

**Policy Statement & Work Plan on Life Planning Education and Career Guidance Service (2014-2015)**

Name: KWUN TONG GOVERNMENT SECONDARY SCHOOL

- Policy Statement/ Overall Objectives:
- a) To enhance support & guidance for students in their academic pursuits and choice of career path.
  - b) To enhance the professional capacity & effectiveness of Career Guidance personnel in school.
  - c) To promote whole school approach in the implementation of school-based Life Planning Education.

Domain	Objectives	Strategies	Target Level(s) of Students	Teacher(s)/ organization Responsible	Monitoring / Evaluation	Budget	Remarks
Self-understanding & Development	<ul style="list-style-type: none"> <li>◆ To assist students in achieving better self-understanding</li> <li>◆ To prepare students for actualizing their potential through setting personal goals</li> <li>◆ To assist students in nurturing positive attitudes towards work and learning</li> <li>◆ To develop students' skills in making their study/ career decisions in accordance with their interests, abilities and orientations</li> <li>◆ To develop students' potentialities through various ECA/ OLE activities</li> </ul>	Life-learning Programmes with different foci at different stages: S1-S3: Self-understanding, Goal setting (I), Interest building and Generic skills training (I) S4-S6: Goal setting (II), Generic skills training (II), Life planning and Preparation for transition and development of personal plans and career goals	S1-S6 students	<ul style="list-style-type: none"> <li>- Career Mistress &amp; Civic and Moral Education Mistress (overall i/c)</li> <li>- Teachers from Counseling &amp; Pastoral Care Teams</li> <li>- Class Teachers of all levels</li> <li>- Teaching Assistant</li> <li>- Service Provider</li> </ul>	Success Criteria: ➤ Average attendance rate: 80% or above ➤ Over 75% students find the programmes effective in attaining respective objectives  Mode of Evaluation: ➤ Observation by teachers and course tutors concerned ➤ Surveys from students, teachers, NGOs and course providers (if any) concerned	\$50,400	Programmes would be conducted during Form Periods throughout the school year.
		Leadership Training Programmes (a) Adventuresship "JCHUAN" Trip (b) Outward Bound (c) Training for School's future leaders (Candidates for SU Committee) (d) Training for St. John Ambulance Brigade Cadet	S3-S5 students	<ul style="list-style-type: none"> <li>- Teachers-in-charge of Student Union &amp; Functional Teams concerned</li> <li>- Service Providers</li> </ul>		\$114,500	Programmes would be conducted after school.
		S1 Orientation Week & Life Camp => Foci of the Programme: <ul style="list-style-type: none"> <li>• Self-understanding</li> <li>• Goal setting</li> <li>• Personal planning</li> <li>• Reflective thinking</li> </ul>	S1 students	<ul style="list-style-type: none"> <li>- S1 Class Teachers and Teachers from Counselling &amp; Guidance Team, Discipline Team &amp; Career Team</li> <li>- NGOs</li> </ul>		\$20,000	
		ECA / OLE Activities	S1-S6 students	<ul style="list-style-type: none"> <li>- Teachers from ECA / OLE &amp; Functional Teams concerned</li> <li>- NGOs</li> </ul>		\$0	Expenses would be supported by school fund.

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Career Exploration	<ul style="list-style-type: none"> <li>◆ To provide effective guidance and support to students for their future development</li> <li>◆ To equip students with knowledge, skills and attitude in career choice and development</li> <li>◆ To enable students to obtain up-to-date knowledge about the world of work</li> </ul>	Career Talks (Mass Programme) <ul style="list-style-type: none"> <li>(a) In-school career talks offered by different institutions</li> <li>(b) Briefing on Qualification Framework and e-Navigator in searching for programme information across different local institutions and levels</li> <li>(c) Sharing on Job World Experiences</li> <li>(d) Occupational Safety</li> </ul>	S3-S6 students	Career Teachers	<u>Success Criteria:</u> <ul style="list-style-type: none"> <li>➤ Average attendance rate: 80% or above</li> <li>➤ Over 75% students find the talks, workshops and programmes effective in attaining respective objectives</li> </ul> <u>Mode of Evaluation:</u> <ul style="list-style-type: none"> <li>➤ Observation by teachers and course tutors concerned</li> <li>➤ Surveys from students, teachers and course providers (if any) concerned</li> </ul>	\$69,710	
		Mentorship Programmes with NGOs & KTGSS Alumni Association	S4-S6 students	- Teachers from Career Team and Alumni Association - Alumni			
		Internship Programme <ul style="list-style-type: none"> <li>- On-site training in Tourism Training Centre</li> <li>- On-site Job Visit</li> <li>- Job Shadowing</li> </ul>	S5-S6 students	Teachers from THS Department and Career Team			
		Taster Programmes <ul style="list-style-type: none"> <li>(a) Finance Management offered by JAHK</li> <li>(b) Applied Learning Courses</li> <li>(c) Experiencing Image Design</li> <li>(d) Taster Camps of tertiary institutions and Study Tours</li> </ul>	<ul style="list-style-type: none"> <li>(a) S2-S3 students</li> <li>(b) S5-S6 students</li> <li>(c) S4-S5 students</li> <li>(d) S5-S6 students</li> </ul>	Teachers from Career Team & BAFS Department, and Class Teachers concerned			
		Individualized Career Guidance & Support	S3-S6 students	Teachers from Counseling and Career Teams, Social Worker and Teaching Assistant			
		Publication & Release of Career Information					

