Ying Wa Girls' School **Careers Committee Career & Life Planning Grant Report 2014-15**

PART I - MAJOR CONCERN

To enhance & enrich life planning activities in association with the new 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 will be targeted

	Strategies	Time Frame	Success Criteria	Method of Evaluation	Review
1.	Revamping of senior form careers guidance activities • Evaluation & streamlining of existing activities	Whole year	3 committee meetings for planning & evaluation	Teachers' feedback	◆ 3 committee meetings were held to plan and evaluate various activities. These were spaced out in the year.
	 Enrichment & expansion of quality programmes – within limits Career exploration activities in small groups for senior form students 		2. A framework of benchmarks showing life planning accomplishments for different forms		 A framework of benchmarks showing life planning accomplishments for different forms have been drawn up (P.5). These benchmarks will serve as standards of achievement to motivate students in life planning. These will also guide Careers Teachers in providing activities for students. The benchmarks will be tried out next year and revised in time.
			3. Activities based on "Career Mapping" for 3 groups of Careers Assistants – 2 sessions each	Survey on CAs involved	 GY, KK & WA conducted simple careers guidance activities based on the "Career Mapping" handbook for 3 groups of Careers Assistants / S4-5 students. Each group had about an hour's contact time. These activities enhanced CAs' self-understanding & helped them review their careers aspirations. A new business partnership programme, YDC-SCP, provided extra mentorship opportunities for senior students. 19 S4-5 students joined. Consisting of six 2-hour sessions on Sat (Nov – Jan), the programme was demanding in time. Although the activities were rich and stimulating,

					 students' attendance was not satisfactory. Only 13 had 80% attendance. Participants who were committed performed well, and teacher support was good. As a result, we were presented a High Achievement Award. Recruitment for the programme would start early in the new term, targeting S4-5. If fewer than 25 students apply, we will not join the programme. Instead, other business partnership / mentoring opportunities will be sought. YDC-SCP expenses were funded by the new CLP Grant. Mock DSE Day for S5 (Mar 13, 2015) was enhanced with the help of the SAHK The Friends of Scouting and funded by the CLP Grant. Only one session was needed to accommodate the whole form, instead of two sessions in the past few years. This saved much time and manpower. Many students could have two rounds of interview instead of one, and they appreciated the extra practice. Two new activities, Hok Yau Club Mock Interview and Hok Yau Club JUPAS Talk, were funded by the CLP Grant as well. These were valued activities, offering practical tips and practice opportunities to S6. We took part in 6 Junior Achievement activities this year, compared with 3-4 in the last few years. 4 mini career talks were organized during the term – 3 on overseas studies. Most were open to junior forms as well. A number of external careers activities were introduced to students throughout the year. Some applications were made through the school.
2.	Junior form life planning programme • 2014-15 ~ 4-6 lessons for S1 in P.1, Tue (CTP) ~ Collaboration with Guidance Committee ~ Collaboration with language Teachers	Whole year	 A small scale life planning programme (4-6 single lessons) for S1 Trying out of programme in 3 S1 classes in Term 2 (2-3 lessons) 	Teachers' feedback Survey on S1 students	 An S1 Junior Life Planning programme was tried out in April in 3 S1 classes. CL (1C), WA (1D) & KK (1E) conducted the activities. Instead of 4-6 lessons, the programme was scaled down to 3 lessons, as OLE time was limited even for lower forms. A CTP on Tue and a double OLE slot on Fri were taken. This proved to be adequate for covering the themes and materials. The activities and worksheets proved to be interesting and useful in general. Students completed several simple surveys and gained more self-understanding as well as a little exposure to the world of work. They could also draw up a

