

**Ying Wa Girls' School
Careers Committee
Annual Plan
2020-21**

PART I

Major Concerns

To continue the goals of 19/20 – in line with school goal for student support groups

- ◆ To help S3 students choose S4 electives more sensibly
- ◆ More training for Careers Assistants (eg, team building, planning/conducting activities)

Intended Outcomes / Targets

1. S3 students more certain about their S4 elective choices
2. To involve Careers Assistants more in careers-related activities & develop their potential

<i>Strategies</i>	<i>Success Criteria</i>	<i>Persons Responsible</i>	<i>Method of Evaluation</i>	<i>Resources Required</i>
<p>1. Helping S3 choose S4 electives sensibly</p> <ul style="list-style-type: none"> ◆ Encouraging both S3 students and parents to attend HYC Talk on S3 Subject Selection ◆ Encouraging S3 students to attend Mentorship prog Career Expo ◆ Encouraging S3 students to discuss subject choice plans with Careers / Class / Subject Teachers ◆ Better selection & training of S5 helpers for S3 Careers Conference 2 ◆ S3 students meeting school social workers to discuss subject choice plans 	<ul style="list-style-type: none"> ◆ 60% of S3 students sign up for HYC Talk for S3 Parents ◆ 30 S3 students sign up for Mentorship prog Career Expo ◆ 70% of S3 students discuss subject choice plans with Careers / Class / Subject Teachers ◆ Subject Panels recommend potential S5 helpers & detailed briefing for all helpers ◆ HKFWS school social workers provide counselling for 10 S3 students on individual / small group basis 	<p style="text-align: center;">MA, HY, GY</p> <p style="text-align: center;">GY, HY, LK, PY</p> <p style="text-align: center;">Careers, Class & Subject Teachers</p> <p style="text-align: center;">MA, HY & Subject Panels</p> <p style="text-align: center;">GY, MA</p>	<ul style="list-style-type: none"> ◆ Teachers' observations ◆ Students' feedback 	<ul style="list-style-type: none"> ◆ Student helpers ◆ S3 Class Teachers & Subject Teachers' support ◆ Support from HKFWS
<p>2. More training for Careers Assistants</p> <ul style="list-style-type: none"> ◆ Conducting team building activities for Careers Assistants ◆ Encouraging Careers Assistants to plan or conduct careers related activities 	<ul style="list-style-type: none"> ◆ Organize 1 training workshop for Careers Assistants ◆ Organize S2 careers quiz ◆ Organize 1 careers activity with external organizations per term by Careers Assistants ◆ Assist in Mentorship prog Career Expo ◆ Organize in S3 Careers Conference 2 	<p style="text-align: center;">GY, MA, LK</p> <p style="text-align: center;">LK, HY</p> <p style="text-align: center;">All Careers Teachers</p> <p style="text-align: center;">GY, HY, LK, PY</p> <p style="text-align: center;">MA, HY</p>	<ul style="list-style-type: none"> ◆ Teachers' observations ◆ Students' feedback 	<ul style="list-style-type: none"> ◆ Clear instructions to students ◆ Good communication with external organizations

