

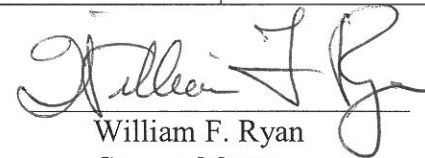
**St. Paul's College**  
**Careers Team – Annual Plan 2016/2017**

<b>Intended Outcomes/ Targets</b>	<b>Strategies/ Tasks</b>	<b>Target Groups</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>
1. To provide students with information on local and overseas studies	1.1 Organise an Information Session on JUPAS applications	F. 6	Sep	Well informed choices of JUPAS made by students	Feedback from participants and alumni	CLW, HFY Mr. Eric Chow
	1.2 Careers Activities	F.5-F.6	Sep.	Questions from university talks	Feedback from students	WFR, HFY
	1. 3 Introduction of the Careers Guidance senior programme	F.4	Sep.-July	Linkage from junior programme to senior	Feedback from students	SYN, TFN, HFY
	1.4 Issue a monthly calendar with highlighted dates concerning university applications	F. 5 -6	Sep	Students increase understanding of the application procedures and admission requirements	Monitor and evaluate Students' intranet access	WFR, HFY, SYN, TFN
	1. 5 Careers Calendar: 'Road to Success'	F.6	Sep	}	Feedback from participants	SYN, HFY
	1.6 Form 6 Parents Evening	F6	Sep	}	}	
	1.6 Organise talks on Studying in the UK, USA, Australia, and Canada	F.4 – 6	Sep-Jan	Increased awareness of UCAS Common App, SAT and ACT	}	WFR

	1.7 Invite representatives from HKU colleges to talk about their admissions requirements	F.5- 6	Oct			WFR, HFY
		All forms	Sep – July	Awareness of options open	Log book for usage records	CLW, WFR, HFY
	1.8 Monitor Usage of the Careers Resource Centre in the College library	F. 5	Oct	Full utilization by students	Students' enrolment	WFR & Careers Club
	1.9 Arrange a talk on external study programmes	F.4	Jan/ Feb	}Increased understanding of career options }		SYN, TFN
	1.10 Arrange for students to complete career evaluation instrument through CGL			}		
	1.11 Organise an information session before the Examination Results Release Day	Form 6	March/ April	Participation and feedback of exam year students	Feedback from students	CLW/SYN
	1.12 Organise visits to (faculties of) local universities		Ongoing	Students' better understanding of courses of study	Feedback from participants	Careers Team Members
	1.13 Meetings with F.3 classes on F.4 streaming					
	1.14 COA Junior Assessment	Feb		Assist students in formulating careers vision	Feedback from F1 and F2 students	Careers and Form teachers

2. To help students understand their career options and plan for their future careers	2.1 Implement online careers inclination assessments and Careers Testing programmes	F.3 F4-5	Nov Sep-Oct	Understanding of senior school options Students' increased awareness of their own personalities, dispositions and career orientations through dedicated interviews	Feedback from students Review process with students involved	CLW, Administration Assist in collaboration with CGL group
	2.2 Organise a visit through Business and Internship Programme	F. 5-6	Oct-Apr	Students' better understanding of the education and careers options available for themselves	Feedback from F.5, 6, students	Collaboration with Econ and BAFS programme, HFY
	2.3 Careers Awareness Week	F.5- 6	Oct-Nov	Students' better understanding of a specific university requirements	Feedback from teachers and students	Record and assess numbers who have used programmes
	2.4 Organise visits to local universities	F. 3-5		Counsel parents re further study	Feedback from participants	WFR, KCC, LKC
	2.5 Implement careers module for English lessons	F. 4-5	Second	Students' competence in career placement	Feedback from	KYY, LKC, CLW

3. To strengthen links with the alumni and the broader community	2.6 Have students participate in production of OLE SLP and OEA Self-Account	F6	term	Cross-department synthesis	participants	KCC, WFR, CLW	
	2.7 Careers Day Boards	F.1-6	Sep–Nov April	Closer ties between SPC Careers and Eng Department	Feedback from students and English teachers	HYC, WFR	
			Jan – April		Feedback from students		
	3.1 Continue to assist the Alumni Association in the running of the Mentorship Scheme for Forms 4 and 5	F.5 &6	Jan/ Dec		Careers Team, Careers Club and parents	Feedback from mentors and mentees	WFR, CLW, HFY and all team members
3.2 Assist SPCAA in running Careers Day under the F.4 and 5 Mentorship Scheme				All mentorship events geared to create closer ties between students and alumni	Feedback from mentors and mentees	WFR, CLW, HFY	
3.3 Parents' Day	All students and Parents	Jan			Feedback of students and parents	LKC, WFR, CLW, HFY	



William F. Ryan  
Careers Master

29/11/2016

Date