ELCHK Lutheran Academy
2026-27 Work Plan on Life Planning Education and Career Guidance Service

1. Aims and Objectives

According to the EDB, one of the seven learning goals of secondary education is to enable students to understand one's own interests, aptitudes and abilities, and to develop and reflect upon personal goals with aspirations for further studies and future careers**.** With this aim in mind, the Career Counselling Team is dedicated to empowering students through self-understanding and development, career exploration, and career planning.

The team's key objectives are to:

- Facilitate students' self-actualization by helping them discover purpose, set meaningful goals, and pursue their ambitions.
- Promote life and career education through both formal curricula (e.g.,the Career and Life Planning (CLP) Curriculum and Career Fest) and informal learning (e.g. subject-based activities, CCAs, and OLE opportunities).
- Enhance support for students as they prepare for higher education and future career pathways through comprehensive guidance and individualized assistance.
- Implement effective assessments and interventions to enhance students' life and career planning.
- Guide students in developing personal profiles that reflect their unique strengths and achievements, positioning them for university admission and professional employment.

2. Life-span, Life-space Theory Approach

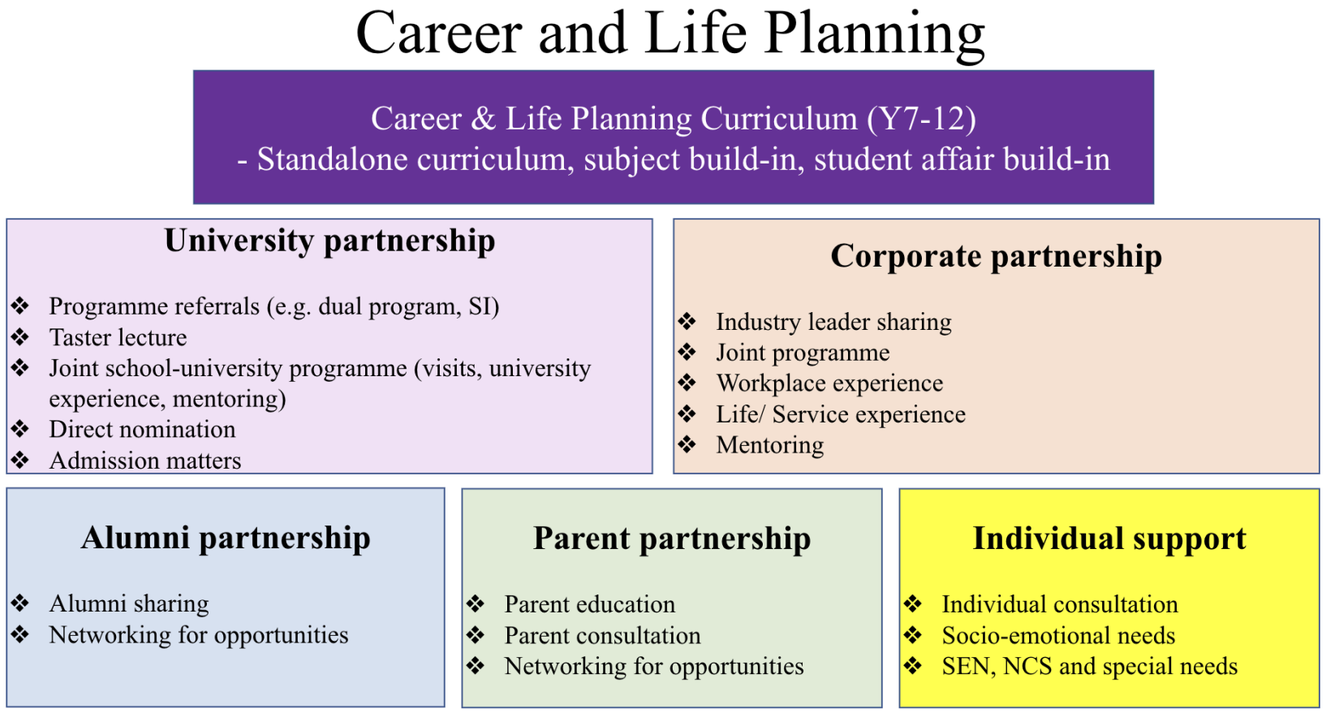
According to Donald Super's Life-Span, Life-Space Theory, career development is a lifelong process shaped by one's evolving self-concept and multiple life roles. Super identified that individuals progress through five developmental stages — *growth, exploration, establishment, maintenance,* and *decline* — each involving distinct career tasks and identity formation milestones.

