Ying Wa Girls' School Careers Committee Annual Report 2020-21

PART I - MAJOR CONCERN

To continue the goals of 1920 – 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

Strategies	Success Criteria	Method of Evaluation	Review
 1. Helping S3 choose S4 electives sensibly 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 	 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 	 ◆ Teachers' observations ◆ Students' feedback 	 64.2% of S3 students (95 out of 148) enrolled for the HYC Talk on S3 Subject Selection for their parents, slightly exceeding the target (60%) 43 S3 students sign up for Mentorship prog Career Expo, slightly exceeding the target (30) Due to extended school suspension in Term 2, S3 students mainly discussed their subject choice plans with Careers / Class / Subject Teachers through online mode. Students preferred to have consultations with teachers in small group basis. Subject Teachers' recommendations on S5 helpers for S3 Careers Conference 2 not adopted due to reschedule of the activity. An online briefing session before the conference has been arranged.

			 For next year, each Subject Teacher will be asked to recommend 8-10 students – to be invited by Careers Assistants Consultation with HKFWS school social workers cancelled due to school suspension and half-day school. The new format of small group counselling offered by HKFWS duplicates with our school junior careers planning workshops. Collaboration will be held when there will be a suitable format of small group counselling offered by HKFWS.
 More training for Careers Assistants Conducting team building activities for Careers Assistants Encouraging Careers Assistants to plan or conduct careers related activities 	 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 	 ◆ Teachers' observations ◆ Students' feedback 	 Due to extended school suspension in Term 1, there is no chance to conduct team building activities for Careers Assistants. It has been replaced by a short careers card game training workshop. Due to extended school suspension in Term 2, S2 careers quiz has been changed to online mode. Instead of hosting the S2 careers quiz, Careers Assistants focused on questions setting in the quiz. Due to the reschedule of mid-year test, Mentorship prog Careers Expo has been rescheduled to Jun 26 and conduct in online mode. Careers Assistants helped to provide assistance of using ZOOM for guest speakers. Due to extended school suspension for some forms throughout the whole school year, Careers Assistants have no chance to organize 1 careers activity with external organizations per term. S5 Careers Assistants helped to recruit S5 students to introduce subjects in senior secondary school with S3 students in S3 Careers Conference 2

Goals for 2021-22

- Empower: To promote multiple pathways
 - ~ On top of JUPAS, promote more talks for oversea studies
- Engage: To enhance students' job readiness
 - ~ Promote more job shadowing activities
 - ~ Organize experimental learning/service projects
 - ~ Promote mentorship program and strengthen alumni network

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PART II – GENERAL REPORT

1. Contribution by Careers Assistants

Work Done	Review
 Posting careers board displays Filing careers resources Introducing Careers Card analysis to fellow Careers Assistants Updating university admission scores & requirements Updating university interview questions Making careers announcements Helping with Mentorship Programme Conducting S2 Careers Quiz Sharing experience in S3 Careers Conference II (S5 CAs & helpers) 	 Evaluation of Performance Grouping based on major task (S2 Careers Quiz, S3 Careers Conference 2, Mentorship Programme Career Expo) made CAs more engaged. Because of the suspension of face-to-face lesson throughout the school year, the following activities have been carry out in online mode: S2 Careers Quiz Mentorship Programme Careers Expo They were also not able to initiate an activity per term as planned, due to the suspension of face-to-face lesson The Mid-year CA evaluation was cancelled. The Best CA Award was cancelled. The Group Leaders had performed quite well and their Class Teachers were informed. S5 CAs: Low proactiveness. in 1st term and improvement has been shown in the 2nd term Suggestions More instructions and deadlines to keep the CAs working Part of the display board can be used for displaying information of different professions. 2122 CAs 2021 CAs staying on – 5 New recruits – 13 (recruited by GY & MA) Total – 18 Chief CA –Wong Yat Nga (5E) Deputy Chief CA –Chloe Chan (5B) Group Leaders –Chan Hei Man (5E), Chow Hazel Cosima (5E), Kwok Hoi Ching (5E)

