

**Heep Yunn School**  
**2015-2016**  
**School Policy: Careers & Guidance**

**Team / Department:** Careers Team

**Team members:** KLL, OKL, MWK, CYL, IC, JK, YCH, SYF, HFY, CCL, JL, CHY, LW, TTT, YYK.

**Vision :**

To clarify and develop our students' understanding of how to best prepare for further study and the working world.

**Mission :**

- (1) To extend our programs and activities to meet the diversity of student needs and outcomes.
- (2) To move the Careers & Guidance objectives towards a whole-school approach and individualised careers planning.
- (3) To implement more systematic evaluation and evidence-based practices in preparation for partnership with CUHK CLAP project in 2016-17.

**Policy Details :**

Life Planning aspect	Programme	Target Groups	Details	Monitoring & Evaluation	Type of Intervention	Use of CLP Grant / Resources
<b><u>CAREERS &amp; LIFE PLANNING LECTURE SERIES</u></b>						
Self-Understanding & Development	<b><u>Junior Form Careers Lessons</u></b> Themes F.1 – Adapting to Secondary School & Study F.2 – Teamwork Skills & ECA reflection F.3 – Preview Elective Subject Choices & Aptitude programme	F.1 - F.3	Objectives: F.1 - managing the Ss' transition from primary to secondary school. F.2 - encouraging them to explore & develop abilities through ECAs exploration F.3 - learning about their interests, strengths & perspectives through aptitude test. Introducing SS curriculum to inform students about subject choices & outcomes	For F.1 to F.5 - Brief feedback survey after lecture series ends	Lecture	Outsourcing services - speakers \$20,000  Printing & materials preparation costs e.g. F.6 JUPAS booklet  \$20,000

Career Planning & Management	<p><b><u>Senior Form Careers Lessons</u></b></p> <p>Themes</p> <p>F.4 - Preparation for Tertiary study &amp; workplace</p> <p>F.5 – Careers &amp; Tertiary Study / Prep for applications</p> <p>F.6 – JUPAS &amp; overseas applications</p>		<p>Objectives:</p> <p>F.4 - managing Ss transition from junior to secondary study. Introduction of OLE / OEA concepts. Follow-up on WEPP &amp; visits to university open days</p> <p>F.5 - Talks &amp; workshops by alumnae, companies &amp; universities to encourage exploration &amp; planning. Compulsory visits to university open days.</p> <p>F.6 - preparing &amp; completing JUPAS &amp; overseas applications, interviews etc</p>	<p>For F.6 students, evaluation is done during application form checking process to assess how well students have completed applications including essays and student learning profiles.</p>	Mostly Lecture	
<b>CAREERS-RELATED EXPERIENTIAL LEARNING OPPORTUNITIES FOR STUDENTS</b>						
Career Exploration	<p><b><u>Work Experience Placement Programme</u></b></p> <p>Four day work placement programme for all F.4 students at various external organisations</p>	F.4	<p>Objectives:</p> <p>To familiarise students with current work environment, work demands, work practices to enable them to make informed career choices.</p> <p>To inculcate in students importance of work ethics &amp; attitudes.</p> <p>To build up motivation in students to take up personal responsibility in finding out more about careers options &amp; pathways.</p>	<ul style="list-style-type: none"> <li>- Student evaluation (survey / quantitative)</li> <li>- Student writing (reflective / qualitative)</li> <li>- Employer survey form</li> <li>- Informal discussion with employers during teacher visits.</li> </ul>	Experiential	<p>Printing &amp; materials costs</p> <p>Souvenirs &amp; certificates for participating employers:</p> <p>\$30,000</p>

Careers Planning	<b><u>University Expo Day</u></b> An expo featuring admissions officers from HKU, CUHK, HKUST, Poly U, City U, Baptist U.	F.4 - 5 Parents	Objectives: To enable students & parents to be better informed and ask questions of admissions officers from 6 of the main JUPAS application institutions.	- Questionnaire	Talks & Booths	Printing & materials costs  \$20,000
Career Exploration	<b><u>Alumnae Mentorship</u></b> One year mentorship programme matching students & alumnae according to careers interests	F.4 - 5	Objectives: To encourage Ss to explore career options & learn from alumnae regarding career and life aspirations, skills and planning	Detailed questionnaire for mentors & mentees	One-to-one	Careers team teaching assistant whose duties include assisting implementation & delivery of these programmes \$180,000
Career Exploration	<b><u>Careers Mornings</u></b> Informal sharing sessions between alumnae / other professionals & students.	F.5 - 6	Objectives: To give Ss information regarding nature of different occupations & to provide opportunities for Ss to ask questions in a small group setting	Brief feedback survey after event  'Soft' observation by Careers teachers of student alumnae interaction	Small group discussion	Printing & organisational expenses for Careers mornings \$10,000

