

Careers Guidance Committee

Aims and Objectives

As a department of the school concerned about students' development, the Careers Guidance Committee aims to:

1. Provide students with necessary information on further education and careers opportunities;
2. Promote students' awareness and understanding of their interests and abilities in relation to further education and job opportunities; and
3. Introduce students to the world of work and inculcate in them the correct attitudes towards work.

Careers Teachers

Careers Master: Mr. Sit Chun Man

Members: Ms. Hung Yin Yi

Ms. Hui Yin Ting

Ms. Yuen Ki Ki

Mr. Lee Sze Yin

Ms. Ng Wai Yu Anissa

Mr. Man Chun Kit

Teacher Assistant: Ms. Chau Yee Ting Sammi

Career and Life Planning Action Plan for 2019-20
(As of 9/9/2019)

Month	Activity	Target
Aug	F.4 Orientation	F.4
Sep	JUPAS Talk	F.6, Parents
	Subject Introduction Talk	F.3
	JUPAS Introduction Talk	F.4
	JUPAS Talk	Parents
Oct	JUPAS Registration Session	F.6
	F.1 My Way (1)	F.1
	Finding Colours of Life	F.2
	F.6 My Way (1)	F.6
	JUPAS Workshop (1)	Parents
	F.3 My Way (1)	F.3
	F.4 My Way (1)	F.4
	JUPAS Goal Setting Talk	F.4
	TWC School Talk	F.6
	JUPAS Workshop (2)	Parents
	Individual Counselling	F.6
	Alumni Sharing Series 1	F.1-6
Nov	F.6 My Way (2)	F.6
	JUPAS Workshop (3)	Parents
	F.2 My Way (1)	F.2
	F.3 My Way (2)	F.3
	Careers Aptitude Test (1)	F.3
	JUPAS Workshop (4)	Parents
	Careers Aptitude Test (2)	F.3
	Individual Counselling	F.6
	Individual Counselling (HKBB)	F.6
	My Way Buddy Program Kick-off Ceremony	F.1-6
	F.1 My Way (2)	F.1
	F.2 My Way (2)	F.2
	ApL Talk	F.4
Dec	E-APP Talk + Sharing on Sub-degree Prog.	F.6
Jan	F.2 My Way (3)	F.2
	F.3 My Way (3)	F.3

	Group Counselling (1)	F.5
Feb	F.3 My Way (4)	F.3
	F.4 My Way (2)	F.4
	Group Counselling (2)	F.5
	Career Expo	F.2
	My Way Joint School Activity	F.2
	Group Counselling (3)	F.5
	My Way Consultation For Parents of Students with Low Motivation	Parents
	F.4 Class Allocation Sharing (PTA)	F.4
Mar	F.1 My Way (3)	F.1
	Career Compass (1)	F.4
	F.5 My Way (1)	F.5
	Personality Dimensions Test	F.3
	Junior Form Elite Program	F.2-3
	F.4 Class Allocation Sharing (Students)	F.4
	F.1 My Way (4)	F.1
	F.2 My Way (4)	F.2
	Wonderful Career Day	F.4-5
Apr	F.4 My Way (3)	F.4
	Group Counselling (4)	F.5
	Career Compass (2)	F.4
	Group Counselling	F.5
	Buddy Programme	F.5
	Career Compass (3)	F.4
	F.5 My Way (2)	F.5
May	F.4 Class Allocation Seminar	F.3
	Class Allocation Quiz	F.3
	Alumni Sharing Series 2	F.1-5
Jul	DSE Result Release Talk	F.6
	Advising on DSE Result Release	F.6
	Self-account Writing	F.5
	Career Quiz Show	F.1-5

TWGHs Wong Fut Nam College
Progress Award

Aims:

The annual award scheme aims to encourage low achieving students to improve themselves and to reward the effort of those who have made the greatest improvement in their overall academic performance in the year.

Objectives:

To convey the message that anyone who works hard can succeed

To build up students' confidence and self-image

To encourage students to fully develop their potential

Selection Criteria:

Class teachers of Form 1 to 3 should select from their respective classes one student who has scored the highest *increase* in the **Final Exam** average mark compared with the **Mid-term Exam** average mark.

The student to be awarded should attain a grade B or above for conduct in the second term.

The student to be awarded is not a repeater in the next academic year.

Performance in ECA is for reference only and will not be considered in normal cases.

Award:

Prizes will be presented to winners at the Closing Ceremony in July.

TWGHs Wong Fut Nam College
Outstanding Student Award

Aims:

The award aims to encourage students to pursue an all-round development throughout their school life and reward those who have made remarkable achievements in various aspects.

Objectives:

To raise students' awareness of the importance of a balanced growth

To encourage students to develop their potentials in different areas

To select students to represent the school in Tung Wah Student of the Year Award

Selection Criteria:

All teachers are invited to nominate eligible students from F1 to F6. An interview panel is to be formed to interview nominated students and select the winner based on their academic performance, achievements in extra-curricular activities, personal qualities, performance in the interview, etc.

Selection Exercise:

April Nomination by teachers

May Interview with nominated students

Award:

The award is given to one student every year. The prize is to be presented in the school closing ceremony

TWGHs Wong Fut Nam College

**Careers Guidance
Committee**

**Application Form for Letter of
Recommendation**

Part A To Be Completed by Student

Name (English) _____ (Chinese) _____ Form: _____

Present Form Teacher: _____ Previous Form Teacher: _____

✓ **whichever appropriate:** School Transcript () Letter of Recommendation ()
Application for school () university () in _____; employment () with _____

Standardised Test Results: Enter marks when Mid-yr/Final Exam results not available

Eng	Chi	Math	M1/M2	LS	Econ	BAFS
Phy	Chem	Bio	CIT	Geog	CHist	Hist
C Lit	V Arts	Music	PE	PTH	Others:	Others:

Extra-curricular Activities in past 3 years:

Clubs/Activities/Competitions Inside School (with yr): _____

Activities/Competitions Outside School (with yr): _____

Special Interests: _____

School Band: Year joined: _____ to _____ Instrument: _____

School Team: _____ Years joined: _____ to _____

Awards/Scholarships/Special Exams (with yr): _____

Responsibility Posts (with yr): _____

Date: _____ Student's Signature: _____

Part B To Be Completed by Form Teacher

✓ appropriate boxes	outstanding	very good	good	average	below av.
independent study					
academic ability					
social ability					
participation in ECA					
leadership					

Character: Strength- _____

Weakness- _____

Form Teacher's Signature: _____

Part C To Be Completed by Students Who Plan to Study in the UK

Target Programme: _____

Target Universities:

DSE Level Requirements:

DSE Subject Teachers:

Subject	Name of Teacher	Subject	Name of Teacher
Chinese Language		X1:	
English Language		X2	
Mathematics (Core)		X3	
Liberal Studies		Others:	

Document Request Procedures

Procedures for obtaining letter of recommendation / certification, transcript and other documents

1. Parents should write to school stating the documents required.
2. If a letter of recommendation is required, students should obtain Application Form for Letter of Recommendation from Form Teachers.
3. Students should complete Part A (and Part C for UK university applicants) of the application form and return it to the Form Teachers.
4. Form Teachers should complete Part B of the application form and return it to a Careers Teacher.
5. The requested document will be handed to students via Form Teachers when prepared.
6. Processing time: Letter of recommendation / certification – 2 weeks
Transcript – 4 days



