

**Ying Wa Girls' School  
Careers Committee  
Career & Life Planning Grant Proposal  
2016-17**

**Major Concern**

To continue 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 choices
3. Streamlined and effective careers activities
4. More collaboration between Careers Committee and other teachers / groups / school partners
5. Engagement of parents where possible

<i>Strategies</i>	<i>Success Criteria</i>	<i>Persons Responsible</i>	<i>Method of Evaluation</i>	<i>Resources Required</i>
<b>1. Revamping careers guidance activities</b> <ul style="list-style-type: none"> <li>◆ Streamlining of existing activities</li> <li>◆ Enrichment &amp; expansion of quality programmes – within limits</li> <li>◆ Career exploration activities for senior form students</li> </ul>	<ul style="list-style-type: none"> <li>◆ Revised framework of benchmarks showing life planning accomplishments for different forms</li> <li>◆ Business partnership &amp; job shadowing opportunities for more students</li> <li>◆ Interview tips &amp; practice for S5-6</li> <li>◆ 2 parent talks on JUPAS / multiple pathways &amp; DSE Day</li> <li>◆ “Career Mapping” &amp; related activities to be conducted by S3-4 Class Teachers</li> </ul>	Careers Teachers  Careers Teachers  GY, KK, LG, WA KK, WA CL, MK & S3-4 Class Teachers	<ul style="list-style-type: none"> <li>◆ Careers Teachers’ observations</li> <li>◆ Survey on students</li> <li>◆ Survey on other participants</li> </ul>	<ul style="list-style-type: none"> <li>◆ Availability of appropriate activities</li> <li>◆ Time for planning &amp; promotion of activities</li> <li>◆ Collaborative atmosphere</li> </ul>
<b>2. Junior form life planning programme</b>	Refined life planning programmes for <ul style="list-style-type: none"> <li>◆ S1 – 2 lessons</li> <li>◆ S2 – 2 lessons &amp; S2 Careers Quiz</li> <li>◆ S3 – 2 lessons (S3 Careers Workshop)</li> </ul>	CL, LK, WA S1-3 Class Teachers	<ul style="list-style-type: none"> <li>◆ Teachers’ observations</li> <li>◆ Survey on students</li> </ul>	<ul style="list-style-type: none"> <li>◆ Time for revising materials</li> <li>◆ Ideas for refining materials</li> </ul>
<b>3. Seeking room for collaboration with subject panels, other student support groups and school partners in life planning activities</b>	<ul style="list-style-type: none"> <li>◆ Continued collaboration with previous partners</li> <li>◆ New opportunities of collaboration with other partners</li> </ul>	Careers Teachers, Heads of subject panels, student support groups & school partners	Teachers’ observations	<ul style="list-style-type: none"> <li>◆ Availability of appropriate activities</li> <li>◆ Time for consultation</li> </ul>
<b>4. Guidance for students with special needs</b> <ul style="list-style-type: none"> <li>◆ Early identification of students</li> <li>◆ Early intervention – individual guidance &amp; suggestions on alternate pathways</li> </ul>	<ul style="list-style-type: none"> <li>◆ Collaboration with Academic Committee and Guidance Committee in identifying students with special needs</li> <li>◆ Collaboration with HKFWS on providing guidance</li> <li>◆ Collaboration with Class Teachers in providing careers guidance for students with special needs</li> <li>◆ Information provided to parents where necessary</li> </ul>	Careers Teachers, Academic Committee, Guidance Committee & Class Teachers	Teachers’ observations	<ul style="list-style-type: none"> <li>◆ Time for individual guidance</li> <li>◆ Careers information on multiple pathways</li> </ul>

## Life Planning Benchmarks

	<i>Time</i>	<i>Self-understanding</i>	<i>Life Planning Activities</i>	<i>Careers Choices / Products</i>
<b>S1</b>	3 OLE periods	Basic self-understanding	Basic knowledge of world of work	Preliminary life goal setting
<b>S2</b>	3 OLE periods	More self-understanding	<ul style="list-style-type: none"> <li>◆ More exposure to world of work</li> <li>◆ 1 careers quiz</li> </ul>	Revised life goals
<b>S3</b>	6 OLE periods	Career Interest Inventory (CII) simple version (Chi)	<ul style="list-style-type: none"> <li>◆ 1 careers workshop</li> <li>◆ 1 careers conference on NAS subj choices</li> <li>◆ 1 experience sharing session by senior students</li> <li>◆ Mentorship Programme (optional)</li> <li>◆ Career Expo (optional)</li> </ul>	Plan for NAS subject choices
<b>S4</b>	2 OLE periods	Career Interest Inventory (CII) long version (Eng)	<ul style="list-style-type: none"> <li>◆ 2 careers conferences (1 in S4, 1 in S5)</li> <li>◆ 2 university information days</li> <li>◆ Mentorship Programme / 1 business partnership activity</li> <li>◆ Career Expo</li> <li>◆ Mock DSE Day (S5)</li> <li>◆ 1 career talk / visit // JA Success Skills Workshop</li> <li>◆ Coaching on JUPAS Self-account (S5)</li> </ul>	3 interested fields of studies
<b>S5</b>	4 OLE periods + 3 hours	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>◆ 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>◆ Draft of 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>◆ 2 university information days</li> <li>◆ 1 mock interview workshop</li> <li>◆ Tips on resume</li> </ul>	<ul style="list-style-type: none"> <li>◆ 20 JUPAS choices</li> <li>◆ JUPAS Self-account</li> <li>◆ JUPAS SLP</li> </ul>