2. Core Programmes – Junior Forms

Level	Activity	Date	Chief	Supporting	Review
	HYC Talk on S3 Subject Selection	Oct 31, 2021 (Sat)	MA	HY, GY	 184 participants Enrolled: S3 parents: 95, S3 students: 89 64.2% of S3 students (95 out of 148) enrolled for the HYC Talk on S3 Subject Selection for their parents, slightly exceeding the target (60%) HYC survey shows positive feedback (top 2 responses of 5-pt scale counted) ~ 95% satisfied with arrangements ~ 96% thought aim achieved ~ 91% considered talk helpful ~ 96% satisfied with speaker (Mr Ng Po Shing) Can clarify subject choice mechanism will be explained later by KS in introduction Can ask Class Teachers to encourage more students to come
	S3 Careers Workshop	Jan 29, 2021 (Fri) (Online)	MA	S3 Class Teachers	 event was conducted smoothly with the help of S3 class teachers can remind students to check their Holland Code one week before the activity
S3	S3 Careers Conference 1	Feb 5, 2021 (Fri) (Online)	KK	MA & S4 Subject Teachers	 Conducted online due to extended school suspension in Term 2 Video on subject choice mechanism (KS) shared with S3 students / parents Video on general reminders & tips prepared by KK which has been shown to S3 students during OLE period on Feb 5 Videos / Information files on 12 electives shared by Subject Teachers
	Talk on S4 Subject Choice Mechanism	Feb 27, 2021 (Sat) (Online)	KS		 Students can choose videos which they are interested in No. of views: Subject choice mechanisms: 184 Google form prepared for collecting questions (KK), but few questions asked
	S3 Careers Conference 2	Mar 5, 2021 (Fri)	MA	GY & S5 student helpers (31)	 Very positive responses from S3, who found the activity useful Participants eager to ask questions & atmosphere generally good Less helpers have been recruited due to shorter sharing time (15 mins less) Suggestions for next term Liaise with Subject Teachers to encourage positive students to help Simple survey of subject interests in each class can be done 2-3 weeks before the conference so better allocation of S5 helpers can be arranged

S2	S2 Careers Workshop	Feb/Mar 2021 (Online)	НУ	LK & S2 Class Teachers	 Sufficient time & students were engaged Most students managed to complete the interview before workshop 2 3 scenarios encouraged reflection on important factors in subject selection "尋找生命的色彩" activities can be completed in students' own time Suggestions Hold the workshops in face-to-face format More explanation for Holland code is needed as some students did not understand themselves so that their Holland code cannot truly reflect the result Students can upload their worksheet to Google Classroom on the day before workshop 2
	S2 Careers Quiz	May 2021 (Online)	LK	S2 Careers Assistants	 Google form was sent to invite S2 students to complete the Careers Quiz. 65 responses were received with an average mark of 4.68 out of 8. The mark ranged from 2 to 8. It was preferable to hold the Careers Quiz in face-to-face format to have a higher participation rate.
		S2	"尋找生	命的色彩"(funded	by CLP Grant)
		S2-3	Hok Yau	Club handbook on N	AS subject choices
	Reference Materials	S1-3	"Probe"	 online personal 	ity test (funded by CLP Grant)
	Reference iviaterials	S3	◆ "生	涯地圖"(funded)	by CLP Grant)
			◆ JUPA	S Programmes 2021	Entry
			◆ JUPA	S Programmes by Fi	elds 2021 Entry

