

**Ying Wa Girls' School  
Careers Committee  
Career & Life Planning Grant Proposal  
2019-20**

**PART I**

**Major Concerns**

*To explore new directions of our service – in alignment with 120<sup>th</sup> anniversary celebration theme – A New Horizon*

- ◆ To help S3 students choose S4 electives more sensibly
- ◆ To promote careers activities more efficiently

***Intended Outcomes / Targets***

1. S3 students more certain about their S4 elective choices
2. Quicker and more effective promotion of careers activities

<i>Strategies</i>	<i>Success Criteria</i>	<i>Persons Responsible</i>	<i>Method of Evaluation</i>	<i>Resources Required</i>
<p><b>1. Helping S3 choose S4 electives sensibly</b></p> <ul style="list-style-type: none"> <li>◆ Encouraging S3 students to attend HYC Talk on S3 Subject Selection</li> <li>◆ Encouraging S3 students to discuss subject choice plans with teachers</li> <li>◆ Better selection &amp; training of S5 helpers for S3 Careers Conference 2</li> <li>◆ S3 students meeting school social workers to discuss subject choice plans</li> </ul>	<ul style="list-style-type: none"> <li>◆ 50% of S3 students sign up for HYC Talk for S3 Parents</li> <li>◆ 70% of S3 students discuss subject choice plans with Careers / Class / Subject Teachers</li> <li>◆ Subject Panels recommend potential S5 helpers &amp; detailed briefing for all helpers</li> <li>◆ HKFWS school social workers provide counselling for 10 S3 students on individual / small group basis</li> </ul>	<p style="text-align: center;"><b>MA, HY, WA</b></p> <p style="text-align: center;">Careers, Class &amp; Subject Teachers</p> <p style="text-align: center;"><b>MA, HY, LK &amp; Subject Panels</b></p> <p style="text-align: center;"><b>WA, MA</b></p>	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Students' feedback</li> </ul>	<ul style="list-style-type: none"> <li>◆ Student helpers</li> <li>◆ S3 Class Teachers &amp; Subject Teachers' support</li> <li>◆ Support from HKFWS</li> </ul>
<p><b>2. Promoting careers activities efficiently</b></p> <ul style="list-style-type: none"> <li>◆ Setting up communication networks in S4-6 early in the term</li> <li>◆ Continued promotion of activities through eClass</li> <li>◆ Collection of applications through Google forms</li> </ul>	<ul style="list-style-type: none"> <li>◆ Contact lists of S4-6 created by end of October</li> <li>◆ Direct promotion of some careers activities through email messages</li> <li>◆ More promotion &amp; communication with students &amp; parents through eClass announcements, eNotices &amp; push messages</li> <li>◆ More use of Google forms in collecting student applications</li> </ul>	<p style="text-align: center;">Form Coordinators</p> <p style="text-align: center;">All Careers Teachers</p>	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Students' feedback</li> </ul>	<ul style="list-style-type: none"> <li>◆ Help by Careers Assistants</li> </ul>

**Life Planning Benchmarks 1920**

	<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> </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>	2 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 career interests
<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 6 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>