In the Exploration Stage (ages 15–24), individuals begin to crystallize, specify, and implement their vocational interests through learning experiences and real-world exposure. This stage is crucial for developing self-awareness, testing options, and aligning personal values with career aspirations.

In line with this approach, the Career Counselling team aims to increase exposure and experiential learning for students within this exploration stage. By offering diverse opportunities, we aim to empower students to explore widely, reflect deeply, and plan proactively for their future pathways.

3. CLP Framework

The following CLP Framework, envisioned and established under the direction of Chief Principal Dr. Patrick Lam, serves as a guide to support students from Years 7–12 in exploring and realizing their academic, personal, and career aspirations.



4. <u>SWOT Analysis</u>

Strengths:

1. The Career Team members have diverse teaching backgrounds and experience in career guidance, including studies conducted locally and abroad. This diversity enriches the team's perspective and approach.
2. Several members possess years of experience assisting students with post-secondary education planning, which builds credibility and trust with students and parents.
3. The Career Counsellor has significant expertise in designing and implementing a robust guidance program focused on personal and professional development.
4. Building on previous years of experience, the team refined the life planning curriculum to better address the actual needs of students.
5. Strong collaboration with the School Leadership Committee, subject departments, social workers, Year Level teams, and LAPT ensures comprehensive support for students.
6. The team actively cultivates partnerships with community experts, institutions, and alumni, enhancing career exploration opportunities for students.
7. A network of relationships with relevant companies and speakers provides students with access to career shadowing, talks, internships, and other opportunities.
8. This year, the team has expanded with additional members who bring diverse expertise, including upper primary, NCS (Non-Chinese Speaking) and SEN (Special Educational Needs) support, enriching the services offered.

Weaknesses:

1. Career Team members, in addition to their department roles, also have teaching responsibilities and other duties, which can limit their availability for career-related support.
2. Year 11 and Year 12 IBDP students do not have access to Life Education lessons due to scheduling conflicts, resulting in limited group support from the team outside of lesson time.
3. Managing high expectations from certain students and/or parents can create challenging situations for the team.
4. New team members may require further training to ensure they are well-equipped for career and life planning.
5. Some students may struggle to identify their interests in further education and careers, requiring additional guidance.

Opportunities:

1. The CLP Grant has provided financial support for the school to implement developmental strategies established by the Career Counselling Team.
2. Connections with external parties provide students with the opportunity to gain workplace experience in various industries, thereby enhancing their understanding of the local job market.
3. Alumni serve as invaluable resources, providing inspiration and motivation for students through their post-secondary experiences.
4. A continued emphasis on cultivating an international mindset allows students to access a broad range of further study opportunities, both locally and abroad.
5. Under-enrollment in many local institutions has led to lower entrance requirements, giving students a better chance of entering their desired programs due to reduced competition.
6. Senior school students have access to leadership and personal growth opportunities, such as industry taster days and work experience programs.
7. The school offers a wide variety of work-related programs that benefit Senior School students by enriching their non-academic experiences.

Threats:

1. Prestigious employers are generally reluctant to offer work opportunities to secondary students, which limits their exposure to work experiences before entering tertiary education.
2. The diverse needs of students regarding further study, including different application processes for DSE and IBDP students and varying study destinations, present significant challenges for the Career Team in delivering life planning guidance and support.
3. Year 12 students with weaker academic performance may struggle to secure offers for undergraduate programs.

5. <u>Expected Learning Outcomes of Life Planning Education</u>

Components of Life/Career Development	**Y7**	**Y8**	**Y9**	**Y10**	**Y11**	**Y12**
Self-Understanding and Development Understand oneself and the impact of external influences with review and reflection	Use self-assessment outcomes to build self-confidence and positive self-image	Formulate short- and medium-term goals by goal-setting, review, reflection and planning	Make a realistic self-assessment of achievements, qualities, aptitudes and abilities using theory-based assessments	Better grasp achievements, qualities, aptitudes, abilities and personal/career aspirations through thorough review and reflection of learning experience	Set medium- and long-term goals for study/career development	Relate personal growth and changes to life/career planning
Career Exploration Explore opportunities and constraints of study and employment, and linking work experiences to future pathways	Develop the ability to explore their interests	Identify and use a variety of sources of career information	Be aware of the opportunities and constraints of different curricula, subject choices and pathways	Understand programme curricula, entry requirements and recognised qualifications of various higher education study	Enrich student portfolios by incorporating diverse academic artifacts, leadership achievements, and industry-recognized certifications.	Identify, select and utilise information on study and employment related to study/career choices in a serious manner
Career Planning and Management Make decisions and formulate and carry out plans to cope with social changes and the transition from study to employment	Be aware of information, guidance and advice from different sources and use them appropriately	Set tentative study plans in senior secondary education, connecting them to personal or career goals/aspirations.	Make informed and responsible subject choices and curriculum pathways for senior secondary study	Create a detailed comparison of different study, training and career choices	Determine initial career aptitudes and associated study/training goals	Shortlist university and higher education courses in consideration of the general picture of the ever-changing employment trends, social needs and economic situation

