

**Career Counselling Team
Proposal for Career and Life Planning Grant (CLPG)
2021-22**

1. Organizational Chart/ Structure of the Career Counselling Team (2021-22)

Job position	Key responsibilities
Head of Career Counselling: Karen CHEUNG	<ul style="list-style-type: none"> - Develops plans for the Career Counselling Team - Oversees the functioning of the Career Counselling Team - Prepares documentation and communicates with key stakeholders (parents, students and the school community) - Coordinates reference requests, transcripts and testimonials for the whole school
Career Counsellor: Terence MAN	<ul style="list-style-type: none"> - Provides individual and group counselling service for senior school students, to support their applications for further study - PIC for Year 12's JUPAS and Non-JUPAS applications - Plans and delivers Life Education lessons for secondary school - Liaises with higher education institutions and external agencies to organise events
Team members: Cannie WOO	<ul style="list-style-type: none"> - Supports Year 12's Non-JUPAS applications and Year 12 Life Planning sessions - Supports industry/ institution taster programmes - Coordinates alumni sharing sessions
Tony WONG	<ul style="list-style-type: none"> - Supports Year 12 students' preparation of personal statements (by mid October) - Supports the coordination of testimonials for Year 12 (Mar-Apr) - Supports the preparation of invitation letters for career events (when necessary)
Mia NG	<ul style="list-style-type: none"> - Supports Year 12's JUPAS and local further study applications - Liaises with higher education institutions or external agencies and organise industry-related visits and school talks

2. Background information of the Career and Life Planning Grant

Starting from the 2014/15 school year, the Education Bureau (EDB) has provided public sector (including special schools) schools and Direct Subsidy Scheme schools operating classes at senior secondary levels with an annual recurrent Career and Life Planning Grant (CLPG) to enhance the capacity of responsible teaching team and to facilitate the coordination and implementation of life planning. Upon completion of secondary education, students will face an environment markedly different from school life. The utilisation of the CLPG aims to provide support for students through fostering their self-understanding, personal planning, goal setting, reflective thinking and articulation to progression pathways. Starting from the 2016/17 school year, schools may turn the CLPG into regular teaching posts to strengthen the manpower for the implementation of life planning education and related guidance services.

3. Overall aims/ goals of the Career Counselling Team in the academic year (2021-22)

- To promote career education in school
- To enlighten students to find a purpose in life, sets goals and take actions to achieve them
- To provide students with information, facilitation and guidance in their careers development which include stages of careers awareness, career exploration and careers planning and management so that they can make informed choices for their future
- To support students in building up their personal profiles in preparation for further study
- To support Senior School students in preparation for further education

4. SWOT Analysis

Strengths:

- The Career Team members have diverse teaching backgrounds and experience in career guidance, ranging from local to overseas studies
- 50% of the Career Team members have received the Career Guidance and Life Planning courses provided by the EDB, giving them a good understanding of life planning support to be planned and organized
- The Career Counsellor has a wealth of experience and provided huge level of support to both the Career Team and students seeking career and life planning support
- The Life Education curriculum for Year 10 to Year 12 has been more formally organized and implemented by the Career Counsellor. This supports the career and life planning needs of students in different year levels.
- The formal timetabling of Life Education lessons and after-school online counselling sessions/ workshops allow the Team to support Year 12's life planning and further study applications
- The collaboration with the Head of Student Affairs, English department, Social Workers, Year Level team and LAPT provides invaluable support to the Team and students in preparation for their further study
- The Career Team has continued to establish connections with external organisations, such as tertiary institutions and The Friends of Scouting, to organize activities

Weaknesses:

- The teaching load of members in the Career Team has lessened their time that they can devote to life planning support to students
- More experience needs to be gained over the next few years to enhance the team's understanding of North American universities' direct application mechanism
- No life education lesson is allocated to Year 11 and 12 IBDP students due to timetabling constraint has limited the scope of life planning support that the Team can provide to them in formal lesson time
- The unrealistic expectations of certain students and parents has made the work of life planning education and career counseling difficult
- Certain teachers and homeroom teachers lack understanding of life planning, more professional development opportunities on whole-school approach is necessary
- Students are still relatively weak in identifying their clear progression pathways
- Students have limited understanding of the world of work, and employers and industries in general are not willing to provide work experience opportunities
- Students still lack the sense of urgency with OLE, applications etc.

