

Overview of Careers Guidance Team (2014-15)

Careers exploration

1. Site visitation (DS5, MS1, MS2)
2. Work attachment program during summer (MS2, MS3)
3. Careers talk (e.g. alumni, guests)

Supporting the selection of MS level electives

1. DS5 online assessment
2. Attend DS5 Parent's Evening
3. Elective choices & university program (MS2 to MS3 IB)

Dissemination of information

1. Bulletin board(s) with theme (*ambassordor program*)
2. University summer programs

Overseas Study

i.e. Overseas Study Information Day

Production of certification documents

1. Recommendation letter
2. Transcript
3. Certify letter
4. Other requests
(*transfer to local / overseas sec sch; summer program; requests from alumni; requests from overseas sch*)

Resource Room

1. Manage resources
2. Consultation during opening hours

Purchase teaching tools and resources

e.g. HKACMGM, HKFYG

Careers guidance lessons to MS1-3 students

- introducing Job-tionary at HRT period
i.e. Self Directed Search (SDS) inventory; DISC

Receive representative from overseas universities

e.g. Australia, UK, Canada
(admission talk for MS3-4 students)

Staff development

1. Certificate Course on Career Guidance and Life Planning for Secondary School Teachers (100 hours)
(*Mr.Poon and Mr.Leung*)
2. Talks / Workshops
e.g. IB Higher Education Symposium, HKACMGM, EDB

Workshop for parents (DS5-MS4)

i.e. 如何協助學生生涯規劃

Parent career sharing series

1. October 2014 = MS4
2. February 2015 = MS2-3
3. June 2015 = DS5-MS1

Assessment tool

i.e. MyCareerMap Scheme from HKACMGM (MS3-4)

Supporting MS4 graduating class

HKDSE (JUPAS)

1. *Counseling (upon request)*
 - a. Individual / group counseling (JUPAS choices)
2. *Managing application platform (i.e. JUPAS)*
3. *Workshops*
 - a. Interview skills
 - b. Mock Interview practice
 - c. JUPAS series
(e.g.OEA, SLP, E-APP, JUPAS choices)
 - d. Overseas study preparation (e.g. UCAS)
 - e. Career Exploration Workshop
 - f. Writing "Additional Information"
 - g. Preparing results release day
4. *Briefing & collaboration with HRTs*
5. *Results Release Day (July)*
6. *Parents Enquiry*
7. *Preparing graduation recommendation letter*
8. *Further study record*
9. *Misc:*
 - Local university Information Day (Sept-Dec)
 - HKBU scholarship nomination (Jan)
 - School Principal Nomination (Oct-Jan)
 - follow up works on HKDSE results release (July)
 - JUPAS (main round) result release record (Aug)

IB (non-JUPAS)

1. *Counseling*
 - a. Individual / group counseling
2. *Managing application platform (i.e. UCAS)*
3. *Workshops*
 - a. Interview skills
 - b. Mock Interview practice
 - c. non-JUPAS talks
(e.g. sharing by local university)
 - d. Overseas study preparation (e.g. UCAS)
 - e. Career Exploration Workshop
 - f. Writing Personal Statement
4. *Briefing & collaboration with HRTs*
5. *Parents Enquiry*
6. *Preparing graduation recommendation letter*
7. *Further study record*
 - univeristy conditional offer record (before study leave)
 - final further study record (July-Aug)
8. *Misc:*
 - Local university Information Day (Sept-Dec)

Supporting MS3 students

HKDSE (JUPAS)

1. *Counseling (upon request)*
 - a. Individual / group counseling
2. *Workshops in June*
 - a. Student workshop
 - What is JUPAS?
(sharing / activity by alumni)
 - Writing "Additional Information"
 - b. Parent's Evening
3. *IELTS course & exam (Easter break)*
4. *Misc:*
 - Local university Information Day (*Sept-Dec*)
 - Local university Summer Program (*July-Aug*)

IB (non-JUPAS)

1. *Counseling (upon request)*
 - a. Individual / group counseling
2. *Workshops in June*
 - a. Student workshop
 - What is non-JUPAS?
(sharing by alumni)
 - Writing Personal Statement
 - b. Parent's Evening
3. *IELTS course & exam (Easter break)*
4. *Misc:*
 - Local university Information Day (*Sept-Dec*)
 - Local university Summer Program (*July-Aug*)

Looking ahead:

- purchase more teaching tools
- career exploration lessons starting from DS4 (one lesson per week) ("Finding Your Colours of Life")
- MyCareerMap starting from DS4
- Career guidance week
- Career guidance through drama
- Career guidance ambassordor
- Work attachment program (more opportunity)
- in-house training to teachers
- alumni mentorship program

Members:

- 1 Ms. Yeung PW
- 2 Ms. Kwok WM
- 3 Mr. Poon KC
- 4 Mr. Leung YC
- 5 Mr. Chan SL
- 6 Mr. Ng CL
- 7 Ms. Law YY
- 8 Ms. Yeung HY
- 9 Ms. Chan W