

**Ying Wa Girls' School
Careers Committee
Career & Life Planning Grant Proposal
2015-16**

Major Concern

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

<i>Strategies</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"> ◆ Streamlining of existing activities ◆ Enrichment & expansion of quality programmes – within limits ◆ Career exploration activities for senior form students 	<ol style="list-style-type: none"> 1. A framework of benchmarks showing life planning accomplishments for different forms 2. 3 new business partnership opportunities apart from Mentorship Programme 3. Interview workshops for 50% of S6 students 4. 1 post-DSE JUPAS talk for S6 & parents 5. “Career Mapping” & related activities for 3 groups of Careers Assistants (S3-5) 	<ul style="list-style-type: none"> ◆ Careers Teachers’ feedback ◆ Survey on students ◆ Survey on CAs 	Careers Teachers Careers Teachers GY, KK & WA	Time for <ul style="list-style-type: none"> ◆ planning ◆ discussion ◆ promotion ◆ execution of activities
2. Junior form life planning programme	A small scale life planning programme for <ul style="list-style-type: none"> ◆ S1 – 3 lessons ◆ S2 – 2 lessons (including S2 Careers Quiz) 	<ul style="list-style-type: none"> ◆ Teachers’ feedback ◆ Survey on S1-2 students 	KK, LG, WA S1-2 Class Teachers (GY as standby)	Time & ideas for creating learning materials
3. Seeking room for collaboration with subject panels, other student support groups and school partners in life planning activities	Collaboration with 2 subject panels / student support groups / school partners on life planning activities	Teachers’ feedback	Careers Teachers, Heads of subject panels, student support groups & school partners	Time for consultation
4. Guidance for students with special needs <ul style="list-style-type: none"> ◆ Early identification of students ◆ Early intervention – individual guidance & suggestions on alternate pathways 	<ul style="list-style-type: none"> ◆ Collaboration with S1-5 Year Teachers in providing careers guidance for students with special needs ◆ Consultation with Academic Committee and Guidance Committee on possibility of collaboration in guidance of students with special needs ◆ Information provided to parents where necessary 	Teachers’ feedback	Careers Teachers, S1-5 Year Teachers & Class Teachers, Academic Committee & Guidance Committee	<ul style="list-style-type: none"> ◆ Time for individual guidance ◆ Careers info on alternate pathways

Proposed Life Planning Benchmarks

	<i>Time</i>	<i>Self-understanding</i>	<i>Life Planning Activities</i>	<i>Careers Choices / Products</i>
S1	3 OLE periods	Basic self-understanding	Basic knowledge of world of work	Preliminary life goal setting
S2	3 OLE periods	More self-understanding	<ul style="list-style-type: none"> ◆ More exposure to world of work ◆ Careers Quiz 	Revised life goals
S3	6 OLE periods	Career Interest Inventory (CII) simple version (Chi)	<ul style="list-style-type: none"> ◆ 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	Career Interest Inventory (CII) long version (Eng)	<ul style="list-style-type: none"> ◆ 1 careers conference ◆ 2 university information days ◆ Mentorship Programme / 1 business partnership activity 	3 interested fields of studies
S5	4 OLE periods + 3 hours	Optional: <ul style="list-style-type: none"> ◆ CII long version (Eng) – 2nd attempt ◆ Career Card analysis ◆ Job-tionary analysis 	<ul style="list-style-type: none"> ◆ Career Expo ◆ Mock DSE Day (S5) ◆ 1 career talk / visit // JA Success Skills Workshop ◆ Coaching on JUPAS Self-account (S5) ◆ Tips on resume (S5) 	<ul style="list-style-type: none"> ◆ 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: <ul style="list-style-type: none"> ◆ CII long version (Eng) – 2nd attempt ◆ Career Card analysis ◆ Job-tionary analysis 	<ul style="list-style-type: none"> ◆ 2 careers conferences ◆ 2 university information days ◆ 1 Mock interview workshop 	<ul style="list-style-type: none"> ◆ 20 JUPAS choices ◆ JUPAS Self-account ◆ JUPAS SLP

