

**ST. PAUL'S COLLEGE**  
**Careers and Life Planning Team**  
**Annual Plan for 2018-2019**

1. Adopt a student-centred approach to career education

<b>Intended Outcomes / Targets</b>	<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
1.1 Foster more autonomy in career education	1.1.1 Encourage students to make full use of materials on careers and further studies in the library and organize a book exhibitions featuring such resources	Sep - Jul	Students borrow books related to careers and further studies	Library record	CLW	Library book and expenses grant
	1.1.2 Organise talks on careers and further studies to be held at the school and encourage students to attend them	Sep - Jul	At least 10 such talks held and at least 100 students have attended	Google forms for registration	CLL, CLW, KYY, PMN	Nil
	1.1.3 Continue to form a Careers Club consisting of F.4 and F.5 students to assist in all activities organised by the Careers and Life Planning Team	Sep - Jul	The club's involvement in the promotion of CLP Team activities and their assistance junior forms	Annual report of the club's involvement in career events	CLW	\$2,000 (printing, banners, poster, etc.)
	1.1.4 Disseminate information on activities through the College webpage, the Intranet, the CLP Team Facebook page, and emails to students' personal accounts	Sep - Jul	Students signing up for programmes advertised on these platforms	Record of students taking part in the programmes advertised	CLL	Nil

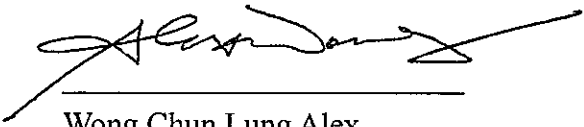
	1.1.5 Encourage students, especially senior form students, to attend information days of local institutions, admission talks, and careers seminars outside the school	Sep	Promotion through eClass and the CLP Team Facebook page	Record of promotions done	CLL	Nil
	1.1.6 Encourage junior form students to take part in workplace simulation workshops to give them an idea of different jobs/careers	Sep - Jul	Organising a workplace simulation workshop for junior forms with NGOs	Feedback from students who take part	CLL, CLW	\$6,000
	1.1.7 Organise visits to and job shadowing and internships at companies with the help of St. James' Settlement, CLAP, the Business-School Partnership Scheme, and our alumni	Sep - Jul	Organising at least two company visits and two internship opportunities	Record of students participating in the visits and internships	CLL, LKC, JM, EH	\$4000 (transport e.g. coach)

## 2. Develop a collaborative culture

<b>Intended Outcomes / Targets</b>	<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
2.1 Foster a collaborative culture among team members and with other partners within the school	2.1.1 Invite less experienced team members to work with more experienced ones to hone their career counselling skills through counselling sessions during the	Oct and Jul	Participation of team members less experienced in career counselling in the Careers Awareness Week in October and the	Feedback from participating team members who are less experienced on the enhancement of their career	CLW+LKC, SYN+KYY, TFN+CLL	Nil

	Careers Awareness Week and the release day of HKDSE exam results		release day of HKDSE exam results in July	counselling skills		
	2.1.2 Continue to work with the Guidance Team, the SEN Team and the social workers to provide holistic counselling services for our students	Sep - Jul	Programmes co-organised with these parties such as F.6 parents' evening, F.6 last day, etc.	Annual report detailing these joint programmes	CLP Team	Nil
2.2 Foster collaborative with external partners	2.2.1 Continue to work with CLAP for Youth@JC to improve the services provided by the CLP Team for our students	Sep – Jul	Involvement of CLAP for Youth@JC in different aspects of the CLP Team and its services, including the Career Interest Inventory for F.5 students	Record of such involvement and collaboration between CLAP for Youth@JC and our CLP Team and the school	CLW	Nil
	2.2.2 Continue to use school-based materials and those provided by HKACMGM in delivering Career Guidance Lessons	Sep - May	Drawing up of a timetable for CGL and incorporating materials provided by HKACMGM in them	Feedback from teachers and students involved	SYN, TFN, CLL	\$5,500 (The Career Mapping book & membership fee)
	2.2.3 Continue to work with St. James Settlement on our Career Guidance Lessons and to empower teachers to help recent SPC graduates who have difficulty adjusting to university life	Sep - Jul	Having SJS as an external provider for some of the career guidance lessons and recent graduates having difficulty adjusting to	Record and invoice showing case sharing sessions and this level of support having been provided by	SYN	\$10,000

			university life getting advice from SPC teachers trained by SJS	SJS		
	2.2.4 Continue to work with Study Partner and Family Welfare Society to provide career inclination tests for junior form students to improve their self understanding and raise their awareness of their different careers	Mar - Apr	The Probe programme of Cambridge Occupational Analysts and John Holland's Self Directed Search successfully held for F.1 and F.3 students	Feedback from students concerning the tests	KYN, CYW, PMN, CLL	\$15,500
	2.2.5 Procure the service of Arch Education, which specializes in overseas higher education to supplement the programmes provided by the CLP Team on overseas applications	Oct	At least 30 students attend the talks/ workshops.	Annual report showing talks/ workshops successfully held and the number of attendees	KYY, CLL	\$5,000
	2.2.6 Continue to work with SPCAA and alumni on the mentorship programme, the summer internship programme and other programmes	Sep - Jul	The mentorship programme and the summer internship programme successfully held	Feedback from student and alumnus participants	CLL, CLW	\$20,000 (Formal event & Inauguration Day)
	2.2.7 Continue to work closely with HKACMGM and UCAS in providing timely information and counseling to our students	Sep - Jul	Renewal of membership with HKACMGM and subscription to UCAS Adviser Track	Expenses record	CLW	\$400 for membership and about \$600 for the subscription



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Careers Master

4<sup>th</sup> September 2018

