

Hong Kong Taoist Association Tang Hin Memorial Secondary School
UNIT/SUBJECT: CAREERS UNIT
ANNUAL PROGRAMME PLAN (2020 – 2021)

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 decisions about study and career, 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 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 external 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 display 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. Essay access to the Internet enable students to obtain information very easily.	
	2.3.2. Career-related experiences are included in the New Senior Secondary (NSS) education curriculum.	
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 both English and Chinese.	
	2.4.2. Some students fail to identify the changes in the job market.	

3.	CURRENT YEAR OBJECTIVES 3.1 To provide assistance to students to identify their career goals and interests so as to optimize higher education and career choices. 3.2 To help students learn about the new university admission requirements and make them realize the importance of JUPAS programme selection. 3.3 To examine multiple options of study and work to find out opportunities and constraints and guide students to make their own decisions. Formulate and work out plans to ensure that students will have a smooth transition from secondary to tertiary education.
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Objective 3.1 To provide assistance to students to identify their career goals and interests so as to optimize higher education and career choices.						
Action/Task	Teacher Involved	Time-Scale	Resources	Success Criteria	Method of Evaluation	Remarks
<ul style="list-style-type: none"> ● Run a monthly moral programme about learning methods, self-development and career planning. 	Coordinator: Cheung YK Career Unit Studies Unit	Oct 2020	Hall, classrooms, LCD project	<ul style="list-style-type: none"> ● Over 80% participants give positive feedback. 	<ul style="list-style-type: none"> ● Count the number of participants and observe students' response. 	
<ul style="list-style-type: none"> ● Hold a talk about subject selection for S.3 students in Dec 2020. ● Give S. 3 students a briefing about HKDSE subjects in Feb 2021. 	Coordinators: Cheung YK Form teachers	10/2020- 02/2021	Hall, LCD project, Reference materials JUPAS statistics	<ul style="list-style-type: none"> ● Over 60% parents attend the talk on 12/2020 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. 	

Objective 3.2 To help students learn about the new university admission requirements and make them realize the importance of JUPAS programme selection.						
Action/Task	Teacher Involved	Time-scale	Resources	Success Criteria	Method of Evaluation	Remarks
<ul style="list-style-type: none"> ● Prepare the Mentorship Scheme for the S6 students based on their career interests and recruit alumni as mentors. ● Invite alumni to share their experience in career planning with our students. 	Coordinators: Lam Hon Biu Cheung YK	09/2020-12/2020	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"> ● Hold a mock JUPAS Exercise for S6 students. 	Coordinator: Cheung YK Teachers: Career Teachers Form Teachers	09/2020-12/2020	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"> ● Hold a series of JUPAS talks and workshops for S6 students and their parents. 	Coordinator: Cheung YK Teachers: Career Teachers Form Teachers	09/2020-12/2020	Hall, Classrooms, JUPAS statistics, Newspaper cuttings	<ul style="list-style-type: none"> ● All students attend the JUPAS talk before applying for JUPAS. ● 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 in Hong Kong. 	<ul style="list-style-type: none"> ● Feedback from students and teachers. 	

<ul style="list-style-type: none"> ● Hold a JUPAS mock interview workshop for S6 students after their Half-yearly Exam. 	Coordinator: Cheung YK Teachers: Career Teachers, Form Teachers Scout Association of HK – The friends of Scouting.	05/11/2020	Hall and Classrooms	<ul style="list-style-type: none"> ● Over 80% participants give positive feedback. 	<ul style="list-style-type: none"> ● Feedback from students and teachers. 	
<ul style="list-style-type: none"> ● Display a board for senior form students to provide them with more information about future study paths. 	Coordinator: Cheung YK Teachers: Career Teachers	09/2020-05/2021	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 	
<ul style="list-style-type: none"> ● Run the “Sim HKDSE result release” Programme for S5 during the post-exam period. 	Coordinator: Cheung YK Teachers: Career Teachers, Form Teachers Scout Association of HK – The friends of Scouting.	25/6/2021	Hall, LCD project	<ul style="list-style-type: none"> ● Over 80% participants give positive feedback. 	<ul style="list-style-type: none"> ● Feedback from students and teachers. 	

Objective 3.3						
To examine multiple options of study and work to find out opportunities and constraints and guide students to make their own decisions. Formulate and work out plans to ensure that students will have a smooth 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. Hold the “Careers Planning Exhibition” in Oct 2020 to let students understand more about their own personality. 	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	09/2020-07/2021	Reference materials, Newspaper cuttings.	<ul style="list-style-type: none"> 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. More than 100 students respond to the quiz after reading the materials in the ‘Careers Planning Exhibition’. Over 80% of the participants have positive feedback to the activities. Most students are aware of the need of life planning. 	<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"> Offer individual careers counselling to 10 senior form lower achievers. 	Scout Association of HK – The friends of Scouting.	1/10/2020-31/8/2021	Classroom	<ul style="list-style-type: none"> Over 80% of the participants give positive feedback 	Collect teachers’ and students’ feedback.	

4. FINANCIAL ESTIMATES			
Item	Description	Amount	Remarks
1.	Reference book	\$300.00	EOEBG
2.	Board-work	\$200.00	EOEBG
3.	Membership fee	\$ 400.00	EOEBG
4.	Talk and Workshop	\$ 4000.00	EOEBG
	Estimated Total:	\$ 4900.00	

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