

Hong Kong Taoist Association Tang Hin Memorial Secondary School

UNIT/SUBJECT: CAREERS UNIT

ANNUAL PROGRAMME PLAN (2016 – 2017)

1.	PURPOSES	
	1.1	To make students aware of academic and training opportunities and to assist them to make sensible and rational decisions at various stages.
	1.2	To arouse students' awareness of the need to make career decisions, provide them with information and assistance in career planning and equip them with basic concepts about the current job market.
	1.3	To help students to apply for various scholarships and grants.

2.	CONTEXT ANALYSIS		
	2.1	Strengths	2.1.1. There is a good team spirit in the Careers Unit and each Careers teacher can take an independent role. 2.1.2. Support is given from other organizations, such as the Hong Kong Association of Careers Masters and Guidance Masters, the Careers Advisory Service of the Labor Department, other tertiary institutes and community organizations. 2.1.3. A section of the School library is reserved for the Careers Unit to keep career-related information and materials so that students can find relevant information easily. 2.1.4. Boards are provided to put up current news and posters.
	2.2	Weaknesses	2.1.1. The date and time of visits offered by some enterprises clashes with the school's test and exam periods. Students are therefore discouraged from participating in company visits.
	2.3	Opportunities	2.3.1. The Internet is so popular that students can obtain information very easily. 2.3.2. Career-related experiences should be included in the New Senior Secondary education (NSS).
	2.4	Threats	2.4.1. Employers become more demanding in the ability of new graduates. Graduates are expected to have various skills as well as a good command of English and Chinese. 2.4.2. Some students fail to identify the changes of the job market.

3.	CURRENT YEAR OBJECTIVES 3.1 To help students acquire transferable skills at school that can be applied in their future studies and careers. 3.2 To help students learn about the new university admission requirements and make them realize the importance of JUPAS choices selection. 3.3 To help students increase the awareness of the importance of career planning and various paths for further study. 3.4 To empower teachers' participation in careers education and student counselling in school.
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4. IMPLEMENTATION PLAN

Objective 4.1 To help students acquire transferable skills at school that can be applied in their future study and career						
Action/Task	Teacher Involved	Time-Scale	Resources	Success Criteria	Method of Evaluation	Remarks
<ul style="list-style-type: none"> A series of career activities offered by the Hong Kong Federation including talks and workshops which can help students to draw up their career roadmaps will be held for S2, S3 and S6 students. 	Coordinator: Cheung YK Social Worker Teachers” Career Teachers	Whole Year	Hall, classrooms, LCD project	All S2 and S3 students should attend the activities. Over 50 S6 students should attend the activities.	Count the number of participants and observe students’ response.	
<ul style="list-style-type: none"> S3 Career talk about subject selection will be held in Dec 2016. S3 Career talk about HKDSE subject briefing will be held in Jan 2017. 	Coordinators: Cheung YK Form teachers	10/2016-2/2017	Hall, LCD project, Reference materials JUPAS statistics	<ul style="list-style-type: none"> Over 60% parents attend the talk on 12/2016 and over 80% students give positive feedback to the talk. 	<ul style="list-style-type: none"> Observation of students’ participation in the talk. 	

Objective 4.2 To help students learn about the new university admission requirements and make them realize the importance of JUPAS choices selection.						
Action/Task	Teacher Involved	Time-scale	Resources	Success Criteria	Method of Evaluation	Remarks
<ul style="list-style-type: none"> University representatives or teachers will be invited to introduce the latest admission requirements 	Coordinator: Cheung YK	10/2016-6/2017	Classrooms	<ul style="list-style-type: none"> Over 50% students attend the consultation session offered by the local universities. 	<ul style="list-style-type: none"> Feedback from students. 	

<ul style="list-style-type: none"> ● A mentorship scheme will be arranged for the S5 and S6 students based on their career interests. Mentors will be recruited from alumni. ● Alumni will share their experience in career planning with our students 	Coordinators: Lam Hon Biu Cheung YK	09/2016-12/2016	Hall, LCD project Classrooms	<ul style="list-style-type: none"> ● Over 90% of our S6 students join the Mentorship Scheme. 	<ul style="list-style-type: none"> ● Count the number of S6 students participating in the scheme. 	
<ul style="list-style-type: none"> ● A mock Jupas Exercise will be held for S6 students. 	Coordinator: Cheung YK Teachers: Career Teachers Form Teachers	09/2016-12/2016	Hall, LCD project, Reference materials	<ul style="list-style-type: none"> ● All S6 students participate in the mock Jupas Exercise and discuss their choices with teachers. 	<ul style="list-style-type: none"> ● Feedback from students and teachers. 	
<ul style="list-style-type: none"> ● A series of JUPAS talks and workshops will be held for S6 students and parents. 	Coordinator: Cheung YK Teachers: Career Teachers Form Teachers	09/2016-12/2016	Hall, Classrooms, JUPAS statistics, Newspaper cuttings	<ul style="list-style-type: none"> ● All students attend the Jupas talk before their Jupas application. ● All students understand the operation iteration of JUPAS. ● All students understand how to prepare their OEA and SLP. ● All students understand the admission requirements of universities. 	<ul style="list-style-type: none"> ● Feedback from students and teachers. 	
<ul style="list-style-type: none"> ● A JUPAS mock interview workshop for S6 students will be held after their HKDSE public exam. 	Coordinator: Cheung YK So MW Social Worker	4/2017-5/2017	Classrooms	<ul style="list-style-type: none"> ● At least 70 students participate in the workshop. 	<ul style="list-style-type: none"> ● Count the number of students who participate in 	

