

**St. Margaret's Girls' College, Hong Kong
2015-2016**

Work Plan on Life Planning Education and Career Guidance Service

Objectives	Strategies (Appendix 1 & 2)	Monitoring / Evaluation	Allocation of the CLP Grant
<ul style="list-style-type: none"> - Promote lifelong learning and whole-person development - Provide career-related experiences to students at different stages of growth - Prepare students in making informed educational and career choices 	<ul style="list-style-type: none"> - School-based and whole-school whole-person development framework - Individual / small group guidance / counseling - Parent education <p>*Collaborate with social worker, life education teachers and language teachers</p>	<ul style="list-style-type: none"> - Students' reflection on self-understanding (interests, abilities and orientations), personal planning, goal setting, reflective thinking and articulation to progression pathways - Teachers' and parents' observations at student conference - Mid-term and end-term team / stakeholder meeting (refer to reflective questions stated on EDB Circular 6/2014) 	<ul style="list-style-type: none"> - For employment of staff - For implementing school-based programmes - For acquiring services from outside organizations - For financing needy students' participation in programmes
	<ul style="list-style-type: none"> - Career explorations - Life skills workshops - Mentorship programme - Parents' and alumni's sharing <p>*Collaborate with PTA, Alumni Association and outside organizations</p>		
	<ul style="list-style-type: none"> - Career corner at library to collect, update and disseminate educational and career information <p>*Collaborate with librarian</p>		

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Life Planning Education and Career Guidance (Strategies)

1. Provide a school-based and whole-school career and life planning education
 - the programme is aligned with the students' developmental needs at different stages of their life time
 - the programme is a cycle of Planning-Implementation-Monitoring-Evaluation (PIME). Stakeholders include students, teaching and non-teaching staff, parents, alumni and other school partners

2. Empower the career guidance personnel
 - Well use the recurrent career and life planning grant to expand the capacity of the Careers Team
 - Provide professional training to career guidance teachers
 - Collaborate with language teachers to include workplace language and speaking skills in the subject curriculum
 - Collaborate with subject teachers to carry out the whole-person development programme (include values, attitudes and life skills education and career-related experiences)
 - Collaborate with D&G Team to identify student needs and monitor student development progress by the use of APASO and other stakeholder surveys

3. Collaborate with Parent-Teacher Association
 - Provide parent education to support parents to give informed career advice to their children
 - Invite parents of different professions to be the mentor / speaker of career-related experiences / student conference

4. Collaborate with Alumni Association
 - Invite alumni of different professions / fields of study to be the mentor / speaker of career-related experiences / study camp / student conference

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Life Planning Education and Career Guidance (Annual Plan)

	Target Group	Activity	Organizer
First Term		Career Explorations	
	S5	- Event Planning - Fashion Design	- KELY Support Group
	S4	- JA Career Dimensions – Culture Mixer	- JA Hong Kong & West Kowloon Culture District Authority
		Mentorship Programme	
	S5 S5 & S6 S4, S5 & S6	- Pre-employment training - Interview Workshop - Money Management Workshop	- Standard Chartered Bank (Hong Kong) Limited - KELY Support Group
	S4, S5 & S6	- Children's Rights Council	- KELY Support Group
	S6	- Careers Education Programmes	- Edvenue Limited
	S5 & S6 S6	- Alumni Sharing on Study Skills and HKDSE - Group and Individual Counseling	- Careers Team - Careers Team
Second Term	S3	- Leadership Training (TBC) - Career Planning	- New Home Association - Careers Team
	S3, S4 & S5	- Careers Education Programmes	- Edvenue Limited
	S4	- Workplace Chinese	- Careers Team & Chinese Department
	Post-exam Period	S3, S4 & S5	- Experience & Explore

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Life Planning Education and Career Guidance (Evaluation)

