

How to cope with JUPAS Arrangement from now on to Feb 2012

School: SALEM-Immanuel Lutheran College

Date	Goals	Students	School Administration	Student Support	Career teachers and class teachers	Other teachers
Jun 2011	-to help students to be better prepared for writing the Self-Account & “Additional Information” for JUPAS application	-to attend the training session for writing the Self-Account & “Additional Information”	-to ensure completion of data input of the OLE records by teachers and students		-to organize training session on writing the Self-Account & “Additional Information”	
Jul 2011	-to help students to prepare their personal Career Profile -to enable students to recognize their academic performance	-to check data of the personal OLE records uploaded by school -to complete the individual Career Profile -to draft the Additional Information for JUPAS application				- to liaise with the subject coordinators in completing the conversion table of student’s academic performance for predicting the HKDSE grade
Aug 2011	-to establish a data support system to cope		-to choose a smart data support system that is compatible to the			

	with JUPAS arrangement		system requirements of EDB/JUPAS Office			
Sep 2011	-to prepare students to apply for university programmes	-to participate in the Info/ Open days of universities	-to set up student accounts for JUPAS application		- to organize university talk	-to check students' Career Profiles and give comments by class teachers
Oct 2011	-to empower students to make informed choices of university programmes -to help students prepare a better piece of Additional Information	-to participate in the Info/ Open days of universities -to participate in the sharing session of self account			-to organize university talk -to conduct form periods on JUPAS application strategies -to implement the test of Careers Interest Inventory (CII) during the form period -to coordinate the sharing sessions of self account	-to polish the English writing of Additional Information by English teachers
Nov 2011	-to enable students to understand individual strengths -to help parents to act as supporters for their children	-to participate in the sharing session of self account		-to conduct form period for facing the stress of HKDSE -to organize Parent's Meeting for enabling them to be the supporters of their children in facing	-to hold sharing session after implementation of CII -to coordinate the sharing sessions of self account -to organize talks of sub-degree programmes	

				HKDSE		
Dec 2011	-to ensure students to undergo the JUPAS application smoothly				-to monitor the student's application of JUPAS	
Jan 2012	-to ensure students to undergo the JUPAS application smoothly				to monitor the student's application of JUPAS	
Feb 2012	- to ensure all the procedures matching the requirement set by the JUPAS Office		-to upload the school data to the JUPAS Office		-to monitor the upload of Reference Report completed by class teachers	-to complete the upload of Reference Report by the class teachers to the JUPAS Office
Mar 2012	- to ensure all the procedures matching the requirement set by the JUPAS Office	-to submit the supporting documents for Other Qualifications	-to verify the supporting documents for Other Qualifications of students			