	Teachers: Career Teachers, Form Teachers Scout Association of HK – The friends of Scouting.				the workshop.	
● Board display will be shown for senior form students to provide them with more information about their future study path.	Coordinator: Cheung YK Teachers: Career Teachers	09/2016-05/2017	Hall, Reference materials	● Over 60% senior form students take a look at the display.	● Feedback from students	

Objective 4.3 To help students increase the awareness of the importance of career planning and various paths for further study.						
2.1.2. Action/Task	Teacher Involved	Time-scale	Resources	Success Criteria	Method of Evaluation	Remarks
<ul style="list-style-type: none"> ● Encourage senior form students to gain career-related experiences by visiting university open days, career expo, various job-sites, etc. ● Post up relevant career information on the careers board. ● “生涯規劃博覽會” will be held on 3/10-7/10 to let students to understand 	Coordinator: Cheung YK Teachers: Career Teachers, Form Teachers, Student Helpers.	09/2016-07/2017	Reference materials, Newspaper cuttings.	<ul style="list-style-type: none"> ● At least 2 visits to various organizations/companies will be held. ● At least one visit should be attended by the S4 and S5 students. ● S4 and S5 students' career-related experience will be 	<ul style="list-style-type: none"> ● Check the record of SLP. Oral feedback from students. Collect teachers' and students' feedback. 	

more about their own personality.	Scout Association of HK – The friends of Scouting.			<p>recorded in the SLP and printed for parents' information.</p> <ul style="list-style-type: none"> ● The information that is posted up will be revised every week. ● More than 100 students respond to the quiz after reading the materials in the “生涯規劃博覽會” . 		
<ul style="list-style-type: none"> ● A S5 Careers talk about financial planning will be held during the post-exam period. 	Coordinators: Chan PC	7/2017	Hall	<ul style="list-style-type: none"> ● All S5 students who study BAFS participate in the workshop. 	<ul style="list-style-type: none"> ● Observation of students' participation in the workshop. 	
<ul style="list-style-type: none"> ● A German workshop offered by HKU will be held in 2017. 	Coordinators: Cheng SL Cheung YK	Whole year	Physics Lab.	<ul style="list-style-type: none"> ● Some S4 and S5 students will be recruited to join the whole day programme. 	Collect teachers' and students' feedback.	

<ul style="list-style-type: none"> S1 Career talk about self-understanding will be held during post-exam period. 	Coordinators: Chan PC	7/2017	Hall	<ul style="list-style-type: none"> All S1 students attend the talk. 	<ul style="list-style-type: none"> Observation of students' participation in the workshop. 	
<ul style="list-style-type: none"> An individual career counselling will be offered for senior form lower achievers. 	Scout Association of HK – The friends of Scouting.	1/10/2016-31/8/2017	Classroom	<ul style="list-style-type: none"> Ten selected students 	Collect teachers' and students' feedback.	

Objective 4.4 To engage teachers in careers education and student counselling in school.

2.1.3. Action/Task	Teacher Involved	Time-scale	Resources	Success Criteria	Method of Evaluation	Remarks
<ul style="list-style-type: none"> Teachers' Professional Development in Careers and Life Planning will be held to equip teachers the concepts of careers and life planning so that they are well aware of the careers and life planning needs of students in the 	Coordinator: Cheung YK Teachers:	01/2017-07/2017	Lecture Theatre, LCD project, Reference materials	<ul style="list-style-type: none"> Teachers understand the concepts of careers and life planning. Teachers are aware of the careers and life planning needs of their students. 	Teachers' feedback.	

adolescent stage.				<ul style="list-style-type: none"> Form teachers are more confident in implementing the career education curriculum in their class. 		
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5.	FINANCIAL ESTIMATES			
	Item	Description	Amount	Remarks
	1.	Reference book	\$300.00	EOEBG
	2.	Board-work	\$200.00	EOEBG
	3.	Membership fee	\$ 300.00	EOEBG
	4.	Talk and Workshop	\$ 4000.00	EOEBG
	Estimated Total:			\$ 4800.00

6.	PROGRAMME TEAM
	<p>Unit Chief/Panel: <u>Cheung Yuen Kwan</u></p> <p>Members:</p> <p>Ngo Kuen Kuen</p> <p>Cheung Soo Ping</p> <p>Lui Ka Lun</p> <p>Kong Shuk Yi</p> <p>Chan Pui Ching</p> <p>Cheng Sau Ling</p> <p>Shek Yuk Fai</p> <p>Brian A. Dietrich</p> <p>Lam Lai Yee</p> <p>Ng Siu Ting</p>