	Activity / Target Group / Organizer	Evaluation (Appendix 3)								
		1	2	3	4	5	6	7	8	9*
First Term	Mapping Your Future Workshop (S6) Careers Team					✓	✓	✓		
	Careers Education Programmes (S3 & S6) Edvenue Limited	✓				✓				✓
	Alumni Sharings ¹ (S5 & 6) Careers Team		✓	✓			✓			
	Group and Individual Counseling ² (S3-S6) Careers Team	✓	✓		✓	✓	✓			
	Subject Selection (S3) Careers Team					✓	✓	✓	✓	
	Preparation for Self-account (S6) Careers Team & English Department								✓	
	Seeing the Possibilities & Rise Programmes ³ (S5) KELY Support Group	✓		✓						
	Money Management Programme (S5 & S6) Standard Chartered Hong Kong					✓				✓
Second Term	Pre-employment Training Workshop ⁴ (S6) Standard Chartered Hong Kong	✓		✓		✓	✓			✓
	Pilot Project on Career-related Experiences for NCSS ⁵ (S3) Caritas Youth and Community Service Unit	✓	✓	✓						✓
	DSE Mock Release Workshop (S6) Careers Team		✓	✓	✓			✓		
	Subject Selection (S3) Careers Team					✓	✓	✓	✓	
	Careers Education Programmes (S4-S6) Edvenue Limited	✓				✓				✓
	Visit to Careers Expo ⁶ (S5 CSS) Careers Team									
Post-exam Period	Make-up & Hair-Style Workshop (S6) ⁷ GRATO Image Workshop Ltd.	✓			✓					
	Credit Suisse Interview Skills Workshop ⁴ (S3-S6) KELY Support Group			✓		✓	✓			
	Mapping Your Future Workshop (S5) The Boys' and Girls' Clubs Association of Hong Kong	✓				✓	✓	✓		
	Careers Education Programmes (S3-S5) Edvenue Limited	✓				✓				✓
Others	CEO Project (S4) New Home Association	✓				✓				
	Parent's Night (S3-6) Academic Committee & Careers Team				✓					
	Career-related Experiences (S4-6) D&G Committee & JPC				✓					
	Student Reflection ⁸ (S3-6) Careers Team	✓								
	Whole-person Development Programme (S3-S6) All Committees and Departments				✓	✓			✓	
	Joint-school Careers Talk (S6) Careers Teams of both schools			✓						
Study Tour to Macau (S4) THS Department			✓							

New Programme

* The school also collects feedbacks from students through the Class Representatives Meeting, I.D.E.A. Power Meeting, Teachers' Meeting and PTA Meeting.

Below is an overview of the major programmes completed in academic year 2015-2016:

¹ Alumni Sharings were done three times for S6, S5 and S5 CSS. Our Student School Manager and Subject Award recipients were invited to share their career path, study skills and time management strategies. The students remarked that the sharing was informative, constructive, encouraging and inspiring.

² Group and Individual Counseling was conducted for S6 students by class teachers, subject teachers and social worker. Students paired up according to their own preference. Timeslots were given to them to meet teachers or the social worker in the first term. The most frequently matters discussed were, namely, stress management, multiple pathways (local and overseas) and DSE studying strategies. Because of the small group size, students were more willing to express their personal feelings towards and worries about their future and their family's expectation. Teachers could have better understanding on students' diversified needs and were able to give them appropriate assistance.

³ "Seeing the Possibilities" and "Rise" Programmes were carried by the KELY Support Group. The "Seeing the Possibilities" Programme was funded by the Keswick Foundation. This year-long programme allowed students to explore their self-identity and enhance their social awareness regarding local and global issues. The workplace visit to Topshop offered opportunities to students to interact with the professionals from the Brand Team, Marketing Team, Visual Merchandising Team and Personal Shopping Team. The interactions enabled the students to understand the operations of the fashion and retail industries. The "Rise" Programme was funded by the Moody's Corporation. The students were given a chance to learn technical and creative skills in a creative medium. The students were better equipped with the problem-solving, goal setting and time management techniques. A photo exhibition had been held to showcase the students' masterpiece. In both programmes, the mentorship sessions built up a closely-knit trustful relation that made the students more open to share their views and life challenges.

⁴ Credit Suisse Interview Skills Workshop and Standard Chartered Pre-employment Training Workshop provided an opportunity for students to meet the staff at their workplace in ICC and in School respectively. 17 elite students from S3 to S6 joined the former workshop and all S6 students joined the latter. The staff shared their career plans and life experiences. They also worked with the students to prepare their resume and interviews. At the end of the workshop, all students were invited to do a reflection on the programme. They all found that the workshop was informative, meaningful and useful. Teachers also found that experiential learning was far more inspirational than "chalk and talk".

⁵ “Pilot Project on Career-related Experiences for NCSS” was a programme organized by the Caritas Youth and Community Service Unit. 40 selected S3 students joined the programme. The highlights of the programme included sharing with professionals, workplace visits and job shadowing. The participants had better understanding on their abilities, interests and personal character types. The mentors of the job shadowing gave positive comments on the participants’ performance, especially on their language proficiency and communication skills.

⁶ S5 CSS visited the Education Expo held in the Hong Kong Exhibition and Convention Centre. The students had conversations with the representatives of local and overseas tertiary institutions, government departments and private consulting agencies. They commented that they had a better understanding regarding the possibilities open to them after completing S6.

⁷ Professionals from the company demonstrated the basic make-up techniques and the students were given a full set makeup kit to apply the techniques on their faces. The stylists also shared their career path and work experience in the workshop. A workplace visit to the company’s studio would be carried out next year.

⁸ Student reflection provided an opportunity for students to have an overview on their accomplishments throughout the academic year. After completing several self-evaluations throughout the academic year, the school invited one student representative to deliver her speech in the Annual Prize-Giving Ceremony cum Variety Show. The guests of the Show gave positive feedback on the student’s performance and her speech.