

Work Plan on Life Planning Education and Career Guidance Service

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

School Year: **2020 – 2021**

To foster students' self-understanding, personal planning, goal setting and reflective thinking				
Strategies	Target Group	Time Scale	Success Criteria	Methods of Evaluation
(1) Learning-to-Learn for F1 and F2: 6-10 periods per year - To understand their own strengths & weaknesses - To develop students' self-management, communication and interpersonal skills	F1 – F2	Whole year	Students will - develop self - understanding - develop self - management and interpersonal skills 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) teacher assessment (2) worksheets
(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) worksheets (2) teacher assessment
(3) Form teachers will go through the "Finding Your Colours of Life" booklet with students: - To help students to explore about their choices of subjects which match with their interests, personality traits, academic aptitudes, their career dreams	F1 – F3	Jan – May 2021		(1) teacher feedbacks (2) form teacher-student interview
(4) Collaborate with Caritas Youth and Community Services to provide life planning education to Non-Chinese Speaking students	F3 – F6	Whole year (visits / workshop)		(1) student feedbacks (2) teacher feedbacks
(5) Collaborate with Caritas social worker to conduct talk on Goal setting to F3 students	F3	2 nd term		(1) student feedbacks (2) teacher feedbacks
(6) Form 4 Careers Workshop - To learn about Holland codes and help students to explore study opportunities or occupation choices open to them	F4	Post- exam period (4 hrs)		(1) student feedbacks (2) teacher feedbacks (3) teacher-student interview
(7) 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) teacher-student interview
(8) 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 nd term – 2 sessions		(1) student feedbacks (2) student CV / personal statement (3) teacher feedbacks
(9) Individual counseling – subject choices / study plan / pathway and careers options	F2 – F6	Whole year		student feedbacks

To prepare students for successful entry into tertiary education					
Strategies	Target Group	Time Scale	Success Criteria	Methods of Evaluation	
(1) Briefing sessions on JUPAS / Non-JUPAS / UCAS for university application	F6 F5	Sept 2020–Jan 2021 Feb – May 2021	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) JUPAS / Non-JUPAS sharing sessions – graduates are invited back to school to share their experiences with current F5-F6 students	F5 – F6	Oct – Nov 2020	Students - expose to multiple study pathways - learn more about the programs offered and their admission requirements - show better understanding of the education systems in various countries - are able to make informed choices of their future study plan - 70% of F6 graduates being admitted to universities (local / overseas)	(1) student feedbacks (2) teacher –student interviews (3) students’ choices of programmes	
(3) Interview workshops	F6 GCE F5 GCE	Oct 2020 Jan 2021			
(4) Attend local U virtual Information Days	F4 – F6	Oct – Nov 2020			
(5) Virtual Education expo (local and overseas)	F3 – F6	Whole year			
(6) Invite admission officers from both local and overseas universities to give admission talks via zoom	F4 – F6	Whole year			
(7) Individual counseling services to F6 students (JUPAS & Non-JUPAS)	F6	Sept 2020 – Aug 2021			
(8) Oxbridge program – a structured program to prepare potential Oxbridge applicants for Oxbridge / Top UK universities application	F5 – F6	Whole year			Admission rate to Oxbridge / Top UK universities increased
(9) Promote online programmes / taster lectures offered by overseas universities	F4 – F6	Whole year			Satisfactory enrolment rate to these online programmes

To disseminate information relating to career choices and further studies				
Strategies	Target Group	Time Scale	Success Criteria	Methods of Evaluation
(1) F2 and F4 Parents' Day	F2 & F4	Mar – Apr 2021	Both parents / students understand the curriculum and are able to make informed choices of their subjects	(1) subject survey forms
(2) Include and update links 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	(2) student feedbacks
(3) Encourage students to download those Apps (eg EApp) which can help them with university programme search	F5 – F6	Whole year		(3) teacher-student interviews
(4) Promote enrichment programmes organized by local universities / NGO to students	F1 – F6	Whole year	Students participate actively in these enrichment programmes and find them useful	(1) student interviews (2) participation rate of students

To provide students with more exposure to Jobs Market				
Strategies	Target Group	Time Scale	Success Criteria	Methods of Evaluation
(1) Talks on different professions – collaborated with Alumni Association and PTA, school talks organized by EDB	F1 – 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) Organize activities to arouse students' awareness in different types of jobs	F1 – F5	Careers Week		student feedbacks
(3) Job shadowing programmes in collaboration with Alumni / PTA / HKACMG / St. James of Settlement	F5 – F6	Jul – Aug 2021		student and mentor evaluation forms
(4) Visits to local industry – joining visits organized by EDB	F3 – F6	Whole year		(1) interview with students (2) student feedbacks
(5) Promote taster programmes and provide Applied Learning Programmes to Senior Secondary students (F4 – F5) and BTEC courses to F3 students	F3 – F5	2 nd term		(1) student continuous assessment report (2) teacher assessment

To provide supporting services to parents on life planning education				
Strategies	Target Group	Time Scale	Success Criteria	Methods of Evaluation
(1) Collaborate with St. James of Settlement and PTA to provide talks to parents	F1 – F6 parents	Whole year	Parents - learn more about life planning education of their daughters - understand the psychological development of their daughters - are able to communicate with their daughters more effectively and help them to make correct decisions regarding their further studies and careers choices	Parents' feedbacks to PTA
(2) Parents are invited to join both Local and overseas universities admissions talks (both face-to-face and virtual)	F1 – F6 parents	Whole year		
(3) Collaborate with ARCH Education and PTA to provide talk on further studies	F3 – F5 parents	Jun 2021		