

HKMA David Li Kwok Po College
Incorporate Management Committee 2018/19
Career and Life Planning Education Annual Plan (2018-2019)

Objective 1 : To nurture positive characters and develop skills that are important for students' personal and careers development

Strategy	Success Criteria	Method of Evaluation	Responsible Unit
1. Launch programs that help students develop positive character traits such as - having self-discipline - being respectful and polite - be self-directed and self-motivated - be responsible - be caring	a. At least two programs for each aspect b. At least 80% of participating students have positive feedback	Annual evaluation of the responsible teams	SA Teams
2. Provide opportunities for students to develop more confidence and to explore their potential through involvement in morning assemblies, ECAs, leadership positions(e.g. class committee, ECA clubs, House, Prefect, etc) , public speaking (e.g. speech festival, debate etc), external competitions	a. Participating students have positive feedback b. At least 20% of junior-form students have taken up leadership positions; at least 60% of senior-form students have taken up leadership positions; at least 50% of students have participated in speech festival, music festival or external competition	a. Students' survey b. Annual evaluation	All departments and SA teams
3. Teach students to set goals and have self-evaluation on their academic studies	a. All students have set their own goals and have mid-term self-evaluation b. Students in special groups (EIS and S5 Support Group) have set goals and conducted self-evaluation after major assessments	Annual review	G&C Team Class Teachers Careers Team EIS Team

Strategy	Success Criteria	Method of Evaluation	Responsible Unit
4. Raise junior-form students' awareness of the importance of self-directed career planning through junior-form career programs	a. At least one FA program for S1 and S2 students b. At least 80% of participating students have positive feedback on the program	a. Annual review b. Students' reflection	Careers Team
5. Help senior-form students undertake a multi-faceted review and reflection on their learning experience so that they can have a better understanding of their achievements, qualities, abilities through resume writing	a. All students have learnt to prepare resume and reflected on their strengths and weaknesses for further improvement: - students understand the requirement of resume writing - S6 students learn how to write resume b. At least 80% of participating students find it helpful to understand their strengths and weaknesses through resume writing	a. Annual review b. Students' reflection	Careers Team Class teachers English Department
6. Organize activities develop skills required for their future development - communication - critical thinking - collaboration - creativity - global citizenship	a. At least 2 programmes for each of the mentioned skills b. At least 80% of participating students have positive feedback on respective programmes	a. Annual review b. Students' reflection/ survey	SA Teams
7. Conduct personality test to help students understand their characters for NSS subject choices and career choices	a. All S3 students have taken the test to help them make subject selection choices b. All S4 students have taken test to help them understand more of their career options c. Provide individual in-depth personality test	a. Annual review b. Annual review c. Annual review	Careers Team

Objective 2 : To provide support to students for making informed and responsible choices

Strategies	Success criteria	Method of Evaluation	Responsible Unit
1. Provide S3 students with sufficient briefing and counseling so that they make appropriate NSS subject choices through <ul style="list-style-type: none"> - subject briefings by teachers - sharing by senior-form students - individual counseling 	At least 80% of the S3 students agree sufficient information and support has been given to them on subject selection	Students' survey	Careers Team AA Team Departments
2. Provide parents with information regarding NSS subject selection and university admission in <ul style="list-style-type: none"> - curriculum briefing - parents night 	a. Briefings for parents are held b. Careers Teachers help answering enquiries in classrooms at the S6 Parents' Meeting	a. Annual review b. Annual review	AA Team Careers Team
3. Provide S6 students with sufficient briefing and information about JUPAS choices	At least 80% of S6 students agree sufficient information has been provided to them	Student survey	Careers Team
4. Provide S5 and S6 students with information regarding multi-pathways including: <ul style="list-style-type: none"> - degrees and sub-degrees - overseas studies - Taiwan studies - Mainland China studies - vocational training 	At least 80% of S6 students agree sufficient information provided to them	Student survey	Careers Team
5. Provide individual counseling to all the S6 students on JUPAS choices	a. All the S6 students receive individual counseling from class teacher or careers teacher b. At least 80% of students find the counselling useful	Students' survey	Careers Team Class teachers
6. Provide non-Chinese students with information on tertiary education	All the S5 and S6 non-Chinese students are given relevant information	Annual review	Careers Team

Strategies	Success criteria	Method of Evaluation	Responsible Unit
7. Provide S6 students with information regarding Qualifications Framework , networks established by Industry Training Advisory Committees and the competency standards and progression pathways	All the S6 students are provided with such information	Annual review	Careers Team
8. Provide students with more career-related information for better decision making	a. Career Website is regularly updated b. Relevant information on the Careers Board is updated by the Careers Prefects	a. Annual review b. Annual review	Careers Team
9. Provide parents with career-related information so that they can assist their children in making decisions via - School circular - Careers Team website	a. Circulars are regularly issued to parents informing them of relevant information b. The Careers Team website is accessible to parents	Annual review	Careers Team

Objective 3 : To help students conduct career planning and enhance their readiness for employment

Strategies	Success Criteria	Method of Evaluation	Responsible Unit
1. Help S3 parents understand their children's performance, strengths and weaknesses at Parents' Meeting and on Parents' Day so that they can provide more rational suggestions to their children in making NSS subject selection	Relevant information is provided to parents at the two occasions	Annual review	AA Team Careers Team Class teachers
2. Provide junior-form students with Career Planning booklets to facilitate their reflection on life planning	a. Relevant booklets are provided to students b. Class Teachers find the booklets useful	a. Annual review b. Feedback from Class Teachers	Careers Team

Strategies	Success Criteria	Method of Evaluation	Responsible Unit
3. Help repeaters and students who are academically struggling to prepare study plans before major assessments so that they could get promotion	Study plan is prepared by every EIS/ academically struggling student	Annual review	EIS Team
4. Release predicted grades to S6 students so as to motivate them to better prepare for the public examination and make appropriate JUPAS choices	Predicted grades are released to S6 students	Annual review	AA Team
5. Organize mock public examination result release to help S6 students understand their progress so that they can be motivated to prepare well for DSE and make appropriate study plans for the future	a. A mock result release is conducted b. At least 70% of participating students have positive feedback	a. Annual review b. Students' feedback	Careers Team
6. Organize programs to help students acquire generic and employability skills that will help them in admission interview and work transition - interview skills - resume writing skills	a. At least one activity organized for each of the mentioned skills b. Participating students find the activities useful and have positive feedback	a. Annual review b. Students' feedback	Careers Team English Department
7. Help students understand the qualities, attitudes and characters employers are looking for in young employees through experience sharing and real-life cases by business professionals or alumni	a. At least two relevant programmes are organized b. At least 70% of participating students have positive feedback	a. Annual review b. Students' feedback	Careers Team BAFS Department
8. Arrange opportunities for students to gain experience from real workplace through - Job shadowing/ internship	a. At least 5 such experiences b. At least 70% of participating students have positive feedback	a. Annual review b. Students survey	Careers Team
9. Arrange company visits or talks for students to understand more of their careers options	a. At least 5 such programmes b. At least 70% of students have positive feedback	a. Annual review b. Students feedback	Careers Team