

**Ying Wa Girls' School  
Careers Committee  
Career & Life Planning Grant Proposal  
2017-18**

**Major Concern**

*(in line with 1718 school goal for student support groups)*

- ◆ To create space for development
- ◆ To build trustworthiness in students
- ◆ To encourage appreciation

***Intended Outcomes / Targets***

1. Streamlined and effective careers activities
2. Students take serious responsibility for their choices and commitments
3. Students show gratitude to those supporting them
4. Keen participants of careers activities given appreciation

<i>Strategies</i>	<i>Success Criteria</i>	<i>Persons Responsible</i>	<i>Method of Evaluation</i>	<i>Resources Required</i>
<b>1. Creating Space for Development</b> <ul style="list-style-type: none"> <li>◆ Streamlining of existing activities</li> <li>◆ Integration of activities where possible</li> <li>◆ Past reviews of activities consulted</li> <li>◆ New activities adequately reviewed</li> </ul>	<ul style="list-style-type: none"> <li>◆ S1 Junior Life Programme cancelled &amp; good elements incorporated into S2 &amp; S3 Careers Workshops</li> <li>◆ All internal careers activities reviewed</li> <li>◆ Evaluation of need of core programmes in committee meetings</li> <li>◆ Life planning benchmarks for 1718 reviewed</li> </ul>	JY, LK, WA  Careers Teachers	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Students' feedback</li> </ul>	<ul style="list-style-type: none"> <li>◆ Time for planning of activities</li> <li>◆ Time for reviewing activities</li> <li>◆ Collaborative atmosphere</li> </ul>
<b>2. Building Trustworthiness</b> <ul style="list-style-type: none"> <li>◆ Cooling-off period before confirmation for careers activity enrolment</li> <li>◆ Briefing in S4-5 Careers Conference &amp; S6 Careers Conference on email etiquette &amp; leave taking</li> <li>◆ Reminders to participants on proper attitude &amp; behaviour in external careers activities</li> <li>◆ Informing Class Teachers of students' absence without reasons in careers activities requiring greater commitment</li> </ul>	<ul style="list-style-type: none"> <li>◆ Lower absence rates in major careers activities compared with previous rates</li> <li>◆ Students show responsible behaviour when taking part in careers activities</li> <li>◆ Positive feedback from partner / external organizations on students' participation in careers activities</li> </ul>	Careers Teachers	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Attendance records</li> <li>◆ Students' feedback</li> <li>◆ Feedback from partner / external organizations</li> </ul>	<ul style="list-style-type: none"> <li>◆ Adequate timing for activity enrolment</li> <li>◆ Clear instructions to students</li> </ul>

<p><b>3. Encouraging Appreciation</b></p> <ul style="list-style-type: none"> <li>◆ Positive feedback on good Careers Assistants behaviour to Class Teachers</li> <li>◆ 2 Best Careers Assistants Awards</li> <li>◆ Certificates of appreciation for helpers of S3 Careers Conference 2</li> <li>◆ Certificates of appreciation for keen participants of careers activities in S4-5</li> <li>◆ Mentees &amp; school to thank Mentors</li> <li>◆ Thank-you cards / notes / souvenirs for speakers &amp; external organizers</li> <li>◆ Displaying good reflections on careers activities (with participants' permission)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Class Teachers incorporating positive comments on CAs in school reports</li> <li>◆ Keen participation in careers activities recorded in school reports</li> <li>◆ Students show appreciation for help</li> <li>◆ Good relationships with partner / external organization sustained</li> </ul>	<p>Careers Teachers</p> <p>CL, JY</p> <p>GY, WA</p> <p>GY, LK, WA Careers Teachers</p> <p>GY, WA</p>	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Students' feedback</li> <li>◆ Feedback from partner / external organizations</li> </ul>	<ul style="list-style-type: none"> <li>◆ Thank-you cards, notes &amp; souvenirs</li> <li>◆ Certificates of appreciation</li> </ul>
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### Life Planning Benchmarks

