

**King Ling College
Careers Section
Annual Plan 2018-2019**

1. Mission

Life Planning Team [LP]

- a. To introduce more types of careers to students;
- b. To enhance students' self-awareness of their abilities and potentials;
- c. To facilitate students to identify their interests and life goals;
- d. To equip students for their study / career paths;
- e. To nurture students for proper social and communication skills;
- f. To embed the concept of lifelong learning;
- g. To provide professional guidance concerning further studies and careers;
- h. To nominate suitable and capable students for tertiary education / job opportunities.

Ceremonial Team [CT]

- i. To help organize ceremonial events like Speech Day and Closing Ceremony.

External Opportunities and SLP Team [EO / SLP]

- j. To broaden students' other learning experience;
- k. To help strengthen students' confidence in facing challenges and to cultivate a sense of achievement;
- l. To nurture students' all-round development

2. Development Focuses

Theme: To implement 6-year careers plan for S1-S6 students

- a. [LP] Set a mission for each form
 - S1: Explore different careers in Hong Kong
 - S2: Explore different careers around the world
 - S3: Identify one's strengths and weaknesses
 - S4: Develop an awareness of the workplace experience
 - S5: Explore opportunities that studying in HK and overseas afford
 - S6: Refining informed decisions for further study / career
- b. [LP] To review efficiency of different 3Xs/2Xs/ + M models and 4 or 5 senior classes (a1)
- c. [EO/SLP] To collaborate with external opportunities for a bigger pool of tier 2 students (f3)
- d. [EO/SLP] To set a progressive award-winning rate (g2)
- e. [EO/SLP] To conduct a belt-road tour (h3)

() refers to *School Development Plan (2018-2019)*

3. Activities

Whole form:

	Target	Activity	Mission / Major Concern	Time	Person(s)-in-charge	Cross-KLA / Department
1.	S1	Interview a family member	1a, 1c	1 st Term	Hau KK	English
2.		Read job advertisements (local)	1a, 1d, 2a	2 nd Term	Hau KK	English
3.		Explore different careers in Hong Kong (Time Management Output)	1a, 1c, 2a	Year round	Pang WC	Guidance
4.	S2	Read an article: Working overseas	1d,1f, 2a	1 st Term	Pang WC	English
5.		Read job advertisements from overseas	1d,1f, 2a	2 nd Term	Pang WC	English
6.		Explore different careers around the world (Time Management Output)	1a,1d, 2a	Year round	Pang WC	Guidance
7.	S3	Talk for Colour of life	1b, 1c, 2a	1 st Term	Lin NS	
8.		Parents' Talk: Elective Selection	1d, 1g	1 st Term: September	Pang WC, Hau KK	Academic
9.		Colour of life: Holland Code	1b, 1c, 2a	1 st Term: October	Lin NS	English
10.		Survey: Electives	1b, 1c	2 nd Term: February	Pang WC, TA	
11.		Mock Course Selection Talk	1b, 1c	2 nd Term: 8 March	Lin NS	
12.		Mock Course Selection	1b, 1c	2 nd Term: 15 March	Lin NS, Hau KK, LP	
13.		Course Selection Talk	1b, 1c	2 nd Term: 9 July	Lin NS	
14.		Course Selection	1b, 1c	2 nd Term: 10 July	Lin NS, Hau KK, LP	
15.		Briefing Session of SLP	1b, 1j	2 nd Term: 10 July	Li CN	EO / SLP
16.		Course Selection Diary (Time Management Output)	1b, 1d	Year round	Pang WC	Guidance
17.	S4	Briefing Session of SLP	1b, 1j	1 st Term:	Li CN	EO / SLP
18.		Job shadowing	1b, 1d, 1f, 2a	Year round	Li CN, Lo YH, TA	
19.		How to find the right job?	1b, 1c, 1f, 2a	2 nd Term: Summer	Law KM	English
20.		Etiquette Workshop	1b, 1d, 1e	2 nd Term	Lin NS, LP	TL, English
21.		Social Awareness Diary (Time Management Output)	1d, 1f	Year round	Pang WC	Guidance

	Target	Activity	Mission / Major Concern	Time	Person(s)-in-charge	Cross-KLA / Department
	Target	Activity	Mission / Major Concern	Time	Person(s)-in-charge	Cross-KLA / Department
22.	S5	Careers in Curriculum: Workplace Communication	1d, 1e, 2a	2 nd Term	Law KM	English: Workplace
23.		University Visit / Careers talk	1c, 1d, 1g, 2a	Year round (at least once per term)	Leung MT, Lui KL	
24.		Parents' Night: What are JUPAS and E-app?	1d, 1g	2 nd Term	Pang WC, Hau KK	EO / SLP
25.		Talk for JUPAS essay	1d, 1g	2 nd Term: July	Pang WC	English
26.		Talk for Careers Day	1e,1f,1g	2 nd Term: July	Pang WC	
27.	S6	JUPAS talk	1d, 1g, 2a	1 st Term: 20 Sept	Pang WC	
28.		JUPAS Account Workshop	1d	1 st Term	Lui KL, Lo YH	IT Unit
29.		E-app Account Workshop	1d	1 st Term	Lui KL, Lo YH	IT Unit
30.		JUPAS Data Maintenance	1d	1 st Term	Pang WC	
31.		Interview Workshop	1e,1g	1 st Term: 20 Sept	Pang WC	
32.		Careers Day	1e, 1f	1 st Term: 26 October	Pang WC, Hau KK, LP	
33.		Careers Day: Morning Assembly and Time Capsule Sealing Ceremony	1b, 1f	1 st Term: 26 October	Pang WC, Hau KK, TA	
34.		Careers Day: Mock Interview	1d, 1e	1 st Term: 26 October	Law KM, TA	English
35.		Careers Day: Alumni Sharing	1c, 1d	1 st Term: 26 October	Lin NS, TA	Alumni
36.		Parents' Day: First exam result	1b, 1g	1 st Term: September	Pang WC, Hau KK	
37.		Parents' Talk: JUPAS	1d, 1g	1 st Term	Pang WC, Hau KK	
38.		Tertiary Education Talk: (HKU Space / HSMC)	1d	1 st Term: 5 October	Leung MT, Law GY	(Lin NS: HKU Space)
39.		Conditional Offer Interviews: (HKU Space /Chu Hai/ HSMC)	1d, 1e, 1g	1 st Term: December	Leung MT, Law GY	(Lin NS: HKU Space)
40.		University Talk(s)	1d	1 st Term	Leung MT, Lui KL	
41.		Tertiary Education Talk(s)	1d	1 st Term	Leung MT, Lui KL	
42.		Careers Luncheon (2-11 October)	1d, 1g, 2a	1 st Term: September to December	Pang WC, LP	