**Careers Activities for OLE**

<b>Date</b>	<b>Duration</b>	<b>Time</b>	<b>Target</b>	<b>Activity</b>	<b>Venue</b>	<b>Persons-in-charge</b>
Sep 23, 2016 (Fri)	2 lessons	P.9-10	S6	<b>S6 Careers Conference</b>	Hall	<b>KK, LG, WA</b>
Oct 7, 2016 (Fri)	2 lessons	P.9-10	S4-5	<b>S4-5 Careers Conference</b>	Hall	<b>GY, MK, WA</b>
Oct 14, 2016 (Fri)	30 min	1:20-1:50pm	All forms	<b>Further Studies in the UK</b>	Biology Lab	<b>LG, WA</b>
Oct 21, 2016 (Fri)	1.5 hrs	P.9 - 4:15pm	S6 (88 students)	<b>HYC Mock Interview Workshop</b>	Rm 511 & S6 Classrooms	<b>WA, KK, LG,</b>
Oct 29, 2016 (Sat)	1 hr	11:00am-12 noon	S4-6 Parents	<b>HYC Parent Talk on JUPAS &amp; Multiple Pathways</b>	Rm 705	<b>WA, KK</b>
Oct 29, 2016 (Sat)	1 hr	11:00am-12 noon	S3 Parents	<b>HYC Parent Talk on NSS Subject Choices</b>	Rm 511	<b>CL, GY, LG</b>
Nov 11, 2016 (Fri)	2 lessons	P.9-10	S4-6	<b>CUHK Admission Talk</b>	Hall	<b>WA, CL, GY, MK</b>
Nov 12, 2016 (Sat)	2.5 hrs	2:00pm - 4:30pm	S3-5 Mentees	<b>Mentorship Programme Orientation</b>	Hall	<b>MK, GY, LK</b>
Jan 14, 2017 (Sat)	3.5 hrs	9:00am - 12:30pm	S3-5	<b>Mentorship Programme Career Expo</b>	Hall & Classrooms	<b>GY, LK, MK, WA</b>
Feb 7, 2017 (Tue)	1 lesson	P.1	S2	<b>S2 Junior Life Planning Programme (1)</b>	S2 classrooms	<b>LK &amp; S2 Class Teachers</b>
Feb 10, 2017 (Fri)	2 lessons	P.9-10	S3	<b>S3 Careers Workshop</b>	S3 classrooms	<b>CL &amp; S3 Class Teachers</b>
Feb 14, 2017 (Tue)	1 lesson	P.1	S2	<b>S2 Junior Life Planning Programme (2)</b>	S2 classrooms	<b>LK &amp; S2 Class Teachers</b>
Feb 15, 2017 (Wed)	1 lesson	P.1	S2	<b>S2 Careers Quiz</b>	S2 classrooms	<b>CL, LK &amp; S3-5 Careers Assistants (about 20)</b>
Feb 17, 2017 (Fri)	2 lessons	P.9-10	S3	<b>S3 Careers Conference I</b> ~ Introduction to S4 Electives	Hall	<b>KK, CL &amp; S4 Subject Teachers</b>
Feb 23, 2017 (Thu)	2 lessons	P.9-10	S6	<b>Pre-DSE Day Briefing</b>	Hall	<b>WA, KK, LG</b>
Feb 25, 2017 (Sat)	30 min		S3 & Parents	<b>Talk on S4 Subject Choice Mechanism</b>	Hall	<b>HN</b>
Feb 25, 2017 (Sat)	30 min		S5 & Parents	<b>Talk on JUPAS &amp; Multiple Pathways</b>	Hall	<b>WA</b>
Mar 3, 2017 (Fri)	2 lessons	P.9-10	S3	<b>S3 Careers Conference II</b> ~ Experience Sharing on S4 Subj. Choices	S3 classrooms	<b>CL, LG &amp; S5 student helpers (about 40)</b>
Mar 7, 2017 (Tue)	1 lesson	P.1	S1	<b>S1 Junior Life Planning Programme (1)</b>	S1 classrooms	<b>WA &amp; S1 Class Teachers</b>
Mar 14, 2017 (Tue)	1 lesson	P.1	S1	<b>S1 Junior Life Planning Programme (2)</b>	S1 classrooms	<b>WA &amp; S1 Class Teachers</b>
Mar 17, 2017 (Fri)	2 lessons	P.9-10	S5	<b>HYC Talk on Interview Tips</b>	Hall	<b>GY, WA</b>
Mar 31, 2017 (Fri)	2 lessons	P.9-10	S5	<b>S5 Mock DSE Day</b>	Hall	<b>GY, WA, KK, LG, LK, S5 Class Teachers &amp; graduates</b>
May 13, 2017 (Sat)	2 hrs	9:30-11:30am	S4-6 & Parents	<b>HYC DSE Day Talk</b>	Hall	<b>KK, WA</b>
Jun 17, 2017 (Sat)	3 hrs	PM	S3-5 Mentees	<b>Mentorship Programme Tea Gathering</b>	External venue	<b>MK, GY, LK, WA</b>
Jul 3, 2017 (Mon)	3 hrs	8:30-11:30	S5	<b>Pre-JUPAS Conference</b>	Hall	<b>GY, LG, CL, KK</b>
Jul (to be confirmed)	0.5 hr	To be confirmed	Teachers	<b>DSE Day Briefing for Teachers</b>	To be confirmed	<b>KK, LG, WA</b>

