

**HKCCCU Logos Academy
Careers and Life Planning Education
Annual Plan (2015-2016)**

1. Purposes:

- 1.1. To cultivate a positive attitude towards life-long learning among students through coordinating and offering life planning education in Logos.
- 1.2. To facilitate students to recognize their interests, abilities and aspirations in order to empower them to make informed and responsible choices on their personal goals, career plans, as well as other aspects of life.
- 1.3. To formulate a comprehensive careers guidance curriculum in accordance with the needs of students at different developmental stages.
- 1.4. To establish partnership with tertiary institutes, parents, alumni and teachers to provide and organize careers talks and seminars, as well as other career-related experiences to students.
- 1.5. To provide close encounter in understanding various professionals in order to enhance students' exposure to the careers environment.
- 1.6. To provide counseling sessions on careers planning and university studies to students and parents and coach them to develop and review students' personal goals and career plans.
- 1.7. To provide services on certification documents for all students and graduates.

Targets	Activities	Success Criteria	Methods of Evaluation	Time	Person(s) Responsible	Addressed Majors Concerns
1. Life Planning Education and Careers Guidance Curriculum						
DS4 - DS5	Self-understanding and Development - Plan "My Life Map" - Workshop – awareness on own interests - Workshop – Jobtionary - Workshop – Online Assessment on self-understanding and relevant study / career options (DS5)	Students can - make a realistic self-assessment of qualities and abilities. - relate their self-understanding to setting academic and career goals - formulate short and	- Observation and feedback from teachers - Student evaluation survey	Feb 2016 – Mar 2016	Ms. LAW, Mr. CHAN <u>Assessment</u> Mr. LEUNG	3.1 3.5

			long term personal goals through reflection and planning				
MS1	Career Exploration	<ul style="list-style-type: none"> - Career Exploration Workshop - Workshop – using HKACMGM online tools 	<p>Students can</p> <ul style="list-style-type: none"> - identify and use different kinds of sources to obtain career information - critically select and use career information related to study or occupational choices 	<ul style="list-style-type: none"> - Observation and feedback from teachers - Student evaluation survey 	Feb 2016	Mr. WONG	3.3
MS2 - MS4	Career Exploration Engagement and Career Planning	<ul style="list-style-type: none"> - “My Multiple Pathway Plan” - Career Mapping 	<p>Students can</p> <ul style="list-style-type: none"> - set tentative occupational preference and corresponding study plans and personal goals - weigh factors that may influence their career decisions - establish and work on their learning goals based on their aptitudes, abilities and personal aspirations. 	<ul style="list-style-type: none"> - Observation and feedback from teachers - Student evaluation survey - Form meetings 	Sep 2015 – May 2016	MS. YEUNG, homeroom teachers	3.2 3.3 3.4 3.5

2. Linking Study Opportunities and Career Choices							
MS1 – MS4	Visits / Talks related to careers or specific subjects	<ul style="list-style-type: none"> - Arrange faculty/department talks - Encourage students to join subject-specific career visits, seminars or programs 	<p>Students can</p> <ul style="list-style-type: none"> - explore future studies or occupational choices that are related to their subject choices - actualize personal and career goals 	<ul style="list-style-type: none"> - Evaluation meeting 	Throughout the year	Mr. LEUNG, Ms. YUEN, related subject teachers	3.2 3.3 3.5
3. School-wide Career Guidance / Life Planning Activities							
DS4	Overview of the importance and implementation of life planning	<ul style="list-style-type: none"> - Talk organized by Hok Yau Club aiming at why, what and how we implement life planning 	<p>Students can</p> <ul style="list-style-type: none"> - practically set personal goals and formulate short and medium term plans 	<ul style="list-style-type: none"> - Student evaluation survey 	Feb 2016	Mr. WONG, Ms. LAW	3.1 3.5
DS5	Focus on self understanding and making decisions on study choices	<ul style="list-style-type: none"> - Talks on subjects selection - Introduction of NSS as well as IB subjects - Providing subject selection consultations 	<p>Students can</p> <ul style="list-style-type: none"> - know more about the school's curriculum and senior secondary subject choices - take initiative to seek guidance and support from teachers and in family - make informed subject choices 	<ul style="list-style-type: none"> - Evaluation meeting - Feedback through consultations 		Academic Affair Team, Elective Subject Teachers	3.1 3.5
MS1	Focus on decision making and career planning	<ul style="list-style-type: none"> - Talk on NSS and IB curriculum - Introduction of NSS and IB elective subjects 	<p>Students can</p> <ul style="list-style-type: none"> - know more about the school's policy of streaming and senior 	<ul style="list-style-type: none"> - Evaluation meeting 		Ms. YEUNG, Mr. POON, IB Coordinator, Academic Affair Team,	3.2 3.5