Life Planning Benchmarks 2021

	<i>Basic</i>	<i>Self-understanding</i>	<i>Life Planning Activities</i>	<i>Careers Choices / Products</i>
S2	3 OLE periods	Basic self-understanding	<ul style="list-style-type: none"> ◆ Simple job search ◆ 1 careers quiz 	Dream job
S3	6 OLE periods	<ul style="list-style-type: none"> ◆ Career Interest Inventory (CII) short version (Chi) 	<ul style="list-style-type: none"> ◆ 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	2 OLE periods	<ul style="list-style-type: none"> ◆ John Holland's Self-directed Search (SDS) 	<ul style="list-style-type: none"> ◆ Debriefing on SDS (S4) ◆ 2 careers conferences (S5) ◆ 2 university information days/ webinars ◆ Mock DSE Day (S5) 	Major career interests
S5	6 OLE periods + 3 hours	<ul style="list-style-type: none"> ◆ Career Card analysis (optional) ◆ Job-tionary analysis (optional) 	<ul style="list-style-type: none"> ◆ Coaching on JUPAS Self-account (S5) ◆ Mentorship Programme / 1 business partnership / work experience activity ◆ Career Expo (optional) ◆ 1 career talk / visit 	<ul style="list-style-type: none"> ◆ 2-3 fields of academic / career interest ◆ Top 6 JUPAS choices by end of April ◆ Top 10 JUPAS choices by end of summer holidays ◆ JUPAS Self-account by end of summer holidays
S6	4 OLE periods	Optional <ul style="list-style-type: none"> ◆ Career Card analysis ◆ Job-tionary analysis 	<ul style="list-style-type: none"> ◆ 2 careers conferences ◆ 1-2 university information days/ webinars ◆ 1 mock interview workshop (optional) ◆ Tips on personal statement & resume 	<ul style="list-style-type: none"> ◆ 20 JUPAS choices ◆ Revised JUPAS Self-account ◆ JUPAS SLP (optional)

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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 25, 2020 (Fri)	3:00 – 4:00 pm	1 hr	S6	S6 Careers Conference	Online	KK, GY, LG
Oct 23, 2020 (Fri)	P.9-10	2 lessons	S5	S5 Careers Conference	Hall	GY, KK, MA
Oct 31, 2020 (Sat)	11:00-12:00 noon	1 hr	S3 parents	HYC Talk on S3 Subject Selection	Hall	MA, HY, GY
Nov 14, 2020 (Sat)	2:15-4:15pm	2 hrs	S3- 5 Mentees	Mentorship Prog Orientation	Hall	LK, GY, HY
Nov 20, 2020 (Fri)	P.9-4:30pm	2 lessons	S6	S6 Mock Interview Workshop (HYC – 2 groups x10@) (HKFWS – 1 groups x 10@)	A208, A209, A210	Overseer: KK LG (HYC) GI (HKFWS)
Jan 16, 2021 (Sat)	9:00am-12:00pm	3.5 hrs	S3-5	Mentorship Prog Career Expo	Hall & classrooms	GY, HY, LK, PY
Jan 22, 2021 (Fri)	P.9-10	2 lessons	S3	S3 Careers Workshop	S3 classrooms	MA, HY & S3 Class Teachers
Feb 3, 2021 (Wed)	P.1	1 lesson	S2	S2 Careers Quiz	S2 classrooms	LK, HY & Careers Assistants (S4-5)
Feb 5, 2021 (Fri)	P.9-10	2 lessons	S3	S3 Careers Conference 1	Hall	KK, MA & S4 Subject Teachers
Feb 23, 2021 (Tue)	P.1	1 lesson@	S2	S2 Careers Workshop 1	S2 classrooms	LK, PY & S2 Class Teachers
Feb 24, 2021 (Wed)	P.9-10	2 lessons	S6	S6 Pre-DSE Day Briefing	Hall	KK, GY, MA
Mar 2, 2021 (Tue)	P.1	1 lesson@	S2	S2 Careers Workshop 2	S2 classrooms	LK, PY & S2 Class Teachers
Mar 5, 2021 (Fri)	P.9-10	2 lessons	S3	S3 Careers Conference 2	S3 classrooms	MA, HY & S5 student helpers (about 40)
Mar 5, 2021 (Fri)	P.9-10	2 lessons	S4	S4 Careers Workshop	S4 classrooms	GI, GY
Apr 16, 2021 (Fri)	P.9-10	2 lessons	S5	HYC Talk on Interview Tips	Auditorium	GY, GI, LG
Apr 23, 2021 (Fri)	P.9-10	2 lessons	S5	S5 Mock DSE Day	Hall	GY, KK, LG, GI S5 Class Teachers & graduates
May 29, 2021 (Sat)	9:30-11:00am	2 hrs	S4-6 students & parents	HYC DSE Day Talk	Hall	KK, GI, LG
Jun 24, 2021 (Thu)	8:30-11:30am	3 hrs	S5	S5 Pre-JUPAS Conference	Hall	GY, LG, KK, MA
Jun 26, 2021 (Sat)	2:15-5:00pm	3 hrs	S3-5 Mentees	Mentorship Prog Tea Gathering	Ext venue	LK, HY, GY, PY
Jul 9, 2021 (Fri)	TBC	45 min	Teachers	DSE Day Briefing for Teachers	TBC	KK, MA