3. Core Programmes – Senior Forms

Level	Activity	Date	Chief	Supporting	Review
	S6 Careers Conference	Sep 25, 2020 (Fri) (Online)	KK	GY, LG	 Briefing on JUPAS Iteration Process was held on Sep 22 (Wed) during online CTP ~ 6A (CA) – LG ~ 6B (TM) – KK ~ 6C (KI) – GY ~ 6D (KA) – MA ~ 6E (SI) – GI Video on JUPAS application and multiple pathway prepared by KK and GY which has been shown to S6 students during OLE period on Sept 25 An excel file "My JUPAS Progs 2021" sent to students right after conference to help them enter JUPAS choices conveniently Avoid having standardized test after the conference
S6	Individual JUPAS guidance	Whole year	6A (CA) – LG 6B (TM) – LK + HY 6C (KI) – GY 6D (KA) – MA + PY 6E (SI) – KK + GI		 Most students finished JUPAS choice list before meeting Careers Teachers The submission rate of OEA and additional information was rather low 20 out of 144 S6 students did not submit OEA and 20 out of 144 S6 students did not submit OEA additional information More students considering overseas studies & were less concerned about JUPAS Some of students did not even fill in the choices before meeting the teacher Some students overlooked dual degrees jointly organised with overseas universities.
	S6 Mock Interview Workshop	Nov 20, 2020 (Fri)	Overseer: GI	KK (HKFWS) LG (HYC) GY	 Satisfactory participation – 57 students (6 groups) Nearly 35% of students interested in Medicine / Health Sciences More students (~18%) were interested in Social Science. A pity the workshop was cut short because of school suspension in the afternoon The rundown was a bit rush HYC survey shows positive feedback (top 2 responses of 5-pt scale counted) 95% satisfied with arrangements 81% thought aim achieved 85% considered workshop useful 95% satisfied with facilitators

				 Detailed reminders were given by the organisers. Students were engaged and willing to ask questions. When CLP grant is cut, HKFWS would be a good choice of collaboration partner in the future.
Pre-DSE Day Briefing	Early-Mar 2021 (online)	KK	GY	 Conducted online during extended school suspension 2 videos (on JUPAS & DSE Day Reminders, multiple pathways & overseas studies) shared with S6 Students could choose to watch videos they preferred Very low view rate No. of views: JUPAS & DSE Day Reminders: 51 Multiple pathways & overseas studies: 17 Colleagues helping on DSE Day could be invited to watch the videos S6 students could be invited to watch the videos again before DSE Day
HYC DSE Day Talk	May 29, 2021 (Sat) (Online)	KK	GI, GY, LG	 Conducted online All S6 students are compulsory to join the talk S5 students & S5-6 parents invited for easier management (S4 excluded) Enrolled: S6 parents – 56 S5 parents – 47 S5 students – 44 eClass eNotice and Gmail were used to remind students and parents to attend the talk on the day before. Viewed: maximum 170 accounts – many should consist of both students & parents The number of participants doubled compared to the previous year. Comprehensive talk by HYC speaker (Mr Reade Chan) Questions gathered by KK & put forward to speaker in Q&A session Participants were attentive and raised quality questions
DSE Day Briefing for Teachers	Jul 9, 2021 (Fri)	KK	GY, MA	◆ Information on JUPAS, HKACMGM e-Platform, EAPP offers, SPN offers and special considerations by universities were given to teachers

