

**HKMA David Li Kwok Po College**  
**Careers and Life Planning Annual Plan 2015-2016**

**Objective 1 : To nurture positive characters and develop skills that are important for students' personal and careers development**

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
1. To plan programs that help students develop <b>positive characters</b> as to <ul style="list-style-type: none"> <li>- self-discipline</li> <li>- respectful and polite</li> <li>- self-directed and self-motivated</li> <li>- responsible</li> <li>- caring</li> <li>- inquisitive</li> </ul>	a. at least two programs for each aspects b. at least 70% of participating students have positive feedback	a. Annual evaluation of the responsible team	SA Team	Refer to budget (3) & (5)
2. To provide opportunities for students to develop more <b>confidence</b> and <b>explore their potentials</b> 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 (4) & (5)

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
<p>3. Ask students to <b>set goals</b> and have <b>self-evaluation on their academic studies</b></p>	<p>a. All students set goals and have mid-term self-evaluation</p> <p>b. Students in special groups (EIS and S5 Support Group) set goals and have self-evaluation after major assessments</p>	<p>a. Annual review</p>	<p>G&amp;C Team Class teachers Careers EIS Team</p>	
<p>4. Enhance junior form students' <b>awareness of self-directed career planning</b> through Junior Form career programs</p>	<p>a. At least one FA program for S1 and S2 students</p> <p>b. At least 70% of participating students have positive feedback on the program</p>	<p>a. Annual review b. Students' reflection</p>	<p>Careers Team</p>	
<p>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</p>	<p>a. All students have learnt to prepare resume and reflect on their strengths and weaknesses for further improvement</p> <ul style="list-style-type: none"> <li>- S5 students understand the requirement of resume writing</li> <li>- S6 students learn how to write resume</li> </ul> <p>b. At least 70% of participating students find it helpful to understand their strength and weaknesses through resume writing</p>	<p>a. Annual review b. Students' reflection</p>	<p>Careers Team Class teachers English Department</p>	

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
6. Organize activities to <b>develop positive characters</b> in students for their future development <ul style="list-style-type: none"> <li>- communication</li> <li>- critical thinking</li> <li>- collaboration</li> <li>- creativity</li> <li>- global citizenship</li> </ul>	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	Refer to budget (5)
7. To conduct <b>personality test</b> 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	
8. To help senior form students gain <b>study skills</b> that are useful in NSS studies	a. note-taking workshop is organized for S4 students b. sharing by S5 students is organized	a. annual review b. annual review	Careers Team	Refer to budget (2)

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

<b>Strategies</b>	<b>Successful criteria</b>	<b>Method of Evaluation</b>	<b>Responsible unit</b>	<b>Allocation of the CLP Grant</b>
<p>1. Provide S3 students with sufficient briefing and counseling for them to make appropriate NSS subject choices through</p> <ul style="list-style-type: none"> <li>- subject briefing by teachers</li> <li>- sharing by senior form students</li> <li>- individual counseling</li> </ul>	At least 70% of the S3 students agree there is sufficient information and support given to them on subject selection	Students' survey	Careers Team AA Team Departments	
<p>2. Provide parents with information regarding NSS subject selection and university admission at</p> <ul style="list-style-type: none"> <li>- curriculum briefing</li> <li>- parents night</li> </ul>	Briefing for parents are held	Annual review	AA Team Careers Team	
<p>3. Provide S6 students with sufficient briefing and information about JUPAS choices</p>	As least 70% of S6 students agree there is sufficient information provided	Student survey	Careers Team	
<p>4. Provide S5 and S6 students with information regarding multi-pathways including:</p> <ul style="list-style-type: none"> <li>- degree and sub-degree</li> <li>- overseas studies</li> <li>- Taiwan studies</li> <li>- Mainland China studies</li> <li>- vocational training</li> </ul>	As least 70% of S6 students agree there is sufficient information provided	Student survey	Careers Team	

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
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 students find it useful	Students' survey	Careers Team Class teachers	
6. Provide <b>non-Chinese students information regarding tertiary education</b>	All the S5 and S6 non-Chinese students are given relevant information	annual review	Careers Team	
7. Provide S6 students with information regarding <b>Qualifications Framework</b> , networks established by Industry Training Advisory Committees and the competency standards and progression pathways developed	All the S6 students are provided with such information	annual review	Careers Team	
8. Provide students with more <b>career-related information</b> for better decision making	a. Career Website is successfully launched b. Career Information Box is provided c.	a. annual review b. annual review	Careers Team	
9. Provide parents with career-related information to assist their children in making decisions via <ul style="list-style-type: none"> <li>- School circular</li> <li>- Careers Team website</li> </ul>	a. Circulars are regularly issued to parents informing them about relevant information b. The website is assessable to parents	a. Annual review	Careers Team	

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

<b>Strategies</b>	<b>Successful criteria</b>	<b>Method of Evaluation</b>	<b>Responsible unit</b>	<b>Allocation of the CLP Grant</b>
1. Help <b>S3 parents</b> 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	relevant information is provided to parents at the two occasions	annual review	AA Team Careers Team Class teachers	
2. To provide junior form students <b>Career Planning booklets</b> 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	
3. Help <b>repeaters and students who are academically struggling to prepare study plans</b> before the major assessments so that they can be promoted	study plan is prepare by every students in EIS scheme	annual review	EIS Team	
4. Arrange <b>study skill sharing</b> for S4 students to help them better prepare for DSE	At least 1 sharing in the school year	annual review	Careers Team	

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
5. To release <b>predicted grades</b> to S6 students so as to motivate them to better prepare for the public examination and make appropriate JUPAS choices	Predicted grades are released to S6 students	annual review	AA Team	
6. 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	
7. Organize <b>mock public examination result</b> 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	
8. Organize programs to help students acquire <b>generic and employability skills</b> 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	Refer to budget (2)

Strategies	Successful criteria	Method of Evaluation	Responsible unit	Allocation of the CLP Grant
9. Help students to <b>understand the qualities, attitudes and characters employers look for</b> 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)	
10. Arrange opportunities for students to <b>gain experience from real workplace</b> through - Job shadowing - Summer intern	a. one for each b. At least 70% of participating students have positive feedback	annual review	Careers Team BAFS Dept (JA)	
11. Arrange <b>company visit or talks</b> 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	Refer to budget (5)



**Allocation of CLP Grant**

Item	\$	\$
1. Employment of Life Planning Education Assistant (\$22 050 x 12)		264,600
2. Careers and Life Planning Programs		
Note taking workshop	60,000	
Mock Interview	30,000	
Others	<u>3,000</u>	93,000
3. Personal development programs		20,000
4. Leadership training		10,500
5. Other programs (seminar, workshop, subsidy to students )		44,500
		<u><u>432,600</u></u>