



**St. Joseph's College**  
**Career and Life Planning Education**  
**Programme Plan**  
**2022-2023**

**St. Joseph's College**  
**Careers Counselling Programme Plan 2022-2023**

**I. SWOT Analysis**

**A. Strengths**

- Students in the senior forms show interest in planning for their future personal and career development guidance.
- A large proportion of students come from families with relatively high socio-economic backgrounds.
- Solid and enthusiastic support from stakeholders like PTA, parents, OBA and other graduates in terms of human and financial resources, allowing projects like mentorship programme to be organized.
- The Career Guidance and CLP teams are experienced, knowledgeable and highly motivated in fulfilling their duties.
- SJC has partnered with ARCH Education (a very reputable agency) in holding talks, workshops and interviews with students (especially S3 to S6 students). The aim of this program is to assist students to further their studies in top universities in UK.

**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 fulfilment of aspirations in the students.
- Students are often too focused in ECA activities and 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.
- The setting up of professional groups like the Legal Chapter, Financial Chapter and Medical Chapter by the OBA provide encouragement, role model, scholarship and experience sharing opportunities for our students with careers aspiration similar to their fellow Josephians.
- Through the online platform “My Life Planning Portfolio” run by EDB, 2 on-line personality tests, namely CII and BIM will be given to students free of charge. Students are advised to open an account in the beginning of S5 and complete at least 1 on-line test (i.e. CII test). Results of the test(s) are explained by the career counseling teachers, so as to assist students to make wise career choices.
- Lessons released as a result of changes in core subjects in HKDSE (From Liberal Studies to Citizenship and Social Development) means there is more room for CLP and Careers Teams to organize relevant programmes.
- The changes / relaxation in University requirements (especially regarding results of core subjects like Chinese) opens up more opportunities for the Careers / CLP teams in providing suggestions concerning students’ future.

### **D. Threats**

- The number of students (with majority of them being the more academically capable ones) taking DSE is constantly dropping which directly affect the results of public examination and JUPAS offer.
- Increase in learning diversity and special education needs poses new challenges for team members.

## **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 (2022-2023)

**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	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.  1.2 Regularly identify the needs of students and the school's focus, and review and formulate the Career and Life Planning policy.  1.3 Further refine the school curriculum and learning activities to ensure that CLP elements are adequately incorporated.	<ul style="list-style-type: none"> <li>● Career and Life Planning policy is well-formulated.</li> <li>● All subject panels are motivated to integrate CLP elements into the curriculum.</li> <li>● CLP elements are integrated into all the subjects.</li> <li>● Positive feedback from students.</li> <li>● Positive feedback from teachers.</li> </ul>	<ul style="list-style-type: none"> <li>● Students' survey</li> <li>● Teachers' survey</li> <li>● Feedback from form teachers</li> <li>● Review of documents of Student Support Scheme</li> <li>● Review of meeting documents</li> </ul>	<ul style="list-style-type: none"> <li>● Sept.2022–Aug.2023</li> <li>● Sept.2022–Aug.2023</li> <li>● Sept.2022–June 2023</li> </ul>	<ul style="list-style-type: none"> <li>● Career and Life Planning Committee members</li> <li>● Careers guidance team members</li> <li>● Survey team</li> <li>● Subject panels</li> </ul>	<ul style="list-style-type: none"> <li>● Resources and data from external organizations, e.g. Education Bureau, HKACMGM (香港輔導教師協會), experts from NGOs</li> </ul>
2 To assist students to make wise and informed career decisions with reference to their interests, abilities and orientations	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.  2.1.1 Cooperate with the Counseling Team to provide workshops and talk for students on related themes (e.g. emotion management skill etc.)	<ul style="list-style-type: none"> <li>● Positive feedback from students.</li> <li>● Positive feedback from teachers.</li> <li>● Positive feedback from parents.</li> </ul>	<ul style="list-style-type: none"> <li>● Students' survey</li> <li>● Teachers' survey</li> <li>● Feedback from parents</li> </ul>	<ul style="list-style-type: none"> <li>● Sept.2022–Jul.2023</li> </ul>	<ul style="list-style-type: none"> <li>● Career and Life Planning Committee members</li> <li>● Careers guidance team members</li> <li>● Counseling Team</li> </ul>	<ul style="list-style-type: none"> <li>● Resources and data from external organizations, e.g. Education Bureau, HKACMGM (香港輔導教師協會), experts from NGOs</li> </ul>