B. Core Programmes by Levels

<i>Level</i>	<i>Activity</i>	<i>Date</i>	<i>Time</i>	<i>Chief</i>	<i>Supporting</i>
S6	S6 Careers Conference	Sep 25, 2020 (Fri)	3:00 – 4:00 pm	KK	GY, LG
	S6 Mock Interview Workshop (HYC – 2 groups x10@) (HKFWS – 1 groups x 10@)	Nov 20, 2020 (Fri)	P.9-4:30pm		Overseer: KK LG (HYC) GI (HKFWS)
	Pre-DSE Day Briefing	Feb 24, 2021 (Wed)	P.9-10	KK	GY, MA
	DSE Day Briefing for Teachers	Jul 9, 2021 (Fri)	AM	KK	MA
S5	S5 Careers Conference	Oct 23, 2020 (Fri)	P.9-10	GY	KK, MA
	Talk on JUPAS & Multiple Pathways	Feb 27, 2021 (Sat)	AM	GY	HN
	HYC Talk on Interview Tips @	Apr 16, 2021 (Fri)	P.9-10	GY	GI, LG
	S5 Mock DSE Day	Apr 23, 2021 (Fri)	P.9-10	GY, KK	CL, LG, GI, S5 Class Teachers & graduates
	S5 Pre-JUPAS Conference *	Jun 24, 2021 (Thu)	8:30-11:30am	GY, LG	KK, MA
S4	S4 Careers Workshop	Mar 5, 2021 (Fri)	P.9-10	GI	GY
S4-6 (+ parents)	HYC DSE Day Talk	May 29, 2021 (Sat)	9:30-11:00am	KK	LG, GI
S3	HYC Talk on S3 Subject Selection	Oct 31, 2020 (Sat)	11:00-12:00 noon	MA	HY, GY
	S3 Careers Workshop	Jan 22, 2021 (Fri)	P.9-10	MA	HY, S3 Class Teachers
	S3 Careers Conference 1	Feb 5, 2021 (Fri)	P.9-10	KK	MA & S4 Subject Teachers
	Talk on S4 Subject Choice Mechanism	Feb 27, 2021 (Sat)	AM	KS	GY
	S3 Careers Conference 2	Mar 5, 2021 (Fri)	P.9-10	MA	HY & S5 student helpers (about 40)
S2	S2 Careers Quiz	Feb 3, 2021 (Wed)	P.1	LK	HY & Careers Assistants (S4-5)
	S2 Careers Workshop 1	Feb 23, 2021 (Tue)	P.1	LK	PY & S2 Class Teachers
	S2 Careers Workshop 2	Mar 2, 2021 (Tue)	P.1	LK	PY & S2 Class Teachers
S3-5	Mentorship Programme Orientation	Nov 14, 2020 (Sat)	2:15-4:15pm	LK	GY, HY
	Mentorship Programme Career Expo	Jan 16, 2021 (Sat)	9:00am-12:30pm	GY, HY	LK, PY
	Mentorship Programme Tea Gathering	Jun 26, 2021 (Sat)	2:15-5:00pm	LK, HY	GY, PY

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	PY	
S4-5	CityU Mooting Training Workshop	Throughout year	School of Law, CityU	MA	
S4-5	Aviation Management Training Programme	Apr	UNESCO, UNSW, PolyU	HY	
S3-5	HKFYG Hope for Success	May-Aug	HKFYG	MA	
S4-5	HKWPEA activities (esp. for disadvantaged students)	Throughout year	HKACMGM, HKWPEA	GY	
S3-5	Tech for Girls		Bank of America Merrill Lynch	GI	HY
S4-5	WYNG Philomathia Students Essay Contest	Jan-Mar	WYNG Foundation	MA	S4-5 Eng Teachers
	Others	Throughout year		GY	

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