

Tuen Mun Government Secondary School
Work Plan on Career and Life Planning Education (2023-2024)

Domain	Objectives	Strategies	Target Level(s) of Students	Teacher(s) / Organization responsible	Success Criteria	Evaluation Methods	Budget
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 a 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 (CLP) in class periods (for all levels) and CLP periods (for S3 & S6) <ul style="list-style-type: none"> - S.1: Develop Self-understanding and start to explore the different industries - S.2: Develop the generic skills and career exploration - S.3: Learn to make sound decisions: smart subject choices - S.4: Career information and career matched - S.5: Understand multiple pathways and world of work - S6: Goal setting and making informed choices for post-secondary studies 	S.1 - S.6 students	<ul style="list-style-type: none"> ➢ Career 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. ◆ Over 60% of students concerned agree that the CLP periods are useful in helping them set achievable goals. 	<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"> • \$30,000 (Procuring CLP course / programme and life-planning platform for students)

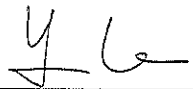
Domain	Objectives	Strategies	Target Level(s) of Students	Teacher(s) / Organization responsible	Success Criteria	Evaluation Methods	Budget
Self-understanding and development		<ul style="list-style-type: none"> To use tools provided by 'My Life Planning Portfolio' of EDB for Senior form students 	S.4 - 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 'My Life Planning Portfolio' and COA 	<ul style="list-style-type: none"> \$5,000 (Procuring assessment tools)
		<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 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.1 - S.5 students	<ul style="list-style-type: none"> Prefect Association Discipline Team Guidance and Counselling Team Health and Sex Education Team Service Providers 	<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"> \$17,500
		<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 Career 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"> \$12,000

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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"> ➤ Career 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 	<ul style="list-style-type: none"> • \$0
		<ul style="list-style-type: none"> • To tap external resources for organizing talks, seminars and workshops for students (e.g. Career Expo, Career Talks delivered by alumni, EDB BSPP Work Experience Programme) 	S.4 - S.6 students	<ul style="list-style-type: none"> ➤ Career and Life Planning Education Team ➤ Guidance and Counselling Team ➤ Alumni Association 			<ul style="list-style-type: none"> • \$5,000 (Transportation fee)

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Career Exploration		<ul style="list-style-type: none"> To enrich students' knowledge and information of different professions (e.g. Mentorship Programme) 	S.4 - S.5 students	<ul style="list-style-type: none"> Career and Life Planning Education Team Alumni Association 			<ul style="list-style-type: none"> \$0
		<ul style="list-style-type: none"> Taster Programmes <ul style="list-style-type: none"> - Applied Learning courses - Work life experience 	S.2 - S.5 students	<ul style="list-style-type: none"> Applied Learning Department Technology & Living Department 			<ul style="list-style-type: none"> \$12,000
		<ul style="list-style-type: none"> Individualized Career Guidance and support 	S.1 – S.6 students	<ul style="list-style-type: none"> Career and Life Planning Education Team Guidance and Counselling Team Social Worker 	<ul style="list-style-type: none"> Over 75% of the students concerned find the Individualized Career 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"> Career 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. Workplace visits) 	S.4 – S.6 students	<ul style="list-style-type: none"> ➤ Career 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 Surveys • Observation from Life Planning Education Team 	<ul style="list-style-type: none"> • \$10,000 (Transportation fee) • \$33,000 (Course fee for Career Workshops / Programmes)
		<ul style="list-style-type: none"> • To arrange talks, visits and workshops for students and parents <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 Colleges - Student Exchange Programme 	S.3 – S.6 students	<ul style="list-style-type: none"> ➤ Career 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 / Programmes <ul style="list-style-type: none"> - Interviewing skills workshop - Work Experience Programme 	S.4 – S.6 students	<ul style="list-style-type: none"> ➤ Career 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 Career and Life Planning through training 	<ul style="list-style-type: none"> • Teachers attend relevant training courses or workshops on Career 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							\$124,500

Endorsed by , Chairperson of TMGSS SMC on 28 June 2023.
(Ms LAM Si-hang, Yvonne)