	<i>Basic</i>	<i>Self-understanding</i>	<i>Life Planning Activities</i>	<i>Careers Choices / Products</i>
<b>S2</b>	3 OLE periods	Basic self-understanding	<ul style="list-style-type: none"> <li>◆ Simple job search</li> <li>◆ 1 careers quiz</li> </ul>	Dream job
<b>S3</b>	6 OLE periods	<ul style="list-style-type: none"> <li>◆ Career Interest Inventory (CII) short version (Chi)</li> <li>◆ Probe (optional)</li> </ul>	<ul style="list-style-type: none"> <li>◆ 2 careers workshops (1 lesson each)</li> <li>◆ 1 careers conference on NSS subject choices</li> <li>◆ 1 experience sharing session by senior students</li> <li>◆ Mentorship Programme (optional)</li> <li>◆ Career Expo (optional)</li> </ul>	Plan for NSS subject choices
<b>S4</b>	4 OLE periods	<ul style="list-style-type: none"> <li>◆ Career Interest Inventory (CII) long version</li> <li>◆ Probe (optional)</li> </ul>	<ul style="list-style-type: none"> <li>◆ 2 careers conferences (1 in S4, 1 in S5)</li> <li>◆ 2 university information days</li> <li>◆ Mock DSE Day (S5)</li> <li>◆ Coaching on JUPAS Self-account (S5)</li> </ul>	Major field(s) of interest & related further studies programmes
<b>S5</b>	6 OLE periods + 3 hours	<ul style="list-style-type: none"> <li>◆ Probe</li> <li>◆ Career Card analysis (optional)</li> <li>◆ Job-tionary analysis (optional)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Mentorship Programme // 1 business partnership / work experience activity</li> <li>◆ Career Expo (optional)</li> <li>◆ 1 career talk / visit</li> </ul>	<ul style="list-style-type: none"> <li>◆ 2-3 interested fields of studies</li> <li>◆ Top 3 JUPAS choices by mid-term</li> <li>◆ Top 10 JUPAS choices by end of summer holidays</li> <li>◆ JUPAS Self-account by end of summer holidays</li> </ul>
<b>S6</b>	6 OLE periods	Optional: <ul style="list-style-type: none"> <li>◆ Probe</li> <li>◆ Career Card analysis</li> <li>◆ Job-tionary analysis</li> </ul>	<ul style="list-style-type: none"> <li>◆ 3 careers conferences</li> <li>◆ 1-2 university information days</li> <li>◆ 1 mock interview workshop (optional)</li> <li>◆ Tips on personal statement &amp; resume</li> </ul>	<ul style="list-style-type: none"> <li>◆ 20 JUPAS choices</li> <li>◆ Revised JUPAS Self-account</li> <li>◆ JUPAS SLP (optional)</li> </ul>