Annual Plan

<i>Date</i>	<i>Duration</i>	<i>Time</i>	<i>Target</i>	<i>Activity</i>	<i>Venue</i>	<i>Persons-in-charge</i>
Sep 18, 2015 (Fri)	2 lessons	P.9 –10	S6	S6 Careers Conference	Hall	WA, LG, MK
Oct 9, 2015 (Fri)	2 lessons	P.9 –10	S4-5	S4-5 Careers Conference	Hall	GY, KK, WA
Nov 21, 2015 (Sat)	2.5 hrs	2:00pm - 4:30pm	S3- 5 Mentees	Mentorship Programme Orientation	705	MK, GY, WA
Dec 12, 2015 (Sat)	3-4 hrs	AM	S3-5 Mentees	Mentorship Programme Hiking	External venue	MK, GY, , WA
Jan 16, 2016 (Sat)	3.5 hrs	9:00am - 12:30pm	S3-5	Mentorship Programme Career Expo	Hall & Classrooms	WA, GY, MK
Jan 26, 2016 (Tue)	1 lesson	P.1	S2	S2 Junior Life Planning Programme (1)	S2 classrooms	WA, KK, LG & 2 Class Teachers
Jan 29, 2016 (Fri)	2 lessons	P.9 –10	S3	S3 Careers Workshop	S3 classrooms	LG, WA & 3 Class Teachers (KK as standby)
Feb 2, 2016 (Tue)	1 lesson	P.1	S2	S2 Junior Life Planning Programme (2)	S2 classrooms	WA, KK, LG & 2 Class Teachers
Feb 3, 2016 (Wed)	1 lesson	P.1	S2	S2 Careers Quiz **	S2 classrooms	CL, LG & Careers Assistants (about 20)
Feb 17-22, 2016 (date to be confirmed)	2 lessons	Common Eng lessons	S6	Pre-DSE Day Briefing	Hall	WA, LG, MK
Feb 26, 2016 (Fri)	2 lessons	P.9 – 10	S3	S3 Careers Conference I ~ Introduction to S4 Electives	Hall	KK, CL & S4 Subject Teachers
Mar 1, 2016 (Tue)	1 lesson	P.1	S1	S1 Junior Life Planning Programme (1)	S1 classrooms	KK, WA, LG & S1 Class Teachers
Mar 4, 2016 (Fri)	2 lessons	P.9-10	S1	S1 Junior Life Planning Programme (2)	S1 classrooms	KK, WA, LG & S1 Class Teachers
Mar 4, 2016 (Fri)	2 lessons	P.9-10	S3	S3 Careers Conference II ** ~ Experience Sharing on S4 Subj. Choices	S3 classrooms	CL, LG & S5 student helpers (about 30)
Apr 15, 2016 (Fri)	2 lessons	P.9 – 10	S5	Mock DSE Day (collaboration with HK Family Welfare Society)	Hall	KK, WA, LG, MK, S5 Class Teachers, Subject Teachers, graduates / Mentors
Jun 18, 2016 (Sat)	3 hrs	PM	S3-5 Mentees	Mentorship Programme Tea Gathering	External venue	MK, GY, WA
Jun 29, 2016 (Wed)	3 hrs	8:30 – 11:30	S5	Pre-JUPAS Conference	Hall	GY, KK, CL, LG

Programmes requiring more preparation

Application for External Programmes

1. HKU Consultation Session for S6 (Confirmed)

Date: Oct 30, 2015 (Fri)

Time: P.9-10 (OLE)

Place: to be confirmed

Participation: optional

2. Junior Achievement

<i>Programme</i>	<i>Date</i>	<i>Target Group</i>	<i>Learning Time</i>	<i>Training</i>	<i>Remarks</i>
Success Skills Workshop	Oct 31 (Sat)	S4 – 20 students	4 hr	/	
	Nov 21 (Sat)	S5 – 20 students			
	Jan 30 (Sat)				
	Mar 19 (Sat) (+ Other dates)				
Career Dimensions	(Not specified)	S4 – 20 students S5 – 20 students	2 hr	/	Cantonese

3. Hok Yau Club (confirmed)

<i>Programme</i>	<i>Date</i>	<i>Time</i>	<i>Target Group</i>
Mock Interview Workshop I (4 groups X 22 students max)	Jan 8 (Fri)	2:40 – 4:40pm	S6 (88 students max)
Mock Interview Workshop II (4 groups X 22 students max)	May 3 (Tue)	9:00 – 11:00pm	S6 (88 students max)
Talk on DSE / JUPAS / Multiple Pathways	May 7 (Sat)	9:30 – 11:30pm	S6 & parents