

Hong Kong Taoist Association Tang Hin Memorial Secondary School

UNIT/SUBJECT: CAREERS UNIT

ANNUAL PROGRAMME PLAN (2017 – 2018)

1.	PURPOSES	
	1.1	To make students be 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 careers decisions, provide them with information and assistance in careers planning and equip them with basic concepts about the current job market.
	1.3	To help students 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 careers-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 clash 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
	<p>3.1 To help students acquire transferable skills at school that can be applied in their future studies and careers.</p> <p>3.2 To help students learn about the new university admission requirements and make them realize the importance of JUPAS choices selection.</p> <p>3.3 To investigate multiple options (opportunities and constraints) of learning and work and to make decision, and to formulate and act out plans to manage changes and transition from secondary to tertiary education.</p> <p>3.4 To empower teachers' participation in careers education and student counselling in school.</p>

4. IMPLEMENTATION PLAN

Objective 4.1 To help students acquire transferable skills at school that can be applied in their future study and careers						
Action/Task	Teacher Involved	Time-Scale	Resources	Success Criteria	Method of Evaluation	Remarks
<ul style="list-style-type: none"> A series of careers activities offered by the “Scout Association of HK: The Friends of Scouting” including talks and workshops which can help students to draw up their careers 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. Around 50 S6 students should attend the activities.	Count the number of participants and observe students’ response.	
<ul style="list-style-type: none"> A S3 careers talk about subject selection will be held in Dec 2017. A S3 careers activity ‘Mock Subject Selection Workshop’ will be held during the post-exam period in Jan 2018 A S3 careers talk about HKDSE subject briefing will be held in Jan 2018. 	Coordinators: Cheung YK Form teachers	10/2017-2/2018	Hall, LCD project, Reference materials JUPAS statistics	<ul style="list-style-type: none"> Over 60% parents attend the talk on 12/2017 and over 80% students give positive feedback to the talk. 	<ul style="list-style-type: none"> Observation of students’ participation in the talk and the activity. 	
<ul style="list-style-type: none"> S4 and S5 CV writing workshop will be held during the post- exam period in June 2018. 	Coordinators: Cheung YK	06/2018	classrooms, LCD project	<ul style="list-style-type: none"> Over 80% students give positive feedback to the workshop. 	<ul style="list-style-type: none"> Observation of students’ participation in the activity. 	

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	10/2017-6/2018	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 careers interests. Mentors will be recruited from alumni. ● Alumni will share their experience in careers planning with our students 	Coordinators: Lam Hon Biu Cheung YK	09/2017-12/2017	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	09/2017-12/2017	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	09/2017-12/2017	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 	<ul style="list-style-type: none"> ● Feedback from students and teachers. 	

				universities.		
<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 Teachers: Career Teachers, Form Teachers Scout Association of HK – The friends of Scouting.	4/2017-5/2017	Classrooms	<ul style="list-style-type: none"> ● At least 40 students participate in the workshop. 	<ul style="list-style-type: none"> ● Count the number of students who participate in the workshop. 	
<ul style="list-style-type: none"> ● A board will be displayed will be shown for senior form students to provide them with more information about their future study path. 	Coordinator: Cheung YK Teachers: Career Teachers	09/2017-05/2018	Hall, Reference materials	<ul style="list-style-type: none"> ● Over 60% senior form students take a look at the display. 	<ul style="list-style-type: none"> ● Feedback from students 	

Objective 4.3 To investigate multiple options (opportunities and constraints) of learning and work and to make decision, and to formulate and act out plans to manage changes and transition from secondary to tertiary education						
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 careers-related experiences by visiting university open days, careers expo, various job-sites, etc. ● Post up relevant careers information on the careers board. ● A ‘Life Workshop ’will be held for S1 students during the post exam period in June 2018 to let students understand more about their own personality. ● ‘Careers Planning Exhibition’ will be held on Oct 2017 to let students to understand more about their own personality. 	Coordinator: Cheung YK Teachers: Career Teachers, Form Teachers, Student Helpers. Yan Oi Tong Scout Association of HK – The friends of Scouting.	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’ careers-related experience will be recorded in the SLP and printed for parents’ information. ● The information that is posted up will be revised every week. ● All S1 students will attend the ‘Life Workshop ’. ● More than 100 students respond to the quiz after reading the materials in the Careers Planning Exhibition’. 	<ul style="list-style-type: none"> ● Check the record of SLP. Oral feedback from students. Collect teachers’ and students’ feedback. 	

<ul style="list-style-type: none"> An individual careers counselling will be offered for senior form lower achievers. 	Scout Association of HK – The friends of Scouting.	1/10/2017-31/8/2018	Classroom	<ul style="list-style-type: none"> Ten selected students 	Collect teachers' and students' feedback.	
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Objective 4.4 To engage teachers in careers education and student counselling in school.						
Action/Task	Teacher Involved	Time-scale	Resources	Success Criteria	Method of Evaluation	Remarks
<ul style="list-style-type: none"> Teachers' Professional knowledge and skills in Careers and Life Planning will be developed so that they are well aware of the careers and life planning needs of students in the adolescent stage. 	Coordinator: Cheung YK Teachers:	01/2018-07/2018	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. Form teachers are more confident in implementing the careers education curriculum in their class. 	Teachers' feedback.	

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
	5.	Talk and Workshop	\$50000.00	CLPG
	Estimated Total:			\$ 54800.00

6.	PROGRAMME TEAM
	<p data-bbox="203 272 1787 316">Unit Chief/Panel: <u>Cheung Yuen Kwan</u></p> <p data-bbox="203 359 1787 402">Members:</p> <p data-bbox="203 402 1787 445">Ngo Kuen Kuen</p> <p data-bbox="203 445 1787 488">Cheung Soo Ping</p> <p data-bbox="203 488 1787 531">Lui Ka Lun</p> <p data-bbox="203 531 1787 574">Kong Shuk Yi</p> <p data-bbox="203 574 1787 617">Chan Pui Ching</p> <p data-bbox="203 617 1787 660">Cheng Sau Ling</p> <p data-bbox="203 660 1787 703">Shek Yuk Fai</p> <p data-bbox="203 703 1787 746">Brian A. Dietrich</p> <p data-bbox="203 746 1787 790">Lam Lai Yee</p> <p data-bbox="203 790 1787 817">Ng Siu Ting</p>