers guidance activities <ul style="list-style-type: none"> ◆ Evaluation & streamlining of existing activities ◆ Enrichment & expansion of quality programmes – within limits ◆ Career exploration activities in small groups for senior form students 	Whole year	<ul style="list-style-type: none"> ◆ 3 committee meetings for planning & evaluation ◆ A framework of benchmarks showing life planning accomplishments for different forms ◆ A new business partnership programme on top of existing Mentorship Programme ◆ Activities based on “Career Mapping” for 3 groups of Careers Assistants – 2 sessions each 	Teachers' feedback	All Careers Teachers	Careers Teachers' time for meetings
				Feedback of teachers, students & Company Ambassadors	KK, WA	Teachers, students & Company Ambassadors' time
				Survey on Careers Assistants involved	3 Careers Teachers	Students' time in joining activities
2.	Junior form life planning programme <ul style="list-style-type: none"> ◆ 2014-15 ~ 4-6 lessons for S1 in P.1, Tue (CTP) ◆ 2015-16 ~ Programme expanded to S2 ◆ 2016-17 ~ Programme expanded to S3 ~ Integrated with existing S3 careers guidance activities 	Whole year	<ol style="list-style-type: none"> 1. A small scale life planning programme (4-6 single lessons) for S1 2. Trying out of programme in 3 S1 classes in Term 2 (2-3 lessons) 	Teachers' feedback Survey on S1 students	<ol style="list-style-type: none"> 1. Designing programme: ~ CL, KK, WA ~ WW, School Social Workers & language teachers will be consulted 2. Execution ~ Careers Teachers & S1 Class Teachers 	<ul style="list-style-type: none"> ◆ Free slots in S1 CTP (Tue P.1) ◆ Free lessons of teachers involved in execution of programme

	<i>Strategies</i>	<i>Time Frame</i>	<i>Success Criteria</i>	<i>Method of Evaluation</i>	<i>Persons Responsible</i>	<i>Resources Required</i>
3.	Seeking room for collaboration with subject panels & other student support groups	Whole year	1. Approaching 5 subject panels & 2 student support groups to explore possibilities for collaboration over life planning activities 2. Collaboration with 2 subject panels / student support groups on life planning activities	Teachers' feedback	All Careers Teachers	Time for consultation & planning
4.	Guidance for students not achieving basic academic standards ♦ Early identification of students ♦ Early intervention – individual guidance, suggestions on alternate pathways etc	Jan - Jul	Collaboration with S1-5 Year Teachers in providing careers guidance for underachievers in their forms	Teachers' feedback	All Careers Teachers & Class Teachers	♦ Time for individual guidance ♦ Careers information on alternate pathways

Specific Measures & Budget

Please refer to

1. Proposal on Additional Staff 2014-15: Career and Life Planning (**Annex 1**)
2. Career & Life Planning Grant 2014-15 Budget (**Annex 2**)