DSE Day Guidance for S6	Jul 21, 2021 (Wed) & subsequent days	(6C), MA GI (6E),	LK, HY (6B), GY A, PY (6D), KK, Class Teachers & ect Teachers	 Counselling on DSE Day – initially ~ Class Teachers & Subject Teachers focused on students with B5≤18 & no EAPP ~ Careers Teachers focussed on marginal cases (B5=19-21) HKACMGM database (hard & soft copy) made accessible in Careers Room & on day after HKACMGM JUPAS Statistics database – avoid sharing screen captures with students
S5 Careers Conference	Oct 23, 2020 (Fri)	GY	KK, MA	 All printed materials given to the students in advance – a good practice to keep Smooth completion & students were attentive Can invite students to share on various activities
Talk on JUPAS & Multiple Pathways	Mar 27, 2021 (Sat) (Online)	GY		 All printed materials given to the students in advance Video on students making choices shared with S5 students / parents No. of views: 240
HYC Talk on Interview Tips	Apr 16, 2021 (Fri)	GY	GI, LG	 Careers Teachers considered the speaker effective & this was useful preparation for S5 Mock DSE Day Students were attentive Due to limited OLE timeslot, the talk was held 3 weeks before the Mock DSE Day Suggest to hold the talk 1 week before the Mock DSE Day in the future HYC survey shows positive feedback (top 2 responses of 5-pt scale counted) Satisfied with activity – 94% Achieved purpose – 94% Helpful – 94% Fulfilled expectations – 86% Satisfied with facilitators – 98%
S5 Mock DSE Day	May 7, 2021 (Fri)	GY, KK	GI, LG, MK, TW, JN, LL, AH, MA, HY, PY, KI, JT & HKFWS social workers	 Mock DSE results projected from students' Mid-year Test scores Students grouped by academic interests & matched with graduate interviewers doing related programmes The activity was held smoothly The briefing provided by social workers was useful

S5 Pre-JUPAS				 ★ Most students serious about activity, but further improvement in interview skill was needed ★ Students simply read their self-introduction from the script and the introduction lacked personal characteristics. ✦ Students also failed to read the interviewer's body languages to speak louder. ✦ Through the activity, most students understood the need to match their ~ subject choice & interest (80%) ↑ subject choice & future careers (89%) ✦ But many students had high self-expectations & were not realistic in their subject choice ~ 35% expected higher mock results than projected grades ~ 63% didn't get mock offers, while our JUPAS degree offer rate is around 90% ✦ Students should adjust their selection choice more realistically based on their predicted grades and pay attention to the program requirements Improvement to Application Form Next Term ✦ A full A4 page instead of a half sheet ♣ To provide space for students to calculate their B6, 4+1, 2+3 scores ♠ Students to fill in subjects counted & median / LQ admission scores of previous year ♠ Include checklist to ensure students have fulfilled core / specific ✦ requirements & made realistic choice ✦ Mock results ✦ High / Moderate / Low / No chance of admission ♠ Sounds less resolute than "Place Offered / Application Rejected ✦ More time for application process as students have more to fill in & consider ✦ Discussion time lengthened to 10 min to allow more participation ✦ Students grouped randomly instead of by academic interests as students' academic interests keep changing ✦ Short Talks ← JUPAS Talk – right amount of info, can prepare students adequately for S6
S5 Pre-JUPAS Conference	Jul 2, 2021 (Fri)	GY, LG	KK, MA	~ JUPAS Talk – right amount of info, can prepare students adequately for S6 ~ S6 Talk – comprehensive revision tips, can focus less on exam tips ~ Graduates' talks (11 graduates) – good variety of programmes & universities

					 covered, sharing on oversea studies (UK & Mainland) have been added CUHK Business School Interview Tips Comprehensive talk by Prof Andy Wong Students attentive & engaged on the whole Overran for 40 minutes Invite less graduates to share on-stage in the future Ask S6 students to practice before the conference for better time management 		
S4	S4 Careers Workshop	Mar 12, 2021 (Fri) (Online)	GI	GY	 ◆ Online Holland Self-Directed Search (SDS) ~ A briefing email was sent to students on February 16 to guide them to complete the online test on or before March 1 ~ Some students forgot to save and keep a copy of the test result ~ Since the test could only be attempted once. Some students did not finish the test in one sitting and hence their account was locked ~ May invite Class Teachers to show students how to log in their accounts ~ Suggested to keep this activity in the second term next year ◆ S4 Careers Workshop ~ HKFWS social workers ran workshops efficiently on class basis ~ A short activity conducted towards end of workshop to engage students more ~ Students were attentive during the briefing session. 		
		S4	"Who am I"				
		S4-5			(funded by CLP Grant)		
		S5		es on JUPAS Self-acc CMGM Life+"– onlin	count ne positive development test (funded by CLP Grant)		
		S5-6		Programmes 2021 Ent			
R	eference Materials			•	· · · · · · · · · · · · · · · · · · ·		
					<u>*</u>		
	5				JUPAS / DSE Day		
					athways		
					•		
Reference Materials		S6	 JUPAS Programmes by Fields 2020 Entry 2020 JUPAS Admission Scores & 2021 Admission Requirements Hok Yau Club handbooks on JUPAS / DSE Day Guidelines on SLP Guidelines on EAPP EDB handbook on multiple pathways University interview questions observations 				

