

Program Plan of Career and Life Planning Education Committee
2023-2024

I. Purposes

- Brought up to date in its conception and application in line with the changing trends in HK and the world.
- To recognize the varying needs of our students amongst different year groups as well as within individual classes, which necessitates the provision of a customized approach to Life Planning and Career Guidance.
- To guide and assist students to make wise informed choices with reference to their interests, abilities, and orientations.
- To empower all students to make informed and responsible choices with respect to their life choices and career goals, and to nurture their social, emotional and psychological well-being.
- To incorporate career and life planning education into school curriculum and activities. To strengthen students' relationships with parents, alumni, other stakeholders in the community to enhance their life-long development.
- To nurture students' ability of self-directed learning to enhance their sense of responsibility.

II. Issues to be addressed

Strengths:

1. The curricula have become more diversified, providing students with more exposure to different life experiences and opportunities for developing different potentials and enhancing their personal quality.
2. Professional sharing among school teachers and collaboration of schools with other sectors have become more frequent.
3. The increase in self-financing post-secondary programmes corresponds to an increase in post-secondary education opportunities.
4. Strong support from school administration, school IT, parents and alumni are available.
5. A close working relationship with class teachers, school social workers and school counselling team has been established.
6. Large amount of CLP information is accessible to students via online social networks and TEAMS.
7. EDB provides sufficient resources in promoting Career and Life Planning Education. NGOs, tertiary institutions and some business organizations are providing more career-related information and services
8. Teachers are energetic, professional and experienced. The whole team working in great harmony and close collaboration.

Weaknesses:

1. The majority of our students have low socioeconomic status and do not recognize the importance of career and life planning.
2. Some students lack career outlook and exposure, for instance self-goal, self-knowledge, specific job knowledge and available career opportunities.
3. Some students show negative personal characteristics, for instance the lack of positive working attitude, discipline, motivation, confidence and emotional stability.
4. The external careers world and studying opportunities are fast changing. Implementing careers education in school needs to be versatile and dynamic to meet the challenges ahead.
5. The discrepancies in students' academic abilities, performance and interest are widened. Students are having different careers needs. The unit has to cater for a batch of less homogeneous students. More diverse services are in demand.

III. Objectives

1. Conduct surveys on career paths of fresh graduates as well as career development needs and problems of students. Initiate differential career guidance programmes and activities according to the survey findings.
2. Organize career intervention activities for students and their parents. The intervention activities include organizing visits to industrial/commercial/academic organisations and inviting guest speakers to give talks/sharing on further education/career paths.
3. Provide individual/group guidance and counselling to assist students to understand their aspirations, abilities and needs and plan their career path.
4. Equip students with job related and life skills, such as interviewing skills, communication skills, decision making skills and social skills; and inculcate a correct attitude towards work in students at an early stage.
5. Arrange career-related experience activities such as work trial programmes for students, advise students in their Student Learning Profile and develop appropriate work attitude/reflective thinking skills in them.
6. Collect, update and disseminate information on further education, vocational training opportunities, job opportunities and requirements of different jobs.
7. To respond to the rising needs of students and their parents for more comprehensive career guidance, especially in choosing senior secondary subject options and multiple study pathways at the completion of secondary schooling.
8. Fostering students' self-understanding and offering other learning experiences to support students' progression for further studies and career development, as well as actualisation of personal goals.
9. Help students in scholarship and grant applications.
10. Assist students in self-directed learning in order to enhance their sense of responsibility and put the five core values of Catholic education into practice.

IV. Implementation

1. Programs.
 - Please refer to the Careers Activity Yearly Plan (2023-2024)
2. Careers and Guidance Service
 - Students are encouraged to contact our team members for individual career guidance.
 - Members of the CLP Committee:
PF, TH, BL, GW, EL, NG, YP, MSY, LNT

3. Resources

The committee keeps resources at the Careers Corner outside E106 and B202 which will be updated from time to time. Moreover, information related to tertiary education and multiple pathways will be uploaded to TEAMS. Teachers who would like to learn more about the information on career pathways and further education are welcome to contact any member of our team.

V. Student Careers Ambassadors

Recruit 12 F.3-F.5 students

1. To assist in the dissemination of careers information and materials to students.
2. To assist in updating the careers and further studies materials via IG.
3. To promote the awareness of CLP to their classmates.

