

SKH Lam Kau Mow Secondary School
Work Plan for Career Education and Life Planning

Month	Date/ Day (Time)	Form	Activity	PIC (Staff no.)
Sept	2/ Tue, Orientation	2 – 6	F.2 – Finding Your Colours of Life F.3 – Finding Your Colours of Life + Parents’ Night + Group Counselling F.4 – Careers Mapping + SLP/ApL/OLE Talk F.5 – Careers Mapping + OEA Writing + Alumni Sharing F.6 – Careers Mapping + Counselling + Parents’ Night + Talks + Video	F.2 – 3: 56 F.4 – 5: 71 F.6: 8
	13-19/ Mon	6	Upload Student List to JUPAS Deadline	38, 56
	21/ Wed, 5	6	JUPAS Application begins	
Oct	7/ Fri	6	F.6 Parents’ Night: JUPAS 2 – Programme Choices + Multiple Pathways (E-APP) + Q & A	All* + Class Teachers JUPAS - 71 Multiple Pathways – 8 56 will be absent 42 might be absent
	17/10 – 18/11 (Lunch / After School)	6	Discussion on JUPAS Programme Choices with Careers Teachers Remind SS to bring their CII. Class teachers will attend 1/3 of all the sessions.	A: 42 B: 27 C: 71 + 56 D: 8 E: 24
	28/ Fri, 2	3	F.3 Parents’ Night	42, 56, 4, 38
Nov	20/ Sun (23:59)	6	JUPAS Application Internal Deadline	56

Dec	1/ Thu, 3 (23:59)	6	JUPAS Application Official Deadline	F.6 Students
	12/ Mon, 1 (23:59)	6	<i>Class teachers JUPAS SRR Deadline</i>	42
	16/ Fri, 5	6	Briefing on E-APP (2015 commenced on 5 th Dec.)	8, 27, 56
	16/ Fri, 5	6	Announce online the self recommendation scheme for JUPAS SPN	56
Jan	11/ Wed, 2 (1700)	6	Deadline for students recommending themselves for JUPAS SPN	56
	11/ Wed, 2 (1700)	6	Deadline for submitting existing supporting documents for JUPAS OQ for verification	8
	11/ Wed, 2 (2359)	6	SLP Internal Deadline	56, F.6 Students
	11/ Wed, 2 (2359)	6	JUPAS OEA Internal Deadline	56, F.6 Students
	23/ Tue, Mock	6	JUPAS OEA Official Deadline	F.6 Students
Feb				
Mar	1/ Wed, 4	6	Deadline for teachers to recommend students to JUPAS SPN	27
	10/ Fri, 4	6	Send JUPAS SRR to subject teachers	56
	13/ Mon, 5	4	Talk on SLP, OLE, ApL	56, 71
	13/ Mon, 5	3	(Class Allocation Mock Trial + Maths) + Tertiary Education Institution Introduction	24, 42, 56
	13/ Mon, 5	6	Testimonial meeting	27, 56, 71
	14/ Tue,	6	<i>Subject teachers return JUPAS SRR</i>	38, 42
	20/ Mon, F1 Interview holiday	6	JUPAS SRR Official Deadline	38, 42
	21/ Tue, 3	4	Applied Learning application Deadline	56

Careers Counselling Team Work Schedule 2016 – 2017

02-09-16

	29/ Wed, 2	4	Applied Learning interview	8, 27, 56
Dec	31/ Fri, 4	6	<i>Class teachers hand in testimonials</i>	F.6 Class Teachers
	1/3 – 28/4	3	Small group counselling for F.3 students Class teachers will attend all sessions	3A - 56 3C - 27 3B - 24 3D – 8
Apr	7/ Fri, 7	6	Delivery of both Hard & Soft copies of SLP	56, 27
	7/ Fri, 7	6	JUPAS OQ Verification Official Deadline	8
	10 – 12/ Mon – Wed, 1 – 3	6	JUPAS SPN Meeting	27, 56, P, VPs, F.6 Class Teachers, Nominators
	15/ Fri, 6	6	Class teachers finish testimonials	56, 65, 71, 27
		4	Applied Learning official deadline	56, 27
	24/Mon, 4	6	Class teachers finish SPN recommendations	27, 56, 65
	28/Fri, 1	6	Testimonials ready for Principal	56, 27, 71
	28/Fri, 1	6	JUPAS SLP submission Official deadline	F.6 students
May	4/ Tue, 4	6	SPN recommendations ready for Principal	27, 56, 71
	11/ Thu, 7	6	JUPAS SPN Official Deadline	56, 42
	15/ Mon, 2	6	Delivery of report cards + testimonials	All + F.6 Class Teachers
	23/Tue, 1	6	Amendment of JUPAS programme choices ends	F.6 students

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02-09-16

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Jun				
	13/ Tue, Exam	6	Students check timeslots for modification of JUPAS program choices	56
Jul	4 – 8/ Post Exam	4 – 5	SLP Update: 1 session/ class @ MMLC or MMRM	F.4: 42, 56; F.5: 8, 24, 71
	5/ Wed, Post Exam (pm)	6	Preparatory Talk for F.6 Students + Parents	All
	11/ Mon, End of Term Assembly (1330 – 1730)	5	Briefing on OEA & Writing OEA Essay	All + Class Teachers
	12/ Wed	6	HKDSE Result Release + Individual Counselling	All
	12 – 14/ Wed – Fri	6	Individual Counselling	All
	13 – 15/ Thu – Sat	6	Modification of JUPAS Programme Choices	F.6 Students
	Sep - July		Update students & colleagues on university entrance requirements & careers related matters during staff meetings & through intranet	27, 56
August	7/ Mon	6	JUPAS Main Round Offer	F.6 Students
	9/ Wed	6	Individual Counselling on modification of JUPAS programme choices after HKDSE Appeal Result Release	27, 56
		6	Students apply for offer reconsideration with better HKDSE results	F.6 Students
	18/ Thu	6	JUPAS Reconsideration Round	F.6 Students
	21/ Mon	6	JUPAS Clearing Round Offer	F.6 Students
	24/ Thu	6	JUPAS Subsequent Round Offer	F.6 Students

- Mentorship (1) Closing & Review
 (2) Launch of the 2nd trial