	 ◆ 2015-16 ~ Programme expanded to S2 ◆ 2016-17 ~ Programme expanded to S3 ~ Integrated with existing S3 careers guidance activities 				 simple plan for their future pursuits. For 1A and 1B, Class Teachers (YN & SM) covered the activities briefly in their own lesson. The committee was thankful to their kind help. For improvement, the information on job advertisements can be simplified a little to suit S1's level. More interesting and specific planning templates can also be adopted to give students further help. Because of the lack of planning time, collaboration with the Guidance Committee or language teachers was not possible this year. More efforts will be made in this aspect next term. 2 lessons will be set aside for the S2 programme next term. The S2 Careers Quiz will be integrated with these as part of the programme.
3.	Seeking room for collaboration with subject panels & other student support groups	Whole year	 Approaching 5 subject panels & 2 student support groups to explore possibilities for collaboration over life planning activities Collaboration with 2 subject panels / student support groups on life planning activities 	Teachers' feedback	The committee collaborated with 5 subject panels and 1 student support group in providing activities for students: • BAFS Department – 1 activity • Biology Department – 1 activity • English Department – 1 activity & S5 English Teachers coaching S5 students in writing JUPAS Self-account • Economics Department – 3 activities • Visual Arts Department – 2 activities • ECA Committee – 1 activity Other groups approached included: • Science panels • Guidance Committee
4.	Guidance for students not achieving basic academic standards ◆ Early identification of students ◆ Early intervention — individual guidance,	Jan - Jul	Collaboration with S1-5 Year Teachers in providing careers guidance for underachievers in their forms	Teachers' feedback	 During Term 2, information on secondary schools and other pathways for students with weaker performance / low learning motivation was given to MU and LY (School Social Worker), who sought help. After the Final Exam, CY & TE asked for similar information for weak students in their classes. That on two Senior Secondary Schools was also given to TE. The committee also took initiative to give basic information for potential school-leavers to all S2-5 Class Teachers before the promotion meetings.

suggestions on alternate		They were encouraged to forward the information to students in need.	The
pathways etc		information included:	
		~ Contact information of Regional Education Offices	
		~ Overview of secondary school places available in various districts	
		~ Website for Secondary School Profiles	
		~ A list of HK Island schools that may have places available	
		No students sought individual guidance from the committee.	

Conclusion

- 1. The CLP Grant made possible several new activities (eg, YDC-SCP, Hok Yau Club Mock Interview & JUPAS Talk, S1 Junior Life Planning Programme).
- 2. The extra resources helped enrich existing activities (eg, Mock DSE Day for S5). There was more participation in and promotion of external activities as well.
- 3. The concept of CLP also led to a thorough review of the committee's work. As a result, a framework of life planning benchmarks was created to guide our future work.
- 4. A wider range of students, especially junior forms, were catered for.
- 5. Despite the extra workload brought by the CLP Grant, it is a positive force that has enhanced the committee's work and broadened its range of services.

Goal for 2015-16

To enhance & enrich career & life planning activities

Intended Outcomes / Targets

- 1. The majority of students have adequate understanding of their academic and career interests
- 2. The majority of students are able to make informed academic and career choices
- 3. Streamlined and effective careers activities
- 4. Collaboration between Careers Committee, the staff, student support groups and school partners where possible
- 5. Engagement of parents where possible

Proposed Life Planning Benchmarks

	Time	Self-understanding	Life Planning Activities	Careers Choices / Products
S1	3 OLE periods	Basic self-understanding	Basic knowledge of world of work	Preliminary life goal setting
S2	3 OLE periods	More self-understanding	 More exposure to world of work Careers Quiz 	Revised life goals
S3	6 OLE periods	CII simple version (Chi)	 1 careers workshop 1 careers conference on NAS subj choices 1 experience sharing session by senior students Mentorship Programme (optional) Career Expo (optional) 	Plan for NAS subject choices
S4	2 OLE periods	CII long version (Eng)	 1 careers conference 2 university information days 	3 interested fields of studies
S5	4 OLE periods + 3 hours	Optional: ◆ CII long version (Eng) – 2 nd attempt ◆ Career Card analysis ◆ Job-tionary analysis	 Mentorship Programme / 1 business partnership activity Career Expo Mock DSE Day (S5) 1 career talk / visit // JA Success Skills Workshop Coaching on JUPAS Self-account (S5) Tips on resume (S5) 	 3 interested fields of studies Top 3 JUPAS choices by mid-term Top 10 JUPAS choices by end of summer holidays Draft of JUPAS Self-account draft by end of summer holidays
S6	4 OLE periods	Optional: ◆ CII long version (Eng) – 2 nd attempt ◆ Career Card analysis ◆ Job-tionary analysis	 2 careers conferences 2 university information days 1 Mock interview workshop 	◆ 20 JUPAS choices◆ JUPAS Self-account◆ JUPAS SLP