### Core Programmes

<i>Date</i>	<i>Duration</i>	<i>Time</i>	<i>Target</i>	<i>Activity</i>	<i>Venue</i>	<i>Persons-in-charge</i>
Sep 22, 2017 (Fri)	2 lessons	P.9-10	S6	<b>S6 Careers Conference</b>	Hall	<b>KK, GY, WA</b>
Oct 11, 2017 (Wed)	35 min	1:15-1:50	All	<b>PolyU Occupational Therapy Talk</b>	Bio Lab	<b>LG, WA</b>
Oct 13, 2017 (Fri)	2 lessons	P.9-10	S4-5	<b>S4-5 Careers Conference</b>	Hall	<b>WA, CL, LG</b>
Nov 4, 2017 (Sat)	1 hr	11:00-12:00 noon	S3 parents	<b>HYC Parent Talk on NSS Subject Choices</b>	705	<b>WA, JY</b>
Nov 10, 2017 (Fri)	2 lessons	P.9-10	S4-6	<b>PolyU Admission Talk</b>	Hall	<b>WA, GY, LG</b>
Nov 25, 2017 (Sat)	2 hrs	2:15-4:15pm	S3- 5 Mentees	<b>Mentorship Programme Orientation</b>	Hall	<b>GY, LK, WA</b>
Jan 5, 2018 (Fri)	1.5 hrs	P.9 - 4:15pm	S6 (88 students max)	<b>HYC Mock Interview Workshop</b>	413 & S6 classrooms	<b>GY, KK, WA</b>
Jan 13, 2018 (Sat)	~ 3.5 hrs	8:45am-12:30pm	S3-5	<b>Mentorship Programme Career Expo</b>	Hall & classrooms	<b>GY, LK, WA</b>
Jan 16, 2018 (Tue)	1 lesson	P.1	S3	<b>S3 Careers Workshop 1</b>	S3 classrooms	<b>JY &amp; S3 Class Teachers</b>
Jan 23, 2018 (Tue)	1 lesson	P.1	S3	<b>S3 Careers Workshop 2</b>	S3 classrooms	<b>JY &amp; S3 Class Teachers</b>
Jan 24, 2018 (Wed) ~ Fri lessons	2 lessons	P.9-10	S3	<b>S3 Careers Conference 1</b>	Hall	<b>CL, JY, KK &amp; S4 Subject Teachers</b>
Jan 26, 2018 (Fri) ~ Wed lessons	1 lesson	P.1	S2	<b>S2 Careers Quiz</b>	S2 classrooms	<b>LK, LG &amp; Careers Assistants (S3-5)</b>
Jan 30, 2018 (Tue)	1 lesson	P.1	S2	<b>S2 Careers Workshop 1</b>	S2 classrooms	<b>LK &amp; S2 Class Teachers</b>
Feb 2, 2018 (Fri)	2 lessons	P.9-10	S3	<b>S3 Careers Conference 2</b>	S3 classrooms	<b>CL, JY &amp; S5 student helpers (about 40)</b>
Feb 6, 2018 (Tue)	1 lesson	P.1	S2	<b>S2 Careers Workshop 2</b>	S2 classrooms	<b>LK &amp; S2 Class Teachers</b>
Mar 1, 2018 (Thu)	2 lessons	P.9-10	S6	<b>Pre-DSE Day Briefing</b>	Hall	<b>KK, GY, WA</b>
Apr 13, 2018 (Fri)	2 lessons	P.9-10	S5	<b>HYC Talk on Interview Tips</b>	Hall	<b>CL, WA</b>
Apr 20, 2018 (Fri)	2 lessons	P.9-10	S5	<b>S5 Mock DSE Day</b>	Hall	<b>GY, WA, CL, JY, KK, LG, LK, S5 Class Teachers &amp; graduates</b>
Apr 28, 2018 (Sat)	1.5 hrs	2:30-4:00	Parents	<b>PTA / Careers Parent Talk</b>	Hall	<b>WA, TT</b>
May 5, 2018 (Sat)	2 hrs	9:30-11:30am	S4-6 students & parents	<b>HYC DSE Day Talk</b>	Hall	<b>GY, WA</b>
Jun 23, 2018 (Sat)	~ 3 hrs	2:15-5:00pm	S3-5 Mentees	<b>Mentorship Programme Tea Gathering</b>	External venue	<b>LK, GY, WA</b>
Jun 29, 2018 (Fri)	3 hrs	8:30-11:30	S5	<b>S5 Pre-JUPAS Conference</b>	Hall	<b>KK, LG, GY</b>
To be confirmed	0.5 hr	TBC	Teachers	<b>DSE Day Briefing for Teachers</b>	TBC	<b>KK, GY, WA</b>