Opportunities:

- The Career and Life Planning (CLP) Grant has provided financial support to school in implementing developmental strategies set by the Career Team
- The job shadowing schemes organized by external agencies provide opportunities for students to experience working in some industries, thus enhancing their understanding of the industry
- The parents and alumni can be invaluable resources in inspiring students of other year levels and sharing their post-secondary experience
- The multiple further study pathways both locally and overseas provide alternatives for our students with weaker academic performance
- New development in equipping Group Advisors in supporting Year 12 students in goal-setting and making further study applications
- Potentials in adding career and life planning elements in the Middle School LED
- Year 12 students exempt from CCA creating more opportunities for career guidance and future planning
- The School Nominations Direct Admission Scheme (SNDAS) launched by the EDB might offer better opportunities to students with outstanding talents or profiles to be admitted by local universities
- Leadership and personal growth opportunities for senior school students, such as industry taster days or job shadowing opportunities

Threats:

- The pandemic poses uncertainty to students' overseas further study plans
- The unclear guideline of the CLP grant for DSS schools has posed difficulty for the Career Team in utilizing the financial support to implement developmental plans
- The diverse student needs in further study, ranging from different application mechanisms for DSE and IBDP students to different study destinations, has posed major challenges for the Career Team in providing life planning guidance and support
- The stringent university entry requirements have posed difficulty for Year 12 students with weak academic performance in securing admission offers with tertiary institutions
- The uncertainty in the COVID-19 situation and possible cancellation or postponement of public examinations might affect students' final grades, thus affecting them in securing the university offers
- Switching to online learning due to the COVID-19 situation might affect the effectiveness and student attendance of career-related workshops and counselling sessions

- Careers Team members will have a great workload in this academic year, but with the uncertainty in the COVID-19 situation and half-day schooling, limiting their availability to support the team
- Students and parents' demanding requests for references in all year levels pose much pressure on the Career Team and administrative staff
- Some students' motivation and retention risks

4. Major concerns in 2021-2022

- Enhancement of student development

Year 12	<ul style="list-style-type: none"> • Assist students to locate their career interests and related further studies opportunities • Guide students to build up their personal profiles • Guide students in making informed decisions and taking actions in applying for further studies
Year 11	<ul style="list-style-type: none"> • Develop students' careers aspiration and understanding of higher education • Promote life planning among students and to prepare them for the production of SLP • Guide students to build up their personal profiles
Year 10	<ul style="list-style-type: none"> • Help students manage their learning in the Senior School - review study plan and set academic and non-academic goals • Guide students to build up their personal profiles • Strengthen students' self-understanding and career exploration
Year 9	<ul style="list-style-type: none"> • Strengthen students' understanding towards work values and direction • Guide students to build up their personal profiles • Guide students in making suitable curriculum and subject choices in the Senior School
Year 8	<ul style="list-style-type: none"> • Strengthen students' self-understanding • Guide students to build up their personal profiles • Assist students to realise their potentials and explore their own idea of dream jobs
Year 7	<ul style="list-style-type: none"> • Guide students to explore their own talents and character strengths through experiential activities and assessments • Strengthen students' time management and goal setting skills • Guide students to build up their personal profiles