PART II – GENERAL REPORT

1. Junior Form Careers Guidance

Date	Activity	Participants	PIC	Review
Feb 11, 2015	S2 Careers Quiz	S2	LG, CL	 Good time management S2 students interested & actively engaged Successful promotion – more S2 girls visited Careers Room after quiz CAs should be better prepared – can have compulsory mock quiz One or two spare questions should be set Simplify some options in matching game – eg, skip "BSocSc (Hons)" Allow a 5-minute Q&A session on NAS electives
Jan 30, 2015	S3 Careers Workshop	\$3	WA, CL, KK, TT, CG	 Quite smoothly run Duration of various activities should be specified Facilitators can give own examples of subject choices for motivation Students like hearing others' comments on them in "My Self-portrait"
Feb 14, 2015 (Parents' Day)	Talk on S4 Subject Choice Mechanism	S3 & Parents	RL	 ♦ Subject choice mechanism clearly explained ♦ Some usual questions raised by audience
Feb 27, 2015	S3 Careers Conference I – Introduction to S4 Subject Choices	S3	KK, CL & S4 Subject Teachers	
Mar 6, 2015	S3 Careers Conference II – Experiencing Sharing on S4 Subject Choices	\$3	LG, WA & S5 helpers	 ◆ Good atmosphere & interaction – S3 students keen on asking questions ◆ Q & A session & small group discussion very useful – broaden students' understanding of S4 electives, especially those they had not paid much attention to ◆ Some S5 helpers left contacts with S3 – not to be encouraged in future
Apr 14 & 17, 2015 Apr 14 & 24, 2015	S1 Junior Life Planning Programme	1C 1D, 1E	CL KK, WA	See comments on P.3, Part I
Reference Materials for S3	 "尋找生命的色彩" – fo JUPAS Choices 2014-15 JUPAS Choices 4-year C Hok Yau Club handbook 	; Curriculum 2014-1	15 by Fields	rant

2. Senior Form Careers Guidance

Date	Activity	Participants	PIC	Review
Sep 2014 – Aug 2015	Individual guidance for S6	S6	6A – GY 6B – CA 6C – MK 6D – KK 6E – LG	Some S6 Class Teachers also helped with individual guidance
Sep 19, 2014	S6 Careers Conference	S6	WA, GY, KK	 To save time, S6 Class Teachers helped show JUPAS iteration video in class Some even led discussion on mechanism afterwards But conference still overran (by 15 minutes), second year in a row Graduate Juan Hillary Ching (HKUST Global Business Year 2) shared experience – well prepared & engaging, but limited time to cover everything She took time after conference to talk to interested students Should streamline conference next year Focus on JUPAS prioritizing strategies. Move basic information like course details to S5 Pre-JUPAS Conference Move interview tips to Pre-DSE Day Briefing
Oct 8, 2014	S4 & 5 Careers Conference	S4-5	WA	 Postponed from original date (Oct 3, 2014) because of school suspension due to Occupy Central Shortened to 1 lesson (P.10) – kindly spared by S4 Subject Teachers Hasty coverage of themes & no graduate sharing because of limitation of time
Feb 14, 2015	Parents' Day Talk on JUPAS	S5 & Parents	WA	S4 Parents can be invited to join talk in future
Mar 3, 2015	Pre-DSE Day Briefing	S6	WA, GY, LG	 A concise & compact set of tips given well in advance of DSE Day More tips on reprioritizing different DSE results, especially for scores around safety line & higher (18/9 points, 20 points, 21 points, 22-4 points etc)
Mar 13, 2015	Mock DSE Day	S5	WA, SAHK FOS - social workers / volunteers (10) & S5 Class Teachers, other teachers (15)	 Funded by CLP Grant Biggest achievement: one workshop for whole form, instead of two in the past SAHK FOS team were conscientious and made good effort on the day, but their preparation, skills in conducting activity & post-activity work were less than satisfactory – survey findings still not sent despite repeated requests Most participants were satisfied with activity & found it useful – learning more about DSE Day, interview tips & planning for future Some students wanted realistic mock DSE results that reflected their abilities Would save time if students stay in fixed groups (like last year) A worthy activity after all, but a better partner organization should be sought