		<ul style="list-style-type: none"> - Senior DSE and IB students sharing on subject selections - Providing subject selection consultations - Overseas study information days 	<ul style="list-style-type: none"> secondary subject choices - take initiative to seek guidance and support from teachers and in family - make informed and responsible subject choices 			Elective Subject Teachers	
MS2 – MS4	<p>Focus on</p> <ul style="list-style-type: none"> - career planning - preparation for public exams and advancement options 	<ul style="list-style-type: none"> - Careers talks on Careers Planning - JUPAS and non-JUPAS talks - Introduction of UCAS and relevant talks - Local and overseas university information talks - Overseas study information days - Inform and encourage students to visit local university information days (HRT lessons) - Mock Interview - Interview Talk and Workshop - Alumni and Parents Sharing on career advice and life experience - Arranging campus tours to universities and other tertiary institutes (e.g. 	<p>Students can</p> <ul style="list-style-type: none"> - explore different study pathways in order to set tentative study targets and occupational preferences - critically compare study and occupation options - formulate short and long term learning goals - develop career planning and management skills - make informed and responsible choice on tertiary education 	<ul style="list-style-type: none"> - Observation and feedback from teachers (including HRT) - Student Evaluation Survey 	Throughout the year	<p><u>JUPAS:</u> Ms. KWOK, Ms. LAW, Mr. CHAN, YUEN Ka Lun</p> <p><u>Non-JUPAS:</u> Ms. YEUNG, Mr. POON, Mr. LEUNG</p> <p><u>Campus Tours:</u> Mr. LEUNG, Ms. YUEN</p> <p><u>Sharing Sessions:</u> Ms. YEUNG, Mr. NG</p> <p><u>Mock Interviews:</u> Ms. YEUNG, Ms. LAW, Mr. CHAN,</p> <p><u>Interview Workshop</u> Ms. YUEN, Mr. WONG</p> <p><u>Dissemination of Information</u> Mr.LEUNG</p>	3.2 3.4

		<ul style="list-style-type: none"> - CUHK, HKUST, THEi) - Preparation for Result Release Days (DSE & IB) - Parents' Evenings - Dissemination of Information through different platforms 					
4. Learning Experience about Work							
DS4 – MS1	Career Exploration	<ul style="list-style-type: none"> - Company visits - Community services 	<p>Students can</p> <ul style="list-style-type: none"> - investigate career options - experience the occupations in reality 	<ul style="list-style-type: none"> - Observation and feedback from teachers - Student Evaluation Survey 	School Holidays	Mr. WONG	3.1 3.5
MS2 – MS3	Career-related Program / Scheme	<ul style="list-style-type: none"> - Partnership with HKFYG, HKJA, and external organizations to provide students job shadowing chances to observe real work settings as well as the job routines and requirements - Recruit students to participant in various experience programs including Disney Programs, IKEA job attachment program, university programs 	<p>Students can</p> <ul style="list-style-type: none"> - explore the world of work - complete the requirement and duties of the program - relate the experience to exploration of study options and career planning - develop positive learning attitudes and work ethics - critically evaluate their career goals after gaining related 	<ul style="list-style-type: none"> - Observation and feedback from teachers - Qualitative Assessment from students' feedbacks - Feedback from the organizations 	Throughout the year	<p>Ms. YEUNG, Ms. KWOK, Ms. LAW, Mr. CHAN</p> <p><u>Summer Prog</u> Mr. POON</p>	3.2 3.3

		<p>such as HKU EEE Summer Program and CUHK Sumer Clinical Attachment Program, as well as those workshops offered by EDB</p> <ul style="list-style-type: none"> - Recruit students to join the Hok Yau Club Ambassador Program - Recruit students to join HKJA Success Skills Workshop to learn from successful models in professional environment - Recruit students to take part in the activity of the Jockey Club Life Experience Center 	<p>work experience</p> <ul style="list-style-type: none"> - develop career planning skills and knowledge in job searching 				
MS2 – MS4	Mentorship Program	<ul style="list-style-type: none"> - Organize Career Expo with the help of parents and alumni - Invite parents to be mentors, to share their life and work experience as well as career and work insights 	<p>Students can</p> <ul style="list-style-type: none"> - conduct interviews with their mentors - recognize current trends in different occupations - explore the career world 	<ul style="list-style-type: none"> - Observation and feedback from teachers - Evaluation Surveys - Feedback from involved parents and alumni 	Throughout the year (Career Expo in Nov 2015)	<p><u>Career Expo</u> MS. YEUNG Mr. NG,</p> <p><u>Mentorship</u> Ms. YEUNG, Mr. POON, Ms. LAW, Mr. CHAN,</p>	3.3