## PART II

### A. 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 20, 2019 (Fri)	P.9-10	2 lessons	S6	<b>S6 Careers Conference</b>	Hall	<b>KK, GY, LG</b>
Oct 4, 2019 (Fri)	P.9-4:30pm	2 lessons	S6	<b>S6 Mock Interview Workshop</b> (HYC – 3 groups x10@) (HKFWS – 2 groups x 12@)	AM01, A106, A208, A209, A210	<b>Overseer: WA</b> <b>KK (HKFWS)</b> <b>LG (HYC)</b>
Oct 11, 2019 (Fri)	P.9-10	2 lessons	S5	<b>S5 Careers Conference</b>	Hall	<b>GY, KK, MA</b>
Nov 1, 2019 (Fri)	P.9-10	2 lessons	S4	<b>S4 Careers Workshop</b>	S4 classrooms	<b>WA</b>
Nov 2, 2019 (Sat)	11:00-12:00 noon	1 hr	S3 parents	<b>HYC Talk on S3 Subject Selection</b>	Hall	<b>MA, HY, WA</b>
Nov 9, 2019 (Sat)	2:15-4:15pm	2 hrs	S3- 5 Mentees	<b>Mentorship Prog Orientation</b>	Hall	<b>GY, HY, LK, WA</b>
Jan 18, 2020 (Sat)	9:00am-12:00pm	3.5 hrs	S3-5	<b>Mentorship Prog Career Expo</b>	Hall & classrooms	<b>GY, LK, HY, WA</b>
Feb 4, 2020 (Tue)	P.1	1 lesson@	S2	<b>S2 Careers Workshop 1</b>	S2 classrooms	<b>LK, HY &amp; S2 Class Teachers</b>
Feb 7, 2020 (Fri)	P.9-10	2 lessons	S3	<b>S3 Careers Workshop</b>	S3 classrooms	<b>MA &amp; S3 Class Teachers</b>
Feb 11, 2020 (Tue)	P.1	1 lesson@	S2	<b>S2 Careers Workshop 2</b>	S2 classrooms	<b>LK, HY &amp; S2 Class Teachers</b>
Feb 12, 2020 (Wed)	P.1	1 lesson	S2	<b>S2 Careers Quiz</b>	S2 classrooms	<b>LK, HY &amp; Careers Assistants</b> (S4-5)
Feb 14, 2020 (Fri)	P.9-10	2 lessons	S3	<b>S3 Careers Conference 1</b>	Hall	<b>KK, MA &amp; S4 Subject Teachers</b>
Feb 21, 2020 (Fri)	P.9-10	2 lessons	S3	<b>S3 Careers Conference 2</b>	S3 classrooms	<b>MA, HY, LK &amp; S5 student</b> helpers (about 40)
Feb 27, 2020 (Thu)	P.9-10	2 lessons	S6	<b>Pre-DSE Day Briefing</b>	Hall	<b>KK, GY, MA</b>
Apr 24, 2020 (Fri)	P.9-10	2 lessons	S5	<b>HYC Talk on Interview Tips</b>	Auditorium	<b>GY, LG</b>
Apr 29, 2020 (Wed) Fri lessons	P.9-10	2 lessons	S5	<b>S5 Mock DSE Day</b>	Hall	<b>GY, WA, KK, LG,</b> CA, TM, KI, KA, SI & graduates
May 9, 2020 (Sat)	9:30-11:00am	2 hrs	S4-6 students & parents	<b>HYC DSE Day Talk</b>	Hall	<b>KK, LG</b>
Jun 13, 2020 (Sat)	2:15-5:00pm	3 hrs	S3-5 Mentees	<b>Mentorship Prog Tea Gathering</b>	Ext venue	<b>LK, GY, HY, WA</b>
Jun 15, 2020 (Mon)	8:30-11:30am	3 hrs	S5	<b>S5 Pre-JUPAS Conference</b>	Hall	<b>KK, LG, GY, MA</b>
Jul 2020 – TBC	TBC	45 min	Teachers	<b>DSE Day Briefing for Teachers</b>	TBC	<b>KK, GY</b>