Career Planning & Management	<p><b><u>OLE information streams</u></b></p> <p>Information about external experiential and careers-related learning opportunities are disseminated</p>	F.4 - 6	<p>Platforms:</p> <p>Boards around school, Teacher to student dissemination, E-class, Facebook student groups</p>	Soft' assessment of student responses to opportunities and online platform responses.	Informative	Resources for Careers library incl. university study guides, careers guides, standardised testing
Career Exploration	<p><b><u>School-Business Engagement &amp; Leadership programmes</u></b></p> <p>Liaison &amp; engagement with external organisations such as businesses, alumnae, NGOs, parents etc. to provide careers-focused talks, workshops, programmes for Ss</p>	F.4 - 6	<p>Objectives:</p> <p>To provide Ss with opportunities for careers-related informations sessions, workshops and activities.</p> <p>Business School partnership organised by HKGCC, Standard Chartered Young Banker's Insight programme, KPMG visits, volunteering work opportunities HKSPC</p>	Selected students write extended reflection on school-business engagements for school assessment (qualitative)	Small group workshop & activities	Outsourcing expenses for engagement activities \$20,000

**INDIVIDUALISED & TAILORED STUDENT SUPPORT FOR CAREERS & LIFE PLANNING**

Career Planning & Management	<p><b><u>Enrichment &amp; Enhancement student consultancy</u></b></p> <p>Teachers arrange meetings and workshops for Ss who may wish to consider alternative tertiary pathways</p>	F.4 - 6	<p>Objectives: To provide student support which is tailored to their needs and abilities. Enrichment Ss are led through academic exploration programmes to stimulate their thinking about different career &amp; tertiary study options such as overseas universities.</p> <p>Enhancement Ss are asked to self-evaluate and prepare for possible alternative pathways - e.g. Associate Degrees, universities in Taiwan &amp; China.</p> <p>Co-ordinating teachers liaise with relevant tertiary establishments.</p>	Selected students write responses to extended questions for school assessment (qualitative)	Small group & one-to-one	Resources - UCAS, British Council, US Embassy, Australian Govt Education advisers - Queensland, Victoria, NSW, HKACMGM, IVE, HKUSpace
Career Planning & Management	<p><b><u>JUPAS applications</u></b></p> <p>Checking &amp; processing of student applications</p>	F.5 - 6	<p>A scheduled process of checks by Careers team staff of students' applications, but also involving class teachers (who help check degree programme choices) and English teachers (who help check Personal Statements for SLP). Teachers discuss options with Ss.</p>	Recording of student outcomes (university entrance figures)	Teacher Admin & one-to-one	JUPAS, HKACMGM, Hok Yau Club

Career Planning & Management	<p><b><u>Nominations</u></b> Matching students to scholarship, enrichment &amp; university engagement programmes</p>	F.2 - 6	<p>Objectives: To match students according to their interests and abilities to learning and funding opportunities which will have potentially life-changing effects Examples: Sir Edward Youde, Freeman Asian scholarship, HKUST engagement programmes, HKU Academy for Talented, John Hopkins CTY</p>	Recording of student outcomes (success at nomination or gaining funding)	Informative & small group consultation	
Career Planning & Management	<p><b><u>Overseas Applications / References</u></b> Mainly overseas universities - UK, USA, Canada, Australia, EU</p>	F.1 - 6	<p>Teachers assist Ss with their university &amp; secondary school applications. Work includes briefings &amp; advice about different tertiary application processes - standardised testing, interviews, personal statements / essays &amp; also reference writing</p>	Recording of student outcomes (university entrance figures)	Mostly one-to-one consultation & small group briefings	

**STAFF PROFESSIONAL DEVELOPMENT / DEPLOYMENT**

Professional Development	<b><u>Staff Training</u></b>	Teacher	Training with HKACMGM, CUHK  Internal staff development workshops to be implemented to share key Life Planning concepts, Careers Team goals, best practices	Teachers who undertake training will write summary of learning	External class  Staff development workshop	Staff training & subsidy \$20,000
Staff Employment/ Deployment	<b><u>Staff Employment</u></b>	Teacher	Enables 2 teachers to take up key strategic Careers & Life Planning leadership roles  Assistant's duties focus on assisting implementation & delivery of C & LP programmes	Formal evaluation	N/A	Additional English teacher \$339,060  Careers team teaching assistant \$180,000