6. Plan

Objective	Strategies	Implementation Category	Target Group	Success Criteria	Methods of Evaluation	Time-scale	Persons-in-charge	Resources Required
1. Ensure students are informed of the most updated career information	1.1 Provide comprehensive and up-to-date information on various career paths.	School-wide level	All secondary school students	75% of students agree that comprehensive and up-to-date information on various career paths has been provided.	Student survey	Full Academic Year 2026/2027	Career Counselor	NIL
	1.2 Conduct presentations and workshops to deliver career information directly to students (including SEN and gifted students).	Group level	All secondary school students	75% of students who attended career-related presentations and workshops agree that the information delivered was useful for their career and life planning.	Student survey	Full Academic Year 2026/2027	Career Counselling Team Inclusive Learning Team Talent Development Committee	NIL
	1.3 Career Counselling Department Board on 5/F E.g. Local and Oversea University Admission Poster, Students' Career Activities	School-wide level	All secondary school students	75% of students agree that comprehensive and up-to-date information on various career paths has been provided.	Student survey	Full Academic Year 2026/2027	Career Counselling Team	$500
	1.4 Escort students for university admission seminars or fairs E.g, DSSS Council UK University Fair	Group level	Year 9 - Year 12 students	75% of students agree that participating in higher education events fully briefed, engaged, and equipped to ask meaningful questions about their post-secondary choices.	Student survey	Full Academic Year 2026/2027	Career Counselling Team	NIL
2. Enhance our secondary school career and life planning program.	2.1 Collaborate with subject heads to integrate CLP elements into the curriculum.	Group level	All secondary school students	Meeting minutes, lesson plans, student learning activities reflecting CLP components.	Team meeting evaluation	Full Academic Year 2026/2027	Career Counselling Team Subject Heads	NIL
	2.2 Partner with various organizations and universities to coordinate and facilitate career and life planning activities.	Group level	All secondary school students	At least five partnerships with various organizations and/or universities have been established.	Team meeting evaluation	Full Academic Year 2026/2027	Career Counselling Team	NIL

Objective	Strategies	Implementation Category	Target Group	Success Criteria	Methods of Evaluation	Time-scale	Persons-in-charge	Resources Required
	2.3 Organize university taster lectures and tailor-made university campus programmes for students. E.g. Most taster lectures are free of charge. Most expenses go to coach fees.	Group level	Year 8 - Year 11 students	75% of students who attended the activities agree that the university taster lectures and tailor-made university campus programmes were useful for their career and life planning.	Evaluation Form	Full Academic Year 2026/2027	Career Counselling Team	$100,000 budget to be used for 2.3 and 2.4
	2.4 Provide industry leaders' talks, career booths, corporate visits, and sharing sessions with alumni and parents. E.g. Aptitude exploration sessions Y9 Subject Selection Talk Y10/11 UCAS/ JUPAS Briefing Talk Y12 Personal Statement / CV Talk	Group level	Year 7 - Year 11 students	75% of participating students agree with increased clarity regarding senior secondary subject choices and future career pathways.	Event documentation	Full Academic Year 2026/2027	Career Counselling Team	
	2.5 Provide personalized training through career and life planning workshops, the use of a personal e-platform.	Group level	Year 7 - Year 11 students	75% of students who attended Career activities agree that the personalized training provided (via workshops and the e-platforms) during the event was useful for their career and life planning.	Evaluation Form	Full Academic Year 2026/2027	Career Counselling Team	
	2.6 Identify the severe SEN and exceptionally gifted students and provide relevant CLP advice and support	Group level	Year 7 - Year 10 students	Early identification of 75% of severe SEN and exceptionally gifted students, ensuring tailored CLP interventions and individualized pathway advising.	Check counseling logs against school SEN and Gifted student lists	Full Academic Year 2026/2027	Career Counselling Team Inclusive Learning Team Talent Development Committee	NIL

