

**Hong Kong Taoist Association Tang Hin Memorial Secondary School**

**UNIT/SUBJECT: CAREERS UNIT**

**ANNUAL PROGRAMME PLAN (2018 – 2019)**

<b>1.</b>	<b>PURPOSES</b>	
	<b>1.1</b>	To make students aware of academic and training opportunities and to assist them to make sensible and rational decisions at various stages.
	<b>1.2</b>	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.
	<b>1.3</b>	To help students apply for various scholarships and grants.

<b>2.</b>	<b>CONTEXT ANALYSIS</b>		
	<b>2.1</b>	<b>Strengths</b>	<ul style="list-style-type: none"><li>● There is a good team spirit in the Careers Unit and each Careers teacher can take an independent role.</li><li>● 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.</li><li>● 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.</li><li>● Boards are provided to put up current news and posters.</li></ul>
	<b>2.2</b>	<b>Weaknesses</b>	<ul style="list-style-type: none"><li>● 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.</li></ul>
	<b>2.3</b>	<b>Opportunities</b>	<ul style="list-style-type: none"><li>● The Internet is so popular that students can obtain information very easily.</li><li>● Career-related experiences should be included in the New Senior Secondary education (NSS).</li></ul>
	<b>2.4</b>	<b>Threats</b>	<ul style="list-style-type: none"><li>● 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.</li><li>● Some students fail to identify the changes of the job market.</li></ul>

<b>3.</b>	<b>CURRENT YEAR OBJECTIVES</b>
	<b>3.1</b> To provide assistance to students to identify their career goals and interests so as to optimize higher education and career choices.
	<b>3.2</b> To help students learn about the new university admission requirements and make them realize the importance of JUPAS choices selection.
	<b>3.3</b> 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.

#### 4. IMPLEMENTATION PLAN

<b>Objective 1 To provide assistance to students to identify their career goals and interests so as to optimize higher education and career choices.</b>						
<b>Action/Task</b>	<b>Teacher Involved</b>	<b>Time-scale</b>	<b>Resources</b>	<b>Success Criteria</b>	<b>Method of Evaluation</b>	<b>Remarks</b>
<ul style="list-style-type: none"> <li>Monthly Moral programme about learning method, self-development and career planning will be offered for all students.</li> </ul>	Coordinator: Cheung YK Career Unit Studies Unit	Oct 2018	Hall, classrooms, LCD project	<ul style="list-style-type: none"> <li>Over 80% participants give positive feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Count the number of participants and observe students' response.</li> </ul>	
<ul style="list-style-type: none"> <li>A S3 careers talk about subject selection will be held in Dec 2018.</li> <li>A S3 careers talk about HKDSE subject briefing will be held in Feb 2018.</li> </ul>	Coordinators: Cheung YK Form teachers	10/2017-2/2018	Hall, LCD project, Reference materials JUPAS statistics	<ul style="list-style-type: none"> <li>Over 60% parents attend the talk on 12/2018 and over 80% students give positive feedback to the talk.</li> </ul>	<ul style="list-style-type: none"> <li>Observation of students' participation in the talk and the activity.</li> </ul>	
<ul style="list-style-type: none"> <li>"Sim Journey" programme will be held for S4 students during the post exam period in June 2019 to let students understand more about their own personality.</li> </ul>	Coordinator: Cheung YK Teachers: Career Teachers, Form Teachers Scout Association of HK – The friends of Scouting.	27/6/2019	Hall, LCD project	<ul style="list-style-type: none"> <li>Over 80% students participants give positive feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Observation of students' participation in the talk and the activity.</li> </ul>	

<b>Objective 2 To help students learn about the new university admission requirements and make them realize the importance of JUPAS choices selection.</b>						
<b>Action/Task</b>	<b>Teacher Involved</b>	<b>Time-scale</b>	<b>Resources</b>	<b>Success Criteria</b>	<b>Method of Evaluation</b>	<b>Remarks</b>
<ul style="list-style-type: none"> <li>● A mentorship scheme will be arranged for S6 students based on their careers interests. Mentors will be recruited from alumni.</li> <li>● Alumni will share their experience in careers planning with our students</li> </ul>	Coordinators: Lam Hon Biu Cheung YK	09/2018-12/2018	Hall, LCD project Classrooms	<ul style="list-style-type: none"> <li>● Over 90% of our S6 students join the Mentorship Scheme.</li> </ul>	<ul style="list-style-type: none"> <li>● Count the number of S6 students participating in the scheme.</li> </ul>	
<ul style="list-style-type: none"> <li>● A mock Jupas Exercise will be held for S6 students.</li> </ul>	Coordinator: Cheung YK Teachers: Career Teachers Form Teachers	09/2018-12/2018	Hall, LCD project, Reference materials	<ul style="list-style-type: none"> <li>● All S6 students participate in the mock Jupas Exercise and discuss their choices with teachers.</li> </ul>	<ul style="list-style-type: none"> <li>● Feedback from students and teachers.</li> </ul>	
<ul style="list-style-type: none"> <li>● A series of JUPAS talks and workshops will be held for S6 students and parents.</li> </ul>	Coordinator: Cheung YK Teachers: Career Teachers Form Teachers	09/2018-12/2018	Hall, Classrooms, JUPAS statistics, Newspaper cuttings	<ul style="list-style-type: none"> <li>● All students attend the Jupas talk before their Jupas application.</li> <li>● All students understand the operation iteration of JUPAS.</li> <li>● All students understand how to prepare their OEA and SLP.</li> <li>● All students understand the admission requirements of universities.</li> </ul>	<ul style="list-style-type: none"> <li>● Feedback from students and teachers.</li> </ul>	