5. Individualized Guidance and Support							
DS4 & MS2	Big Brothers Sisters Scheme	<ul style="list-style-type: none"> - Invite MS2 students to be mentors of DS4 students, with adequate trainings focused on leadership - Assist MS2 students to organize activities for DS4 students so that they can better adapt to secondary school life 	<ul style="list-style-type: none"> - DS4 students can find support in school, both emotional and informational - MS2 Students can develop leadership and problem solving skills 	<ul style="list-style-type: none"> - Feedback from students - Observation by teachers 	Throughout the year	Counseling Team members	3.5
DS5 – MS2	Counseling Sessions on Subjects Selection	<ul style="list-style-type: none"> - Provide counseling to students and parents on the selection of subjects 	<p>Students can</p> <ul style="list-style-type: none"> - be empowered to make informed choices on subject selection - find support in family 	<ul style="list-style-type: none"> - Feedback from students and parents - Observation by teachers 	Throughout the year	All members	3.2
MS1 – MS3	Build Student Learning Profile	<ul style="list-style-type: none"> - Construct Student Learning Profile through online platform - e.g. HKACMGM online 	<p>Students can</p> <ul style="list-style-type: none"> - record and review their learning experience - enhance their self-awareness - set personal goals 	<ul style="list-style-type: none"> - Review Student Learning Profile 	Throughout the year	Co-work with IT dept	3.5
MS1 – MS4	Personality Tests, Career Interest Inventories	<ul style="list-style-type: none"> - Provide and recommend useful tools for personality and career assessments - Provide debriefing sessions 	<p>Students can</p> <ul style="list-style-type: none"> - Set career goals based on the results of the assessments - Identify and clarify their interests, values and thoughts about 	<ul style="list-style-type: none"> - Feedback from students 	Throughout the year	Ms. LAW, Mr. CHAN	3.2

			their future for career planning				
MS2 – MS3	For students who wish to drop elective subjects	- Provide information on the admission requirement of different programs or courses	Students can - review their study plan - make informed choices on subject selection	- Observation and feedback from teachers	Throughout the year	All members	3.2
MS3 – MS4	Personal Statement and Resume Writing	- Provide lessons in collaboration with the English Department	Students can - review their learning experience and achievements - write their statement and resume for university and career applications in the future	- Feedback from English teachers	Throughout the year	Mr. NG and related English teachers	3.4 3.5
MS3 – MS4 (IB)	Counseling Sessions on Further Studies	- Provide individual counseling for IB students to discuss about their career paths and university program choices	Students can - make responsible and informed choices on their study choices - seek informational and emotional support from teachers	- Feedback from teachers	Throughout the year	Ms. YEUNG Mr. POON	3.2 3.4
MS4	Certification of Documents	- Provide certification of documents including graduation recommendation letters	Students can - be informed about the application process - make use of the service for university applications	- Feedback from students and teachers	Throughout the year	Ms. YEUNG, Mr. NG	3.4

MS4	Career Counseling and Guidance upon Results Release Days (IB and DSE)	<ul style="list-style-type: none"> - Provide career advice on choices of programs including sub-degree programs 	<p>Students can</p> <ul style="list-style-type: none"> - make responsible and informed choice on their future study based on their public exam results 	<ul style="list-style-type: none"> - Observation and feedback from teachers 	July 2016	All members	3.4
MS4	Stress Management and Emotional Support	<ul style="list-style-type: none"> - Mentorship Program (teacher – student) - Workshop on Stress Management 	<p>Students can</p> <ul style="list-style-type: none"> - find support in school - cope with stress more effectively 	<ul style="list-style-type: none"> - Feedback from teachers and students 	Throughout the year	Counseling Team members	3.5

2. Budget

Item No.	Purpose	Details	Estimated Amount (HK\$)
1	Career Exposure (partnership with external organization)	Career-related Programs, including shadowing program and life experience activity	30,000
2	Honorarium for guest speakers	Various talks related to careers guidance and life planning	10,000
3	Reference books / catalogue	Purchase relevant reference books and catalogues as well as aptitude test materials	6,500
4	Student Learning Profile Construction	Individual Account for each student (together with assessments)	6,000
5	School-based Programs	Career-related Activities (e.g. career expo, mentorship program, workshops) organized by career teachers and student ambassadors	10,000
6	HKACMGM membership fee	HKACMGM annual fee	500
7	Transportation fee for visitations	Visitations of career-related sites for MS1-MS3 students	10,000
8	Stationery	Stationeries for bulletin board, and for promoting purposes	5,000
9	Furniture for resource room	Tables, book shelf, magazine rack at resource room	4,000
10	Teacher salary	Salary of career team teaching staff (2015-16)	240,000
Total:			322,000

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