

Report on Life Planning Education and Career Guidance Service

Name of School: Carmel Divine Grace Foundation Secondary School

School Year: 2015 – 2016

1. Strengthen Life Planning Education including career guidance to all students.

| Objectives | Strategies | Evaluation (both quantitative and qualitative) | Allocation of CLP Grant |
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| 1. Provide systematic career and life planning programmes for different levels of students to explore and discover their purpose in life. | 1A. Allocate at least two class teacher periods for life planning education across all levels. Students will be guided to discover their potentials and talents, set small goals and learn how to achieve them. 1B. Issue at least one Careers and Further Studies (CFC) Newsletter, the contents of which include information on selected programmes in local universities, iPass and Qualifications Framework, as well as alumni's sharing on life planning. 1C. School webpage: (i) Issue CFC e-Newsletters frequently, providing latest career news such as education exhibition on overseas studies and career seminars. (ii) Enhance the use of the CFC icon for disseminating materials such as PowerPoint slides of talks and CFC events for students' access. 1D. Instil in S1 students the concept of life planning through talks and alumnus' sharing in the Pre-S1 summer programme. | <ul style="list-style-type: none"> ● By questionnaire Questionnaires were conducted across all class levels to collect their feedback on the life planning education programmes they attended. Overall, more than 80% of students gave positive responses to the programmes and they reflected that they were motivated to set goals for their life. | Reference books: \$2088.8 |
| 2. Provide senior secondary subjects selection guidance for S3 students. | 2A. Conduct career talks on S4 subject selection policy and introduction of senior secondary curriculum. 2B. Provide guidance and teach students strategies in choosing the right S4 elective subjects. 2C. Run a mock senior secondary subject selection. | <ul style="list-style-type: none"> ● More than 60% of S3 students found the activities useful. | |
| 3. Provide experiential learning activities for S3 students to arouse their awareness of life planning. | 3. Organise an experiential growth camp for S3 students to engender in them a stronger sense of responsibility towards self and others, and prepare them for transition to senior secondary level. | <ul style="list-style-type: none"> ● 90% of students expressed they were inspired to find their life goals and became more ready to prepare themselves for promoting to S4. | Camp: \$30168.1 |

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| 4. Provide career talks on planning for post-secondary studies for senior form students. | 4A. Organise talks on time management, interview skills, strategies for prioritizing JUPAS programme choices, introduction of application procedures for JUPAS, E-App, IVE, overseas universities, etc. 4B. Hold Cheering Up Programme for S5 students to boost their spirit in preparation for further studies. | <ul style="list-style-type: none"> ● On the whole, more than 60% of students found the talks informative, helping them to plan their post-secondary studies. | Workshop for S4: \$1000 |
| 5. Provide career guidance across all levels, with focus on S3 and S6. | 5A. Offer individual or group career guidance to S3 and S6 students by careers teachers during free lessons/lunchtime. 5B. Collaborate with Alumni Association to provide mentoring scheme for S6 students. 5C. Arrange individual or group career counseling for students in need. | <ul style="list-style-type: none"> ● More than 90% of S6 students sought and received career guidance offered by careers teachers. ● 90 S6 students joined the mentoring scheme and they gave positive response towards it. | |
| 6. Organise a talk on career and life planning for parents. | 6. Give a talk on career and life planning for S1 parents. | <ul style="list-style-type: none"> ● Almost all S1 parents attended the talk which enabled them to understand more about the importance of career and life planning in their children's growth and their role in this regard. | |

2. Provide career-related experiences to nurture students towards a positive and purposeful life.

| Objectives | Strategies | Methods of Evaluation | |
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| 1. Outside School: To arrange career-related activities and visits to business firms and tertiary institutions so as to equip students for life planning | 1A. University visits: (i) Arrange visits to universities and post-secondary institutions for senior form students. (ii) Arrange a visit to university for all S3 students to inspire them towards higher academic goals. 1B. Company talks/visits: (i) Collaborate with various firms to provide career-related talks for senior form students, e.g. School Business Partnership. (ii) Arrange visits to business firms for senior form students. | <ul style="list-style-type: none"> ● More than 70% of senior form students visited at least one university. ● All S3 students visited HKUST and they expressed they were inspired to study at university. ● More than 40 students joined various working experience programmes which broadened | |

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| | <p>1C. Work-related experiences:</p> <p>(i) Cooperate with various firms to provide job experiences for senior form students, e.g. School Business Partnership.</p> <p>(ii) Arrange job shadowing with the help of Alumni Association and Parent-Teacher Association</p> | <p>their horizons towards the job world and stimulated them to think more about their future studies and career.</p> | |
| <p>2. Inside School: To arrange different programmes for enhancing students' life experiences</p> | <p>2A. School-based Career Expo, introducing different areas of work / universities</p> <p>2B. Mock Interview with formal dressing for S6</p> <p>2C. English lessons on writing an application letter for universities or job hunting</p> <p>2D. At least 5 professional sharing in different areas / universities</p> <p>2E. Table manners workshop for student leaders</p> | <ul style="list-style-type: none"> ● More than 200 students attended the school-based career expo and 130 students participated in the career quiz games. ● More than 95% of S6 students participated in mock interview session. Ten external interviewers were invited and they provided constructive feedback for our students. ● Six professional sharing sessions about different careers and university programmes were arranged. | <p>Mock Interview (travelling allowance): \$ 1372.4</p> |

Use of Career and Life Planning Grant

| | Task | Budget |
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| 1 | <p>Employ one temporary teacher (1.9.2015 –31.8.2016)</p> <p>- to reduce careers teachers' workload so that they can attend related professional development programmes for enhancing their capacity in implementing career and life planning education and strengthen support for students</p> | \$495,066.5 |
| 2 | <p>Employ one administration assistant (1.9.2015 –31.8.2016)</p> <p>-to support the work of the Careers and Further Studies Committee</p> | |
| 3 | <p>Conduct workshops and activities for students inside and outside school</p> | \$34,629.3 |
| | Total: | \$529,695.8 |