

Chinese Y.M.C.A. Secondary School
Career Development and Life Planning Committee
Annual Plan

A. School's Major Concerns

- 1) Enhancing learning effectiveness
- 2) Promoting positive value education
- 3) Providing teachers with assistance and professional growth

B. Committee's Major Concerns

- 1) Offering guidance on self-understanding as well as career planning and management skills for students (in response to School's Major Concern 2)
- 2) Exploring continuous opportunities for students to be exposed to the authentic workplaces of various industries that fit their interests and needs (in response to School's Major Concern 1 & 2)
- 3) Providing career teachers with assistance and professional growth (in response to School's Major Concern 3)

C. Situational Analysis

Strengths	<ul style="list-style-type: none"> Two members (CKY & YCF) have successfully enrolled in the '20-hour Certificate Course on Career Guidance and Life Planning for Secondary School Teachers', and some 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 2022/23, offering us a wide range of life planning activities including seminars, workshops, outings, internship, summer programmes and so on.
Weaknesses	<ul style="list-style-type: none"> Our S6 students have very diverse pathways for further studies in general, ranging from degrees offered by the UGC-funded universities and self-financing institutes to sub-degree and diploma programmes. 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 the Chinese Y.M.C.A. of Hong Kong is rich and multi-dimensional - it 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. Utilizing the e-learning platform G21 built by our school, our committee's website can be updated in an efficient manner. Our school joined the HKBM CLAP@JC last year and made the School-based Evaluation, which was based on the Hong Kong Benchmarks for Career and Life Development. Improvements could be made based on the assessment. Our team is going to set up a career resources room in Room 1011 to provide an environment for teachers to conduct personal guidance and discussion.
Threats	<ul style="list-style-type: none"> S6 students have missed quite some opportunities of internships and workplace visits due to the COVID-19 pandemic. They may not have a clear career goal and find difficulty in the selection of programme choices in JUPAS or E-APP.

D. Implementation Plan

Major concern(s)	Strategies	Parties involved	Method(s) of Evaluation
1	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) b) Writing recommendation letters c) Enrollment in public/external examinations	CLP, Class Teachers & Subject Teachers	Successful Applications & Teachers' Feedback
1 & 2	a) SLP (Student Learning Portfolio) <ul style="list-style-type: none"> Chinese piece English piece b) Internal/External activities (seminars, workshops, outings) <ul style="list-style-type: none"> Morning assemblies ASM periods School days (half / whole) 	CLP & Class Teachers	Submission of SLPs (JUPAS), Students' Feedback & Teachers' Observation
1 & 2	a) Internal/External activities <ul style="list-style-type: none"> Admission seminars S6 Parents' Day S3 Parents' Night S3 TASTE Program (APL) b) Resources/Information management <ul style="list-style-type: none"> Resources room in Rm 1011 G21 committee site updates 	CLP, Academic Team & Class Teachers	Teachers' Observation & Usage Record
1 & 2	Internal/External activities <ul style="list-style-type: none"> Sharing from alumni (漫談點滴情) CCA (Career Ambassador) Workplace visits Internship programmes Transformative mindset Workshop with CDF (3-year scheme) 	CLP, CN Department & External Organisations	Students' Feedback, Teachers' Observation & Participation Rate
3	Professional Training <ul style="list-style-type: none"> EDB courses (i.e. 20-hour EDB training programme) Teacher Training Workshop 	CLP, EDB, CLAP@JC & The Education University of Hong Kong	Teachers' Feedback

E. Allocation of the Career and Life Planning Grant

Objectives	Items	Amount
Provide guidance and support	Expenses for CLP activities	\$ 300,000-
	Expenses for Employment of full-time Career Guidance Officer	\$300,000-
	Expenses for CLP tools (i.e. boardgames, tests)	\$ 50,000-

TOTAL	~\$650,000
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For schools under the DSS, the expenses in relation to the grants and the regular teaching posts provided under this initiative will continue to be calculated in the DSS unit subsidy rate.