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People responsible	Resources required
	<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>2.2.2 CLP teachers conduct CLP lesson regularly to S5 students. This can assist students to have better understanding on themselves and acquire up-to-date career information.</p> <p>2.3 Provide students and parents with sufficient information of CLP.</p> <p>2.3.1 To make use of the "My Life Planning Portfolio" E-platform managed by EDB, 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>			<ul style="list-style-type: none"> <li>● Sept. 2022– May 2023</li>   <li>● Sept. 2022– May 2023</li>   <li>● Sept. 2022– May 2023</li>   <li>● Sept. 2022– Aug. 2023</li>   <li>● Sept. 2022</li>   <li>● Sept .2022</li> </ul>	<ul style="list-style-type: none"> <li>● members</li> <li>● MCE Team members</li> <li>● Form teachers</li> </ul>	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People responsible	Resources required
	<p>2.3.4 S.5 - JUPAS Talks, introducing students about JUPAS programmes.</p> <p>2.3.5 Workshops and talks on polishing senior form students' writing skills (e.g. on OEA essay, SLP essay, CV, etc.).</p> <p>2.3.6 S.3 SSC Streaming Talk I for students and parents, assisting them to choose elective subjects offered by the school.</p> <p>2.3.7 S.3 Streaming Talk II on S.4 streaming.</p> <p>2.3.8 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>2.3.9 Cooperate with ARCH Education, to organize careers talks and workshops for local and overseas study, for parents and students.</p> <p>2.3.10 A career team email account has been set up to provide information about university admission, info-day, scholarship etc.</p> <p>2.4 Assist student on their individual career planning by adopting a holistic approach.</p> <p>2.4.1 Career Counseling Service (individual &amp; group), assisting students to make wise career choices and make individual career plan.</p>			<ul style="list-style-type: none"> <li>● May 2023</li> <li>● Sept. 2022–Aug. 2023</li> <li>● Nov. 2022</li> <li>● Jul. 2023</li> <li>● Feb. 2023</li> <li>● Sept. 2022–Aug. 2023</li> <li>● Sept. 2022–Aug. 2023</li> <li>● Sept. 2022–Aug. 2023</li> </ul>		

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People responsible	Resources required
	<p>2.4.2 Students would be encouraged to finish the online career assessment tests (e.g. BIM and CII test on “My Life Planning Portfolio” E-platform managed by EDB). For S.5 &amp; 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) – currently under renovation</p> <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"> <li>● Sept. 2022–Aug. 2023</li> </ul>		
3 To strengthen students’ relationships with parents, alumni, other stakeholders in the community	<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</p>	<ul style="list-style-type: none"> <li>● Collaboration and relationship with parents, alumni and organizations in the community are strengthened.</li> <li>● Positive feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>● Students’ survey</li> <li>● Teachers’ survey</li> <li>● Feedback from students and</li> </ul>	<ul style="list-style-type: none"> <li>● Sept. 2022–Aug. 2023</li> </ul>	<ul style="list-style-type: none"> <li>● Career and Life Planning Committee members</li> <li>● Careers guidance</li> </ul>	<ul style="list-style-type: none"> <li>● Resources and support from stakeholders, e.g. parents (PTA), old boys (OBA)</li> <li>● Support from</li> </ul>

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People responsible	Resources required
to enhance their life-long development	<p>(collaboration with PTA/OBA).</p> <p>3.1.2 Evening or weekend session of the JUPAS talks for parents.</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 SJCOPA.</p> <p>3.2.2 Inviting old boys to share their experience and career path to students (in the form of luncheon).</p> <p>3.2.3 Cooperate with other parties, to organize Mainland Study Talk, for parents and students.</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 develop their career aspirations.</p> <p>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.).</p>	<ul style="list-style-type: none"> <li>● Positive feedback from parents</li> <li>● Positive feedback from mentors</li> </ul>	<ul style="list-style-type: none"> <li>● Feedback from SJCOPA</li> <li>● APASO</li> </ul>	<ul style="list-style-type: none"> <li>● Sept. 2022–Aug. 2023</li> <li>● Jul. 2023–Aug. 2023</li> <li>● Oct. 2022–Apr. 2023</li> <li>● Jan. 2023</li> <li>● Sept. 2022–Jul. 2023</li> </ul>	<ul style="list-style-type: none"> <li>● team members</li> <li>● TIC of OLE and Service-learning</li> <li>● SJCOPA</li> </ul>	<ul style="list-style-type: none"> <li>● external organizations, e.g. Education Bureau, social workers/ experts from NGOs</li> </ul>

#### IV. S5 CLP Lessons (Teaching Schedule)

Month	Teaching Content
Sept. 2022	Introduction of CLP lessons (and rapport building)
	Introduction and demonstration of useful career websites
	5D, 5E, 5F: Goal setting and planning Part 1
	Understanding basic concepts of “Career and Life Planning” and own “Values” Part 1
Oct. 2022	5A, 5B, 5C: Goal setting and planning Part 1
	Introduction of EDB “My Life Planning Portfolio” E-platform (+ Registration of own account)
	Goal setting and planning Part 2 (Review on the goal/plan + “To-Do-List”)
	Understanding basic concepts of “Career and Life Planning” and own “Values” Part 2
Nov. 2022	Wrap-up of understanding own “Values” and “Attitudes”
	Introduction of multiple pathways in HK / local further studies Part 1
	Introduction of multiple pathways / local further studies in HK Part 2
	Introduction of multiple pathways outside HK / non-local further studies
Dec. 2022	Wrap-up of 1 <sup>st</sup> term CLP Lessons
Jan. 2023	Introduction of JUPAS and trends of university admission in recent years Part 1
	Introduction of JUPAS and trends of university admission in recent years Part 2
Feb. 2023	Introduction of SSSDP and E-Apps

	Trends of popular/raising career fields
	Introduction of S5 Career Counseling Programme
Mar. 2023	Preparation for S5 Career Counseling Programme
	S5 Career Counseling Programme class lecture (Part 1)
May 2023	5F: S5 Career Counseling Programme class lecture (Part 2)
	5E: S5 Career Counseling Programme class lecture (Part 2)
	5A, 5B, 5C, 5D: S5 Career Counseling Programme Class Lecture (Part2)
Jun. 2023	Introduction of OBA Mentorship Programme, conclusion of CLP lessons (and preview of S6 Career Counseling Programme)

**V. Careers Team --- Team Chart**

