



St. Joseph's College
Career and Life Planning Education
Programme Plan
2020-2021



St. Joseph's College

Career and Life Planning Education Programme Plan 2020-21

I. SWOT Analysis

● **Strengths**

- Students in senior forms are relatively keen on careers planning and guidance.
- Most parents are well-educated and financially sound. The PTA and parents are also supportive.
- Parents and students are aware of the need for careers experience exposure.
- With over 145 years of history, SJC has a lot of alumni who are very successful and outstanding in various professions. We have a vast treasure of human resources, which we can tap to provide students with mentoring and assistance for further education and careers opportunities. SJC alumni are enthusiastic and the Old Boys' Association is working closely with the school. Projects like the Mentorship Program organized by the OBA are expanding both in terms of number of mentors and participating students.
- The setting up of professional groups like the Legal Chapter, Financial Chapter, Creative Chapter for advertising and Medical Chapter by the OBA provides encouragement, role model, scholarship and experience sharing opportunities for our students with careers aspiration similar to their fellow Josephians.
- The Careers Team has accumulated certain experience in career counseling. Teachers have built rapport with students.

B. Weaknesses

- Students are often over-confident in getting excellent examination results and do not feel the need for early career / education planning. Students might miss some better opportunities for their further studies because they lack sufficient pre-planning.
- Parents are often too domineering in their children's further education and careers planning. This might affect personal development and individual fulfillment of aspirations in the students.
- Other than the Careers Mistress and CLP counselor, only 20% of team members have attended careers guidance certificate courses.
- Students are sometimes too much involved in ECA activities that they might have over-looked other aspects in their school life.

C. Opportunities

- The Senior Secondary Curriculum includes Career-related Experiences as part of the Other Learning Experiences. Some career guidance / further education material could have been incorporated within the school curriculum.
- Parents and students will be more aware of the need for careers experience exposure.
- School may consider putting more resources to cater to the need for increasing students' careers exposure.
- With the Career and Life Planning Grant (from 2014-2020), a solid foundation has been laid on enhancing the capacity of the Career Department to implement the life planning education.
- This year, we will continue to cooperate with Arch Education. Arch Education is going to assist our school in holding talks, workshops and interviews with students (especially S3 to S6 students). The aim of this programme is to assist students to further their studies in top

universities in UK. Moreover, Arch Education is going to run a workshop to polish teacher's skills on writing recommendation letters on the Staff Development Day.

- Workshops (in the form of luncheon) will be held regularly during summer timetable. Different guest speakers working in different fields will give inspirations and assist S6 students to write their JUPAS essay.

D. Threats

- There is a drastic change in the admission criteria of students by local universities. Similar situation is found in students furthering their studies in foreign countries. Students need new strategies for careers / further education guidance under the education reform.
- The number of students taking DSE is constantly dropping which directly affects the results of public examination and JUPAS offer.
- Since this school year, without the CLP Grant, the career and life planning education exerts great pressure on the members of Careers Team and form teachers. Teachers are required to attend structured training on life planning education.

II. Objectives

It is hoped that with the provision of effective careers guidance and life planning education, students can make wise and responsible career choices in accordance with their interests, abilities and orientations, and can continue with their life-long career development.

We aim:

- A. To incorporate career and life planning education into school curriculum and activities.
- B. To assist students to make wise and informed career decisions with reference to students' interests, abilities and orientations.
- C. To raise students' awareness of the importance of life-long career development planning.

III. Action Plan (2020-2021)

Providing effective career guidance and life planning education (CLP) to foster students' ability and capacity in pursuing their life goals and enhancing their life-long development

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People responsible	Resources required
1 To sustain comprehensive and systemic Career and Life Planning Education framework and policy	<p>1.1 Responsibilities and roles of teams have been well-defined. Teachers and related parties will continue execute their duties on career and life planning issues.</p> <p>1.2 Regularly identify the needs of students and the school's focus, and review and formulate the Career and Life Planning policy.</p> <p>1.3 Further refine the school curriculum and learning activities to ensure that CLP elements are adequately incorporated.</p>	<ul style="list-style-type: none"> • Career and Life Planning policy is well-formulated. • All subject panels are motivated to integrate CLP elements into the curriculum. • CLP elements are integrated into all the subjects. • Positive feedback from 65% students. • Positive feedback from 65% teachers. 	<ul style="list-style-type: none"> • Students' survey • Teachers' survey • Feedback from form teachers • Review of documents of Student Support Scheme • Review of meeting documents 	<ul style="list-style-type: none"> • Sept.2020–Aug.2021 • Sept.2020–Aug.2021 • Sept.2020–June 2021 	<ul style="list-style-type: none"> • Career and Life Planning Committee members • Careers guidance team members • Survey team • Subject panels 	<ul style="list-style-type: none"> • Resources and data from external organizations, e.g. Education Bureau, HKACMGM (香港輔導教師協會), experts from NGOs
2 To assist students to make wise and informed career decisions with reference to their interests, abilities and orientations	<p>2.1 Enrich the content and expand the scope of CLP-related services and activities by adopting the whole school approach, thereby broaden students' horizons and enhance their skills and awareness of CLP.</p> <p>2.1.1 Cooperate with the Counseling Team to provide workshops and talk for students on related themes (e.g. emotion management skill, etc.)</p>	<ul style="list-style-type: none"> • Positive feedback from 65% students. • Positive feedback from 65% teachers (e.g. agree that it is easy for them to access career information and related assistance from the school). • Positive feedback from 65% parents (e.g. agree that adequate and 	<ul style="list-style-type: none"> • Students' survey • Teachers' survey • Feedback from parents 	<ul style="list-style-type: none"> • Sept.2020–Jul.2021 	<ul style="list-style-type: none"> • Career and Life Planning Committee members • Careers guidance team members • Counseling Team 	<ul style="list-style-type: none"> • Resources and data from external organizations, e.g. Education Bureau, HKACMGM (香港輔導教師協會), experts from NGOs

