

**Course on Careers Guidance in Secondary School**  
**Jointly organized by HKACMGM and SCOPE, City U**  
**Course Code: 61573**

**General Course Description**

The following information is provided for your reference only. The course content is subject to change without prior notification.

**(1) Different models of careers guidance; Careers counseling: skills and practicalities**

- Some general principles of careers guidance or career education are introduced to:
  - i) help encourage students to persist in their pursuit of career goals
  - ii) help students make an informed decision about the art-and-science stream selection
  - iii) teach students how to achieve self-understanding
  - iv) help students develop good decision making skills
  - v) help students acquire knowledge about the world of work
  - vi) help students acquire job search skills, etc.
- The careers handbook of a secondary school is introduced.
- A systematic approach to career education planning in secondary schools is introduced.
- Things to note when counseling students are discussed.

**(2) Careers guidance: theoretical aspects and reflections**

- Different main theories of careers guidance are introduced.
- The day-to-day operations of the career guidance work is reviewed and analyzed from a broader perspective.

**(3) Careers guidance: a case study**

- A sample schedule of work of the careers guidance committee of a secondary school for the whole academic year is studied.

**(4) Careers guidance for junior forms (with emphasis on choice of stream and subjects in F.4); Changing job market and core competencies**

- Some possible activities for F.1-3 students such as on-line careers quiz game, games on guessing occupations are introduced.

- The career programme for guiding F.3 students on the choice of stream and subjects used at a secondary school is introduced. The principles for designing the programme are studied.
- The changes of job market due to globalization and the integration with Mainland China are discussed.
- The significance of core competencies and how it links up with the current curriculum reforms is discussed.

**(5) Careers guidance for senior form students (with emphasis on JUPAS)**

- The F.6 admission procedure and the F.6 joint admission scheme are introduced.
- How to prepare F.5 students to face the HKCEE result release day is discussed.
- Some principles of counseling the students and helping parents to handle their children in this period are introduced.
- The procedure of JUPAS application is introduced.
- The schedule of work for JUPAS application within a secondary school is discussed.
- Some possible strategies for choosing different curricula for JUPAS application are discussed.

**(6) Vocational Education; with discussion on C.O.C. curricula for the new senior secondary school curriculum**

- The courses offered by IVE are introduced.
- Other institutions offering vocational education are introduced.
- Project Yi Jin Programme (毅進計劃) and the Youth Pre-employment Training Programme (展翅計劃) are introduced.
- A career programme of a secondary school is introduced to illustrate a more career-oriented career programme.
- The C.O.C. curricula for the new senior secondary school curriculum is discussed.

**(7) Preparing for the job world**

- Participants are led to take the employers' or potential employers' perspective to see how important the undergraduate studies of the potential employee and the qualities of intelligence, communication, leadership and flexibility.
- The implications of this consideration for careers education and young people's growth are discussed.

**(8) Overseas studies; Local study and training opportunities**

- The ranking lists of the universities overseas are introduced and interpreted.
- How a student should prepare himself / herself to benefit most from overseas studies?
- What are the differences in emphases between universities overseas and those in Hong Kong?
- What are the pathways for local study and training opportunities? A general discussion of various associate degree programmes is held.

**(9) Use of aptitude and interest tests in secondary schools: strengths and limitations**

- Some possible aptitude and interest tests for use at secondary schools are introduced.
- The interpretation of aptitude and interest tests is discussed.
- The limitations of aptitude and interest tests are discussed.

**(10) Writing testimonials and recommendations; with samples shown and discussed**

- Some sample testimonials and recommendation letters are shown.
- The content of what should be included or avoided in testimonials and recommendation letters writing is illustrated.
- The significance of the writer of the testimonials and recommendation letters is highlighted.