Jun 5, 2015	Hok Yau Club Mock Interview	S6 (57 students)	WA, GY	 ◆ Funded by CLP Grant ◆ About 30 students did not turn up despite issuing of parent's letters & reminders before activity – penalty will be imposed next year ◆ Survey of participants ~ 43 responses, 1 deleted ~ Most participants found the workshop useful (77%) / very useful (19%) ~ Most found it enjoyable (70%) / very enjoyable (16%)
				 ~ 63% thought the time was suitable, but some suggested earlier slots ~ Participants agreed facilitators gave clear explanation (95%) ~ All wanted to have similar activities again ~ Some suggested all S6 students could join workshop ~ Some said more intellectual / challenging questions should be asked ◆ Teachers' observations ~ Well arranged & conducted – a good experience for participants ~ Agreed workshop could be conducted earlier in term ~ 2 rounds can be held to accommodate the whole form ~ Introduction of some interview tips at beginning went too fast
Jun 6, 2015	Hok Yau Club JUPAS Talk	S6 students (50) & Parents (22)	GY, WA	 Funded by CLP Grant A number of students did not turn up A pity HYC could not share powerpoint because of copyright A compact & informative talk, covering both JUPAS & non-JUPAS pathways Preferably 2 hours, instead of 1.5 hours
Jun 18, 2015	Mock DSE Day Follow -up Activity	5D	WA & SAHK FOS - social workers (2)	 Funded by CLP Grant SAHK FOS has not sent survey findings Well prepared & quite interesting, but not planning activity for S6 as expected Like a mini Mock DSE Day – students took advisory role for DSE candidates
Jun 19, 2015	HKU Admission Talk	S3 – 13 S4 – 7 S6 – 11 Total - 31	WA	 Disappointing turnout rate – 76 students signed up, but less than half came despite continued promotion Overview of HKU programmes was too brief Good sharing by current HKU students of various disciplines (including 2 graduates)
Jun 29, 2015	S5 Pre-JUPAS Conference	S5	KK, GY, LG & graduate speakers (45)	 S6 students gave very good study tips for DSE Good to have graduate presentations of only popular fields A note sheet with schedule may help students follow presentations Liaison with graduates Presentation should be limited to 2 min – give clear guidelines on what to include & skip (eg, course details) Only representatives of disciplines (eg Engineering) should be reminded twice to be punctual Must invite Hotel Management graduates – a popular discipline Dress code: no shorts or vests

				 To minimize noise during presentations, have graduates sit in small circles for their disciplines & post signs requesting them to keep their voices down A photographer needed
Jul 10, 2015 Pre-DSE Day Briefing for Teachers		Teachers helping on DSE Day	KK, WA	 Useful input especially for non-Careers Teachers A little rushed – 45 min better than 30 in Better to have a smaller room than 511
Jul 14, 2014	Jul 14, 2014 Careers guidance on DSE Day		Careers Teachers, S6 Class Teachers & Subject Teachers	 Teams of 4 teachers helping each class WI in MMLC helping students access HKACMGM's e-platform
Reference Materials for S4/5/6 Career Mapping" – for all students, funded by CLP Greet S4/5/6 Career Interest Inventory accounts – for S4, funded by JUPAS Choices 2014-15 JUPAS Choices 4-year Curriculum 2014-15 by Fields HKACMGM JUPAS Newsletter DSE 2015 – for S5 & 2014 JUPAS Admission Scores & 2015 Admission Received S4 Hok Yau Club handbooks on JUPAS / DSE Day – for S5 & 2015 Hok Yau Club handbooks on JUPAS / DSE		for S4, funded by CLP 014-15 by Fields E 2015 – for S5 & S6 015 Admission Require		

3. Mentorship Programme

Persons-in-charge: MK, GY, WA No. of Mentees: 45 (S3 - 19, S4 - 11, S5 - 15)No. of Mentors: 38 (over 40% new Mentors)