4. Mentorship Programme

No. of Mentees: 51 (S3 - 9, S4 - 22, S5 - 7)

No. of Mentors: 38

Date	Activity	Mentees	Mentors	PIC	Supporting	Remarks
Oct 7, 2020 (Wed)	Promotion			LK	GY, HY, PY	 An assembly announcement to all students made by Careers Assistants Promotion letter for S3-5
Nov 9, 2019 (Sat)	Orientation	38	37	LK	GY, HY, PY	 Some Mentors could not attend due to clashes with personal schedules Student teachers and CAs' assistance in registration much appreciated The atmosphere was warm and smooth flow Sharing session for Mentors Ms Janet Chung and Ms Amelia Yeung encouraged mentees to have more exploration in the different professions Ms Kanus Yu and her previous mentees shared their Mentorship experience Communication games conducted by Ms Anita Cheng No refreshment due to public health concern Suggest having separate sharing sessions for Mentors & Mentees
Jan 16, 2021 (Sat) Jun 26, 2021 (Sat) (Online)	Career Expo	Mentees: 50 Non-Mentees: 65 (Total: 115)	Mentors: 27 Non-Mentors: 14	HY, GY	LK, PY	 No. of participants similar to last year Low absence rates (11 out of 107) – absentees given reproof by LK & HY Overall feedback positive Around 1/3 of participants have joined Career Expo more than once – they treasured opportunity to get in touch with alumni of different professions A few students suggested longer sharing sessions – can try extending each sharing session by 5 min next year Minor technical problems about sending private message in breakout room The arrangement in the 1st session was a bit chaotic The arrangement in the 2nd and 3rd sessions improved by giving clearer instructions to speakers Suggest conducting in face-to-face mode next year
<jun 2021<br="" 26,="">(Sat)></jun>	Tea Gathering			PY	GY, HY, LK	 Cancelled due to reschedule of Career Expo Mentors & OC will be given souvenirs as tokens of appreciation

General Review

Membership & Participation

- The number of Mentees was similar to last year, with S4 being the majority
- All Mentees showed good commitment and participation
- The absence rates of Mentors were rather high due to busy working schedules
- About 65% mentoring pairs maintained regular contact via WhatsApp
- About 85% of the pairs met less than twice apart from official activities, probably because of their busy schedules or COVID-19
- Only 1 Mentee had the chance to visit her Mentor's workplace.

Value of Programme

- Most Mentees were positive about the programme and had benefited through gaining careers information / advice on further studies
- All Mentees would recommend others to join the programme.
- Two-thirds of S3-4 Mentees would like to rejoin this programme next academic year.
- Most mentoring pairs are likely to continue their relationship.
- The Career Expo was still the most highly rated activity, followed by private Mentor-Mentee meetings.

Others

- Ms Ho Pui Yi, a new Careers Teacher, has joined the Organizing Committee.
- Google Forms have been used to conduct Mentee surveys and career expo survey.
- Chan Chloe (4B), Ng Sze Man (4D) and Wong Yat Nga, Adeline (4E), the Mentorship Programme Coordinator among Careers Assistants, helped in coordination of Mentees.
- One group of Careers Assistants helping in the Career Expo preparation did not involve a lot due to the change in conduction mode, mainly helped in promotion.

5. Other Programmes

- Careers Assistants could not initiate an activity per term because of the unrest and unsafe environment.
- More students were enrolled in external programmes compare with last academic year, but still less than before the outbreak of COVID-19.
- More students were enrolled in overseas studies talks.

