

Christian Alliance Cheng Wing Gee College
Program Plan 2008/2009
CAREERS GUIDANCE COMMITTEE

I. AIMS

Motivate students to do better at schoolwork through

1. an early development of career planning;
2. a deeper understanding of the connection between academics and careers.

II. SITUATIONAL ANALYSIS

A. Strengths

1. The committee members are enthusiastic about offering career guidance to students.
3. Contacts have been established with many organizations which provide valuable support to the committee.

B. Weaknesses

1. Students do not fully recognize the importance of career education.
2. The human resources and financial supports are insufficient for implementing developmental programmes.

III. MAJOR CONCERNS 2008-09

| Committee/Subject Major Concerns | Address to School Major Concern |
|--|---------------------------------|
| 1. Enrich students' career-related learning experiences through partnership with business community. | 1, 3 |
| 2. Provide students with learning opportunity on Ethical Leadership in the new century | 2 |
| 3. Equip students with essential job skills prior to entry into the professional world. | 1, 2 |

IV. OPERATIONAL STRATEGIES

| Task | Description | Expected Outcomes | Success Criteria/ Evaluation Method | Time Scale | Resources Required | Person i/c |
|---|--|---|---|------------------------|---|------------|
| Major Concern 1: | | | | | | |
| 1. <u>Students Company Programme (F.6)</u> | A 18-weeks programme that groups 10-15 students to form a mini-corporation and operate a company to elect officers, develop plans, sell stock, conduct stockholders' meetings, produce and market real products in the "JA Company Trade Fair". | Students gain practical experience in business operations and management as well as learn and practice entrepreneurship, leadership and team building spirit | Interim + Final Evaluation from students + link teacher + business volunteers, Company Annual Report, Company AGM APASO report: Expectation on Jobs and Careers (08/09+09/10) | Sep 08 – Apr 09 | 1 link teacher with 12-hr trainings + 2 business volunteers from JA + financial support | |
| 2. <u>Young Power Programme (F.4-F.5)</u> | A 6-wk youth leadership development program with the aim to uphold students' career aspiration, creativity, leadership and teamwork skills through a comprehensive series of engaging activities, workshops, project development and mentorship. | Students benefit from the exposures to the real place of work and understand how education can be translated into a rewarding future for themselves and their communities. | Evaluation from students + business volunteer, Competition + Project Report Form teachers' feedback | Jul 08 – Sept 08 | 1 link teacher + 5 business professionals + financial support | |
| 3. <u>Job Shadowing Programme (F.4)</u> | A 3-days programme that dedicates to giving students an up-close look at the world of work by providing them the opportunity to tour a job site, "shadow" an employee and participate in some real workplace activities | Students experience what it means to work at a job and be motivated in their schoolwork through a deeper understanding of the connection between academic and workplace. | Evaluation from students + workplace mentors + link teacher, Form teachers' feedback, Students' article sharing APASO report: Expectation on Jobs and Careers (10/11+11/12) | Jul 09 – Aug 09 | 1 link teacher with 3-hr trainings + 20 workplace mentors + financial support | |
| Major Concern 2: | | | | | | |
| 4. <u>New Leaders Programme (F.1-4 for 08/09)</u> | A continuous curriculum that consists of six standalone 4-hrs workshops designed to provide students with learning on Ethical Leadership in the new century through activities including role-plays, scenario discussions and simulation games. | Students build awareness on ethics' relationship with self and others as well as learn to apply ethics in the workplace, trading and leading an organization. | Evaluation from students + workshop leaders, Form teachers' feedback, Students' article sharing | Nov 08 – Feb 09 | 1 link teacher with 2-hr trainings + 30 business volunteers + financial support | |
| 5. <u>Leadership Seminar (F.4-F.7)</u> | An 1-hr on-campus seminar provides students with invaluable opportunities to learn first-hand from renowned business leaders the personal values, qualities, skills and prerequisites for young people to prepare for a senior executive role. | Students get a new insight into their personal qualities and career inspirations through face-to-face sharing from senior executive leaders on their success stories. | Evaluation from students + business volunteer, Form teachers' feedback | Mar 08 – Apr 09 | 1 link teacher + 1 senior executive leader | |
| Major Concern 3: | | | | | | |
| 6. <u>Mock HKCEE Results Release Day (F.5)</u> | A 3-hrs workshop held on OLE day that mocks up the junctures involved in the HKCEE exams release days with professional guidance to stimulate students to think deeply and sensibly about their planning on further studies or other career options. | Students experience the real scene of public exams release days and explore further studies options based on their projected CE results through discussion with professional consultants. | Evaluation from students + workshop leaders + parents, Form teachers' feedback | Feb 09 – Mar 08 | 10 group leaders from SKHWC + F5 Class teachers + AC + CC + financial support | |
| 7. <u>Success Skills Workshops (F.6)</u> | A one-day workshop held on Saturdays throughout the school year to engage students in communication and team building exercises, and sharing experience on resume-writing, interviewing skills and developing personal action plans. | Students build up confidence and appreciate the importance of interpersonal and practical skills which are necessary in a professional world. | Evaluation from students + workshop leaders + link teacher, Form teachers' feedback | Sep 08 – Dec 08 | 1 link teacher with 3-hr trainings + 30 business advisors + financial support | |

