

Chinese YMCA Secondary School
Career Development and Life Planning Committee
Annual Plan 2021-2022

A. School's Major Concerns

- 1) Promoting self-directed learning to enhance academic performances
- 2) Consolidating empowerment learning to cater for individual needs
- 3) Optimizing the curricula to strengthen the abilities of logical, critical and independent thinking

B. Committee's Major Concerns

- 4) Offering guidance on self-understanding as well as career planning and management skills for students
- 5) Providing up-to-date information to support students to make well-formed choices for further studies
- 6) Exploring continuous opportunities for students to be exposed to the authentic workplaces of various industries that fit their interests and needs

C. Situational Analysis

Strengths	<ul style="list-style-type: none"> ● Two committee members (IMS, LYH) have successfully completed, and one (CE) has successfully enrolled in, the '100-hour Certificate Course on Career Guidance and Life Planning for Secondary School Teachers', and the majority (seven people) of the team have been helping with the implementation of life planning events for at least one year. ● New Territories Centre (L.I.F.E. Planning) of Chinese YMCA of Hong Kong will continue its partnership with our school in 2021/22, offering us a wide range of life planning activities including seminars, workshops, outings, internship, summer programmes and so on.
Weaknesses	<ul style="list-style-type: none"> ● We have six new members in the team this year, which may require more guidance on implementing life-planning activities and also time to acquire information from diverse sources regarding further studies. ● Our S6 students have very diverse pathways for further studies in general, ranging from degrees offered by the UGC-funded universities and self-financing institutes to sub-degree and diploma programmes. This makes it challenging for members of our team to be familiar with all sorts of continuously updated career information.
Opportunities	<ul style="list-style-type: none"> ● Support from the Chinese YMCA of Hong Kong is rich and multi-dimensional - it offers us opportunities to be exposed to a wide range of life planning events throughout the year. ● With a newly structured committee, team members' potentials can be further explored and developed for pursuing best effectiveness.
Threats	<ul style="list-style-type: none"> ● Due to the sustainability of the Covid-19 pandemic over the past two years, students, especially senior forms, have missed quite some opportunities to be exposed to the authentic workplaces and gain work-related experiences through internships and workplace visits, etc.

D. Implementation Plan

Major concern(s)	Strategies	Parties involved	Method(s) of Evaluation
1, 3	a) Application and career guidance for further studies <ul style="list-style-type: none"> ● local (JUPAS, E-APP) ● overseas (Taiwan, Mainland, USA, Australia, Canada, England) b) Writing recommendation letters c) Enrollment in public/external examinations	CLP, Class Teachers & Subject Teachers	Successful Applications & Teachers' Feedback
2, 4	a) SLP (Student Learning Portfolio) <ul style="list-style-type: none"> ● Chinese piece ● English piece b) Internal/External activities (seminars, workshops, outings) <ul style="list-style-type: none"> ● Morning assemblies ● ASM periods ● School days (half / whole) 	CLP & Class Teachers	Submission of SLPs (JUPAS), Students' Feedback & Teachers' Observation
5	a) Internal/External activities <ul style="list-style-type: none"> ● Admission seminars ● Parents' Day ● S3 Parents' Night ● S3 TASTE Program b) Resources/Information management <ul style="list-style-type: none"> ● Resources corner at library ● G21 committee site updates 	CLP, Class Teachers & Library	Teachers' Observation & Usage Record
6	Internal/External activities <ul style="list-style-type: none"> ● Sharing from alumni (漫談點滴情) ● CCA (建築署) ● Workplace visits ● Internship programmes 	CLP, CN Department & External Organisations	Students' Feedback, Teachers' Observation & Participation Rate

5. Allocation of the Career and Life Planning Grant

Objectives	Items	Amount
Provide guidance and administrative support	Employment of a full-time Admission and Career Guidance Officer & IT Support	~ \$ 550,000
	Expenses for CLP activities	\$ 50,000
TOTAL		~\$600,000

生涯規劃津貼已計算在直資單位津貼額內。

6. Duty Allocation

Overall-in-charge: CWK^ Coordinators: IMS#, CI#

	Area	Teachers-in-charge
1	Application for further studies <ul style="list-style-type: none"> ● JUPAS ● E-APP ● Taiwan / Mainland China / Overseas 	JUPAS - *IMS, LYH, CI E-APP - *LMK, YHF Taiwan - *LYH, CHM Mainland China - *CKY, CP Overseas - *CE, LSM
2	Career guidance <ul style="list-style-type: none"> ● Morning assemblies ● ASM periods ● Class/Form-based seminars/workshops 	All members (*IMS)
3	Internal activities <ul style="list-style-type: none"> ● Admission seminars (tertiary institutes) ● S6 Parents' Day ● S3 TASTE Programme ● 漫談點滴情 (S5) - TBC 	Seminars - *LMY, IMS S6 Parents' Day - *LMK, IMS TASTE Programme - *IMS, CE, CKY, NLM, YCF
4	External activities <ul style="list-style-type: none"> ● CCA ● Workplace visits ● Internship programmes ● S5 NCS Life-planning Scheme (Caritas) 	CCA - *CKY, CE, IMS Workplace visits - *YCF, NLM Internship - *CP, CKY, WKP NCS Scheme - *WKP, CP
5	Student portfolios <ul style="list-style-type: none"> ● SLPs ● Recommendation letters 	CN - *CHM, LMY EN - *LSM, IMS
6	Resources/Information management <ul style="list-style-type: none"> ● Resources corner at library ● G21 committee site updates 	IMS, CI (YKK)
7	Public/External examinations <ul style="list-style-type: none"> ● Mock examinations (S6) ● GCE / IGCSE (S4 & S5) ● HKDSE 	IMS (SKC, MYM, PTS, CST)