Activity	Date	Organizer	PIC
JA International Trade Challenge	Nov 7, 2020 (Sat)	Junior Achievement HK	GY
Workshop (Online)			
JA Career Dimension 4.0 – Deloitte	Nov 21, 2020 (Sat)	Junior Achievement HK	GY
(Online)			
HKUST Engineering Exploration Day &	Dec 1 & 2, 2020	School of Engineering,	HY
Interview (online)	(Tue & Wed)	HKUST	
名師高徒導師計劃 (第三屆)	Dec 2020-Apr 2022	團結香港基金	GY
HKUST Business YoungStars 2021	Feb 2021 – Aug	School of Business and	GI
	2021	Management,	
		HKUST	
Leadership Training Programme for	Mar 24, 2021 (Thu)	HKACMGM & HKWPEA	GY
Youngsters 2020-21 - Coaching Job			
Interviewing Skills for Secondary			
School Students (Online)			
Admission Talk on Bachelor of Nursing	Mar 26, 2021 (Sat)	School of Nursing,	GY
Programme		HKU	
YMCA Boundless	Feb – Aug 2021	YMCA	GY
HKU Taster @ School 2021	1 Apr, 2021 (Thu)	HKU	GY
Engineering			
PolyU Job Shadowing Scheme for	Apr 7-8, 2021 (Wed	Academic Registry, PolyU	GY
Secondary Students	& Thu)		
JA International Trade Challenge	Apr 29, 2021 (Thur)	Junior Achievement HK	GY
Workshop (Online)			
HKU Taster @ School 2021 Science	7 May, 2021 (Fri)	HKU	GY
JA International Trade Challenge	May 15, 2021 (Sat)	Junior Achievement HK	GY
Workshop (Online)			
Leadership Training Programme for	Jun 26, 2021 (Sat)	HKACMGM & HKWPEA	GY
Youngsters 2020-21 – Presentation and			

Communication Workshop for Secondary School Students 2021			
(Online)			
Talk on Further Studies in the Canada	Feb 27, 2021 (Sat)	HKACMGM & Canada-China	LG
(Online)		Culture and Education	
		Association	
Talk on Further Studies in the Taiwan	Mar 18, 2021 (Sat)	HKACMGM & Taiwan	LG
(Online)		Economics and Cultural	
		Office	
Talk on Further Studies in the UK	Apr 21, 2021 (Wed)	HKACMGM & British	LG
(Online)		Council	
Talk on Further Studies in the Australia	May 22, 2021 (Sat)	HKACMGM & Australian LG	
(Online)		Consulate-General	
Talk on Further Studies in the German	May 20, 2021 (Thu)	HKACMGM & Deutscher	LG
(Online)		Akademischer	
		Austauschdienst	
Talk on Further Studies in the US	Jul 12, 2021 (Mon)	St Paul's College &	GY
(Online)		EducationUSA	

6. Summer Programmes

- Some popular summer programmes were cancelled. Eg, Be a Government Official for a Day, HKFWS Work Placement Scheme .
- Some programmes had gone online (eg, HKU / CUHK / HKUST Summer Institute), and students were encouraged to enrol on their own.

Activity	Organizer	PIC	Supporting
CUHK Summer Clinical Attachment Programme 2021	Faculty of Medicine, CUHK	GY	AH, LL
HKUMed Broadening Programme 2021	Faculty of Medicine, HKU	GY	
CUHK Journalism Exploration Day 2021	School of Journalism and Communication, CUHK	GY	
BSPP: New World Facilities Management – Youth Square Management Experience Programme	EDB BSPP	GY	
HKACMGM Summer Career-Related Experience Scheme 2021	HKACMGM	KK	GY
<greater area="" bay="" dse="" for="" graduates="" internship="" program=""> Cancelled due to the outbreak of COVID-19</greater>	HKACDC	KK	