

**Tuen Mun Government Secondary School**  
**Work Plan on Career and Life Planning Education (2022-2023)**

Domain	Objectives	Strategies	Target Level(s) of Students	Teacher(s) / Organization responsible	Success Criteria	Evaluation Methods	Budget
<b>Self-understanding and development</b>	<ul style="list-style-type: none"> <li>■ To assist students in achieving better self-understanding</li> <li>■ To guide students to explore their personality traits, interests, aptitude, potential, abilities and career direction</li> <li>■ To help students to be self-directing in the process of their goal-setting, decision-making and reflection</li> <li>■ To provide assessment tools to help students to gain a better understanding of themselves, expand career options and strengths</li> </ul>	<ul style="list-style-type: none"> <li>● To increase collaboration among functional teams implement life-planning education programmes (CLP) in class periods (<u>for all levels</u>) and CLP periods (<u>for S3 &amp; S6</u>)</li> <li>- S.1: Develop Self-understanding and start to explore the different industries</li> <li>- S.2: Develop the generic skills and career exploration</li> <li>- S.3: Learn to make sound decisions: smart subject choices</li> <li>- S.4: Career information and career matched</li> <li>- S.5: Understand multiple pathways and world of work</li> <li>- S.6: Goal setting and <u>making informed choices for post-secondary studies</u></li> </ul>	S.1 –S.6 students	<ul style="list-style-type: none"> <li>➢ Careers and Life Planning Education Team</li> <li>➢ Civic Education Team</li> <li>➢ Guidance and Counselling Team</li> <li>➢ Moral and Life Education Committee</li> <li>➢ Whole-person Development Committee</li> <li>➢ Health &amp; Sex Education</li> <li>➢ Environmental Education Committee</li> <li>➢ Reading-to-Learn Committee</li> <li>➢ Service Providers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Over 95% of students finish CLP structured curriculum in class periods</li> <li>◆ Over 75% of students find the programmes useful and their self-understanding can be enhanced</li> <li>◆ <u>Over 60% of students concerned agree that the CLP periods are useful in helping them set achievable goals.</u></li> </ul>	<ul style="list-style-type: none"> <li>● Feedback from students, class teachers</li> <li>● Student Survey</li> <li>● Observation from Life Planning Education Team</li> </ul>	<ul style="list-style-type: none"> <li>● \$28,000 (Procuring CLP course and life-planning platform for students)</li> </ul>

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<b>Self-understanding and development</b>		<ul style="list-style-type: none"> <li>To use tools provided by <u>'My Life Planning Portfolio'</u> of EDB for Senior form students</li> </ul>	S.4 - S.6 students		<ul style="list-style-type: none"> <li>Over 90% of students complete the assessment for career and life planning</li> <li>Over 75% of students agree that the tools are effective in enhancing their self-understanding</li> </ul>	<ul style="list-style-type: none"> <li>Number of students used <u>'My Life Planning Portfolio'</u> and <u>COA</u></li> <li>Feedback from Class Teachers and Advisers</li> <li>Student Survey</li> </ul>	<ul style="list-style-type: none"> <li>\$6,000 (Procuring assessment tools)</li> </ul>
		<ul style="list-style-type: none"> <li>To use tools provided by <u>Cambridge Occupational Analysts (COA)</u> for Junior form students</li> </ul>	S.1 – S.3 students				
		<ul style="list-style-type: none"> <li>To organize Leadership Training Programmes               <ul style="list-style-type: none"> <li>- Joint Training Camp for Prefects and Guidance Prefects</li> <li>- Fresh Ambassador Training Camp</li> <li>- "Sky for Us" Programme</li> </ul> </li> </ul>	S.3 - S.5 students	<ul style="list-style-type: none"> <li>Prefect Association</li> <li>Discipline Team</li> <li>Guidance and Counselling Team</li> <li>Health and Sex Education Team</li> <li>Service Provider</li> </ul>	<ul style="list-style-type: none"> <li>Over 75% of student-participants find the training programmes useful and their leadership skills can be enhanced</li> </ul>	<ul style="list-style-type: none"> <li>Observation by teachers and course tutors concerned</li> <li>Surveys from students, teacher and service providers</li> </ul>	<ul style="list-style-type: none"> <li>\$0</li> </ul>
		<ul style="list-style-type: none"> <li>- S.1 Summer School:               <ul style="list-style-type: none"> <li>- self-understanding</li> <li>- goal-setting</li> <li>- communication skills</li> <li>- reflective thinking</li> <li>- positive thinking</li> </ul> </li> </ul>	S.1 students	<ul style="list-style-type: none"> <li>S.1 class teachers</li> <li>Guidance and Counselling Team</li> <li>Discipline Team</li> <li>Careers and Life Planning Education Team</li> <li>Service Provider</li> </ul>	<ul style="list-style-type: none"> <li>Over 75% of student-participants find the programmes useful and their self-understanding and generic skills can be enhanced</li> </ul>		<ul style="list-style-type: none"> <li>\$0</li> </ul>

