

**Islamic Kasim Tuet Memorial College**  
**Career and Guidance Department Annual Plan**  
**2022-2023**

**Members:** AB, LL(4), SR(4), RU(3), ST(3), LW(3), TH(1),

**Aim:** To provide more opportunities for our students to achieve their best potential.

**Our Major Concerns:**

- (1) Help students to find out their identity, goals, and positive expectations for their future and enhance students' self-development
- (2) Help students to explore their Vocational Interests and gain Work Readiness
- (3) Advance study support (Especially for S3 & S6 students)
- (4) Enrich career and life planning knowledge, career and advanced study counseling skills, and advanced study information to the career teachers
- (5) More cooperation and cross-career projects with other departments

**A) Target (1):**

(1) Help students to find out their identity, goals, and positive expectations for their future and enhance students' self-development

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>1) Life Planning</b></p> <p>a) Life Education (S1-S2)</p> <p>b) Career star (S3-S6)</p>	<p>Whole year</p>	<p>1.) All S1 to S6 students can finish all the targeted tasks of the booklet</p> <p>2) Career department can make an individual life planning database with that booklet.</p>	<p>1) Questionnaire for students</p> <p>2) Verbal Feedback by students</p>	<p>Booklet: LL</p> <p>Video clip: SR,RU</p> <p>Data analysis: LW, LL</p> <p>Form career teachers:</p> <p>S1:TH</p> <p>S2:LW</p> <p>S3:SR</p> <p>S4:LL</p> <p>S5:ST</p>	<p>1)Time for guidance</p> <p>-class teachers</p> <p>- students</p> <p>2) Co-operation with S1to S6 class teachers and value education team</p> <p>3) Video clip for booklet guidance</p> <p>4)Budget for the booklet</p>

				S6:RU	printing and gifts
<b>2) S4 &amp; S5 YDC Funding Scheme for Youth Life Planning Activities (JA)</b>	Whole year	<p>1) Able to inspire the students to start to think about or even plan their future</p> <p>2) Able to find out their work interest preference</p> <p>3) Able to be trained on work readiness</p>	<p>1) Questionnaire for students</p> <p>2) Verbal Feedback by career teachers</p>	SR, TH	
<b>3) Career Department Website &amp; legend board</b> -Google site	Whole year	<p>1) More students visit our website to understand the role of our department more</p> <p>2) Record previous career activities to serve as promotion</p> <p>3) Update the website regularly</p>	<p>1) Verbal Feedback by career teachers and students</p>	SR,LW	<p>1) need to cooperate with the IT department</p>

<p><b>4) Form a career in charge teacher</b> <b>(Student record of Life Planning Preference)</b> (Google form)</p>	<p>Though Gmail (Sem 1)</p>	<p>1) More than 80% of students from each form can finish the Google form  2) We can use that data for matching better career activities and support for students</p>	<p>1) According to the data of Google form  2) Verbal Feedback by career teachers and students</p>	<p>Data analysis: LW S1:TH S2:LW S3:SR S4:LL S5:ST S6:RU</p>	<p>1) Co-operation with S1to S6 class teachers  2)Try to share it in class WhatsApp group with class career ambassadors  3) Need data analysis</p>
<p><b>5) Career Ambassador</b>  -each class has two Career Ambassadors  -among the Career Ambassadors, some of them will group to be the Career Ambassadors Committee</p>	<p>Whole Year</p>	<p>1)Gain more deep knowledge about life planning  2)Gain promotion, board making, and presentation skills</p>	<p>1) Verbal Feedback by career teachers and students</p>	<p>RU, SR</p>	<p>1) Co-operation with S1to S6 class teachers</p>

**B) Target (2) :**

(2) Help students to explore their Vocational Interests and gain Work Readiness

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
<p><b>1) Career Visit</b></p>	<p>-Long holiday -Weekend - Double lessons of related elective subjects</p>	<p>1) Able to provide more updated information about different workplaces and inspire them to think about their future work</p>	<p>1) Reflection writing by students 2) Verbal Feedback by career teachers</p>	<p>LL, SR</p>	<p>1) Need to register and book a bus for the outing</p>
<p><b>2) Job Shadowing</b></p> <p>-JA Career program -Business-School Partnership Programme (BSPP)</p>	<p>Whole year</p>	<p>1) Able to gain some real working experience and make their career choice more clearly</p>	<p>1) Reflection writing by students 2) Verbal Feedback by career teachers</p>	<p>LL, ST</p>	

