Ying Wa Girls' School Careers Committee Career & Life Planning Report 2017-18

PART I - 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

1. Creating Space for Development ◆ S1 Junior Life Planning Programme cancelled & Development ◆ Streamlining of existing ◆ Streamlining of existing ◆ S1 students' needs are more about adjusting to the ne	Review
activities Integration of activities where possible Past reviews of activities consulted New activities adequately reviewed Past reviewed Students' feedback Students' feedback Feedback Students' feedback Reviews Few core programmes can be cut as all are integral part help students make sensible careers choices, but these makes for 1718 reviewed Minor variations possible (eg, admission talk by university) Changes to Life Planning Benchmarks	mme Discontinued Yout adjusting to the new school environment JLP to be incorporated into S2/3 Careers Workshops in the programme last year In consulted when organizing similar activities es recorded in Annual Report for future reference tly refined to improve future activities cut as all are integral parts of a whole scheme aiming to reers choices, but these will be continually reviewed admission talk by university in Oct – S6 optional) Tomarks It to be replaced by HKFWS's Self-directed Search (SDS) her is no longer an HKACMGM franchise ordered in 1819, as S2-5 will have done it by this Aug

2. Building Trustworthiness ◆ Cooling-off period before ◆ Lower absence rates in ◆ Teachers' Low Absence Rates in Activities confirmation for careers major careers activities observations • Cooling-off period strategy adopted when recruiting students for programmes – Careers Teachers met students after signing up to confirm commitment (eg, Life Buddies Job activity enrolment compared with previous ◆ Attendance Tasting Programme 1718, M21 青年記者培訓課程 2018) • Briefing in S4-5 Careers records rates ◆ Students show responsible Conference & S6 Careers ♦ Students' • This clarified demands of activities & staved off uncommitted students Conference on email behaviour when taking part feedback ◆ Attendance rates generally good, eg, etiquette & leave taking in careers activities ◆ Feedback ~ Mentorship Programme Positive feedback from Orientation & Tea Gathering – full attendance by Mentees (23) • Reminders to participants from partner / Career Expo – low absence rate (4 out of 72), full attendance by Mentees & on proper attitude & partner / external external behaviour in external absentees given reproof by Careers Teachers organizations on students' organizations careers activities participation in careers ~ Junior Achievement activities (Sat) – 100% attendance **◆** Informing Class Teachers activities ~ Tech for Girls (3-hr workshop on Oct 26, a school holiday) – 100% attendance (26) of students' absence ~ HKWPEA PCCW Vist (2 hr till 5pm on Mar 10) – 100% attendance (6) ◆ No need to inform Class Teachers of undue absence without reasons in careers activities requiring greater commitment Students Showing Responsible Behaviour • Reminders issued to students taking part in important / external activities & group leaders appointed to coordinate / monitor participants • Briefing given before important activities (eg., Mentorship Programme Tea Gathering) • Students did well in programmes requiring much commitment, eg, ~ Hang Lung Young Architects Program (Oct-Jul/Aug) – 6 participants dedicated & exerted great effort, winning much appreciation from mentors & judges ~ Life Buddies Job Tasting Programme (Jul) – 5 participants at SPRG (public relations) highly praised by organizer as "very bright, very smart" and showing a lot of initiative 3. Encouraging Appreciation ◆ Positive feedback on good Class Teachers Teachers' Appreciation for Good Student Performance Careers Assistants incorporating positive observations • Class Teachers informed of good performance of Careers Assistants (sense of responsibility, initiative, work quality) – can include comments in Final Exam reports behaviour to Class Students' comments on CAs in school Teachers feedback Best Careers Assistant Awards given to Poon Tsz Ki (5B) & Cheng Yuk Chi (5C) reports S4-5 helpers in S3 Careers Conference 2 given certificates of appreciation 2 Best Careers Assistants • Keen participation in Feedback Awards careers activities recorded in Keen participants of careers activities from partner / Certificates of school reports external ~ Awards to be presented in Term 1 1819 appreciation for helpers of Students show appreciation ~ S4-6 to report participation, including reflection on experience organizations S3 Careers Conference 2 for help ~ Outstanding students to be awarded certificates Certificates of • Good relationships with