Objective	Strategies	Implementation Category	Target Group	Success Criteria	Methods of Evaluation	Time-scale	Persons-in-charge	Resources Required
3. Ensure team members have professional training in Career Counselling.	3.1 Renew membership with HKACMGM to access updated information and resources.	N/A	Career Counselling Team	At least two team members have joined.	Team members' feedback	Full Academic Year 2026/2027	Career Counselling Team	$400
	3.2 Ensure Career Team members participate in professional training and seminars (including but not limited to EDB courses) to enhance their career guidance competencies.	N/A	Career Counselling Team	At least two team members have participated in a career guidance training or other relevant professional development programme.	Professional development record	Full Academic Year 2026/2027	Career Counselling Team	NIL
4. Provide support services for students' career and life planning	4.1 Employ a full-time Career Counsellor.	N/A	All secondary school students	A full-time career counsellor is employed.	Documentation	August 2026 to July 2027	Interim Head of Secondary School	From $35,080 - $81,510/month ($420,960 - $978,120/year)
	4.2 Refine the current Year 12 Further Study database, connecting students' post-secondary plans with tailored support and interventions.	Individual level	Year 12 students	The database is regularly updated and maintained.	Documentation	Full Academic Year 2026/2027	Career Counselling Team	NIL
	4.3 Provide early intervention support for students requiring additional academic guidance and pathway planning.	Individual level	Year 8 - Year 11 students	75% of participating students agree with improved self-understanding of their strengths, interests, and suitable post-secondary options.	Student survey	Full Academic Year 2026/2027	Career Counselling Team Programme Coordinators Year Heads	NIL
5. Provide clarity on career choices and develop personal growth	5.1 Integrate the CLP curriculum into morning devotion and Life Education lessons, customized to meet the developmental needs of students in Years 7 to 12, to help them identify and pursue their goals.	School-wide level	Year 7-Year 12 students	75% of secondary students agree that the CLP curriculum in their lessons was tailored to their developmental needs.	Student survey	Full Academic Year 2026/2027	Career Counselor	NIL

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6. Provide opportunities for students to explore academic programs and gain industry insight	6.1 Liaise with local universities to organize campus visits and admission talks. E.g. Y12 Career Counselling CCA, Admission talks for Y9-11	Group level	Year 9 -Year 12 students	75% of attending Y9–12 students agree that the admission talk helped them better understand the requirements of non-JUPAS or direct entry to University.	Event documentation	Full Academic Year 2026/2027	Career Counselling Team	$5,000 for coach fee
	6.2 Connect with local companies based on students' interests to provide visit and work taster opportunities. E.g. Lunch sharing	Group level	Year 10 -Year 12 students	75% of participating students agree with an increase in their understanding of local career options.	Event documentation	Full Academic Year 2026/2027	Career Counselling Team	
7. Ensure students and parents are informed with the most updated higher education information	7.1 Conduct seminars that cover both local, the Mainland, and international opportunities for students and parents.	Group level	Year 12 students and parents	75% of students and parents who attended agree that the seminars adequately covered both local and international opportunities.	Student survey Parent survey	Full Academic Year 2026/2027	Career Counselling Team	NIL
	7.2 Invite alumni to share their experiences with public exams and their further study pathways.	Group level	Year 10 - Year 12 students	75% of attending students agree that the session reduced exam anxiety and clarified post-secondary options.	Event documentation	Full Academic Year 2026/2027	Career Counselling Team	NIL
8. Ensure Year 9 students select subjects that are essential for their career selection	8.1 Guide Year 9 students in identifying career choices and selecting suitable subjects for Senior School.	Group level	Year 9 students	75% of Year 9 students agree that it is useful for their career and life planning.	Student survey	First semester	Career Counselor	NIL

Objective	Strategies	Implementation Category	Target Group	Success Criteria	Methods of Evaluation	Time-scale	Persons-in-charge	Resources Required
	8.2. Deliver workshops to Year 8-9 students during Life Education lessons focused on career choices and subject selection.	Group level	Year 9 students	75% of Year 9 students agree that it is useful for their career and life planning.	Student survey	First semester	Career Counselor	NIL
9. Prepare Year 11-12 students for their university applications	9.1 Conduct workshops on university applications (i.e. JUPAS/E-APP for DSE, non-JUPAS for DP and iAL) and overseas admission processes.	Group level	Year 12 students	75% of Year 12 students agree the workshops supported their further study admission process.	Student survey	First semester	Career Counselling Team	NIL
	9.2 Offer practical skills workshops (e.g. mock interviews, resume writing, professional etiquette).	Group level	Year 12 students	75% of Year 12 students agree the workshops can equip them with practical skill for their future	Student survey	First semester	Career Counselling Team	NIL
	9.3 Organize motivation assemblies to inspire students.	Group level	Year 12 students	75% of Year 12 students agree that they felt inspired.	Student survey	Full Academic Year 2026/2027	Head of Year 12	NIL
10. Provide CLP support for Non-Cantonese Speaking (NCS) students	10.1 Organize Career Visit Workshop for the NCS students.	Group level	Year 9 - Year 12 NCS students	75% of the participating students agree their understanding of career options is enhanced.	Student survey	Full Academic Year 2026/2027	NCS Chinese Coordinator Head of Career Counselling Chinese Department NCS teachers	NIL