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Career Planning & Management	<ul style="list-style-type: none"> <li>◆ To assist students in planning their life holistically, including major life domains such as work, learning, relationships, and leisure</li> <li>◆ To assist students in developing generic skills for transition from school to work</li> </ul>	Career Education Programmes <ul style="list-style-type: none"> <li>➤ Linking study opportunities and career choices</li> <li>➤ Making decision, formulating and acting out plans to manage changes and transition in learning and work</li> <li>➤ Setting occupational preference and related study/ training targets</li> <li>➤ Developing skills and attitudes in presenting their personal attributes, employability skills and study/ career goals</li> <li>➤ Considering and integrating changing employment trends, societal needs and economic condition into their career plans</li> </ul>	S3-S6 students	Career Mistress (overall i/c) & Service Provider	<u>Success Criteria:</u> <ul style="list-style-type: none"> <li>➤ Average attendance rate: 80% or above</li> <li>➤ Over 75% students find the programmes effective in attaining respective objectives</li> </ul> <u>Mode of Evaluation:</u> <ul style="list-style-type: none"> <li>➤ Observation by teachers and course tutors concerned</li> <li>➤ Surveys from students, teachers and course providers (if any) concerned</li> </ul>	\$63,000	Programmes would be conducted during Form Periods throughout the school year.
		Career Workshops <ul style="list-style-type: none"> <li>(a) Applied Strategic Thinking Workshop</li> <li>(b) Interviewing Skills Workshop</li> <li>(c) Writing Personal Statement Workshop</li> <li>(d) Workshops for Goal Setting, Decision Making, Time Management, Study Skills &amp; Career Planning</li> </ul>	S4-S6 students	Teachers from Career Team and English Department		\$25,850	
		Guidance Programmes on Academic Pursuit <ul style="list-style-type: none"> <li>(a) Talk on S4 Subject Selection</li> <li>(b) Alumni Sharing on JUPAS Application</li> <li>(c) Mock Release of HKDSEE Results</li> <li>(d) Visits to Local Universities &amp; Workplaces</li> <li>(e) Student Exchange Programme</li> </ul>	S3-S6 students	Career Teachers & Class Teachers concerned			
		Individualized Guidance & Counseling		Career Teachers, Social Worker & Class Teachers		\$0	
		Career Aptitude Test	S3 students	Career Teachers and Class Teachers concerned		\$0	

Domain	Objective(s)	Strategies	Target Level(s) of Students	Teacher(s) Responsible	Monitoring / Evaluation	Budget	Remarks
Staff Development and Administrative & technical support	<ul style="list-style-type: none"> <li>◆ To enhance the administrative efficiency related to the work of Life Planning Education in school</li> <li>◆ To ensure the smooth running of all programmes under Life Planning Education</li> <li>◆ To enhance professional capacity and effectiveness of Career Guidance Personnel (CGP) through training</li> </ul>	<p>Hiring one Teaching Assistant (Matriculated Level) for 12-month with the following duties:</p> <ul style="list-style-type: none"> <li>- To assist in the preparation of teaching/ learning materials concerning life planning programme for students</li> <li>- To provide technical support, including photo &amp; video taking for career and life planning programmes</li> <li>- To escort and take care of students during activities and educational visits</li> <li>- To liaise with different personnel, including, course providers, teachers and parents for the arrangement of student activities</li> <li>- To prepare necessary documents for activities under life planning programmes, including attendance list, parents' letters, evaluation form used after each activity and etc.</li> <li>- To conduct statistical analysis of evaluation of activities and prepare relevant report for school use</li> <li>- To assist teachers in preparing quotations and keeping records of receipts of activities for accounting purpose</li> <li>- To prepare newspaper, pamphlets and documents relevant to career and life learning</li> <li>- To update the information concerning life planning and career guidance service on school website, notice boards and school intranet promptly and properly</li> </ul>	S1-S6 students	Career Mistress	<p><u>Success Criteria:</u></p> <ul style="list-style-type: none"> <li>➤ Over 80% of the teachers concerned agree that the Teaching Assistant is contributive to the administrative efficiency related to Life Planning Education</li> <li>➤ All programmes concerning Life Planning Education are conducted smoothly</li> </ul> <p><u>Mode of Evaluation:</u></p> <ul style="list-style-type: none"> <li>➤ Teachers' observation and evaluation report</li> <li>➤ Self-evaluation done by the Teaching Assistant</li> </ul>	\$11,975 x 1.05 x 12 = <u>\$150,885</u>	
		<ul style="list-style-type: none"> <li>- Teachers to attend relevant training courses and workshops</li> </ul>	NA	Career Guidance Personnel	<p><u>Success Criteria:</u> Teachers' professional capacity and effectiveness are enhanced</p>	\$0	
<b>Total:</b>						<b>\$494,345</b>	