partner / external	~ Criteria
organization sustained	Quantity – range of activities joined
	Quality – level of commitment, richness of reflection
	◆ Students' reflections on their experience in careers activities are being collected, &
	good examples will be displayed (eg, on eClass) next term
	Appreciation for School Partners / External Organizations
	◆ Mentors of Mentorship Programme received souvenirs from Mentees & school
	◆ Long service Mentors (5 years) received a special souvenir
	• External organizations offering help / service to us appropriately thanked with
	appreciative messages / cards / souvenirs
	◆ Good relationship has been maintained with partner organizations, eg,
	~ HKFWS has invited us to extend our partnership in 1819
	~ Bank of America Merrill Lynch (BAML), organizer of Tech for Girls, has invited us
	to be one of their three partner schools & plans for a 3-year programme are underway
	~ Life Buddies Job Tasting Programme – very positive feedback from SPRG, a large
	public relations firm
	~ HKU Admissions & Academic Liaison Section (AAL) gladly offers us another
	admission talk in 1819
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Goal for 2018-19

To continue the goals of 1718

- To create space where possible
- 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

Life Planning Benchmarks 1819 *

	Basic	Self-understanding	Life Planning Activities	Careers Choices / Products
S2	3 OLE periods	Basic self-understanding	Simple job search1 careers quiz	Dream job
S3	6 OLE periods	◆ Career Interest Inventory (CII) short version (Chi)	 1 careers workshop 1 careers conference on NSS subject choices 1 experience sharing session by senior students Mentorship Programme (optional) Career Expo (optional) 	Plan for NSS subject choices
S4	4 OLE periods	◆ John Holland's Self-directed Search (SDS)	 Debriefing on SDS (S4) 1 careers conference (S5) 2 university information days Mock DSE Day (S5) 	Major fields of academic / career interest
S5	6 OLE periods + 3 hours	 ◆ Career Card analysis (optional) ◆ Job-tionary analysis (optional) 	 Coaching on JUPAS Self-account (S5) Mentorship Programme / 1 business partnership / work experience activity Career Expo (optional) 1 career talk / visit 	 2-3 fields of academic / career interest Top 3 JUPAS choices by mid-term Top 10 JUPAS choices by end of summer holidays JUPAS Self-account by end of summer holidays
S6	6 OLE periods	Optional ◆ Career Card analysis ◆ Job-tionary analysis	 3 careers conferences 1-2 university information days 1 mock interview workshop (optional) Tips on personal statement & resume 	 ◆ 20 JUPAS choices ◆ Revised JUPAS Self-account ◆ JUPAS SLP (optional)

^{*} Programmes may be cancelled due to school calendar changes associated with moving back to the Robinson Road campus

