

**Programme Plan in
Academic & Careers Guidance Committee
2013-2014**

I. Purpose

To provide pupils with information, guidance and assistance in their pursuit of higher education and in the world of work so that they are equipped and facilitated in the making of careers choice.

II. Issues to be addressed

A. Strengths

1. There is much valuable and useful support from the Careers and Guidance Services Section of the Education Manpower Bureau, the Careers Advisory Service of the Labour Department and the Hong Kong Association of Careers Masters and Guidance Masters which offer seminars, courses, experience-sharing opportunities and reference materials in careers guidance.
2. The careers guidance activities are conducted by Academic & Careers Guidance Committee with much co-operation and support among committee members, as well as the assistance of class teachers.

B. Weaknesses

1. Most students do not know much about the working world.
2. Majority of students have problem on self understanding.
3. Most students, no matter junior or senior ones, do not have much career planning and they are not far-seeing enough to care about their future.

III. Implementation Plan

Objectives	Targets	Performance Indicators	Strategies / Plan	Success Criteria	Evaluation Methods	Resources	Panel Members Involved	Documents Required
1. To cultivate in students of a sense of careers awareness	Gain general knowledge about the working world	Explore and get to know various types of jobs best suited to their talents, interests and abilities	<ol style="list-style-type: none"> 1. Board displays introducing types of jobs 2. Talks or visits to commercial organizations 3. Workshops or job attachments 	<ol style="list-style-type: none"> 1. Introduce 5 kinds of jobs 2. Liaise with 5 organizations for talks or visits 3. Conduct a work-experience programme for students 	<ol style="list-style-type: none"> 1. Survey on pupils' participation 2. Informal interview with class teachers 3. Feedback from organizations concerned 	<ol style="list-style-type: none"> 1. Funding on board display 2. Funding on talks/visits/workshops 3. Book coupons for inter-house quiz 	YKT (i/c) FPPL (Deputy i/c) WKM (Deputy i/c) AMY KKH LYY LLS LWM SWH	Year-end report
2. To provide information on further studies and career opportunities	Possess knowledge about their paths	Know their development when leaving the school	Workshops or briefing sessions for graduates classes to gain information on further studies and job opportunities	Students approach the committee for further information or sign up for programmes	Informal interview with students		Same as above	Year-end report
3. To develop students' concept of self understanding and know their strengths and weaknesses	Acquire knowledge on developing career path and interviewing skills	Able to manage oneself and set their own goals and acquire interview techniques	Talks or workshops on relevant topic	Liaise with organizations for talks or workshops	Informal interview with students and class teachers	<ol style="list-style-type: none"> 1. Funding on interview workshops 2. Funding on CII 	Same as above	Year-end report