	Target	Activity	Mission / Major Concern	Time	Person(s)-in-charge	Cross-KLA / Department
43.		Counselling: JUPAS	1d, 1g, 2a	1 st Term	LP	
44.		JUPAS essay marking	1d, 1g	1 st Term	Pang WC	English
45.	S4-S5	Careers Fair	1a, 1c, 1g	2 nd Term: 12 April	Pang WC, Hau KK, LP	
46.	S4-S6	SLP forms	1g, 1k, 1l	Year round	Li CN	English
47.	S4-S6	Careers Corner	1e, 1f	Year round	TA	
48.		Careers Survey	1c, 1d, 1g	1 st Term: September	TA	
49.	Whole school	Speech Day	1i	2 nd Term: 25 May	Lee KF, CT	
50.		Closing Ceremony	1i	2 nd Term: 9 July	Lee KF, CT	
51.		Website	-	Year round	Pang WC	IT Unit

Selected Target Groups:

	Target	Activity	Mission / Major Concern	Time	Person(s)-in-charge	Cross-KLA / Department
1.	S4-S6	Portfolio Preparation Project for Design / Media Students	1b, 1c, 1h	Year round	Law GY, Hau KK	
2.	S1-S5	Nominations (awards/competitions)	1h, 1j, 1k	Year round	Li CN, EO / SLP	
3.	S6	Nomination: JUPAS Principal's nomination	1h	1 st Term	Hau KK, Pang WC	
4.	S6	Nomination: UST	1h	1 st Term	Leung MT	
5.	S6	Nomination: IEdU	1h	1 st Term	Leung MT	
6.	S6	Nomination: IVE	1h	1 st Term	Leung MT	
7.	S6	Nomination: Taiwan	1h	1 st Term	Leung MT, TA	
8.	S6	Nomination: HSMC	1h	1 st Term	Leung MT	
9.	S5-6	Nominations (others tertiary education)	1h	Year round	Leung MT	
10.	Eligible applicants	Recommendation letters	1d, 1h	Year round	Hau KK, LP	

Alumni:

	Target	Activity	Mission / Major Concern	Time	Person(s)-in-charge	Remarks
1.	Year 1 alumni	KL Tea Time @ Uni	1e, 1g	Year round	Pang WC, Hau KK	

Parents:

	Target	Activity	Mission / Major Concern	Time	Person(s)-in-charge	Remarks
2.	S3 parents	Parents' Talk: Elective Selection	1d, 1g	1 st Term: September	Pang WC, Hau KK	
3.	S5 parents	Parents' Night: What are JUPAS and E-app?	1d, 1g	2 nd Term: March	Pang WC, Hau KK	EO/SLP, Academic
4.	S6 parents	Parents' Day: First exam result	1b, 1g	1 st Term: September	Pang WC, Hau KK	Academic
5.	S6 parents	Parents' Talk: Preparation for HKDSE and JUPAS result releasing	1d, 1g	2 nd Term: July	Pang WC, Hau KK	Academic, Guidance

4. Evaluation

Observation: Teachers evaluate activities by observing the performance of the guest speaker(s) / organization(s). Students' participation and enthusiasm are also essential for assessing the activities.

Verbal Feedback: Interviewing participants and the host(s) / teacher(s) - in-charge allow the section to collect first-hand and immediate feedback right after the activities.

Writing Feedback: Questionnaires, self-evaluation / peer-evaluation forms enable participants to have in-depth reflection on the activities. The collected data also facilitates the section to further improve in the future.

5. Team Members

Careers Section

Section Head: Pang WC

Assistant Section Head: Hau KK

Life Planning Team

Pang WC, Hau KK, Law GY, Law KM, Leung MT, Lin NS, Lo YH, Lui KL

Ceremonial Team

Lee KF, Chiu MY, Hui KW, Law KM, Leng YS, Yeung MW

External Opportunities & SLP Team

Li CN, Cheung WC, Chong WK, Chu WY, Leng YS, Leung MT, Lin NS, Lui KL, Ma WC

6. Budget

	Activities	Budget
1.	S1-S6 activities	\$3000
2.	Careers Day	\$1000
3.	Careers Fair	\$1000
4.	Books	\$2000
	Total	\$7000

7. Useful Forms

- a. Application for Testimonial/Transcript/Recommendation Letter/Report Card (Appendix 1)
- b. Template of evaluation form (Appendix 2)
- c. Careers Counselling Record (Appendix 3)
- d. JUPAS Counselling Form (Appendix 4)