F. Life Planning Curriculum

Form	Scheme	Target activities
S1	認識自己	<ul style="list-style-type: none"> ● 自我探索工作坊 (YMCA) <ul style="list-style-type: none"> ○ 時間：三月 ○ 對象：中一 ○ 內容：透過工作坊的練習，如 Holland 職業類型測試，讓學生更了解自己的性格與價值觀。 ● 進念思維領袖計劃 (Citylab) <ul style="list-style-type: none"> ○ 時間：全年 ○ 對象：中一至中三 ○ 內容：透過儲蓄計劃，讓學生建立良好的習慣。 ● 建立個人生涯規劃紀錄 <ul style="list-style-type: none"> ○ 時間：每月 ○ 對象：全校 ● 內容：學生應填寫手冊內的獎項及活動欄，而學校亦會收集每月外出活動及比賽的記錄。透過校方記錄及學生自發性記錄，確保完整的學生個人生涯規劃紀錄。
S2	尋找自我	<ul style="list-style-type: none"> ● 進念思維領袖計劃 (Citylab) <ul style="list-style-type: none"> ○ 時間：全年 ○ 對象：中一至中三 ○ 內容：透過儲蓄計劃，讓學生建立良好的習慣。 ● 模擬社會體驗日(YMCA) <ul style="list-style-type: none"> ○ 時間：七月 ○ 對象：中二 ○ 內容：透過模擬社會體驗，增加同學對自我的了解、對不同工種的認識、對升學和持續教育的認識、對壓力及精神健康問題的了解，以及提升其決策技能。 ● 大學大專體驗遊 <ul style="list-style-type: none"> ○ 時間：博物館日 ○ 對象：中二級兩班 ○ 內容：學生會參觀香港大學中醫學院，了解中醫文化。 ● 建立個人生涯規劃紀錄 <ul style="list-style-type: none"> ○ 時間：每月 ○ 對象：全校 ● 內容：學生應填寫手冊內的獎項及活動欄，而學校亦會收集每月外出

		活動及比賽的記錄。透過校方記錄及學生自發性記錄，確保完整的學生個人生涯規劃紀錄。
S3	認定方向	<ul style="list-style-type: none"> ● S3 TASTE Program <ul style="list-style-type: none"> ○ 時間：12 月、2 月 - 5 月、7 月 ○ 對象：中三全級 ○ 內容：透過體驗各選修科的部分高中課程，讓學生了解各科的要求和課程內容，有助在中三升中四選擇合適的選修科。 ● 歷奇訓練營 (YMCA) <ul style="list-style-type: none"> ○ 時間：10 月 ○ 對象：中三全級 ○ 內容：透過一天的歷奇活動，讓學生從經驗中得到反思及學習，提高其抗逆力及互助精神。 ● 進念思維領袖計劃 (Citylab) <ul style="list-style-type: none"> ○ 時間：全年 ○ 對象：中一至中三 ○ 內容：透過儲蓄計劃，讓學生建立良好的習慣。 ● 建立個人生涯規劃紀錄 <ul style="list-style-type: none"> ○ 時間：每月 ○ 對象：全校 ● 內容：學生應填寫手冊內的獎項及活動欄，而學校亦會收集每月外出活動及比賽的記錄。透過校方記錄及學生自發性記錄，確保完整的學生個人生涯規劃紀錄。
S4	職場世界	<ul style="list-style-type: none"> ● 「I am... 青年職學平台」生涯規劃活動【沿圖有理】「生涯規劃工作坊（一）」 <ul style="list-style-type: none"> ○ 時間：4 月 ○ 對象：中四級 ○ 內容：透過 I am... APP，讓同學從不同方向探索個人特質（包括性格、能力、價值觀等），並以互動形式認識工作世界。 ● 香港國際航空學院課程及參觀活動 <ul style="list-style-type: none"> ○ 時間：11 月 ○ 對象：中四至中五級 ○ 內容：透過課程及近距離觀看飛機結構，有助學生了解機場運作及相關航空業。 ● 工作體驗 - 「Let me fly」職場體驗實習計劃 (YMCA) <ul style="list-style-type: none"> ○ 時間：7 月 ○ 對象：中四及中五全級 ○ 內容：透過班主任發放有關實習計劃的資訊，讓有興趣的學生自行報名參加，而機構會在取錄後將學生資訊告訴學校名單。負責老師需要在暑假前帶領學生參加開幕禮及面試日，並在暑假期間讓學生