<ul style="list-style-type: none"> <li>● A JUPAS mock interview workshop for S6 students will be held after their First Exam.</li> </ul>	Coordinator: Cheung YK Teachers: Career Teachers, Form Teachers Scout Association of HK – The friends of Scouting.	31/10/2018	Hall and Classrooms	<ul style="list-style-type: none"> <li>● Over 80% participants give positive feedback.</li> </ul>	<ul style="list-style-type: none"> <li>● Feedback from students and teachers.</li> </ul>	
<ul style="list-style-type: none"> <li>● A board will be displayed for senior form students to provide them with more information about their future study path.</li> </ul>	Coordinator: Cheung YK Teachers: Career Teachers	09/2018-05/2019	Hall, Reference materials	<ul style="list-style-type: none"> <li>● Over 60% senior form students take a look at the display.</li> </ul>	<ul style="list-style-type: none"> <li>● Feedback from students</li> </ul>	
<ul style="list-style-type: none"> <li>● A “Sim HKDSE result release” programme for S5 will be held during the post-exam period.</li> </ul>	Coordinator: Cheung YK Teachers: Career Teachers, Form Teachers Scout Association of HK – The friends of Scouting.	26/6/2019	Hall, LCD project	<ul style="list-style-type: none"> <li>● Over 80% participants give positive feedback.</li> </ul>	<ul style="list-style-type: none"> <li>● Feedback from students and teachers.</li> </ul>	

**Objective 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"> <li>● Encourage senior form students to gain careers-related experiences by visiting university open days, careers expo, various job-sites, etc.</li> <li>● Post up relevant careers information on the careers board.</li> <li>● “Careers Planning Exhibition” will be held in Oct 2018 to let students understand more about their own personality.</li> <li>● “Planning for a brighter future” programme will be held for S5 students to enrich their cognition in the working world</li> </ul>	Coordinator: Cheung YK Teachers: Career Teachers, Form Teachers, Student Helpers. Scout Association of HK – The friends of Scouting. TWGHs- Healthy Budgeting Family Debt Counselling Centre	09/2018-07/2019	Reference materials, Newspaper cuttings.	<ul style="list-style-type: none"> <li>● At least 2 visits to various organizations/companies will be held.</li> <li>● At least one visit should be attended by the S4 and S5 students.</li> <li>● S4 and S5 students’ careers-related experience will be recorded in the SLP and printed for parents’ information.</li> <li>● The information that is posted up will be revised every week.</li> <li>● All S1 students will attend the ‘Life Workshop’.</li> <li>● More than 100 students respond to the quiz after reading the materials in the Careers Planning Exhibition’.</li> <li>● Over 80% of the participants have positive feedback to the activities.</li> <li>● Most students can plan their career paths actively.</li> </ul>	<ul style="list-style-type: none"> <li>● Check the record of SLP.</li> <li>● Oral feedback from students.</li> <li>● Collect teachers’ and students’ feedback.</li> </ul>	
<ul style="list-style-type: none"> <li>● An individual careers counselling will be offered for 10 senior form lower achievers.</li> </ul>	Scout Association of HK – The friends of Scouting.	1/10/2018-31/8/2019	Classroom	<ul style="list-style-type: none"> <li>● Over 80% of the participants have positive feedback</li> </ul>	<ul style="list-style-type: none"> <li>● Collect teachers’ and students’ feedback.</li> </ul>	

5.	<b>FINANCIAL ESTIMATES</b>			
	<b>Item</b>	<b>Description</b>	<b>Amount</b>	<b>Remarks</b>
	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
	<b>Estimated Total:</b>	<b>\$ 4800.00</b>		

6.	<b>PROGRAMME TEAM</b>
	<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>