

**Pope Paul VI College**

**Work Plan on Life Planning Education and Career Guidance Service**

**2019-2020**

<b>A. Regular Programs</b>	
<b>Component of the Framework of Enhancing Career-related Experiences for Secondary School Students</b>	<b>Programs</b>
Guidance and Counselling for Individual Students	<p>S.1-6</p> <p>Career Guidance and Counselling for Individual Students</p> <ul style="list-style-type: none"><li>● Students can seek Careers Teachers for advice</li><li>● Careers Teachers will take turns to station in the Careers Room every Wednesday from Nov 2019– May 2020</li><li>● Careers Teachers will provide information on Vocation and Professional Education and Training (VPET) to students whose abilities and aspirations lie in vocation training</li></ul> <p>S.3, S.5 and S.6</p> <p>The Careers Mistress and Deputy Careers Mistress will share group career counseling strategies with Class Teachers of S.3, S.5 and S.6 and provide training materials to them so that they are empowered to provide group career counseling to S.3, S.5 and S.6 students.</p> <p>During the S.3 group career counseling sessions, students will have a chance to discuss the problems and needs arisen during the subject choice process. The Career Teachers or Class Teachers will coach them to reflect on their abilities, interests and career aspirations in order to make informed choices.</p> <p>Before the S.5 group career counseling sessions, students will be guided to formulate their initial plans of further studies.</p> <p>During the sessions, students will discuss their career development problems and needs. The Careers Teacher or Class</p>

Teachers will review their portfolio, coach them to find ways to solve the problems and discuss with them the importance of making contingency plans. The teachers will also encourage them to do what is necessary to achieve their goals.

During the S.6 group career counseling sessions, students will discuss their program choices with a Class Teacher or a Careers Teacher. The teacher will help them clarify their misconceptions about program choices and the JUPAS iteration process. They will also stress the importance of having alternative plans of study. During the post-DSE consultation, S.6 graduates can seek advice from Careers Teachers on their program choices in person or by electronic means.

Enabling Individual  
Student Planning  
and  
Formulating a Career  
Guidance Curriculum

S.1-5  
Life Planning Education Lessons:  
In collaboration with Class Teachers, the Life Planning Education Lessons will be carried out within the school timetable. The themes of the lessons are as follows:

S.1	<ul style="list-style-type: none"> <li>● Introduction to life planning</li> <li>● Time management skills</li> </ul>
S.2	<ul style="list-style-type: none"> <li>● The values of work</li> <li>● Career theory: the idea of matching careers to talents, skills and personality</li> <li>● Career Exploration</li> <li>● Presentation on a job research assignment</li> </ul>
S.3	<ul style="list-style-type: none"> <li>● Understanding self</li> <li>● Senior Secondary Study Plan</li> </ul>
S.4	<ul style="list-style-type: none"> <li>● Understanding self</li> <li>● Interpersonal skills in the workplace</li> <li>● Factors affecting vocational and education choices</li> </ul>
S.5	<ul style="list-style-type: none"> <li>● Opportunities that lie ahead</li> <li>● Interpersonal skills in the workplace</li> <li>● Education and Vocational goal setting</li> <li>● Writing reflective essays</li> </ul>

The following materials published by the HKACMGM will be adopted as teaching and learning tools:

	<ul style="list-style-type: none"> <li>● <i>Finding Your Colours of Life (S.3)</i></li> <li>● <i>Career Mapping (S.4-S.6)</i></li> <li>● <i>Career Cards (Updated Version)</i></li> </ul> <p>S.5</p> <p>Students will be given a CLAP for Youth @ JC e-portal account and will take the following career assessments:</p> <ul style="list-style-type: none"> <li>● Career Interest Inventory (CII)</li> <li>● Basic Interest Marker (BIM)</li> </ul> <p>The reports generated will help Careers Teachers and Class Teachers understand more about the students during the group career counselling sessions.</p> <p>S.3</p> <p>Students will be given a Cambridge Occupational Analysts Aptitude Test : PROBE account and will take the career aptitude test.</p> <p>S.4-S.5</p> <p>When students join large-scale CRE activities, the Section will guide them to reflect on their learning and help them keep record of their reflection. The record will be given back to the students when they need to prepare for their student learning profile (SLP).</p>
<p>Facilitating Learning</p> <p>Experiences about Work</p>	<p>S.1-6</p> <p>The school library is stocked with books with real stories of people working in different fields. A book display on life planning education will be held in the library. Selected Careers Assistants will be asked to post an Instagram / Whatsapp post on one of the books that they are assigned to read in order to increase the publicity of the reading materials.</p> <p>S.4-6</p> <p>The Section will help students enroll in job shadowing and work experience schemes. In the past, the Section has successfully helped students enroll in the following schemes:</p> <ul style="list-style-type: none"> <li>● Be a Government Official for a Day Programme</li> </ul>

