

Tuen Mun Government Secondary School
Work Plan on Career and Life Planning Education (2018-2019)



Domain	Objectives	Strategies	Target Level(s) of Students	Teacher(s) / Organization responsible	Success Criteria	Evaluation Methods	Budget	Remarks
Self-understanding and development	<ul style="list-style-type: none"> ■ To assist student in achieving better self-understanding ■ To guide students to explore their personality traits, interests, aptitude, potential, abilities and career direction. ■ To help students to be self-directing in the process of their goal setting, decision-making and reflection. ■ To provide assessment tools to help students to gain better understanding of themselves, expand career options and strengths. 	<ul style="list-style-type: none"> • To increase <i>collaboration among functional teams</i> implement life-planning education programmes in class periods and reading periods <ul style="list-style-type: none"> - S.1: Self-understanding and start to explore the different industries - S.2: develop the generic skills and career exploration - S.3: Learning make sound decision: smart subject choices - S.4: Career information and career matched - S.5: Understanding multi-pathway and world of work - S.6: Goal setting and well-prepared life planning 	S.1 –S.6 students	<ul style="list-style-type: none"> ➤ Careers and Life Planning Education Team ➤ Civic Education Team ➤ Guidance and Counselling Team ➤ Moral and Life Education Committee ➤ Whole-person Development Committee ➤ Health & Sex Education ➤ Environmental Education Committee ➤ Reading-to-Learn Committee ➤ Service Providers 	<ul style="list-style-type: none"> ◆ Over 95% of students finished CLP structured curriculum in class periods ◆ Over 75% of students find the programmes useful and their self-understanding could be enhanced 	<ul style="list-style-type: none"> • Feedback from students, class teachers • Student Survey • Observation from Life Planning Education Team 	<ul style="list-style-type: none"> • To buy life-planning platform and apps \$18,800 	

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Self-understanding and development		<ul style="list-style-type: none"> To use tools provided by Career & Life Adventure Planning (CLAP) for Youth @ Jockey Club (JC) - Career Exploration E-portal for Senior form students 	S.4 - S.6 students		<ul style="list-style-type: none"> Over 90% of students completed the assessment for career and life planning 	<ul style="list-style-type: none"> Number of students used the career exploration E-portal 		
		<ul style="list-style-type: none"> To use tools provided by Cambridge Occupational Analysts (COA) for Junior form students 	S.1 – S.3 students		<ul style="list-style-type: none"> Over 75% of students agree that the tools effective in enhancing their self-understanding 	<ul style="list-style-type: none"> Feedback from Class Teachers and Advisers Student Survey 	<ul style="list-style-type: none"> To buy a licence for aptitude tests for Junior form \$4,500 	
		<ul style="list-style-type: none"> To organize Leadership Training Programmes <ul style="list-style-type: none"> - Prefect Camp - Guidance Prefect Training Camp - Fresh Ambassador Training Camp - "Sky for Us" Programme 	S.3 - S.5 students	<ul style="list-style-type: none"> Prefect Association Discipline Team Guidance and Counselling Team Health and Sex Education Team Service Provider 	<ul style="list-style-type: none"> Over 75% of student-participants find the training programmes useful and their leadership skills could be enhanced 	<ul style="list-style-type: none"> Observation by teachers and course tutors concerned Surveys from students, teacher and service providers 	<ul style="list-style-type: none"> \$0 	Expenses will be supported by school fund
		<ul style="list-style-type: none"> To organize Summer School Programme for S.1 students and Sunshine Ambassadors Programme for S.2 students with the following foci: <ul style="list-style-type: none"> - self-understanding - goal-setting - communication skills - reflective thinking - positive thinking 	S.1 – S.2 students	<ul style="list-style-type: none"> S.1 and S.2 class teachers Guidance and Counselling Team Discipline Team Careers and Life Planning Education Team Service Provider 	<ul style="list-style-type: none"> Over 75% of student-participants find the programmes useful and their self-understanding and generic skills could be enhanced 		<ul style="list-style-type: none"> \$0 	Expenses will be supported by school fund

