

HKMA David Li Kwok Po College
Careers and Life Planning Annual Plan 2014-2015

Objective 1 : To enhance students' self-understanding and development

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
1. Plan PDP (personal development programs) to be held during Friday Afternoon Lessons for Junior Form students to help them build positive self-image and enhance their self-esteem	a. at least two PDPs for each form b. at least 70% of participating students have positive feedback	a. Annual evaluation of the responsible team b. Students' feedback in GPS	G&C Team	
2. Provide opportunities for students to develop more confidence and explore their potentials through participating in morning assemblies, ECAs, leadership positions(e.g. class committee, ECA clubs, Houses, Prefect, etc) , public speaking (e.g. speech festival, debate etc), external competitions	a. Participating students have positive feedback b. At least 30% of the junior form students have taken up leadership positions At least 60% of the senior form students have taken up leadership positions At least 50% of the students have participated in speech festival, music festival or external competition	a. Students' survey b. Annual evaluation	All departments and SA teams	Refer to budget (5)
3. Ask students to set goals and have self-evaluation on their academic studies	a. All students set goals and have mid-term self-evaluation	a. Annual review	G&C Team Class teachers EIS Team	

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
4. Help students understand their career dream / goals through related PDP	a. At least one FA program for S1 and S2 students b. At least 70% of participating students have positive feedback on the program	a. Annual review b. Students' reflection	Careers Team	
5. Help senior form students have a multifaceted 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 reflect on their strengths and weaknesses for further improvement - S5 students understand the requirement of resume writing - S6 students learn how to write resume b. At least 70% of participating students find it helpful to understand their strength and weaknesses through resume writing	a. Annual review b. Students' reflection	Careers Team Class teachers English Department	
6. Organize activities to develop good characters in students for their future development - communication - critical thinking - collaboration - creativity - moral citizen	a. At least 2 programs for each of the characters b. At least 70% of the participating students have positive feedback on respective programs	a. Annual review b. Students' reflection/ survey	SA Teams	

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
7. To conduct personality test for students to understand their characters for NSS subject choices and career choices	a. All the S3 students have had the test to help them make subject selection choices b. All the S4 students have had test to help them understand more of their career options c. Provide in depth individual personality test	a. Annual review b. Annual review c. Annual review	Careers Team School Counselor	

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

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
1. Provide S3 students with sufficient briefing and counseling for them to make appropriate NSS subject choices through - subject briefing by teachers - sharing by senior form students - individual counseling	a. At least 70% of the S3 students agree there is sufficient information and support given to them on subject selection	a. Students' survey	Careers Team AA Team Departments	
2. Provide parents with information regarding NSS subject selection at - curriculum briefing - parents night	a. Briefing for parents are held	a. Annual review	AA Team Careers Team	
3. Provide S6 students with sufficient briefing and information about JUPAS choices	a. As least 70% of S6 students agree there is sufficient information provided	a. Student survey	Careers Team	
4. Provide S5 and S6 students with information regarding multi-pathways including: - degree and sub-degree - overseas studies - Taiwan studies - Mainland China studies - vocational training	a. As least 70% of S6 students agree there is sufficient information provided	a. Student survey	Careers Team	

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5. Provide individual counseling to all the s6 students on JUPAS choices	a. All the S6 students received individual counseling from class teacher or careers teacher b. At least 70% of the S6 students find it useful	b. Students' survey	Careers Team Class teachers	
6. Provide non-Chinese students information regarding tertiary education	a. All the S6 non-Chinese students are given relevant information	a. annual review	Careers Team	
7. Provide S6 students with information regarding Qualifications Framework , networks established by Industry Training Advisory Committees and the competency standards and progression pathways developed for the respective industries	a. All the S6 students are provided with such information	a. annual review	Careers Team	

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

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
1. Help S3 parents to understand students performance, strengths and weaknesses at parents' meeting and on parents' day so that they can provide more rational suggestions to their children when making NSS subject selection	a. relevant information is provided to parents at the two occasions	a. annual review	AA Team Careers Team Class teachers	
2. To provide junior form students Career Planning booklets to enhance their reflection on life planning	a. booklets are provided to students b. class teachers find the booklets useful	a. annual review b. feedback from class teachers	Careers Team	
2. Help repeaters and students who are academically struggling to prepare study plans before the major assessments so that they can be promoted	a. study plan is prepare by every students in EIS scheme	a. annual review	EIS Team	
3. Arrange study skill sharing for S4 students to help them better prepare for DSE	a. At least 1 sharing in the school year	a. annual review	Careers Team	
4. To release predicted grades to S6 students so as to motivate them to better prepare for the public examination and make appropriate JUPAS choices	a. Predicted grades are released to S6 students	a. annual review	AA Team	

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
5. Set up a more comprehensive database for S6 students regarding admission requirement based on past results so that students can make better choices	a. the database is set up b. At least 70% of participating students find the information useful	a. annual review b. students survey	Careers Team	
6. Organize mock public examination result release to help S6 students understand their progress so as to motivate them to better prepare 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	
7. Organize programs to help students acquire generic and employability skills that prepare them for admission interview and transition of work. - interview skills - resume writing skills	a. at least one activity for each of the skills b. participating students find the activities useful and have positive feedback	a. annual review b. students' feedback	Careers Team BAFS Dept (JA) English Dept	
8. Help students to understand the qualities, attitudes and characters employers look for in young employees through sharing of experience and real-life cases by business professionals or Alumni	a. at least two relevant programs are organized b. At least 70% of participating students have positive feedback	a. annual review b. students' feedback	Careers Team BAFS Dept (JA) Campus TV	

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9. Arrange opportunities for students to gain experience from real workplace through - Job shadowing - Summer intern	a. one for each b. At least 70% of participating students have positive feedback	a. annual review	Careers Team BAFS Dept (JA)	
10. Arrange company visit or talks for students to understand more of their careers options	a. at least 5 such programs b. at least 70% of students have positive feedback	a. annual review b. students feedback	Careers Team	

Allocation of CLP grant

Item	\$	\$
1. Employment of Life Planning Education Assistant (\$20 000 x 12)		240,000
2. Careers and Life Planning Programs		
S1	38,230	
S2	30,624	
S3	20,416	89,270
3. Personality Dimensions		8,800
4. Leadership trainings		10,000
5. Other programs (seminar, workshop, subsidy to students)		52,000
		<u>400,070</u>