

Chinese YMCA Secondary School
2020-2021
Career Development and Life Planning Committee
Annual Plan

A. School's Major Concerns

- 1) Promoting self-directed learning to enhance academic performances
- 2) Consolidating empowerment learning to cater for individual needs
- 3) Optimizing the curricula to strengthen the abilities of logical, critical and independent thinking

B. Committee's Major Concerns

- 4) Offering guidance on self-understanding as well as career planning and management skills for students
- 5) Providing up-to-date information to support students to make well-formed choices for further studies
- 6) Exploring continuous opportunities for students to be exposed to the authentic workplaces of various industries that fit their interests and needs

C. Situational Analysis

Strengths	<ul style="list-style-type: none"> ● Two of the committee members (IMS, LYH) have successfully completed the '100-hour Certificate Course on Career Guidance and Life Planning for Secondary School Teachers', and the majority (nine people) of the team have been helping with the implementation of life planning events for at least one year. ● New Territories Centre (L.I.F.E. Planning) of Chinese YMCA of Hong Kong will continue its partnership with our school in 2020/21, offering us a wide range of life planning activities including seminars, workshops, outings, individual counselling service and summer programmes.
Weaknesses	<ul style="list-style-type: none"> ● Students are rather passive towards life planning overall and the majority require quite heavy guidance from teachers ● Regarding further study pathways, we have students falling into all categories including degrees offered by the UGC-funded universities and self-financing institutes, sub-degrees and diplomas. This makes it challenging for members of our team to be familiar with all sorts of continuously updated career information.
Opportunities	<ul style="list-style-type: none"> ● Support from Chinese YMCA of Hong Kong is rich and multi-dimensional - it also offers us opportunities to be exposed to a wide range of life planning events throughout the year. ● With a newly structured committee, team members' potentials can be further explored and developed for pursuing best effectiveness.
Threats	<ul style="list-style-type: none"> ● Due to the social movements and Covid-19 pandemic, the coming S5 and S6 cohort have missed quite several originally scheduled life planning events for 2019/20. Students might be less informed of information related to further studies and life/career planning to a broader sense.

D. Implementation Plan

Major concern (s)	Strategies	Parties involved	Method(s) of Evaluation
1, 3	a) application and career guidance for further studies <ul style="list-style-type: none"> ● local (JUPAS, E-APP) ● overseas (Taiwan, Mainland, USA, Australia, Canada, England, etc.) b) writing recommendation letters c) enrollment in public/external examinations	CLP, Class Teachers, Subject Teachers	Successful applications & teachers' feedback
2, 4	a) Student portfolios <ul style="list-style-type: none"> ● establishment of SLP e-platform ● personal statement writing b) Internal/External activities <ul style="list-style-type: none"> ● morning assemblies / ASM periods ● seminars and workshops for career guidance 	CLP, CCA Team, IT Team, Class Teachers	Students' SLPs, Students' feedback & Teachers' observation
5	a) Internal/External activities <ul style="list-style-type: none"> ● admission seminars ● Parents' Day b) Resources/Information management <ul style="list-style-type: none"> ● resources corner at library ● G21 committee site updates 	CLP, Class Teachers, Library	Teachers' observation & Usage Record
6	Internal/External activities <ul style="list-style-type: none"> ● Writer's talk ● 漫談點滴情 ● CCA ● outings - workplace visits ● internship programmes ● Career Live 	CLP, CN Department, External organisations	Students' feedback, Teachers' observation & Participation rate

5. Allocation of the Career and Life Planning Grant

Objectives	Items	Amount
Provide guidance and administrative support	Employment of a full-time Admission and Career Guidance Officer	\$250,000
	Employment of a full-time Development Officer (IT in Education)	\$150,000
	Expenses for CLP activities	\$ 50,000
TOTAL		~\$600,000

6. Duty Allocation

Overall-in-charge: CWK^ Coordinators: IMS#, CI#

	Area	Teachers-in-charge (*leader)
1	Application for further studies <ul style="list-style-type: none"> ● JUPAS ● E-APP ● Taiwan / Mainland China / Overseas 	*IMS, LR, LYH, WLH, CCL
2	Career guidance <ul style="list-style-type: none"> ● Morning assemblies ● ASM periods ● Class/Form-based seminars/workshops 	S6 - **IMS, CKY S4 & S5 - *LYH, CPK Junior forms - *CCL, CE, WLH
3	Internal activities <ul style="list-style-type: none"> ● Admission seminars (tertiary institutes) ● S6 Parents' Day ● Writer's Talk ● 漫談點滴情 (S5) 	*CPK, CPL, LMY
4	External activities <ul style="list-style-type: none"> ● CCA ● Outings - workplace visits ● Internship programmes ● Career Live 	*CKY, LR, CE
5	Student portfolios <ul style="list-style-type: none"> ● SLP (e-platform for S1 to S6) ● Personal statement (S1, S4, S6) ● Recommendation letters 	*CWK, IMS, CPL, LMY, (LTY, YKK, MYM, PTS)
6	Resources/Information management <ul style="list-style-type: none"> ● Resources corner at library ● G21 committee site updates 	IMS, (YYK, YKK)
7	Public/External examinations <ul style="list-style-type: none"> ● Mock examinations (S6) ● HKDSE ● GCE / IGCSE (S4 & S5) 	IMS, (SKC, HTY, MYM)