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Career Exploration	<ul style="list-style-type: none"> ■ To develop students' positive attitudes towards work and learning ■ To equip students with knowledge, skills and attitude in career choice and development ■ To provide effective guidance and support to students for their future development ■ To enable students to obtain up-to-date knowledge and information about the world of work 	<ul style="list-style-type: none"> ● To develop students' positive work ethics and attitudes and learning through different theme-based activities - Mass Programmes or activities held by different functional teams 	S.1 – S.6 students	<ul style="list-style-type: none"> ➤ Careers and Life Planning Education Team ➤ Civic Education Team ➤ Student Support Teams ➤ Guidance and Counselling Team ➤ Moral and Life Education Committee ➤ Discipline Team ➤ Whole-person Development Committee ➤ Service Providers 	<ul style="list-style-type: none"> ◆ Over 85% of student-participants are aware of workplace communication etiquette and work ethics ◆ Over 70% of student-participants find the talks, seminars, workshops and programmes effective in attaining respective objectives 	<ul style="list-style-type: none"> ● Feedback from students after talks, seminar, or workshops ● Observation from teachers 	<ul style="list-style-type: none"> ● To buy service to provide the Career Exploration ● Total fee: \$14,000 	
		<ul style="list-style-type: none"> ● To tap external resources for organizing talks, seminars and workshops for students (e.g. Careers Expo, Careers Talks given by alumni, Job Shadowing) 	S.4 - S.6 students	<ul style="list-style-type: none"> ➤ Careers and Life Planning Education Team ➤ Guidance and Counselling Team ➤ Alumni Association 				
		<ul style="list-style-type: none"> ● To enrich students' knowledge of different professions (e.g. Mentorship Programme) 	S.4 – S.5 students	<ul style="list-style-type: none"> ➤ Careers and Life Planning Education Team ➤ Alumni Association 				

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Career Exploration		<ul style="list-style-type: none"> Taster Programmes - Applied Learning courses - Work life experience 	S.4 - S.6 students	<ul style="list-style-type: none"> Careers and Life Planning Education Team Students Association 			<ul style="list-style-type: none"> \$0 	Expenses will be supported by school fund
		<ul style="list-style-type: none"> Individualized Career Guidance and support 	S.1 – S.6 students	<ul style="list-style-type: none"> Careers and Life Planning Education Team Guidance and Counselling Team Social Worker 	<ul style="list-style-type: none"> Over 75% of the concerned students find the Individualized Careers Guidance and support useful in mapping their career path 	<ul style="list-style-type: none"> Feedback from students Observation from teachers 		
		<ul style="list-style-type: none"> Publication and Release of Career Information 		<ul style="list-style-type: none"> Careers and Life Planning Education Team 	<ul style="list-style-type: none"> Publication and Career Information could enhance students' knowledge and skills of life planning 			

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Career Planning and Management	<ul style="list-style-type: none"> ■ To facilitate students' career planning and management ■ To assist students in developing generic skills for transition from school to work 	<ul style="list-style-type: none"> ● To organize activities facilitating the next career move through an appreciation of their career interests and abilities (e.g. Job visits) 	S.4 – S.6 students	<ul style="list-style-type: none"> ➤ Careers and Life Planning Education Team 	<ul style="list-style-type: none"> ◆ Over 65% of students felt confident in their study path and chosen area of study ◆ Over 60% of Parent-participants are satisfied with the talks and workshops organized by the school 	<ul style="list-style-type: none"> ● Feedback from students and teachers ● Student Survey ● Observation from Life Planning Education Team 	<ul style="list-style-type: none"> ● \$0 	Programmes will be conducted after school
		<ul style="list-style-type: none"> ● To arrange talks and workshops for students and parents Guidance Programmes on Academic Pursuit <ul style="list-style-type: none"> - Talk on S.4 Subject Selection - Alumni Sharing on JUPAS Application - Mock Release of HKDSE Results - Visits to Local Universities and College - Student Exchange Programme 	S.3 – S.6 students	<ul style="list-style-type: none"> ➤ Careers and Life Planning Education Team ➤ Guidance and Counselling Team ➤ Cross-boundary learning activities 				
		<ul style="list-style-type: none"> ● To develop the required management skills to fulfil their career aspirations ● Career Workshops <ul style="list-style-type: none"> - Interviewing skills workshop 	S.4 – S.6 students	<ul style="list-style-type: none"> ➤ Careers and Life Planning Education Team 				

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Staff Profession Development	<ul style="list-style-type: none"> ■ To enhance teachers' professional capacity for the effectiveness of implementing Careers and Life Planning Programmes through training 	<ul style="list-style-type: none"> • Teachers attend relevant training courses or workshops on Careers and Life Planning 	N/A	<ul style="list-style-type: none"> ➤ Career Guidance Personnel 	<ul style="list-style-type: none"> ◆ Teachers' professional capacity and effectiveness are enhanced 	<ul style="list-style-type: none"> • Teachers' survey 	<ul style="list-style-type: none"> • \$0 	
							Total estimation	\$37,300