

Work Plan on Life Planning Education and Career Guidance Service

Name of school: **St. Paul's Convent School**

School Year: **2014 – 15**

| To foster students' self-understanding, personal planning, goal setting and reflective thinking | | | | |
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| Strategies | Target Group | Time Scale | Success Criteria | Methods of Evaluation |
| (1) Learning-to-Learn for F1 and F2 – 2 periods per cycle - To help students to find their own learning style - To understand their own strengths & weaknesses - To develop students' self-management, communication and interpersonal skills | F1 – F3 | Whole year | Students - have developed self-understanding - know how to learn effectively and efficiently - develop self-management and interpersonal skills | (1) student feedbacks (2) form teacher-student interview (3) worksheets / surveys |
| (2) PSHE: 8 sessions a year (~1½ hr / session) for each form - Nurses from Health Department will conduct talks on topics to foster students' self understanding and personal planning | F1 – F2 | Whole year | | (1) student feedbacks (2) worksheets (3) teacher assessment |
| (3) Form Periods – Finding Your Colours of Life - To help students to explore about their choices of subjects which match with their interests, personality traits, academic aptitudes, their career dreams | F1 – F3 | 3 – 4 sessions whole year | Students - learn more about the study opportunities and occupational choices - become more willing to pay effort in actualizing their study or career aspirations - are able to make decision on their study plan, which in some way will influence their career opportunities | (1) student feedbacks (2) teacher feedbacks (3) form teacher-student interview |
| (4) 2-Day Careers Workshop - To help students to explore study opportunities or occupation choices open to them | F4 | Post- exam period | | (1) student feedbacks (2) students' presentation (3) teacher assessment |
| (5) Form Periods - To follow-up on the students' progress in study and their study choices | F5 – F6 | 2 sessions whole year | | (1) student feedbacks (2) student worksheets (3) teacher feedbacks |
| (6) CV / Personal Statement Workshop - After series of self-exploration, students are now ready to make informed choices and prepare their CV / personal statement | F5 – F6 | 2 sessions whole year | | (1) student feedbacks (2) student CV / personal statement (3) teacher feedbacks |
| (7) Psychologist counselling service - To support students with emotional problems / study difficulties - To provide support for careers and guidance teachers | F1 – F6 | Whole year | Students with study / emotional problems show improvement | (1) interview with students (2) teacher assessment |

| To prepare students for successful entry into tertiary education | | | | |
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| Strategies | Target Group | Time Scale | Success Criteria | Methods of Evaluation |
| (1) Briefing sessions on JUPAS / NON-JUPAS / UCAS for university application | F6 | Sept – Nov, 2014 | Students are able to use the different systems / routes to complete their university applications successfully | (1) student feedbacks (2) teacher –student interviews (3) teachers monitor the progress of students’ on-line application |
| (2) Interview workshops | F6 | Nov 2014 – Jan 2015 | Students have more confidence in interviews | (1) student feedbacks (2) teacher-student interviews (3) evaluation form |
| (3) JUPAS / Non-JUPAS sharing sessions – past students are invited back to school to share their experiences with the current students | F5 – F6 | Oct – Dec, 2014 | Students - expose to multiple study pathways - learn more about the programs offered, their admission requirements and their prospects - show better understanding of the education systems in various countries - are able to make informed choices of their future study plan | (1) student feedbacks (2) teacher –student interviews (3) students’ choices of programmes |
| (4) Visits to local universities’ Information Day | F4 – F6 | Sept – Nov, 2014 | | |
| (5) Visits to Education expo (local and overseas) | F3 – F6 | Whole year | | |
| (6) Invite admission officers from both local and overseas universities to give admission talks | F3 – F6 | Whole year | | |
| (7) Individual counseling services to F6 students | F6 | Jul – Aug, 2015 | | |

| To provide students with more exposure to Jobs Market | | | | |
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| Strategies | Target Group | Time Scale | Success Criteria | Methods of Evaluation |
| (1) Talks on different professions – collaborated with Alumni Association and PTA | F3 – F6 | Whole year | Students - learn more about different careers and their paths - develop positive attitude towards work - are able to integrate their career/ academic aspirations in their goals planning | (1) student feedbacks (2) teacher-student interviews (3) evaluation form |
| (2) Job shadowing programmes in collaboration with Alumni / PTA / HKACMGM | F5 – F6 | Jul – Aug 2015 | | (1) Interview with students (2) Student and mentor evaluation forms |
| (3) Visits to local industry Eg. Law Week organized by the Law Society | F4 – F6 | Twice a year | | (1) Interview with students (2) student feedbacks |
| (4) Provide Applied Learning Programmes to Senior Secondary students and BTEC courses to F3 – F6 students | F3 – F6 | Whole year | | (1) student continuous assessment report (2) teacher assessment |

| To provide students with programmes to foster their global vision | | | | |
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| Strategies | Target Group | Time Scale | Success Criteria | Methods of Evaluation |
| Summer Camps Eg. Leadership Camp at Brescia College, Canada; PTH Immersion Program at Tsinghua University, Beijing; STEM Summer Camp at Imperial College, London; Summer Camp at Stanford University, USA | F1 –F 6 | Jul – Aug 2015 | Students have wider global vision | (1) student feedbacks (2) teacher-student interviews (3) evaluation form |

| To disseminate information relating to career choices and further studies | | | | |
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| Strategies | Target Group | Time Scale | Success Criteria | Methods of Evaluation |
| (1) F2 and F4 Parents' Day | F2 & F4 | Mar – Apr, 2015 | Both parents / students understand the curriculum and are able to make informed choices of their subjects | (1) subject survey forms (2) student feedbacks (3) teacher-student interviews |
| (2) Update information on further studies / careers talks / summer programmes on Careers Team homepage | Whole school | Whole year | Students are able to obtain careers / academic related information readily which can help them to make informed choices / decisions | (1) student feedbacks (2) teacher-student interviews |
| (3) Edit and upload relevant video clips on talks and workshops on our school's e-platform | Whole school | Whole year | | (1) student feedbacks (2) teacher-student interviews |
| (4) Encourage students to download those Apps (eg EApp) which can help them with university programme search | F5 – F6 | Whole year | | (1) student feedbacks (2) teacher-student interviews |

Proposed Expenditure 2014-2015

| | HK\$ |
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| 1 Salary for Careers Teacher (yearly) | 619,920 |
| 2 Psychological Counselling Services | 93,000 |
| 3 Interview Workshop for F6 students (provided by Arch Education) | 80,000 |
| 4 Careers related activities | 20,000 |
| | 812,920 |