| Form 6, 7 JUPAS Scheme | | | | | | |
|--|--|---|---|-----------------------|---|--|
| 1. F.6 Briefing + FAQ Express | 1-hr briefing session on * JUPAS system * iteration process * intake analysis * supporting documents | ▪ Students know more about JUPAS scheme and start the prep work | ▪ Students' prep work ▪ Feedback from FTs + Ss | Jun 09 | Update info from JUPAS + support from HKACMGM | |
| 2. F.7 Briefing + DISC Profile Workshop | 2-hr briefing session on * online application * sub-systems and schemes * updated intake analysis * DISC personal profile analysis | ▪ Students prioritize programme choices based on true academic and career aspirations | ▪ JUPAS offer ▪ Feedback from FTs + Ss | Sep 08 | Update info from JUPAS + support from HKFYG + financial support | |
| 3. School Application | * Upload students' particulars * Upload reference report | ▪ Smooth flow of JUPAS operation | ▪ Tasks accomplished within schedules | Sept 08 | Support from FTs + SAMS | |
| 4. Principal's Nomination | * Arrange board interview * Draw up recommendation letter | ▪ Nomination made for right candidate | ▪ Fairness of preset judging criteria | Jan 09 | Support from FTs + Principal | |
| 5. Students Self Recommendation | * Certified true copies * Arrange bulk submission | ▪ Smooth flow of JUPAS operation | ▪ Tasks accomplished within schedules | Mar 09 | Support from clerical staff | |
| 6. JUPAS Offer Analysis | * Correlate to CE & AL results * Prepare info. for HKACMGM | ▪ Produce informative analysis | ▪ Analysis accuracy | Jun 09 | Support from SAMS | |
| Form 5, 7 Graduates Support | | | | | | |
| 1. Testimonials | * Extract ECA/service/award data * Or arrange Ss for data input * Collect teachers' comments * Compile the whole report | ▪ Smooth flow of data collection ▪ Produce reflective testimonials | ▪ Tasks accomplished within schedules ▪ Feedback from FTs + Ss | Nov 08 - Jan 09 | Support from FTs + SAMS | |
| 2. Graduate Survey | * Prepare survey form * Perform analysis for school ref. | ▪ Produce informative analysis | ▪ Sample size ▪ Analysis accuracy | Oct 08 | Support from CGSC | |
| 3. Mail Contact | * Collect stamped envelopes * Issue letter for cert. collection * Issue parent letter for GD + PN | ▪ Facilitate effective mail contact | ▪ Feedback from clerical staff | Nov 08 - Aug 09 | Support from clerical staff | |
| Form 3 Subject Selection | | | | | | |
| 1. F.3 Parents' Night Sharing Session | 20-mins sharing session on * role of parental support * subject nature from senior Ss | ▪ Parents know more about subject nature + guidance role + techniques | ▪ Parents' feedback from evaluation forms | Nov 08 | Support from AC + CGSC | |
| 2. Mock Subject Selection | * Prepare selection form * Perform analysis for school ref. | ▪ Produce preliminary analysis | ▪ Sample size ▪ Analysis accuracy | Jan 09 | Support from FTs + CGSC | |
| 3. Students Subject Selection Handbook + Express | * Coordinate with AC * Get school curriculum update * Prepare students handbook * Issue regular express + articles | ▪ Smooth flow of subject selection ▪ Students prioritize options based on their strength and interests | ▪ Tasks accomplished within schedules ▪ Feedback from FTs + Ss ▪ Streaming analysis | Nov 08 - May 09 | Support from AC + CGSC + subject panel heads | |
| Result Release of Public Exams | | | | | | |
| 1. F.5 Parents' Night | 2-hr talk on * role of parental support * further studies options update * CWGC policy of F.6 intake | ▪ Parents know more about guidance role + techniques ▪ Parents + Ss start appropriate prep. work | ▪ Parents' feedback from evaluation forms | Aug 09 | Update info from AC + various organization | |
| 2. HKCEE Results Release Day | * Offer individual counseling * Provide guidance on study options * Ready update info for Ss' ref. | ▪ Students are directed to the right path of further studies | ▪ Feedback from Ts + Ss ▪ Graduate survey | Aug 09 | Support from FTs + CC + social worker | |
| 3. HKALE Results Release Day | * Offer individual counseling * Provide guidance on reprioritization * Ready update info for Ss' ref. | ▪ Students are guided to reprioritize choices based on AL results | ▪ Feedback from Ts + Ss ▪ JUPAS Offer | Jun 09 | Support from FTs + CC + social worker | |
| Aptitude and Personality Test | | | | | | |
| 1. Labour Dept. Online Quiz (F.4-7) | * Deliver online quiz on job natures | ▪ Students know more about different job natures | ▪ Feedback from FTs + Ss ▪ Students interest in collecting career info. | Dec 08 | Update quiz; support from FTs + ITC | |
| 2. Career Explorer Quizzes (F.3) | * Offer quiz on career exploration | ▪ Students know more about different career options | ▪ Feedback from FTs + Ss ▪ Students interest in collecting career info. | Apr 09 | Update quiz; support from FTs + CGSC | |
| 3. Interest Finder Quizzes (F.1-2) | * Offer different levels of A&P test | ▪ Students know more about their own strength and interests | ▪ Feedback from FTs + Ss ▪ Students interest in trying related tests | Apr 09 | Update quiz; support from FTs + CGSC | |
| Exposure-based Activity | | | | | | |
| 1. Job Site Tour | * Organize job site visits | ▪ Students know more about the real workplace | ▪ Students' participation ▪ Students' self reflection | Oct 08 - Jun 09 | Update info from labour dept | |
| 2. Open Day + Seminar | * Facilitate info circulation * Arrange group visit | ▪ Students get update info from tertiary institutions | ▪ Students' participation ▪ Students' self reflection | Sep 08 - Jan 09 | Update info from tertiary institutions | |
| 3. Education and Career Expo | * Facilitate info circulation * Arrange group visit | ▪ Students explore more further studies and career options | ▪ Students' participation ▪ Students' self reflection | Mar 09 | Update info from organizer | |