**C) Target (3):**

(3) Advance study support (Especially for S3 &amp; S6 students)

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
<b>1) S3 elective supporting team</b>	Whole year	1) Help S3 students have the whole picture to select their DSE elective subject	1) More than 80 % of students think they can find out their suitable elective after the support	LL, LW,ST	1) Budget for the booklet 2) Need data analysis
<b>2) APL program support</b>	Whole year	Help the students to explore their future careers in the specific APL training	More than 70 % of students can pass the APL program exam	SR, ST, LL	1) Prepare a notes 2) Need data analysis
<b>3) Provided various advanced study and future planning information after</b>	1)Life Education lesson	1) Able to receive updated information about their choices for advanced study 2) Able to start planning their	1) Questionnaire for students 2) Verbal Feedback by	6A: ST 6B: LL 6C: AB	

<b>graduated</b>		advanced study after DSE	career teachers		
1) <b>Advanced study Expo or /and Career exploration challenge activities</b> -	Whole year	1) Able to gain more updated information on advanced study after DSE	1) Questionnaire for students 2) Verbal Feedback by career teachers	LL, ST, SR	1) Need to register and book a bus for the outing 2) Need to cooperate with some external parties
5) <b>S6 Individual or small group interview (S6)</b>	Oct 2022 to Feb 2023	1) Help students start to think about the plan before and after DSE 2) Collect the data about the student expectation for their DSE result, targeted advanced program, and job	1) Report of the interview 2) Verbal Feedback by career teachers	Matching: LL, LW <b>Interview:</b> all career teachers	1) Need to co-operate with S6 class teachers
6) <b>Summer school from different universities or colleges</b>	July 2023 to Aug 2023	1) Help students to explore and enhance their interest and knowledge about some	1) Questionnaire for students 2) Verbal	SR*, LW	

		<p>specific topics</p> <p>2) Have more connections with different universities and colleges so that they can gain more updated information about their advanced study after S6</p>	<p>Feedback by career teachers</p>		
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**D) Target (4):**

(4) Enrich career and life planning knowledge, career and advanced study counseling skills, and advanced study information to the career teachers

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
<b>1) Career Teacher training workshop</b>	Sem 1	1) At least hold a career teacher training for the whole team	1) Verbal Feedback by career teachers	LL*,SR	1) Need some subsidy for



- JA Career Program		(especially the advanced study counseling skills)	and students		teacher training
<b>2) Encourage and support the career teacher to attend outside career and life planning courses/talk/conference</b>	Whole year	1) Every career teacher at least attends one outside career and life planning course/talk/conference	1) 60 % of career teachers attend at least 1 outside career and life planning course/talk/conference	LL*	

**E) Target (5):**

(5) More cooperation and cross-career projects with other departments

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
<b>1) S6 Advance study interview in Cantonese (cooperation with the</b>	Sem 1	1) Most of the students are confident to attend the interview in Cantonese (especially self-introduction)	1) Questionnaire for students	LL*, SR	1) Need to cooperate with the Chinese Department 2) Career-related

<b>Chinese department)</b>					materials
<b>2) S5 &amp; S6 SLP and CV preparation (cooperation with English and Chinese department)</b>	Whole year	1) School will have the softcopy of S6 students' SLP and CV for their future advanced study or even some nomination	1)Number of S6 students' SLP and CV saved in our school server	ST*, SR	1) Need to cooperate with the Chinese & English Department  2) Career-related materials
<b>3) Life Education lesson</b>	Whole year	1) Help students to find their value in the school, community, and HK  2) Motivate them to have positive expectations for their future	1) Questionnaire for students  2) Feedback by class teachers and students	LL*, SR, RU	1) Need to cooperate with counseling, Islamic and Moral Education.
<b>4) Monthly career task with different department (Mainly for Junior form)</b>	Whole year	1) Using some small tasks or inter-class contests to let students have more chances to think about the future	2) Can hold at least 4 small careers tasks for each form	LL*, SR, ST	1) Need to cooperate with the class teacher, English & Chinese Department & Career ambassadors committee