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<b>Career Exploration</b>	<ul style="list-style-type: none"> <li>■ To develop positive attitudes towards work and learning</li> <li>■ To equip students with knowledge, skills and attitude in career choice and development</li> <li>■ To provide effective guidance and support to students for their future development</li> <li>■ To enable students to obtain up-to-date knowledge and information about the world of work and future career paths</li> </ul>	<ul style="list-style-type: none"> <li>• To develop students' positive work ethics and attitudes and learning through different theme-based activities               <ul style="list-style-type: none"> <li>- Mass Programmes or activities held by different functional teams</li> </ul> </li> </ul>	S.1 – S.6 students	<ul style="list-style-type: none"> <li>➤ Careers and Life Planning Education Team</li> <li>➤ Civic Education Team</li> <li>➤ Student Support Teams</li> <li>➤ Guidance and Counselling Team</li> <li>➤ Moral and Life Education Committee</li> <li>➤ Discipline Team</li> <li>➤ Whole-person Development Committee</li> <li>➤ Service Providers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Over 85% of student-participants are aware of workplace communication etiquette and work ethics</li> <li>◆ Over 70% of student-participants find the activities organized, e.g. talks, seminars, workshops and programmes effective in attaining respective objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from students after talks, seminar, or workshops</li> <li>• Observation from teachers</li> </ul>	• \$0
		<ul style="list-style-type: none"> <li>• To tap external resources for organizing talks, seminars and workshops for students (e.g. Careers Expo, Careers Talks delivered by alumni, Job Shadowing)</li> </ul>	S.4 - S.6 students	<ul style="list-style-type: none"> <li>➤ Careers and Life Planning Education Team</li> <li>➤ Guidance and Counselling Team</li> <li>➤ Alumni Association</li> </ul>			• \$5,000 (Transportation fee)

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<b>Career Exploration</b>		<ul style="list-style-type: none"> <li>To enrich students' knowledge and information of different professions and overseas studies (e.g. Mentorship Programme and Study Tour)</li> </ul>	S.4 – S.5 students	<ul style="list-style-type: none"> <li>Careers and Life Planning Education Team</li> <li>Alumni Association</li> </ul>			<ul style="list-style-type: none"> <li>\$105,000</li> </ul>
		<ul style="list-style-type: none"> <li>Taster Programmes               <ul style="list-style-type: none"> <li>- Applied Learning courses</li> <li>- Work life experience</li> </ul> </li> </ul>	S.3 - S.6 students	<ul style="list-style-type: none"> <li>Careers and Life Planning Education Team</li> <li>Student Association</li> </ul>			<ul style="list-style-type: none"> <li>\$0</li> </ul>
		<ul style="list-style-type: none"> <li>Individualized Career Guidance and support</li> </ul>	S.1 – S.6 students	<ul style="list-style-type: none"> <li>Careers and Life Planning Education Team</li> <li>Guidance and Counselling Team</li> <li>Social Worker</li> </ul>	<ul style="list-style-type: none"> <li>Over 75% of the students concerned find the Individualized Careers Guidance and support useful in mapping their career path</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from students</li> <li>Observation from teachers</li> </ul>	<ul style="list-style-type: none"> <li>\$0</li> </ul>
		<ul style="list-style-type: none"> <li>Publication and Release of Career Information</li> </ul>		<ul style="list-style-type: none"> <li>Careers and Life Planning Education Team</li> </ul>	<ul style="list-style-type: none"> <li>Publication and Release of Career Information can enhance students' knowledge and skills of life planning</li> </ul>		

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<b>Career Planning and Management</b>	<ul style="list-style-type: none"> <li>■ To facilitate students' career planning and management</li> <li>■ To assist students in developing generic skills for transition from school to work</li> </ul>	<ul style="list-style-type: none"> <li>● To organize activities facilitating the next career move through an appreciation of their career interests and abilities (e.g. Workplace visits)</li> </ul>	S.4 – S.6 students	<ul style="list-style-type: none"> <li>➤ Careers and Life Planning Education Team</li> </ul>	<ul style="list-style-type: none"> <li>◆ Over 65% of students feel confident of choosing their study path and chosen area of study</li> <li>◆ Over 60% of Parent-participants are satisfied with the talks and workshops organized by the school</li> </ul>	<ul style="list-style-type: none"> <li>● Feedback from students and teachers</li> <li>● Student Survey</li> <li>● Observation from Life Planning Education Team</li> </ul>	<ul style="list-style-type: none"> <li>● \$10,000 (Transportation fee)</li> <li>● \$35,000 (Course fee for Interview Skills Workshops and other career-related programmes)</li> </ul>
		<ul style="list-style-type: none"> <li>- To arrange talks and workshops for students and parents</li> <li>- Talk on S.4 Subject Selection</li> <li>- Alumni Sharing on JUPAS Application</li> <li>- Mock Release of HKDSE Results</li> <li>- Visits to Local Universities and Colleges</li> <li>- Student Exchange Programme</li> </ul>	S.3 – S.6 students	<ul style="list-style-type: none"> <li>➤ Careers and Life Planning Education Team</li> <li>➤ Guidance and Counselling Team</li> <li>➤ Cross-boundary learning activities</li> </ul>			
		<ul style="list-style-type: none"> <li>● To develop the required management skills to fulfil their career aspirations</li> <li>● Career Workshops <ul style="list-style-type: none"> <li>- Interviewing skills workshop</li> <li>- Image Building Workshop</li> </ul> </li> </ul>	S.4 – S.6 students	<ul style="list-style-type: none"> <li>➤ Careers and Life Planning Education Team</li> </ul>			

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Staff Profession Development	<ul style="list-style-type: none"> <li>■ To enhance professional capacity and effectiveness of Careers and Life Planning through training</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers attend relevant training courses or workshops on Careers and Life Planning</li> </ul>	N/A	<ul style="list-style-type: none"> <li>➤ Career Guidance Personnel</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teachers' professional capacity and effectiveness are enhanced</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' survey</li> </ul>	\$0
<b>Total estimation</b>							\$189,000