		<p>參加閉幕及嘉許禮。</p> <ul style="list-style-type: none"> ● 生涯規劃大使 (pending) ● 建立個人生涯規劃紀錄 <ul style="list-style-type: none"> ○ 時間：每月 ○ 對象：全校 ● 內容：學生應填寫手冊內的獎項及活動欄，而學校亦會收集每月外出活動及比賽的記錄。透過校方記錄及學生自發性記錄，確保完整的學生個人生涯規劃紀錄。
S5	修正目標	<ul style="list-style-type: none"> ● 職場體驗遊 (YMCA) <ul style="list-style-type: none"> ○ 時間：4 月 ○ 對象：中五 ○ 內容：透過不同行業的人士分享工作點滴，讓學生更深入認識不同工種。 ● 大學大專體驗遊 <ul style="list-style-type: none"> ○ 時間：7 月 ○ 對象：中五級 ○ 內容：透過與不同學科合作，讓學生能夠到不同院校參觀。 ● 香港國際航空學院課程及參觀活動 <ul style="list-style-type: none"> ○ 時間：11 月 ○ 對象：中四至中五級 ○ 內容：透過課程及近距離觀看飛機結構，有助學生了解機場運作及相關航空業。 ● 工作體驗 - 「Let me fly」職場體驗實習計劃 (YMCA) <ul style="list-style-type: none"> ○ 時間：7 月 ○ 對象：中四及中五全級 ○ 內容：透過班主任發放有關實習計劃的資訊，讓有興趣的學生自行報名參加，而機構會在取錄後將學生資訊告訴學校名單。負責老師需要在暑假前帶領學生參加開幕禮及面試日，並在暑假期間讓學生參加閉幕及嘉許禮。 ● Provision of On-site Support Services on Life Planning Education Activities for Non-Chinese Speaking (NCS) Students in Secondary Schools <ul style="list-style-type: none"> ○ 時間：全年 ○ 對象：中五 ○ 內容：透過培訓課程、職場走訪、工作體驗活動，讓非華語學生更了解自己的性格能力及不同行業。 ● 生涯規劃大使 (pending) ● 職涯個人面談 (中五班主任) <ul style="list-style-type: none"> ○ 時間：3 月/ 7 月 ○ 對象：中五全級 ○ 內容：透過 google form 收集學生的升學及就職意向，讓班主任在

		<p>家長日與學生及家長作個別面談。</p> <ul style="list-style-type: none"> ● 建立個人生涯規劃紀錄 <ul style="list-style-type: none"> ○ 時間：每月 ○ 對象：全校 ● 內容：學生應填寫手冊內的獎項及活動欄，而學校亦會收集每月外出活動及比賽的記錄。透過校方記錄及學生自發性記錄，確保完整的學生個人生涯規劃紀錄。
S6	付諸行動	<ul style="list-style-type: none"> ● 面試技巧工作坊 (YMCA) <ul style="list-style-type: none"> ○ 時間：12 月 ○ 對象：中六全級 ○ 內容：天晴會所的同工會先講解面試技巧，繼而讓學生選擇感興趣的學科，進行分組面試。 ● 模擬放榜日 <ul style="list-style-type: none"> ○ 時間：2 月/3 月 ○ 對象：中六全級 ○ 內容：再次提醒學生有關多元出路大的資訊，並讓學生透過填寫反思表及獲取模擬成績單，提前考慮放榜前的三手準備，及為文憑試作最後衝刺。 ● 職涯個人面談(中六班主任) <ul style="list-style-type: none"> ○ 時間：10 月 ○ 對象：中六全級 ○ 內容：透過 google form 收集學生最新的升學選科的意向，讓班主任在家長日與學生及家長作個別面談。 ● 個人生涯規劃紀錄 <ul style="list-style-type: none"> ○ 時間：11 月 ○ 對象：中六全級 ● 內容：校方會派發學生其個人生涯規劃記錄，包括過往參與過的比賽/活動的經驗及成就資料。

G. Duty Allocation

Overall-in-charge: CKY Coordinators: YCF#, CI#

	Area	Teachers-in-charge
1	Application for further studies <ul style="list-style-type: none"> JUPAS E-APP Taiwan / Mainland China / Overseas 	JUPAS - *CKY, YCF, CI E-APP - LHC Taiwan - LSM Mainland China - QX Overseas - CYL
2	Career guidance <ul style="list-style-type: none"> Morning assemblies ASM periods Class/Form-based seminars/workshops/ individual career counseling 	All members (*CKY)
3	Internal activities <ul style="list-style-type: none"> Admission seminars (tertiary institutes) S6 Parents' Day S3 TASTE Programme 漫談點滴情 	Seminars - CKY, LOY, LMW, CYL, LHC S6 Parents' Day - *YCF, CKY, LHC TASTE Programme - YCF
4	External activities <ul style="list-style-type: none"> Workplace visits (Subject-based) Internship programmes CLAP@JC - HKBM (Jockey Club) YMCA Design Thinking (CDF) Provision of On-site Support Services on Life Planning Education Activities for Non-Chinese Speaking (NCS) Students in Secondary Schools (Caritas) I am... 青年職學平台 	Internship - YCF, LSM CLAP@JC - CKY YMCA - LSM, LKL, LHC, LMW, CYL, TTY, QX CDF - CCF, TTY Caritas - WKP, QX I am - LOY, CYL
5	Student portfolios <ul style="list-style-type: none"> SLPs Recommendation letters 	CN - TTY EN - *LSM, QX
6	Resources/Information management <ul style="list-style-type: none"> Resources corner at Room 1011 G21 committee site updates 	*CKY, CYL
7	External examinations <ul style="list-style-type: none"> Mock examinations (S6) 	CKY, YCF, CI (SK, LY, LH, CKH, LYH, ALI, International Examination Unit)