PART II – GENERAL REPORT

1. Core Programmes – Junior Forms

Participants	Activity	Date	PIC	Supporting	Review
S3 parents	HYC Parent Talk on NSS Subject Choices	Nov 4, 2017 (Sat)	WA	JY	 Very good turnout: 145 parents (112 enrolled), exceeding 1617 Some S3 Class Teachers (CG, JS, KI) also attended talk HYC survey – highly rated by respondents (37) Satisfied with activity – 100% Achieved purpose – 100% Helpful – 100% Fulfilled expectations – 97% Satisfied with speaker – 97% Speaker (Mr Ng Po Shing) highly commended on preparation, clarity & delivery skills S3 students can be invited to the talk next year as well
S3	S3 Careers Workshop	Jan 6 & 23, 2018 (Tue)	WA	JY & S3 Class Teachers	 Quite useful in stimulating students to think about their future Rather rushed schedule – better focus on fewer activities & give students ample time for discussion
S3	S3 Careers Conference I	Jan 24, 2018 (Wed)	CL	JY, KK & S4 Subject Teachers	 Scheduled before Parents' Day talk as suggested last year Good time control by teacher-speakers in general – presentations shortened accordingly
S3	S3 Careers Conference II	Feb 2, 2018 (Fri)	CL	JY & S5 helpers	 Also held before Parents' Day talk Good atmosphere in general – S3 students were involved & enthusiastic Time management should be improved for 3C team Not enough speakers for some electives (ICT, Music) Follow-up consultation with S4-5 CAs can be done after conference – for 1 week, in Careers Room
S3 & parents	Talk on S4 Subject Choice Mechanism	Feb 10, 2018 (Sat)	KS	WA	 Concise introduction on subject choice mechanism Parents involved as usual
S2	S2 Careers Workshop	Feb 7, 2017 (Tue)	WA	LK & S2 Class Teachers	◆ Students engaged & interested in Holland's personality codes, taking the tasks seriously ◆ Personality analysis task in "尋找生命的色彩" rather simplistic & unconvincing – better replace with a simple questionnaire ◆ Not enough time for tasks – students can prepare for some tasks before class
	S2 Careers Quiz	Feb 15, 2017 (Wed)	LK	LG & CAs	 Smoothly conducted on the whole Questions on JUPAS / university information rather difficult –

						should focus on S4 electives ◆ Include more questions ◆ Few S2 students asked questions about S4 electives				
S1-5 parents	HKFWS Parent	Talk on Life Planning	Apr 28, 2018 (Sat)	LY	TT, WA	 An HKFWS-YWGS partnership programme Participants: 68 – mostly lower form parents & some students Good speaker (Ms Iris Wong) – clear delivery & comprehensive talk, with adequate level of input for parents 				
Reference	S2	"尋找生命的色彩"	(funded by CI	LP Grant)						
Materials	S3									
	S2-3		 Hok Yau Club handbook on NAS subject choices "Probe" – new online personality test (funded by CLP Grant) 							

2. Core Programmes – Senior Forms

Participants	Activity	Date	PIC	Supporting	Review
S6	Individual guidance for S6	Whole year, especially Sep-Dec	6A – WA 6B – KK 6C – CL, LK 6D – GY 6E – LG		 Large differences in preparedness among students Some students did not complete all JUPAS choices / enter admission data Two different versions of JUPAS Choices 1st draft – should standardize next year
S6	S6 Careers Conference	Sep 22 2017 (Fri)	KK	GY, WA	 Rather packed delivery More info. on Mainland & Taiwan studies given to broaden students' choices Students also briefed on email etiquette & application for recommendations S6 Class Teachers requested to show Iteration Process in CTP after conference In future, Class Teachers can brief students on JUPAS application procedures at beginning of term, saving time for CTs to present prioritizing strategies
S6	HYC Mock Interview Workshop	Jan 5, 2018 (Fri)	WA	KK	 Disappointing turnout – only 22 students Some students found date too close to Mock Exam Participants valued the intensive practice (self-introduction & group discussion) & useful feedback provided by facilitators HYC survey (22 respondents) Satisfied with activity – 87% Achieved purpose – 87% Helpful – 91% Fulfilled expectations – 68% Satisfied with facilitators – 68% (1 of the 2 facilitators less experienced)
S6	Pre-DSE Day Briefing	Mar 1, 2018 (Thu)	KK	GY, WA	 Slightly more concise presentation than before New information on scholarship opportunities for S6 given – earlier application