Date	Activity	Mentees	Mentors	PIC	Review
Nov 15, 2014	Orientation	43	28	MK, GY, WA	 ◆ Good to have parallel sessions for Mentor / Mentee sharing – new Mentors particularly treasured the support ◆ Enrolment for Hiking should have been done during activity
Dec 13, 2014	Hiking	14	6	MK, WA	 An experimental activity to provide extra opportunity for Mentor-Mentee interaction Enjoyable hike but rather short Many Mentors did not attend & only 1/3 Mentees joined
Jan 17, 2015	Career Expo	Mentees: 40 Non-Mentees: 45 Total: 95	21	WA, MK, GY	 Informative & clear presentations on the whole Business and Art & Design talks best rated Four talks too many – three maximum, each with longer time Sharing on professions generally clear & interactive Should have receptionists accompanying guest speakers 1 OC member should take care of speakers driving in
Jun 26, 2015	Dinner	Mentees: 42 Non-Mentees: 2	29	MK, WA	 A good wrap-up for the year with warm atmosphere Very good sharing from both Mentors & Mentees Special dedication to Mrs Ruth Lee, retiring principal who initiated Mentorship Programme Not enough Mentors took part – rather desperate recruitment of outsiders to meet minimum number of participants required Mentors who arrived late should be properly received 1 alumna-OC should help with accounting

- S3 Mentees were first accepted this year, making up 42% of all participants & more than doubled the number of Mentees.

 A number of new Mentors were recruited, bringing new energy to the programme. Recruitment should start during the summer holidays.
- Most Mentors were dedicated, but busy ones recruited at the last minute should not be re-invited.
- Most Mentees considered the programme beneficial. More than half were likely to keep up the relationship with their Mentors
- The Career Expo was the most highly rated activity, followed closely by the Dinner.

4. <u>Talks & Other Activities</u> a. *Initiated by Careers Committee*

Date	Activity	Organizer	Target Group	Participants	PIC	Remarks
Overseas Studi	ies	-				1
Sep 18, 2014	University of Cambridge Admission Talk	Trinity Hall, University of Cambridge Speaker: Dr Andrew Murray	S3-6	26	WA	◆ Special visit by Cambridge to school of winner in WMI Student Essay Contest 2014 (Yan Tsz Ching, 6A)
Feb 27, 2015	Talk on Mainland Studies	Speaker: Kwong Bao Huan (1314 graduate now studying at Shandong University)	S5-6	1 (FG)	WA	 Very disappointing as no students turned up Some S6 students expressed interest in mainland studies after Pre-DSE Day Briefing
Apr 20, 2015	Talk on "Study in the USA"	Princeton Review	S1-5	49	WA	 A lively talk, but not very informative A display counter set up for 1 week after talk PR offered to give free SAT practice to our students
	s with Subject Panels					
Nov 7, 2014	PolyU Design Guided Tour	Careers Committee & Visual Arts Department	S5-6 Visual Arts students	20	SL, HS, WA,	 An interesting & informative visit Coach fee funded by CLP Grant
Jun 23, 2015	Visit to SCAD	Careers Committee & Visual Arts Department	S1-5	22	WA, HS, SL	 A post-exam Phase 1 activity Wong Yan Kiu (4D) & Woo Sing Yi (4D) filmed by DVD Team during visit
Nov 14, 2014	Economics Business Partnership Talk - School Talk by Dairy Farm 2014/2015	Careers Committee & Economics Department	S6 Economics students	58	GY	
Apr 17, 2015	CUHK Business Lecture "Employers' Expectations from a BBA Graduate"	Careers Committee, BAFS Department & Economics Department	S5 BAFS & Economics students	100	KK	
Apr 24, 2015	HKUST School of Science Environmental Science talk – "Bacteria and the Global Climate Change" & Admission Talk	Careers Committee & Biology Department	S4-5 Biology / Combined Science – Biology students	130	LG	
YDC School-P	<mark>arent-Company Program</mark> Pe	rsons-in-charge: KK, WA				
Nov 1, 2014	Workshop 1 Orientation	Young Entrepreneurs	S4-5	16	WA	See comments on P.2, Part I

