

Shun Lee Catholic Secondary School
Work Plan on Life Planning Education and Career Guidance Service
2017/2018

Prepared by: Ms Chan Ka Pik

Objectives	Strategies	Evaluation	Allocation of TCLP grant
<ul style="list-style-type: none"> ● Allow students to better understand one-self and relate self-assessment outcomes to career and life planning 	<ul style="list-style-type: none"> ● Arrange talks/workshops for students at different levels <ul style="list-style-type: none"> ■ S1: Understanding self & working world (2 EXT periods) ■ S2: Understanding one's dreams (2 double periods) ■ S3: Planning for the future (3 double periods) ■ S3: Interactive theatre on CLP (1 double period) ■ S3: Subject selection workshop (1 double period) ■ S4: Career assessment tool ■ S5: Goal setting, MBTI & Self-directed Search (3 double periods) 	<ul style="list-style-type: none"> ● Students' feedback ● Teachers' observation 	<ul style="list-style-type: none"> ● \$8200 ● \$6500 ● \$1800 ● \$6000
<ul style="list-style-type: none"> ● Facilitate students to make decisions and act out plans regarding various study and work choices 	<ul style="list-style-type: none"> ● Arrange activities for students at senior levels <ul style="list-style-type: none"> ■ S3: Life experiential workshop (3 hours) ■ S4: Work values (1 double period) ■ S4: Work experiential game (3 hours) ■ S5: Presentation skills & self-account (3 double periods) ■ S6: Interview skills (1 double period) and two mock job interview days (2 double periods) ● S4: Alumni mentorship programme ● S5: Career Day (to allow students to have better understanding of career trend through sharing of alumni from different discipline) ● S4 – S5: Career Award Scheme (to enhance students' sense of ownership towards their career and life planning) ● S5 – S6: School-based mentorship programme ● S5 – S6: Individual guidance and counselling <ul style="list-style-type: none"> ■ At least one meeting for each student in each level ● S4 – S6: Take part in School-Company-Parent Programme / Business School Partnership Programme ● S6 graduates: Arrange summer internship training 	<ul style="list-style-type: none"> ● Students' feedback 	<ul style="list-style-type: none"> ● \$12000 ● \$19800 ● \$200

<ul style="list-style-type: none"> ● Help senior secondary students explore multiple pathways 	<ul style="list-style-type: none"> ● Arrange mass lectures during OLE periods <ul style="list-style-type: none"> ■ S5: Introduction to degree & sub-degree programmes (2 double periods) ■ S5: Purchase a CLP booklet for each S5 student from MingPao ■ S6: JUPAS and E-APP applications (3 double periods) ● Visit various higher education and career expos <ul style="list-style-type: none"> ■ S4: HKTDC Education & Careers Expo ● Arrange university tasting classes or summer camps for S4 and S5 students (even for S3 students if available) 	<ul style="list-style-type: none"> ● Students' feedback 	<ul style="list-style-type: none"> ● \$11 100
<ul style="list-style-type: none"> ● Equip parents and teaching staff with the necessary knowledge and technique to provide career guidance support 	<ul style="list-style-type: none"> ● Organise two S6 parents' talks for students and parents on JUPAS application and multiple pathways 	<ul style="list-style-type: none"> ● Feedback from the parents and teachers 	<ul style="list-style-type: none"> ● \$2500
		Total expected expenditure as at 24/10/2017:	\$68 100

In addition, partial salary of a teaching assistant will be paid with Transitional Career and Life Planning Grant as he/she will support clerical work of the team.

Shun Lee Catholic Secondary School
Framework of Enhancing Career-related Experiences

	S1-3	S4-6
Guidance and counselling for individuals	Career guidance and counselling for individual students (with the support from class teachers, mentors and career guidance personnel)	
Enabling individual student planning (Assessment → Guidance → Portfolio building)	<ul style="list-style-type: none"> ● World of work and work values ● Simple personality and traits tests ● Initial senior secondary study plan ● Make informed and responsible choices of NSS subject selection 	<ul style="list-style-type: none"> ● Personality and traits tests ● Career assessment tools ● Work values and ethics ● Multiple pathways ● Reflective construction and completion of SLP ● Career Award Scheme
Facilitating learning experiences about work	Career visits	
	Work experiential workshop	
		<ul style="list-style-type: none"> ● Alumni sharing about work and studies ● School-Company-Parent Programme (SCP) ● Junior Achievement (JA) ● Business School Partnership Programme (BSPP) ● Summer internship programme ● Job shadowing opportunities
Organising and collaborating school-wide career guidance activities	Completion of SLP	
	Career talks for students, parents and teachers	
	<ul style="list-style-type: none"> ● Career guidance programmes embedded in assembly and extended curriculum periods ● University visits / University taster programmes or camps 	<ul style="list-style-type: none"> ● Senior career education curriculum integrated into OLE ● University visits / University taster programmes or camps ● Visit to education and career expos ● Mentorship programme ● Alumni mentorship programme ● Mock job searching activities and interview workshops for job search and university admission
Linking study opportunities and career choices	<ul style="list-style-type: none"> ● Connection of subjects and occupational choices 	<ul style="list-style-type: none"> ● Education and career opportunities of individual subjects