5. Implementation Plan

Task	Objective	Task Description	Persons responsible	Means of evaluation	Success Criteria	Time scale	Budget
1. Career information dissemination	To provide career information through online platform and other platforms	<ul style="list-style-type: none"> Maintain Careers Corner Update Career Google site and regular newsletters and share it with teachers and students Disseminate career information through weekly newsletters, career notice boards, Google Site, Year 12 hallway, assembly and E-notice 	Head of Career Counselling Team, Career Counselor	Feedback from students, Group Advisors and subject teachers	<ul style="list-style-type: none"> Shared access of the Career Google Site with relevant students and teachers Make timely update of career information on the site and send weekly newsletters by email to students and parents 	All year round	\$400 for stationery and shelving space
2. Year 7-12 Life Planning Program	To promote career education	<ul style="list-style-type: none"> Plan and deliver Life Planning Program for Year 7-12 Order teaching resources for life planning and career guidance 	Career Counselor, Year 7-12 Homeroom Teachers /Group Advisors and Heads of Year	<p>Y7-12 students build up personal profiles on an online platform</p> <p>Y12 students are able to share a career action plan by the end of the year</p>	Students' career action plans and personal profiles are checked by Group Advisors and Career Counselor, appropriate guidance is given	All year round	\$1300 for books related to career counselling/ life planning; event supports
3. Year 12 career guidance program – DSE students	To support Y12 DSE students in further education applications, setting earlier internal deadline by ICT team	<ul style="list-style-type: none"> JUPAS and E-APP application and self-accounts workshops At least 1 individual counselling between each Y12 student and Career Counselor Briefing with Group Advisors about JUPAS applications Group Advisors' involvement in career guidance and goal setting Mock university interview workshops (late Nov) Mock results day simulation (to be held in collapsed timetable before DSE study leave) 	Career Team teachers, Career Counselor, Social Workers	<p>Verbal feedback from students or parents</p> <p>Regular communication between Careers Team and Group Advisors, parents and students about JUPAS application and sub-degree applications</p>	Appropriate and timely JUPAS/ E-APP applications done	Sept 2021 - July 2022	
4. Year 12 career guidance program – IBDP students	To support Y12 DP students in further education applications	<ul style="list-style-type: none"> Non-JUPAS application and personal statement workshops At least 1 individual counselling between each Y12 student and Career Counselor Briefing with Group Advisors about NON-JUPAS applications Group Advisors' involvement in career guidance and goal setting Mock university interview workshops (late Nov) 	Career Team Teachers, Career Counselor, Social Workers	<p>Verbal feedback from students or parents</p> <p>Regular communication between Careers Team and Group Advisors, parents and students about Non-JUPAS application</p>	Appropriate and timely Non-JUPAS applications done	Sept 2021 - July 2022	
5. Year 12 career guidance program - Overseas	To support Y12 students in further education applications	<ul style="list-style-type: none"> Workshops about overseas study and application procedures External educational agencies invited to give admission talks Promote online admission seminars to students 	Career Team, Career Counselor	Y12 students and parents are able to make appropriate choice and application for overseas study	Appropriate and timely applications done	Sept 2021 - July 2022	

		<ul style="list-style-type: none"> At least 1 individual counselling between each Y12 student and Career Counselor Group Advisors' involvement in career guidance and goal setting 		Regular communication between Careers Team and Group Advisors, parents and students			
6. Use of an online platform to support secondary section students to build up personal profiles	<ul style="list-style-type: none"> To promote career/life planning, ownership of students in their own life and academic development To support future further study application To foster positive work value and life value 	<ul style="list-style-type: none"> Mass briefing and training sessions with Year 7-12 students about the use of Unifrog platform, followed by individual counselling by Career Counselor and regular monitoring and support from Year 7-12 Homeroom teachers/ Group Advisors Year 10-12 students take career-related assessments during LED lessons under supervision of Career Counselor. Senior School students make use of Unifrog platform to explore local and international further study options and/ or complete application tasks 	Career Counselor, Year 7-12 Homeroom teachers/ Group Advisors and Year Heads	<ul style="list-style-type: none"> Junior secondary students' self-understanding Senior secondary students' level of readiness in university/ further study application 	<ul style="list-style-type: none"> Students' personal profiles created and maintained over different year levels 	<ul style="list-style-type: none"> Phase 1: Senior School Implementation Timeframe: by 1st Semester Complete tasks (university research / personality tests) by Dec 2021 Update profiles: by June 2022 Phase 2: Middle School Implementation Timeframe: 2nd Semester Complete tasks (personality tests and profile) by June 2022 Individual counseling with Y12 completed: by January 2022; with Y11: by July 2022 	Unifrog two-year license \$36,000 (already paid in 2020)
7. Higher Education seminars for Year 10-11 students	To promote career/life planning, ownership of students in their own life and academic development	<p>Seminar about study pathways for Senior School students and parents</p> <p>Invite alumni to share their public exam experience & further study (local or overseas)</p>	Career Counselling Team	<p>Feedback from students and teachers</p> <p>Student survey</p>	Students and parents' understanding of study pathways available to DSE and IB streams	By May 2021	NIL
8. Year 9 transition talks	To guide Year 9 students in identifying career choice and selecting suitable subjects in the Senior School	<ul style="list-style-type: none"> Career Counsellor and Social Worker deliver talks to Year 9 students during Life Education lessons about career choices and streaming & subject selection (Dec 2021) Invite alumni to share their DSE/ DP pathways & further study (local or overseas) Career assessment completed by Year 9 students 	Career Counselor, Social Worker, Year 9 team, Academic Administration Department	Feedback from students and teachers	<ul style="list-style-type: none"> Students' understanding of their own career choice Appropriate selection of curriculum and subjects in the Senior School 	By June 2021	NIL