**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 20, 2019 (Fri)	P.9-10	<b>KK</b>	GY, LG
	<b>S6 Mock Interview Workshop</b> (HYC – 3 groups x10@) (HKFWS – 2 groups x 12@)	Oct 4, 2019 (Fri)	P.9-4:30pm	<b>Overseer: WA</b> <b>LG (HYC)</b> <b>KK (HKFWS)</b>	
	<b>Pre-DSE Day Briefing</b>	Feb 27, 2020 (Thu)	P.9-10	<b>KK</b>	GY, MA
	<b>DSE Day Briefing for Teachers</b>	Jul 2020 (to be confirmed)	AM	<b>KK</b>	GY
<b>S5</b>	<b>S5 Careers Conference</b>	Oct 11, 2019 (Fri)	P.9-10	<b>GY</b>	KK, MA
	<b>Talk on JUPAS &amp; Multiple Pathways</b>	Feb 22, 2020 (Sat)	AM	<b>WA</b>	HN
	<b>HYC Talk on Interview Tips @</b>	Apr 24, 2020 (Fri)	P.9-10	<b>GY</b>	LG
	<b>S5 Mock DSE Day</b>	Apr 29, 2020 (Wed, Fri lessons)	P.9-10	<b>GY, WA</b>	CL, KK, LK, LG, CA, TM, KI, KA, SI & graduates
	<b>S5 Pre-JUPAS Conference *</b>	Jun 15, 2020 (Mon)	8:30-11:30am	<b>KK, LG</b>	GY, MA
<b>S4</b>	<b>S4 Careers Workshop</b>	Nov 1, 2019 (Fri)	P.9-10	<b>WA</b>	
<b>S4-6</b> (+ parents)	<b>HYC DSE Day Talk</b>	May 9, 2020 (Sat)	9:30-11:00am	<b>KK</b>	LG
<b>S3</b>	<b>HYC Talk on S3 Subject Selection</b>	Nov 2, 2019 (Sat)	11:00-12:00 noon	<b>MA</b>	HY, WA
	<b>S3 Careers Workshop</b>	Feb 7, 2020 (Fri)	P.9-10	<b>MA</b>	S3 Class Teachers
	<b>S3 Careers Conference 1</b>	Feb 14, 2020 (Fri)	P.9-10	<b>KK</b>	MA & S4 Subject Teachers
	<b>S3 Careers Conference 2</b>	Feb 21, 2020 (Fri)	P.9-10	<b>MA</b>	HY, LK & S5 student helpers (about 40)
	<b>Talk on S4 Subject Choice Mechanism</b>	Feb 22, 2020 (Sat)	AM	<b>KS</b>	WA
<b>S2</b>	<b>S2 Careers Workshop 1</b>	Feb 4, 2020 (Tue)	P.1	<b>LK</b>	HY & S2 Class Teachers
	<b>S2 Careers Workshop 2</b>	Feb 11, 2020 (Tue)	P.1	<b>LK</b>	HY & S2 Class Teachers
	<b>S2 Careers Quiz</b>	Feb 12, 2020 (Wed)	P.1	<b>LK</b>	HY & Careers Assistants (S4-5)
<b>S3-5</b>	<b>Mentorship Programme Orientation</b>	Nov 9, 2019 (Sat)	2:15-4:15pm	<b>GY</b>	HY, LK, WA
	<b>Mentorship Programme Career Expo</b>	Jan 18, 2020 (Sat)	9:00am-12:30pm	<b>GY</b>	HY, LK, WA
	<b>Mentorship Programme Tea Gathering</b>	Jun 13, 2020 (Sat)	2:15-5:00pm	<b>LK</b>	GY, HY, WA

### C. External Careers Talks & Activities

<i>Target</i>	<i>Activity</i>	<i>Time</i>	<i>Organizer</i>	<i>PIC</i>	<i>Supporting</i>
S5	CUHK Academic Planning Day for S5	Mar	CUHK	<b>GY</b>	
S4-5	CityU Mooting Training Workshop	Throughout year	School of Law, CityU	<b>MA</b>	
S4-5	Aviation Management Training Programme	Apr	UNESCO, UNSW, PolyU	<b>HY</b>	WA
S3-5	HKFYG Hope for Success	May-Aug	HKFYG	<b>MA</b>	
S4-5	HKWPEA activities (esp. for disadvantaged students)	Throughout year	HKACMGM, HKWPEA	<b>GY</b>	LG
S3-5	Tech for Girls		Bank of America Merrill Lynch	<b>KK</b>	GI
S4-5	WYNG Philomathia Students Essay Contest	Jan-Mar	WYNG Foundation	<b>MA</b>	S4-5 Eng Teachers
	Others	Throughout year		<b>WA</b>	GY

	<i>University-based Activities</i>	<i>Profession-based Activities</i>
HY	PolyU	IT, Engineering, Surveying
GY	CUHK	Architecture, Business, Public Relations, Others
KK	CityU	Account & Finance, Business, Banking
LG	HKUST	Science, Medicine & Health
LK	HKBU, LingnanU	Urban Planning, Design
MA	HKU, EdUHK	Law, Media, Education, Others