Teachers	DSE Day Briefing for Teachers	Jul 9, 2018 (Mon)	KK	GY, WA	 Extended duration (45 min) allowed comfortably paced presentation JUPAS admission data, HKACMGM ePlatform & DSE Day tips for S6 introduced Colleagues also informed of S6 Pre-DSE Day applications & offers lso given to colleagues at the briefing
S6	Careers guidance on DSE Day	Jul 11, 2018 (Wed)	Careers Teachers	S6 Class Teachers & Subject Teachers	 Some students had overly high expectations of their DSE results Few students brought along their war plan when consulting Careers Teachers
S4-5	S4-5 Careers Conference	Oct 13, 2017 (Fri)	WA	CL, LG	 8 students shared experience in various activities last term – well prepared and engaging Probe, the new careers interest test, was introduced alongside CII Reminders on positive attitude given Students got restless towards the end
S3-6	PolyU Occupational Therapy Talk	Oct 11, 2017 (Wed)	LG	WA	 Participants – 23 (S3-6, mainly S5 & 6) Positive responses from students Display of tools facilitated understanding
S4-6	PolyU Admission Talk	Nov 10, 2017 (Fri)	WA	CL, GY, KK, LG, SL	 First admission talk by PolyU in recent years Large team of speakers/guests (around 10) & student ambassadors (7) General admission talk – clear but a little factual, could be shortened to ~10 min Breakout Sessions (Business, Design, Humanities & Radiography) compulsory for S4-5 82 S6 opted to attend very well received despite some over-running in individual sessions
S5 & parents	Talk on JUPAS & Multiple Pathways	Feb 10, 2018 (Sat)	WA	HN	 More concise presentation than previous year More information on multiple pathways given
S5	HYC Talk on Interview Tips	Apr 13, 2018 (Fri)	WA	CL, LG	 Careers Teachers considered the speaker effective & this was useful preparation for S5 Mock DSE Day Participants, however, didn't rate the activity as highly as other HYC activities – HYC survey (43 respondents) ~ Satisfied with activity – 56% ~ Achieved purpose – 63% ~ Helpful – 65% ~ Fulfilled expectations – 52% ~ Satisfied with facilitators – 69%
S5	S5 Mock DSE Day	Apr 20, 2018 (Fri)	GY, WA	CL, KK, LG, LK, S5 Class Teachers & graduates	 ◆ Preparation for Activity ~ Most students serious & prepared for activity ~ Should continue to enlist English Teachers' help in self-introduction practice ~ Can ask Chinese Teachers to help with group discussion practice

S4-6 students & parents	HYC DSE Day Talk	May 5, 2018 WA (Sat)	GY, LK	 ▶ Projection of DSE Grades To follow from last year, students were allowed to modify school-projected DSE grades with their own projections But the majority of students made unrealistic projections – 65% had higher self-projected grades than school-projected ones, some exceeding the latter by as many as 10 points for B5, which is not desirable 52% of students got mock offers – higher figure than before but unfortunately based on overly high self-projected grades Some inaccurate B5 / 4+2 scores in school projections – students will have to calculate their scores next year, figures only for teachers' reference ◆ General Arrangements Grouping of students by interests in future (matching interviewers if possible) Discussion time lengthened to 7-8 min so that students could speak more Can skip DSE Day tips & focus on how to achieve target DSE results / admission to favourite programme Collect Application Form for Further Studies at the end of the activity Remind Interviewers to submit application forms with assessment ◆ Participants: 70, about half were S6 & parents ◆ Overwhelming positive responses according to HYC survey (45 respondents)
S5	Pre-JUPAS Conference	Jun 29, 2018 KK, LG (Fri)	GY, CL Graduates & S6 Representatives	 ◆ Students attentive & engaged on the whole ◆ Adequate Input JUPAS Talk – right amount of info., can prepare students adequately for S6 ~ S6 Sharing – useful, but can focus more on revision tips for summer holidays ~ Graduates' talks – good variety of programmes & various universities covered ~ Graduates' sharing in groups – sufficient time for 3 shifts ◆ General Arrangements ~ Better show group locations on screen before students move around in future ~ Invite graduates doing programmes students have expressed interest in
Reference	S4	Career Interest Inventory accounts	(funded by CLP C	I Grant)
Materials	S5	Guidelines on JUPAS Self-account		
	S6	 Guidelines on SLP Guidelines on EAPP EDB handbook on multiple path 	hways	
	S4-6	 JUPAS Programmes 2018 Entry JUPAS Programmes by Fields 2 	y 2018 Entry ty test (S2-5 only,	funded by CLP Grant – 68% of students have completed test)
	S5-6	 2017 JUPAS Admission Scores 2 Hok Yau Club handbooks on 	& 2018 Admission	Requirements

