

**Ying Wa Girls' School  
Careers Committee  
Career & Life Planning Grant Proposal  
2018-19**

**Major Concern**

*To continue the goals of 1718 – in line with school goal for student support groups*

- ◆ To ensure effectiveness of activities
- ◆ 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. Ensuring Effectiveness of Activities</b> <ul style="list-style-type: none"> <li>◆ Major activities reviewed</li> <li>◆ Past reviews consulted when organizing activities</li> <li>◆ Improving S2 life planning activities</li> <li>◆ Experimenting with HKFWS's Self-directed Search (SDS) to replace the CII for S4</li> </ul>	<ul style="list-style-type: none"> <li>◆ All core programmes &amp; important events reviewed</li> <li>◆ Reviews of 1718 consulted when organizing similar activities – 1617 reviews for additional reference</li> <li>◆ Good elements of ex-S1 Junior Life Planning Prog. incorporated into S2 Careers Workshops</li> <li>◆ S4 students attempt SDS &amp; have class-based debriefing session conducted by HKFWS workers</li> </ul>	All Careers Teachers  LK, WA  WA	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Students' feedback</li> </ul>	<ul style="list-style-type: none"> <li>◆ Time for reviewing activities</li> <li>◆ Time for revising S2 Careers Workshop materials</li> <li>◆ Collaboration with HKFWS</li> </ul>
<b>2. Building Trustworthiness</b> <ul style="list-style-type: none"> <li>◆ Briefing senior students on email etiquette, leave taking, applications &amp; life planning benchmarks</li> <li>◆ Cooling-off period before confirmation for careers activity enrolment</li> <li>◆ Reminders to participants on proper attitude &amp; behaviour in external careers activities</li> <li>◆ Informing Class Teachers of students' undue absence in careers activities if necessary</li> </ul>	<ul style="list-style-type: none"> <li>◆ Students show responsible behaviour when taking part in careers activities</li> <li>◆ Low absence rates in careers activities</li> <li>◆ Positive feedback from partner / external organizations on student participation in careers activities</li> </ul>	All Careers Teachers	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Attendance records</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> <li>◆ Good communication with partner / external organizations</li> </ul>

<b>3. Encouraging Appreciation</b> <ul style="list-style-type: none"> <li>◆ More objective selection of recipients of Best Careers Assistants Awards</li> <li>◆ Certificates of appreciation for keen participants of careers activities in S5-6</li> <li>◆ Displaying reflections on careers activities</li> </ul>	<ul style="list-style-type: none"> <li>◆ 2 Best Careers Assistants Awards to be determined by Careers Teachers, with Chiefs &amp; Group Leaders helping with evaluation (mid-year &amp; end-of-term)</li> <li>◆ 2-4 Keen Participant Awards for S5-6 based on <ul style="list-style-type: none"> <li>~ Quantity – a number / range of activities joined</li> <li>~ Quality – commitment &amp; detailed reflection</li> </ul> </li> <li>◆ Each Careers Assistant to report on 1+ activity</li> <li>◆ Good reflections on careers activities posted on eClass</li> </ul>	All Careers Teachers, Careers Assistants, Participants of careers activities	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Students' feedback</li> </ul>	<ul style="list-style-type: none"> <li>◆ Souvenirs for Best Careers Assistants</li> <li>◆ Certificates of appreciation</li> <li>◆ Time for reviewing students' reports / reflections on careers activities</li> </ul>
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### Life Planning Benchmarks 1819

	<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>	4 OLE periods	<ul style="list-style-type: none"> <li>◆ Career Interest Inventory (CII) short version (Chi)</li> </ul>	<ul style="list-style-type: none"> <li>◆ 1 careers workshop</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>◆ John Holland's Self-directed Search (SDS)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Debriefing on SDS (S4)</li> <li>◆ 2 careers conferences (S5)</li> <li>◆ 2 university information days</li> <li>◆ Mock DSE Day (S5)</li> </ul>	Major fields of academic / career interest
<b>S5</b>	6 OLE periods + 3 hours	<ul style="list-style-type: none"> <li>◆ Career Card analysis (optional)</li> <li>◆ Job-tionary analysis (optional)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Coaching on JUPAS Self-account (S5)</li> <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 fields of academic / career interest</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>	4 OLE periods	Optional <ul style="list-style-type: none"> <li>◆ Career Card analysis</li> <li>◆ Job-tionary analysis</li> </ul>	<ul style="list-style-type: none"> <li>◆ 2 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>