9. Secondary school Life Education curriculum	To enhance students' self-development by planning and delivering life education lessons to Year 7-12 students	Plan and deliver LED lessons to Year 7-12 students	Career Counselor, (to collaborate with Year Level Heads)	Feedback from students and Year Level Heads	LED lessons with relevant themes planned and delivered to each year level	By May 2022	NIL
10. Collaborate with industry leaders, school community and external organisations for career-related opportunities for secondary school students	<ul style="list-style-type: none"> - To enhance students' self-understanding - To foster positive work value and life value - To promote career/life planning, ownership of students in their own life and academic development 	<ul style="list-style-type: none"> • Organise career-related EOTC program: Liaise with universities and industry leaders to organise university campus tour, workshops and firm visits (preference to Year 8-11 students) • Organise Career Fest: industry leader sharing, alumni sharing, university taster lectures, parents' workshops • Organise at least 1 admissions talk with a local or overseas university in 2021-22 • Promote work experience/ job shadowing and summer school programs for Year 10-11 with the support from EDB, universities or NGOs 	Head of Career Counselling Team, Career Counselor, Career Teachers, Social Workers	<ul style="list-style-type: none"> • Student survey • Parent survey • Feedback provided by Careers Team members and teachers 	<ul style="list-style-type: none"> • Students' understanding of admissions requirements and learning environment of the university visited • Students' understanding of industries and career prospects • Number of enrollment for career-related programmes, student survey to measure the satisfaction level 	<p>Career-related EOTC program: By March 2022</p> <p>Career Fest: By May 2022</p> <p>Others: By July 2022</p>	<p>Career Fest/ EOTC visits to higher education institutions or workshops: \$2000</p> <p>Career Fest taster lectures/ guest speaker sharing: \$2000 x 2 sessions maximum</p>
11. Renew membership with HK Association of Careers Masters & Guidance Masters	To receive timely and professional career guidance information and resources through the membership of HKACMGM		Head of Career Counselling Team	Feedback from Careers Team members	<ul style="list-style-type: none"> • Professional career guidance training and seminars received by Career Team members • Timely admissions statistics and career information received by Career Team members 	<p>By Sept 2021 - membership renewal</p> <p>All year round</p>	\$400
12. Employ a full-time Career Counsellor	To provide support services for students' career and life planning		School Management			August 2021 – August 2022	Teacher's main pay scale up to point 33
13. Professional development for team members	To provide professional development for Career Team members	Attend relevant career counselling PD workshop(s) conducted by the IBO or other external organisations (max. US\$450 x2 workshops)	Head of Career Counselling Team	Feedback from Careers Team members	<ul style="list-style-type: none"> • Team member's attendance of relevant PD workshop(s) • Team member's sharing and dissemination of PD materials to the team 	By July 2022	\$7200

Program Evaluation

- To be conducted by July 2022

6. Budget Plan (2021/22)

Please find the [Budget Plan \(2021/22\)](#) in a separate file.