4. Mentorship Programme

No. of Mentees: 23 (S3 – 11, S4 – 6, S5 – 6) No. of Mentors: 22

Date	Activity	Mentees	Mentors	PIC	Supporting	Remarks
Sep 26, 2017 (Fri)	Promotion			WA		◆ A 10-min promotion for S3 – rather rushed
Nov 25, 2017 (Sat)	Orientation	23	14	GY	LK, WA	 ◆ Smooth completion ◆ Ms Yannie Cheung, ex-Mentor, conducted communication game, which effectively engaged all participants ◆ Thank-you cards signed by the Principal appreciated by Mentors
Jan 13, 2018 (Sat)	Career Expo	Mentees: 23 Non-Mentees: 33 (Total: 68)	Mentors: 14 Non-Mentors: 7	GY	LK, WA	 No. of participants declined compared with previous years Low absence rates (4 out of 72) – absentees given reproof by GY & LK Participants found activity informative & speakers willing to answer their questions Preparatory materials provided to participants in advance by LK – seemed to improve their attention More in-depth discussion due to smaller group size & longer sharing sessions Suggestions Students' career interests will be collected in Sep to help recruit speakers Each profession / field should have at least 2 speakers Regroup sharing sessions and cover a wider range of professions
Jun 23, 2018 (Sat)	Tea Gathering	23	16	LK	GY, WA	 Briefing session on Jun 21, 2108 – ensured good Mentee participation A good wrap-up for the year with warm atmosphere Good sharing from both Mentors & Mentees Photo-taking with instant cameras highly appreciated – photos as extra tokens of appreciation to Mentors from Mentees Satisfactory venue with good accessibility

General Review

Membership & Participation

- The number of Mentees has declined. S3 students were the majority this year.
- Mentees showed good commitment and participation.
- The absence rates of Mentors were rather high.
- About 30% of mentoring pairs were too busy to meet up apart from official activities.
- A number of alumnae have expressed interest in helping as Mentors.

Value of Programme

- Most mentoring pairs maintained regular contact and are likely to continue the relationship.
- Most Mentees were positive about the programme and would recommend others to join it.
- More than half of the S3-4 Mentees would like to rejoin this programme next academic year.
- The Career Expo was the most highly rated activity, followed closely by the Dinner.

Others

- Ms Lui Chui Chi, Gigi, a very experienced Mentor, joined the Organizing Committee this year.
- To attract more participants, there will be a 10-min promotion of the programme during the assembly on Sep 12, 2018.