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

### Core Programmes

<i>Date</i>	<i>Time</i>	<i>Duration</i>	<i>Target</i>	<i>Activity</i>	<i>Venue</i>	<i>Persons-in-charge</i>
Sep 28, 2018 (Fri)	P.9-10	2 lessons	S6	<b>S6 Careers Conference</b>	Hall	<b>KK, CL, WA</b>
Oct 12, 2018 (Fri)	P.9-10	2 lessons	S5	<b>S5 Careers Conference</b>	Hall	<b>GY, KK, LG</b>
Oct 12, 2018 (Fri)	P.9-10	2 lessons	S4	<b>S4 Careers Workshop</b>	S4 classrooms	<b>WA</b>
Oct 19, 2018 (Fri)	P.9-10 3:45-4:15pm	2 lessons	S4-5 (S6 optional) S4-5 ss leaders optional	<b>HKU Admission Talk</b>	Hall	<b>WA, GY, LG</b>
Nov 3, 2018 (Sat)	11:00-12:00 noon	1 hr	S3 parents	<b>HYC Talk for S3 Parents</b>	Hall	<b>WA, MA</b>
Nov 17, 2018 (Sat)	2:15-4:15pm	2 hrs	S3- 5 Mentees	<b>Mentorship Programme Orientation</b>	Hall	<b>GY, LK, WA</b>
Dec 7, 2018 (Fri)	P.9 - 4:15pm	1.5 hrs	S6 (optional)	<b>HYC Mock Interview Workshop #</b>	413 & S6 classrooms	<b>KK, LG, WA</b>
Dec 14, 2018 (Fri)	P.9 - 4:15pm	1.5 hrs	S6 (optional)	<b>HKFWS Mock Interview Workshop</b>	413 & S6 classrooms	<b>KK, LG, WA</b>
After Mid-year	Teachers' discretion		S3	<b>S3 Careers Workshop</b>	S3 classrooms	<b>MA &amp; S3 Class Teachers</b>
Jan 12, 2019 (Sat)	9:00am-12:30pm	3.5 hrs	S3-5	<b>Mentorship Programme Career Expo</b>	Hall & classrooms	<b>GY, LK, WA</b>
Jan 23, 2019 (Wed)	P.1	1 lesson	S2	<b>S2 Careers Quiz</b>	S2 classrooms	<b>LK, MA &amp; Careers Assistants (S3-5)</b>
Jan 25, 2019 (Fri)	P.9-10	2 lessons	S3	<b>S3 Careers Conference 1</b>	Hall / 705	<b>KK, MA &amp; S4 Subject Teachers</b>
Feb 1, 2019 (Fri)	P.9-10	2 lessons	S3	<b>S3 Careers Conference 2</b>	S3 classrooms	<b>CL, MA &amp; S5 student helpers (about 40)</b>
Feb 13, 2019 (Wed)	P.9-10	2 lessons	S6	<b>Pre-DSE Day Briefing</b>	705	<b>KK, CL, WA</b>
Feb 19, 2019 (Tue)	P.1	1 lesson	S2	<b>S2 Careers Workshop 1</b>	S2 classrooms	<b>LK &amp; S2 Class Teachers</b>
Feb 26, 2019 (Tue)	P.1	1 lesson	S2	<b>S2 Careers Workshop 2</b>	S2 classrooms	<b>LK &amp; S2 Class Teachers</b>
Mar 15, 2019 (Fri)	P.9-10	2 lessons	S5	<b>HYC Talk on Interview Tips @</b>	705	<b>GY, LG</b>
Apr 2, 2019 (Tue) (Fri lessons)	P.9-10	2 lessons	S5	<b>S5 Mock DSE Day</b>	Hall	<b>GY, WA, CL, KK, LK, LG, MA, AW, TE, PP, CY, CK &amp; graduates</b>
May 11, 2019 (Sat)	9:30-11:00am	1.5 hrs	S4-6 students & parents	<b>HYC DSE Day Talk</b>	Hall	<b>KK, WA</b>
Jun 28, 2019 (Fri)	8:30-11:30am	3 hrs	S5	<b>S5 Pre-JUPAS Conference *</b>	Hall	<b>GY, LG, KK, MA</b>
Jun 29, 2019 (Sat)	2:15-5:00pm	3 hrs	S3-5 Mentees	<b>Mentorship Programme Tea Gathering</b>	Hall	<b>LK, GY, WA</b>
Jul 2019 – TBC	TBC	45 min	Teachers	<b>DSE Day Briefing for Teachers</b>	Eng Rm	<b>KK, GY</b>