**Core Programmes by Levels**

<i>Level</i>	<i>Activity</i>	<i>Date</i>	<i>Time</i>	<i>Chief</i>	<i>Supporting</i>
<b>S6</b>	<b>S6 Careers Conference</b>	Sep 22 2017 (Fri)	P.9-10	<b>KK</b>	GY, WA
	<b>HYC Mock Interview Workshop</b>	Jan 5, 2018 (Fri)	P.9-4:15pm	<b>GY</b>	KK, WA
	<b>Pre-DSE Day Briefing</b>	Mar 1, 2018 (Thu)	P.9-10	<b>KK</b>	GY, WA
	<b>DSE Day Briefing for Teachers</b>	Jul (to be confirmed)	AM	<b>KK</b>	GY, WA
<b>S4-5</b>	<b>S4-5 Careers Conference</b>	Oct 13, 2017 (Fri)	P.9-10	<b>WA</b>	CL, LG
<b>S4-6</b>	<b>PolyU Occupational Therapy Talk</b>	Oct 11, 2017 (Wed)	1:15-1:50pm	<b>LG</b>	WA
	<b>PolyU Admission Talk</b>	Nov 10, 2017 (Fri)	P.9-10	<b>WA</b>	GY, LG
	<b>HYC DSE Day Talk</b>	May 5, 2018 (Sat)	9:30-11:30am	<b>GY</b>	WA
<b>S5</b>	<b>Talk on JUPAS &amp; Multiple Pathways</b>	Feb 10, 2018 (Sat)	AM	<b>WA</b>	HN
	<b>HYC Talk on Interview Tips</b>	Apr 13, 2018 (Fri)	P.9-10	<b>CL</b>	WA
	<b>S5 Mock DSE Day</b>	Apr 20, 2018 (Fri)	P.9-10	<b>GY, WA</b>	CL, JY, KK, LG, LK, S5 Class Teachers & Graduates
	<b>Pre-JUPAS Conference</b>	Jul 3, 2017 (Mon)	8:30-11:30am	<b>GY, LG</b>	CL, KK
<b>S3</b>	<b>Promotion of Mentorship Programme</b>	Sep 26, 2017 (Tue) (end of NSS Briefing for S3)	8:55-9:00am	<b>WA</b>	
	<b>HYC Parent Talk on NSS Subject Choices</b>	Nov 4, 2017 (Sat)	11:00-12:00 noon	<b>WA</b>	JY
	<b>S3 Careers Workshop 1</b>	Jan 16, 2018 (Tue)	P.1	<b>JY</b>	S3 Class Teachers
	<b>S3 Careers Workshop 2</b>	Jan 23, 2018 (Tue)	P.1	<b>JY</b>	S3 Class Teachers
	<b>S3 Careers Conference I</b>	Jan 24, 2018 (Wed) – Fri lessons	P.9-10	<b>CL</b>	JY, KK & S4 Subj Teachers
	<b>S3 Careers Conference II</b>	Feb 2, 2018 (Fri)	P.9-10	<b>CL</b>	JY & S5 student helpers (about 40)
	<b>Talk on S4 Subject Choice Mechanism</b>	Feb 10, 2018 (Sat)	AM	<b>KS</b>	WA
<b>S2</b>	<b>S2 Careers Quiz</b>	Jan 26, 2018 (Fri) – Wed lessons	P.1	<b>LK</b>	LG & CAs
	<b>S2 Careers Workshop 1</b>	Jan 30, 2018 (Tue)	P.1	<b>LK</b>	S2 Class Teachers
	<b>S2 Careers Workshop 2</b>	Feb 6, 2018 (Tue)	P.1	<b>LK</b>	S2 Class Teachers
<b>S3-5</b>	<b>Mentorship Programme Orientation</b>	Nov 25, 2017 (Sat)	2:15-4:15pm	<b>GY</b>	LK, WA
	<b>Mentorship Programme Career Expo</b>	Jan 13, 2018 (Sat)	8:45am-12:30pm	<b>GY</b>	LK, WA
	<b>Mentorship Programme Tea Gathering</b>	Jun 23, 2018 (Sat)	2:15-5:00pm	<b>LK</b>	GY, WA