Financial Report

Refer to Mentorship Programme Financial Report 1718

5. Other Programmes

Target	Activity	Date	Organizer	Partner	PIC	Supporting	Remarks
S4-6	University Information Days	Sep-Nov 2018	Various universities		KK		 Encouraging attendance rates (1 visit per student) ~ S4: 41% S5: 83% S6: 82% Av: 69% More S5/6 made visits, but drop in S4 attendance Number of institutions visited on average ~ S4: 0.65 S5: 1.87 S6: 2.07 As usual, most students visited HKU, CUHK, PolyU, HKUST & CityU.
S5	Hang Lung Young Architects Program	Oct 2017 – Aug 2018	Hang Lung Properties	Walk in Hong Kong	GY	WA	 ◆ Highly organized & huge resources ◆ Participants (6) showed passion & much commitment in this year-long programme ◆ An invaluable, eye-opening learning experience ◆ Awards ~ Photo-taking Contest: Chow Hoi Ming (5B), one of ten winners ~ Self-designed Tour: First Prize → 4-day trip to Tokyo → \$18,000
S3-6	Tech for Girls	Oct 26, 2017 (Thu)	Bank of America Merrill Lynch (BAML)	Careers Committee	WA	MS, CL, KH, KK	 Well-organized & energetic volunteers 26 participants Participant feedback fun & eye-opening on how a bank operates could stimulate creativity & enable collaboration favourite activities: Coding, Trading Game, Visiting Trading Floor
S5	HKWPEA PCCW Visit	Mar 15, 2018 (Thu)	HKACMGM, HKWPEA		WA	КН	 6 participants: An interesting visit introducing HKT's network operations & allowing glimpses of their Lai Chi Kok Exchange plus a smart-living lab
S4-5	WYNG Philomathia Students Essay Contest 1718	Jan-Mar, 2018	HKACMGM, WYNG Foundation	j	WA	S4-5 English Teachers	5 participants
	ment Programmes						
S5	JA Career Dimension@FedEx	Nov 7, 2017			GY		2 participants
S3	JA It's My Business	Mar 3, 2018	Junior Achievement	Careers	GY		10 participants
S4	JA Success Skills Workshop@Bloomberg	Mar 24, 2018		Committee	GY		21 participants

S4-5	JA International Trade Workshop	May 5, 2018			GY		Participants: S4-3 S5-2
S5	JA Success Skills Workshop@Bloomberg	Jul 7, 2018			GY		1 participant
Overseas Studie	es estate es			•			
S1-6	Cambridge Admission Talk	Sep 12, 2017 (Tue)	Trinity Hall, University of Cambridge	Careers Committee	WA	WA	 Unexpectedly good turnout – 51 participants (S3-6) Concise & informative talk Participants got useful exposure though they may not set sights on going to Cambridge Should encourage participants to ask more questions
S1 students & parents	Lee Hysan Foundation Briefing Session	Apr 13, 2018 (Fri)	Lee Hysan Foundation	Careers Committee	WA	LK	 Participants: S1-5 Parents-3 Speakers – 7 Geelong Scholars (including Tsui Cheuk Lam, Ying Wa alumna) & 3 parents 2 S1 participants eventually applied for LHF Scholarship – 1 selected as school nominee

6. Summer Programmes

Activity	Organizer	Target Group	Participants Participants	PIC	Supporting
CUHK Summer Clinical Attachment Programme	Faculty of Medicine, CUHK	S5	1	WA	WT AL
CUHK Summer Institute	CUHK	S5	2	WA	
HKU Global Health & Development Leadership Training Camp	School of Public Health, HKU	S5	Lo Wing Sum Amy (5E) – Outstanding Leadership Award	WA	
PolyU Summer Programme 2018	PolyU	Senior secondary students	10	WA	
Summer Internships					
工作實習及體驗計劃 2017	HKFWS	15+ & S4+	4	WA	TE TE WT
M21 青年記者培訓課程	HKFYG	S3-5 (internal criteria)	7	WA	
Life Buddies Job tasting programme	Commission on Poverty	S4-5 above 15	Labour Department – 5 Strategic Public Relations Group - 5	WA	CL
Be a Government Official for a Day	Commission on Poverty	S4-5	Lo Long Ching (5B)	WA	KW, WT
Promoted					
HKU Summer Institute	HKU	S3-5			
HKUST Summer Institute	HKUST	S4-5			
Healthy Summer School 2018	HK West Cluster, Hospital Authority	15+ & S4+			
Queen Mary Hospital Student Volunteer Programme 2018	Queen Mary Hospital	S4-5			
OUHK Junior Summer Programme 2018	OUHK	S4-5			
2018 大學體驗夏令營	UNESCO, CUHK, PolyU	S4-5			