**D. Summer Programmes**

<i>Type</i>	<i>Target</i>	<i>Activity</i>	<i>Time</i>	<i>Organizer</i>	<i>PIC</i>	<i>Supporting</i>
<b>Internships</b>	S6	BSPP Work Experience Programme	Jun-Jul	Education Bureau	<b>KK</b>	LK
	S5-6	Summer Career-Related Experience Scheme	Jul-Aug	HKACMGM	<b>KK</b>	
	S5	Be a Government Official for a Day	May-Aug	Commission on Poverty	<b>MA</b>	WA
	S4-5	Life Buddies Job Tasting Programme	Jun-Jul	Commission on Poverty	<b>GY</b>	MA, WA
	S4-5	HKFWS Work Placement Scheme	May-Aug	HKFWS	<b>GY</b>	MA
	S3-5	M21 青年記者培訓課程	Jul	HKFYG	<b>MA</b>	
	S3-5	Train 出光輝每一程	Jul-Aug	MTRC	<b>MA</b>	
<b>Hospital Attachment / Medicine</b>	S4-5	Healthy Summer School	Jul-Aug	HK West Cluster, Hospital Authority	<b>LG</b>	
	S4-5	Queen Mary Hospital Student Exposure Programme	Jul-Aug	Queen Mary Hospital	<b>LG</b>	WA
	S4-5	Phar-Yes (藥進新一代)	Jun-Aug	Pharmaceutical Society of HK, HKU, CUHK	<b>LG</b>	
<b>Others</b>	S4-5	Aviation Exploration Day	Jul-Aug	HK Youth Aviation Academy	<b>HY</b>	WA
	S4-5	UNESCO Summer Camp	Jul	UNESCO, CUHK, PolyU	<b>GY</b>	
	16+	St Anne's College HK Summer Sch	Jul	St Anne's College, University of Oxford	<b>LK</b>	
<b>HKU</b>	S4-5	HKU Summer Institute	Jul-Aug	HKU	<b>MA</b>	
	S4-5	HKU Social Sciences Summer Programme	Jul	Faculty of Social Sciences, HKU	<b>MA</b>	
	S4-5	HKU Medical Summer Broadening Programme	Jul	Faculty of Medicine, HKU	<b>MA</b>	
<b>CUHK</b>	S5	CUHK Summer Institute	Jul	CUHK	<b>GY</b>	
	S5	CUHK Summer Clinical Attachment Prog.	Jul	Faculty of Medicine, CUHK	<b>GY</b>	MA
	S4-5	Mars Media (火星媒體夏令營)	Jul	School of Journalism & Comm, CUHK	<b>GY</b>	
	S3-4	EconBiz@CUHK Business School	Jul	CUHK Business School	<b>GY</b>	
<b>HKUST</b>	S4-5	HKUST Summer Institute	Jul-Aug	HKUST	<b>LG</b>	
	S4-5	HKUST Business Summer Camp	Jul	HKUST Business School	<b>LG</b>	
	S4-5	HKUS Science Summer Camp	Aug	School of Science, HKUST	<b>LG</b>	
<b>HKBU</b>	S4-5	中醫藥生活體驗日營	Jul	School of Chinese Medicine, HKBU	<b>LK</b>	
<b>PolyU</b>	S4-5	PolyU Summer Programme	Jul	PolyU	<b>HY</b>	
	S4-5	PolyU Language & Culture Exploration Camp	Jul	Faculty of Humanities, PolyU	<b>HY</b>	
	S4-5	PolyU FB Summer Programme	Jul	Faculty of Business, PolyU	<b>HY</b>	
	S4-5	PolyU Engineering Summer Camp	Aug	Faculty of Engineering, PolyU	<b>HY</b>	
<b>CityU</b>	S5	CityU CLASS Summer School for S5 Students	Jul	College of Liberal Arts & Soc Sc, CityU	<b>KK</b>	
	S4-5	大學生活體驗計劃	Jul	Department of Chin & History, CityU	<b>KK</b>	