| Hall Assembly | | | | | | |
|---|---|---|---|-----------------------|---|--|
| 1. Info-based: Subject Selection (F.3) | 60-min talk + Q&A session on * school curriculum update * streaming poling * subject natures * career prospects | ▪ Students know more about decision bases + selection strategies | ▪ Feedback from Ts + Ss ▪ Streaming analysis | Nov 08 | Update info from AC + support from CGSC + AVSG | |
| 2. Info-based: IVE/ SBI/ VTC Course (F.5 & 7) | 60-min talk + Q&A session on * course structures + prospects * admission requirements * early admission scheme * application procedures | ▪ Students know more about different further studies options | ▪ Feedback from Ts + Ss ▪ Graduate survey | Jan 09 | Update info from IVE + support from CGSC + AVSG | |
| 3. Theme-based: From Self- understanding to a Way of Success | 45-min talk on * self-discovery + reflection * interests cultivation * strength building * goal setting | ▪ Students know more about extending their own strength and interests | ▪ Feedback from Ts + Ss | Oct 08 | Financial support + Support from CGSC + AVSG | |
| 4. Theme-based: From Career- planning to a Way of Success | 45-min talk on * self awareness * opportunity awareness * decision making * transition learning | ▪ Students show initiation in developing their own career planning | ▪ Feedback from Ts + Ss | Oct 08 | Financial support + Support from CGSC + AVSG | |
| General Support | | | | | | |
| 1. Students' Committee Management | * Take charge of CGSC * Supervise Students' Company * Provide leadership coaching | ▪ Members gain teamwork experiences + leadership training | ▪ Students' output + performance | Oct 08 - Sep 09 | Support from EAC | |
| 2. Webpage Management | * Upload useful information * Upload activities' highlights | ▪ Students get relevant information easily | ▪ Information variety + accessibility | Sep 08 - Aug 09 | Support from ITC | |
| 3. Resources Room Management | * Sort information * Make frequent update | ▪ Students get relevant information easily | ▪ Information variety + accessibility | Sep 08 - Aug 09 | Support from CGSC | |
| Administration | | | | | | |
| 1. Meetings | Conduct meetings to draw up * programme plan * budgeting * annual report * fund application | ▪ Draw up effective plans to address school major concern ▪ Clear division of labour | ▪ Effectiveness of programme implementation | Sep 08 - Aug 09 | Support from committee members | |
| 2. Filing | Keep records on * committee meetings * internal + external circulars * evaluation forms * statistics sample data | ▪ Establish orderly filing systems | ▪ Information accessibility | Sep 08 - Aug 09 | Support from committee members | |
| 3. Coordination | * Collaborate with other committees * Collaborate with external agents * Observe school concerns + scheme | ▪ Get support + advice from other parties | ▪ Smooth programme implementation | Sep 08 - Aug 09 | Support from committees + external agents | |

V. EVALUATION METHODS ON MAJOR CONCERNS

The committee will conduct evaluations on programmes addressing to school major concerns through the following means:

1. Students' self-reflection at the end of each programme or workshop.
2. Students' appraisal on objective achievement at the end of each programme or workshop.
3. Appraisal by workshop leaders' on students' performance at the end of each programme or workshop.
4. Observation on students' capability and confidence in discussion, activities and group work.
5. Teachers' feedback at form-teachers' meetings.
6. APASO report – Means obtained for Expectation on Jobs and Careers regarding the following items:
 - i. to achieve career goals
 - ii. to deliver good services
 - iii. to contribute to society
 - iv. to gain knowledge

VI. TEAM MEMBERS

1. Mrs Yim Lo Mei Yee (LMY)
2. Ms Pang Po Fung (PPF)
3. Ms Ko Wan Yee (KWY)
4. Ms Lilian Pang (PSL)