Nov 8, 2014	Workshop 2 Career Search	Development Council		15	WA, CL	
Nov 29, 2014	Workshop 3 Talk on			20	WA, CL,	7
	Entrepreneurship				KK	
Dec 6, 2014	Workshop 4 Career Plan			12	KK, CL,	
					WA	
Jan 24, 2015	Workshop 5 Company Visit			18	KK, WA	
Jan 24, 2015	Workshop 6 Thanksgiving Party			18	KK, WA	
Tunion Ashiova	ement Programmes					
Oct 25, 2014	Junior Achievement Success	Junior Achievement	S4	7	GY, CL	
Oct 23, 2014	Skills Workshop	Hong Kong	54	/	G1, CL	
Nov 15, 2014	TEDxYouth@HongKong 2014	110119 120119	S5 student	7	KW	
, ,		(with ECA Committee)	leaders			
Jan 21, 2015	Junior Achievement Work	(with Eng Donoutment	S5	Whole form	WA	Preparatory talk for Mock DSE Day
Jan 31, 2015	Readiness Seminar Junior Achievement Success	(with Eng Department	S4 & 5	10	GY, CL	
Jan 51, 2015	Skills Workshop		34 & 3	10	G1, CL	
Mar 7, 2015	Junior Achievement Success Skills Workshop		S4-5	18	WA	Wong Hin Lam (5E) picked for 3-day work experience at Starbucks, but gave up due to anniversary musical practice
Jul 8 & 11,	JA Economics for Success		S4 Econ	21	GY	,
2015	Workshop	(with Economics Department)	Students			
	ess Skills Workshops (most shortend found workshops useful – will enco					
Nov 15, 2014	Visit to HK Maritime Museum	HK Shipowners'	S4-5	7	WA	◆ Interesting & informative
1107 13, 2014	visit to the manufile musculli	Association	9 4 -3	,	VVA	 Interesting & informative Participants keen to ask questions
Feb 13, 2015	Intervarsity Psychology Festival School Visit	Organizers of Intervarsity Psychology Festival 2015	S3	3A, 3C, 3E	WA	 ◆ A new try & quite well received ◆ Introduction to psychology linked partly to choice of S4 subjects
Apr 30, 2015	Talk on "A Doctor's Job"	Speaker: Dr Maureen Wong Mo Lin (alumna-Mentor)	S1-5	59	WA	 Enthusiastic response – almost half of participants from S1-3 Some good questions asked

b. Organized by External Organizations

Date	Activity	Organizer	Target Group	PIC	Participants
Sep 13, 2014	Oxford Admission Talk	University of Oxford	S6	WA	2
Nov 6, 2014	Next Generation Career Talk – Inspiring the Pursuit of Careers in STEM	HSBC	S3-5	WA	9
Jan 2015 onwards	HKUST Business YoungStars	HKUST	S4-5	WA	Promoted
Feb – Mar 2015	WYNG Philomathia Student Essay Contest 2015 (originally 5 winners, but increased to 6 in the end)	WYNG Foundation, Trinity Hall, University of Cambridge HKACMGM	S6 & below	WA	6 Winners 1. Cheung Chun Lam (5B) 2. Wong Kin Man (5C) 3. Chan Phoebe On So (5E) Prize: one week all-expense paid trip to England in early July
Mar 28, 2015	CUHK Academic Planning Day for S5	CUHK	S5	WA	37
May 2015 – Sep 2016	成功在望 (Hope for Success)	HK Federation of Youth Groups	S3-6	CL	Promoted
Apr 7, 2015	Engineering Day Camp for Secondary Students 2015	HKIE & HKUST	S4-6	WA	1
Mar 31, 2015	Young Bankers' Insight Programme 2015	Senate House Hong Kong	S5	KK (with BAFS Department)	4

5. Summer Programmes

Date	Activity	Organizer	Target Group	PIC	Participants
Jun – Aug 2015	QMH Student Volunteer Attachment Programme	Queen Mary Hospital	S4-5	WA	2
Jul 2-5, 2015	CUHK Business Elite Camp	Business School, CUHK	S4-5	WA	1
Jul 6-10, 2015	CUHK Summer Clinical Attachment Programme	Faculty of Medicine, CUHK	S5	WA	1
Jul - Aug 2015	HKACMGM Summer Career-related Experience Scheme 2015	HKACMGM	S5-6	GY	1
Mid Jul – mid Sep	Secondary School Graduate Summer Internship Programme 2015	Leisure Services Branch	S6	WA	1 (waiting list)
Also promoted	CityU Class Summer School CUHK Summer Institute HKU Business Touch Camp HKUST Summer Institute	CityU CUHK HKU HKUST	S5 S5 S4-6 S4-6	WA	