	<ul style="list-style-type: none"> <li>● Hong Kong Law Society Mentorship Programme</li> <li>● “Life Buddies” Job Tasting Programme</li> <li>● The Hong Kong Institution of Engineers Summer Job Shadowing Project</li> <li>● BlueSky IT Exploration Programme</li> </ul> <p>S.4-6 The Section will promote the activities organized by the EDB’s Business-School Partnership Programme (BSPP) and help students enroll in the activities.</p> <p>S.5 On the Activity Day, students will visit different institutes during the morning session and attend different career workshops or company visits during the afternoon session.</p> <p>S.3-4 In collaboration with external organisations such as the Young Entrepreneurs Development Council, UBS, etc., students will enroll in CRE activities such as UBS Women in Finance, etc.</p>
Organizing School-wide Career Guidance Activities	<p>S.6 Talk on Preparation for Admissions Interview Talk on JUPAS Web Application</p> <p>S.5 Talk on Multiple Pathways</p> <p>S.3-5 CRE (Career-related Experiences) Presentation</p> <p>S.3 Choice of NSS subjects (Parent Session)</p>

	<p>Experience Sharing Sessions – Studying Senior Secondary Elective Subjects</p> <p>S.4</p> <p>Orientation:</p> <ul style="list-style-type: none"> <li>● Introduction to CRE and other components of OLE</li> <li>● Introduction to pathways for further studies</li> <li>● The changing visage of the labor market in Hong Kong</li> <li>● Automation and the future labor market</li> <li>● Essential 21st century skills for today’s students</li> </ul>
<p>Linking Study</p> <p>Opportunities and Career Choices</p>	<p>S.2 and S.4</p> <p>Students will be guided to search for the qualifications required for different jobs through the following websites:</p> <ul style="list-style-type: none"> <li>● EDB’s Career Information Website</li> <li>● “Jobtionary” created by the Hongkong Federation of Youth Groups</li> <li>● Youth.gov.hk, a one-stop portal managed by Efficiency Unit of the HKSAR government</li> </ul> <p>S.1-6</p> <p>The board display allows students to know more about the rich range of careers open to people with the right qualifications.</p> <p>S.2-3</p> <p>Students will take part in a Career Quiz. The Quiz aims at increasing students’ awareness of the different career opportunities and options for further studies.</p>

**B. Programs in response to the school's major concerns**

School Major Concern (1): To strengthen students' interpersonal skills and spirit of collaboration

Objectives	Strategies / Tasks	Resources Required	Success Criteria	Method(s) of Evaluation	Remarks
To familiarize senior form students with the interpersonal skills essential for the workplace	<p>To teach S.4 and S.5 students some of the important interpersonal skills for the workplace during the life planning education lessons</p> <p>Take some students to visit a company and invite some students to join the life buddies mentorship program so that they can ask the management /mentors questions concerning the interpersonal skills necessary for a successful career</p>		<p>&gt;70% of the students show a better understanding of the important interpersonal skills for the workplace</p> <p>&gt;80% of the participants have learnt some of the interpersonal skills necessary for a successful career</p>	<p>Questionnaire</p> <p>Asking the participants questions</p>	

Objectives	Strategies / Tasks	Resources Required	Success Criteria	Method(s) of Evaluation	Remarks
To instill one of the self-management skills in students in order to help them to lead a healthy life which is indispensable to achieving one's career goals.	The S.1 Life Planning Education Lesson will be revamped in order to teach students one of the self-management skills – time management skill.	The free teaching materials “My Way” provided by TWGHs Ho Yuk Ching Educational Psychology Service Centre	>70% of the students could decide on and prioritize tasks by urgency and importance.	Worksheets done by the students	

### C. Special Program

1. Life Buddies Mentorship program spearheaded by the Chief Secretary for Administration's Office 「友・導向」師友計劃

Civil servants from the Treasury Department are going to be the mentors of some of the S.4-5 girls, introducing them to the different career pathways of the financial industry and the civil service.

2. Home Affairs Bureau (HAB) Funding Scheme for Youth Life Planning Activities

Our school has been matched to the Young Entrepreneurial Development Council's (YDC) Mind Way, My Way Scheme 青企局我思我路計劃 2019-2022.

YDC is going to provide support to our school in organizing career-related activities.