VI. Careers Activity Yearly Plan 2023-2024

Activities / Events	M o n t h												Teacher I/C	
	9	10	11	12	1	2	3	4	5	6	7	8		
ALL forms														
Individual/group guidance	*	*	*	*	*	*	*	*	*	*	*	*	*	PF, TH
Facilitate recommendation and reference letter requests	*	*	*	*	*	*	*	*	*	*	*	*	*	GW, EL
Facilitate scholarship nomination and applications	*	*	*	*	*	*	*	*	*	*	*	*	*	PF

CLP group in TEAMS, resources in S drive, resources outside E106, B202, classroom and display board outside music room	*	*	*	*	*	*	*	*	*	*	*	*	*	NG, LNT, MSY
Seminars on teacher CLP education	*	*	*	*	*	*	*	*	*	*	*	*	*	PF, GW, MSY
Job shadowing				*		*			*		*	*	*	TH, BL, NG
Youth Life Planning Activities	*	*	*	*	*	*	*	*	*	*	*	*	*	TH, EL, LNT
My Life Learning Portfolio	*	*	*	*	*	*	*	*	*	*	*	*	*	PF, BL, YP
Promote and facilitate applications to social services and leadership programmes		*	*	*	*	*	*	*	*	*	*	*	*	NG, YP, GW
Questionnaire of Evaluation											*	*		BL, YP
F.4-6														
Maintain and Monitor JUPAS/EAPP system	*	*	*	*	*	*	*	*	*	*	*	*	*	PF, TH
F4 School Talk to introduce CLP in F4		*												TH, EL
F4 Universities Info Day presentation		*	*	*										YP, MSY
F6 School Talk on JUPAS and JUPAS application	*													PF, EL
F6 Mock interview and interview skill workshop	*													BL, NG
F6 Mock HKDSE result release workshop		*												EL, GW
F4 Career Lesson (HP)	*	*	*	*	*	*	*	*	*	*	*	*	*	PF, MSY
F4-6 Visit (HKU / UST / CUHK)	*	*	*											YP, MSY, TH
F4-6 Visit (LU / BU / ED / Poly / City)		*												PF, GW, EL
F4-6 Visit (VTC / HKCC / OU/ HSCM/ APA)	*	*	*											NG, BL, LNT
F5-6 Career Lessons (HP)	*	*	*	*	*	*	*	*	*	*	*	*	*	PF, TH
F4-6 Visit Taiwan Higher Education Exhibition 2023		*												NG, MSY
F4-6 Admission Talk							*							TH, EL
F4-6 Career Talk by Alumni and Parents		*					*							YP, NG
F4-6 Career Workshop	*	*	*	*	*	*	*	*	*	*	*	*	*	GW, MSY
Promote and facilitate applications to various universities Taster programs and summer schools. Promote the awareness of safety at work/traps in summer job	*	*	*	*	*	*	*	*	*	*	*	*	*	PF, GW, TH
Recruitment and training of student careers ambassadors	*	*	*	*	*	*	*	*	*	*	*	*	*	BL, MSY
Promote and facilitate applications to study tours				*	*		*	*		*	*			NG, EL
F.6 Facilitate applications to various Principal's nomination scheme				*	*	*	*	*	*					PF, TH
Higher Education Information Night for Parents			*											TH, YP, LNT
Parents' Talk							*	*		*	*			GW, NG, LNT
Facilitate F6 Mentor Scheme	*	*	*	*	*	*	*	*	*	*	*	*	*	PF, BL, EL
F4-6 Workplace Visit		*	*	*		*	*	*	*		*	*		TH, YP, LNT
Alumni Sharing											*	*		YP, NG
F.6 Talk on preparing HKDSE result release for students and parents											*	*		PF, NG
BSPP Ad Hoc Programs			*	*		*	*	*	*		*	*		TH, LNT
F6 Pathway Statistics	*	*											*	PF
F.1-3														
F1-3 Career Talk by invited guest		*												EL, GW
F1-3 Career workshop		*												YP, NG
F1-3 Workplace visit	*	*	*	*	*	*	*	*	*	*	*	*	*	TH, EL
F1-3 Career Lesson (HP)	*	*	*	*	*	*	*	*	*	*	*	*	*	MSY, LNT
F1 and F3 Occupation presentation							*	*	*	*				MSY, LNT
F3 Parents' talk: Selection of NSS subjects						*								PF, BL
F3 NSS subject selection workshop and talks		*	*	*	*	*	*	*	*	*	*	*	*	BL, NG

F1-3 Post Exam Career activities											*	*	TH, GW
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VII. Evaluation

1. Suggestions are collected from parents, students and teachers from time to time.
2. Evaluation meetings will be organized in Jan 2024 and June/July 2024.
3. Feedback on programs will be obtained from participants and teachers through questionnaires in June/ July 2024.

VIII. Budget

Please refer to the Careers Life Planning Budget Plan 2023-2024