### Careers Activities by Levels

Level	Activity	Date	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Chief	Supporting
S6	S6 Careers Conference	Sep 23, 2016 (Fri)	☺											KK	LG, WA
	HYC Mock Interview Workshop	Oct 21, 2016 (Fri)		☺										WA	KK, LG
	Pre-DSE Day Briefing	Feb 23, 2017 (Thu)						☺						WA	KK, LG
	DSE Day Briefing for Teachers	Jul (to be confirmed)											☺	KK	LG
S4-5	S4-5 Careers Conference	Oct 7, 2016 (Fri)		☺										GY	MK, WA
S4-6	CUHK Admission Talk	Nov 11, 2016 (Fri)			☺									WA	CL, GY, MK
	HYC Parent Talk on JUPAS & Multiple Pathways	Oct 29, 2016 (Sat)			☺									WA	KK
	HYC DSE Day Talk	May 6, 2017 (Sat)									☺			KK	WA
S5	Talk on JUPAS & Multiple Pathways	Feb 25, 2017 (Sat)						☺						WA	HN
	HYC Talk on Interview Tips	Mar 17, 2017 (Fri)							☺					GY	WA
	S5 Mock DSE Day	Mar 31, 2017 (Fri)							☺					GY, WA	KK, LG, LK, S5 Class Teachers, Graduates
	Pre-JUPAS Conference	Jul 3, 2017 (Mon)											☺	GY, LG	CL, KK
S3	HYC Parent Talk on NSS Subject Choices	Oct 29, 2016 (Sat)		☺										CL	GY, LG
	S3 Careers Workshop	Feb 10, 2017 (Fri)						☺						CL	S3 Class Teachers
	S3 Careers Conference I	Feb 17, 2017 (Fri)						☺						KK	CL, S4 Subj Teachers
	Talk on S4 Subject Choice Mechanism	Feb 25, 2017 (Sat)						☺						HN	WA
	S3 Careers Conference II	Mar 14, 2017 (Tue)							☺					CL	LG, S5 helpers
S2	S2 Junior Life Planning Programme (1)	Feb 7, 2017 (Tue)						☺						LK	S2 Class Teachers
	S2 Junior Life Planning Programme (2)	Feb 14, 2017 (Tue)						☺						LK	S2 Class Teachers
	S2 Careers Quiz	Feb 15, 2017 (Wed)						☺						CL	LK, CAs
S1	S1 Junior Life Planning Programme (1)	Mar 7, 2017 (Tue)							☺					WA	S1 Class Teachers
	S1 Junior Life Planning Programme (2)	Mar 14, 2017 (Tue)							☺					WA	S1 Class Teachers
S3-5	Mentorship Programme Orientation	Nov 12, 2016 (Sat)			☺									MK	GY, LK
	Mentorship Programme Career Expo	Jan 14, 2017 (Sat)					☺							GY	LK, MK, WA
	Mentorship Programme Tea Gathering	Jun 17, 2017 (Sat)										☺		MK	GY, LK, WA
All	Further Studies in the UK	Oct 14, 2016 (Fri)		☺										LG	WA

### OLE Periods

S1	2	S4	4	
S2	3	S5	8	+ 3 hrs (Pre-JUPAS Conference)
S3	6	S6	6	+ 1.5 hrs (HYC Mock Interview Workshop – optional) + 2 hrs (HYC DSE Day Talk – optional)