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	<p>2.1.2 CLP Talks for students to raise students' awareness on career planning.</p> <p>2.2 Devise school curriculum and activities/programmes to cultivate and enhance students' awareness of proper work attitude, values and ethics.</p> <p>2.2.1 Cooperate with the MCE Team to organize MCE lessons, talks and activities for S.1- 6 students on related topics (e.g. Responsibility, Aspiration, respect, etc.).</p> <p>2.3 Provide students and parents with sufficient information of CLP.</p> <p>2.3.1 To make use of the E-platform designed by CLAP for Youth@JC Project, in which students and parents can find useful information related to CLP.</p> <p>2.3.2 University Visit Booklets are issued for S.5 students who are encouraged to visit local universities during information days.</p> <p>2.3.3 JUPAS Talks for S.6 students on relevant topics.</p> <p>2.3.4 S.5 - JUPAS Talk, introducing students about JUPAS programmes.</p> <p>2.3.5 S.3 NSS Talk I for students and parents, assisting them to choose elective subjects</p>	<p>suitable career information and programmes are provided; they can contact careers teachers easily, etc.).</p>		<ul style="list-style-type: none"> ● Sept. 2020– May 2021 ● Sept.2020– May2021 ● Sept.2020– Aug.2021 ● Sept.2020 ● Sept.2020 ● May2021 ● Nov.2020 	<ul style="list-style-type: none"> ● members ● MCE Team members ● Form teachers 	

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	<p>offered by the school.</p> <p>2.3.6 S.3 NSS Talk II on S.4 streaming.</p> <p>2.3.7 S.3 Soci-Game (模擬選科活動) for students to experience the process of streaming and have a taste on S.4 school life.</p> <p>2.3.8 Cooperate with ARCH Education, to organize careers talks and workshops for local and overseas study, for parents and students.</p> <p>2.4 Assist students on their individual career planning by adopting a holistic approach.</p> <p>2.4.1 Career Counseling Service (individual & group), assisting students to make wise career choices and make individual career plan.</p> <p>2.4.2 Students would be encouraged to finish the online career assessment tests. For S.5 & 6, result data would be discussed in career counseling sessions.</p> <p>2.4.3 To cooperate with related party to check if there are any appropriate career-related programmes/services in the community for students with special needs (e.g. SEN, gifted, NCS students, etc.).</p> <p>2.4.4 To maintain the Career and Life Planning Room (for career counseling service).</p>			<ul style="list-style-type: none"> ● Jul.2021 ● Jan.2021 ● Sept.2020–Aug.2021 ● Sept.2020–Aug.2021 ● Sept.2020–Aug.2021 ● Sept.2020–Aug.2021 ● Sept.2020–Aug.2021 		

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	<p>2.4.5 Equipment and materials for CLP activities would be purchased, if needed.</p> <p>2.5 Provide information of continuous professional training seminars/workshops and development programmes on CLP for teachers to acquire related skills and knowledge.</p>			<ul style="list-style-type: none"> ● Sept.2020–Aug.2021 ● Sept.2020 		
<p>3 To strengthen students' relationships with parents, alumni, other stakeholders in the community to enhance their life-long development</p>	<p>3.1 Strengthen the collaboration with parents through different means to solicit family support on students of CLP.</p> <p>3.1.1 Educational talk/workshop for parents on assisting students to make wise career choices (collaboration with PTA/OBA).</p> <p>3.2 Foster the cooperation with alumni through various means in order to secure and expand the network of students for their future career.</p> <p>3.2.1 Mentorship Programme co-organized with SJCOBA.</p> <p>3.2.2 Inviting old boys to share their experience and career path to students (in the form of luncheon).</p> <p>3.3 Encourage students to participate in career exploration and exposure programmes organized by the school and external organizations to gain first-hand experience, as well as to</p>	<ul style="list-style-type: none"> ● Collaboration and relationship with parents, alumni and organizations in the community are strengthened. ● Positive feedback from 65% students (e.g. agree that the programmes motivate them to plan their future career) ● Positive feedback from 65% parents (e.g. agree that they will support and assist their sons to make wise career choices) ● Positive feedback from 65% mentors (e.g. agree that students are willing to learn and experience) 	<ul style="list-style-type: none"> ● Students' survey ● Teachers' survey ● Feedback from students and parents ● Feedback from SJCOBA ● APASO 	<ul style="list-style-type: none"> ● Sept.2020–Aug.2021 ● Jul.2021–Aug.2021 ● Oct.2020–Apr.2021 	<ul style="list-style-type: none"> ● Career and Life Planning Committee members ● Careers guidance team members ● TIC of OLE and Service-learning ● SJCOBA 	<ul style="list-style-type: none"> ● Resources and support from stakeholders, e.g. parents (PTA), old boys (OBA) ● Support from external organizations, e.g. Education Bureau, social workers/ experts from NGOs

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	develop their career aspirations. 3.3.1 Encourage students to participate in career exposure programmes co-organized by the School and external organization (e.g. ARCH Education, HKFWS, etc.).			<ul style="list-style-type: none"> • Sept.2020–Jul.2021 		

IV. Careers Team --- Team Chart

