

How to use the SLP as a Tool for the Life & Career Planning

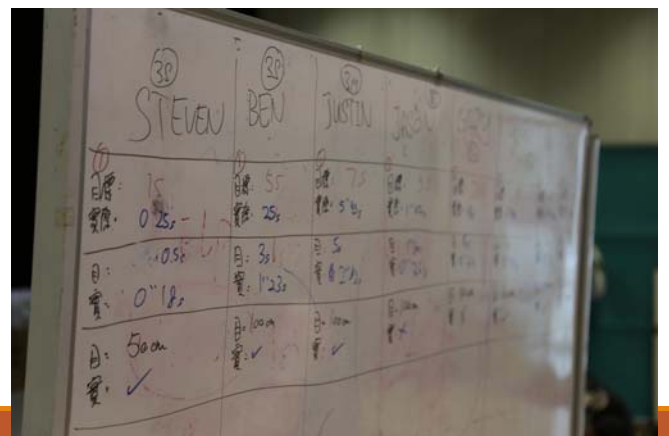
Clementi Secondary School

S1 & S2 CLP Programmes guided by Class Teachers

- Focus on self-understanding
- Study Skills
- Generic Skills
- Process the SLP/OLE records on eEnrollment and iPortfolio

S3 CLP Programmes

- Finding Your Colours of Life
- CLP Camp
- Seminar on Academic Structure for Parents
- Briefing on Elective Subject Selection
- Exhibition of Admission Requirements and ApL material
- HOD Seminar on Elective Subjects
- Sharing Sessions by S4 and S5 students





Objectives of Developing SLP for S4-S6

- Progress are activated/energized by CRE
- Students are exposed to experiential contexts
- Students have clearer and achievable goals to strive for
- Students will take persistent action to implement plans
- Students will review plans and endeavor from time to time

S4 & S5: Class Periods

- CRE Programmes taking place in Class Teacher Periods
- Career Mapping
- Workshop Material on Introduction of major academic disciplines and professions
- Group work and individual presentations

S4 & S5: Career Exploration – Career Expo

- Academic Week (early Dec)
- Alumni (graduates from 1960s to 2000s)
- Keynote speech
- Approximately 20 professions in 22-25 groups (15-18 students per group); each student attend 2 groups
- Groupings released and booklets handed out in advance
- Student-directed



金中職業博覽2016

嘉賓名單

編號	姓名	職銜	學校	時間	地點
1	陳子基	副校長	香港中文大學	20:15	1
2	陳志強	校長	香港中文大學	20:15	2
3	劉偉文	校長	香港中文大學	20:15	3
4	陳志強	校長	香港中文大學	20:15	4
5	陳志強	校長	香港中文大學	20:15	5
6	陳志強	校長	香港中文大學	20:15	6
7	陳志強	校長	香港中文大學	20:15	7
8	陳志強	校長	香港中文大學	20:15	8
9	陳志強	校長	香港中文大學	20:15	9
10	陳志強	校長	香港中文大學	20:15	10
11	陳志強	校長	香港中文大學	20:15	11



學生感想

第一節專業分享講座

行業名稱: _____

校友講者姓名: _____

入職條件: _____

工作範圍: _____

所屬業之性向特點: _____

聽畢專業分享後，這個專業與我原有的期望是否有關？

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S4 & S5: Career Exploration – Mentorship Scheme

- March/April: Opening for the new cycle; Closing for the previous cycle
- Student-directed: Survey, Self-recommendation, Interview
- Agreement and Appreciation Certificates
- Mid-term and year-end reviews



S4 & S5 CLP-related Skills Programme – Job Interview Workshop

- Co-organized with Human Resources, Standard Chartered Bank
- Oct/Nov
- Collaborated with English Language Department
- Pre-task + Mock Interviews + Post-task

Accounting Assistant – Shangri La Hotel

Responsibilities:

- Assist with day-to-day accounting matters of the Company's operation
- Ensure accurate, reliable & timely closing of accounts
- Preparation of suppliers payment and maintaining good record of payments
- Filing of documents and clearing incoming mails
- Updating of Daily/Monthly Reports/Lists are required
- Assist in handling general administration duties
- Any other ad-hoc duties as assigned

Requirements:

- At least 1-2 years relevant working experience in accounting work
- Minimum High Diploma in Account or LCCI level 3 above
- Must be highly motivated and able to work independently
- Meticulous with an eye for detail
- Ability to multi-task and enjoy varying duties
- Proficiency in Microsoft Word, Excel and Chinese Word processing and Outlook knowledge
- Good command of both spoken and written English, Cantonese and Mandarin



S6 CLP-related Programmes

- Sep: Dissemination of Multiple Pathways taken by Graduates of Previous School Year
- In-house Admission Talks + Info Days
- Career Mapping
- Oct/Nov/Dec: CLP Skills Workshops: Self Introduction and Personal Statement
- Nov/Dec: Career Expo
- Dec: Sharing Session by Recent Graduates

Career Ambassadors

- A hierarchical committee of 50-60 students from S3-S5
- Assistance provided for all career-related functions
- Consultants for new teachers and new students
- Students with sensitivity and maturity

School Context

- Government School
- Strong academic background
- Students' learning styles
- ECA and School Functions – students heavily involved
- Involvement of alumni

Collaboration of Departments and Committees contributing to SLP/CLP-related programmes

- ECA Committee
- Information and Communications Technology
- Prizes, Awards and Commendation
- Chinese Language
- English Language
- Alumni Association
- Career Guidance Committee

THANK YOU