# Science Talk by HKUST School of Science at same time (S5-6: 30 chemistry students)

@ May be skipped due to school calendar changes related to removal

\* May be moved to Jul 2 (Tue) due to school calendar changes related to removal

HYC Mock Interview Workshop – max 4 groups, 88 students

HKFWS Mock Interview Workshop – max 3 groups, 40 students

**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 28, 2018 (Fri)	P.9-10	<b>KK</b>	CL, WA
	<b>HYC Mock Interview Workshop #</b>	Dec 7, 2018 (Fri)	P.9-4:15pm	<b>KK</b>	LG, WA
	<b>HKFWS Mock Interview Workshop</b>	Dec 14, 2018 (Fri)			
	<b>Pre-DSE Day Briefing</b>	Feb 13, 2019 (Wed)	P.9-10	<b>KK</b>	CL, WA
	<b>DSE Day Briefing for Teachers</b>	Jul 2019 (to be confirmed)	AM	<b>KK</b>	GY
<b>S5</b>	<b>S5 Careers Conference</b>	Oct 12, 2018 (Fri)	P.9-10	<b>GY</b>	KK, LG
	<b>Talk on JUPAS &amp; Multiple Pathways</b>	Feb 16, 2019 (Sat)	AM	<b>WA</b>	HN
	<b>HYC Talk on Interview Tips @</b>	Mar 15, 2019 (Fri)	P.9-10	<b>GY</b>	LG
	<b>S5 Mock DSE Day</b>	Apr 2, 2019 (Tue, Fri lessons)	P.9-10	<b>GY, WA</b>	CL, KK, LK, LG, MA, AW, TE, PP, CY, CK & graduates
	<b>Pre-JUPAS Conference *</b>	Jun 28, 2019 (Fri)	8:30-11:30am	<b>GY, LG</b>	KK, MA
<b>S4</b>	<b>S4 Careers Workshop</b>	Oct 12, 2018 (Fri)	P.9-10	<b>WA</b>	
<b>S4-6</b>	<b>HKU Admission Talk</b>	Oct 19, 2018 (Fri)	P.9-10 (S6 optional) 3:45-4:15pm: S4-5 student leaders optional	<b>WA</b>	GY, LG
	<b>HYC DSE Day Talk (+ parents)</b>	May 11, 2019 (Sat)	9:30-11:00am	<b>KK</b>	WA
<b>S3</b>	<b>HYC Talk for S3 Parents</b>	Nov 3, 2018 (Sat)	11:00-12:00 noon	<b>WA</b>	MA
	<b>S3 Careers Workshop</b>	After Mid-year	Teachers' discretion	<b>MA</b>	S3 Class Teachers
	<b>S3 Careers Conference 1</b>	Jan 25, 2019 (Fri)	P.9-10	<b>KK</b>	MA & S4 Subject Teachers
	<b>S3 Careers Conference 2</b>	Feb 1, 2019 (Fri)	P.9-10	<b>CL</b>	MA & S5 student helpers (about 40)
	<b>Talk on S4 Subject Choice Mechanism</b>	Feb 16, 2019 (Sat)	AM	<b>KS</b>	WA
<b>S2</b>	<b>S2 Careers Quiz</b>	Jan 23, 2019 (Wed)	P.1	<b>LK</b>	MA & Careers Assistants (S3-5)
	<b>S2 Careers Workshop 1</b>	Feb 19, 2019 (Tue)	P.1	<b>LK</b>	S2 Class Teachers
	<b>S2 Careers Workshop 2</b>	Feb 26, 2019 (Tue)	P.1	<b>LK</b>	S2 Class Teachers
<b>S3-5</b>	<b>Mentorship Programme Orientation</b>	Nov 17, 2018 (Sat)	2:15-4:15pm	<b>GY</b>	LK, WA
	<b>Mentorship Programme Career Expo</b>	Jan 12, 2019 (Sat)	9:00am-12:30pm	<b>GY</b>	LK, WA
	<b>Mentorship Programme Tea Gathering</b>	Jun 29, 2019 (Sat)	2:15-5:00pm	<b>LK</b>	GY, WA

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