Objective	Strategies	Implementation Category	Target Group	Success Criteria	Methods of Evaluation	Time-scale	Persons-in-charge	Resources Required
	10.2 Organize Teacher Training on NCS further study/ multiple pathways for Career Team.	Group level	Year 9 - Year 12 NCS students	75% of the participating teachers agree the program is beneficial.	Student survey	Full Academic Year 2026/2027	NCS Chinese Coordinator Head of Career Counselling Chinese Department NCS teachers	NIL
11. Further enhance higher education understanding through third parties	11.1 Coordinate a series of career-related CCA activities to support Year 12 students' career exploration and development.	Group level	Year 12 Students	75% of the Year 12 students agree the CCA supports them with their career exploration and development.	Student survey	Full Academic Year 2026/2027	Rainie & Karen	NIL
12. Provide tailor-made guidance to each student to solidify their career path, personal statement optimization, and realistic university options	12.1 Personalize guidance in setting up future study plans.	Individual level	Year 12 Students	75% of the participating students agree they have a clearer understanding of their future.	Student survey	Full Academic Year 2026/2027	Career Counselling Team	NIL
	12.2 Recommend readings that could enhance their study exploration. E.g. **Hok Yau Club** 《中六升學指南**2026**》	Individual level	All secondary school students	75% of the participating students agree that their study options have been enhanced.	Student survey	Full Academic Year 2026/2027	Career Counselling Team	$2,000 on books or magazines related to career counseling or further studies
	12.3 Assign one-on-one consulting service to a member of the career counselling team for personalized consultation.	Individual level	Year 12 Students	75% of the participating students agree they have received personalized advice tailored to their needs.	Student survey	Full Academic Year 2026/2027	Career Counselling Team	NIL
13. Provide a platform for students to facilitate career and university exploration	13.1 Recommend online resources and platforms for self-guided career exploration and assessment tools.	Individual level	Year 9 - Year 12 students	75% of the participating students agree that the online resources are useful.	Student survey	Full Academic Year 2026/2027	Career Counselor	$25,000 platform usage fee for Unifrog
	13.2 Facilitate self-exploration of various career and study options.	Individual level	Year 9 - Year 12 students	75% of the participating students agree they have sufficient tools for self-exploration.	Student survey	Full Academic Year 2026/2027	Career Counselor	

Objective	Strategies	Implementation Category	Target Group	Success Criteria	Methods of Evaluation	Time-scale	Persons-in-charge	Resources Required
	13.3 Compile useful tools for students, such as career interest inventories, skills assessments, and interactive career exploration websites.	Individual level	Year 9 - Year 12 students	75% of the participating students agree that the tools have enhanced their understanding of suitable career options.	Student survey	Full Academic Year 2026/2027	Career Counselor	
14. Provide opportunities for job shadowing and experiential learning	14.1 Connect with corporate partners to provide job shadowing or internship opportunities.	Group level	Year 9 - Year 11 students	75% of participating students gain deeper industry insight through their work experience.	Activity documentation Student survey	Full Academic Year 2026/2027	Career Counselling Team	NIL
	14.2 Collaborate with universities to offer research programs for students.	Group level	Year 9 - Year 12 students	75% of participants agree or strongly agree that the program developed their academic research and analytical skills for tertiary education.	Activity documentation Student survey	Full Academic Year 2026/2027	Career Counselling Team	NIL
15. Data Collection issue	Implement QR code exit tickets during the final 3 minutes of sessions using 5-question micro-surveys with precision prompts.	Individual level	Year 9 - Year 12 students	At least 80% of participating students provide meaningful, actionable feedback	Response tracking	Full Academic Year 2026/2027	Career Counselling Team	Survey platform (Google Forms)
Total Budget:								$132,900 (Excluding the salary for counsellor)