

Tuen Mun Government Secondary School
Work Plan on Career and Life Planning Education (2019-2020)

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 students 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 collaboration among functional teams implement life-planning education programmes in class 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 to make sound decision: smart subject choices - S.4: Career information and career matched - S.5: Understanding multi-pathway and world of work - S6: 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 finish CLP structured curriculum in class periods ◆ Over 75% of students find the programmes useful and their self-understanding can 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 \$20,000 	Expenses will be supported by school fund

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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 complete 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"> • \$60,000 	Expenses will be supported by school fund
		<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 are 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 aptitude tests for Junior forms \$5,000 	
		<ul style="list-style-type: none"> To organize Leadership Training Programmes <ul style="list-style-type: none"> - Joint Training Camp for Prefects and Guidance Prefects - 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 can 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 	
		<ul style="list-style-type: none"> - S.1 Summer School: <ul style="list-style-type: none"> - self-understanding - goal-setting - communication skills - reflective thinking - positive thinking 	S.1 students	<ul style="list-style-type: none"> ➤ S.1 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 can be enhanced 		<ul style="list-style-type: none"> • \$0 	

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Career Exploration	<ul style="list-style-type: none"> ■ To develop 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 and future career paths 	<ul style="list-style-type: none"> ● To develop students' positive work ethics and attitudes and learning through different theme-based activities <ul style="list-style-type: none"> - 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 activities organized, e.g. 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 	● \$0	
		<ul style="list-style-type: none"> ● To tap external resources for organizing talks, seminars and workshops for students (e.g. Careers Expo, Careers Talks delivered 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 			● \$0	

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Career Exploration		<ul style="list-style-type: none"> To enrich students' knowledge and information of different professions and overseas studies (e.g. Mentorship Programme and Study Tour) 	S.4 – S.5 students	<ul style="list-style-type: none"> Careers and Life Planning Education Team Alumni Association 			<ul style="list-style-type: none"> \$105,000 	Expenses will be supported by school fund
		<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 Student Association 			<ul style="list-style-type: none"> \$0 	
		<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"> \$0 	
		<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 Release of Career Information can 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 feel confident of choosing 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 - 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 professional capacity and effectiveness of Careers and Life Planning 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 	\$0	
	Total estimation							\$185,000