King Ling College
Careers Section
Annual Plan 2026-2027

1. Mission

Life Planning Team [LP]

a. To introduce more types of careers to students;
b. To enhance students' self-awareness of their abilities and potentials;
c. To facilitate students to identify their interests and life goals;
d. To equip students for their study / career paths;
e. To nurture students for proper social and communication skills;
f. To embed the concept of lifelong learning;
g. To provide professional guidance concerning further studies and careers;
h. To nominate suitable and capable students for tertiary education / job opportunities.

Ceremonial Team [CT]

i. To organize ceremonial events like Initiation Ceremony, Speech Day and Closing Ceremony.

External Opportunities and SLP Team [EO / SLP]

j. To broaden students' other learning experience;
k. To help strengthen students' confidence in facing challenges and to cultivate a sense of achievement;
l. To nurture students' all-round development
m. To enable students to experience and explore through overseas exchange programmes.

2. Development Focuses

a. [LP] To facilitate students to join activities provided by the target universities (3a)
b. [LP] To introduce scholarships of overseas universities (3c)
c. [LP] To review the subject combination and structure to be used in 2027-2028 (4c)
d. [EO] To expand S1-S4 student participation in overseas / outside HK tours (6a)
e. [EO] To nominate more S1-S4 to join overseas / outside HK tours (6b)

3. Activities

Students:

	Target	Activity	Mission / Development Focuses	Time	Person(s)-in-charge	Cross-KLA / Department
1.	S1	Interview a family member	1a, 1c	1st Term	Hau KK	English
2.		Read local job advertisements	1a, 1d	2nd Term	Hau KK	English
3.		Initiation Ceremony	1i	1st Term: 22 August	Cheng HH, Leng YS	CT
4.	S2	Explore different careers around the world (Read an article and job advertisements from overseas)	1d,1f	1st Term	Wong WC	English
5.	S3	Talk for Colour of life	1b, 1c	1st Term: 25 Sep	Ryan	English
6.		Colour of life: Holland Code	1b, 1c	1st Term	Ryan	English
7.		Parents' Talk: Course Selection	1d, 1g	1st Term: 6 Nov	Hau KK, Cheng HH	Academic
8.		Survey Talk: Electives	1b, 1c	2nd Term: 26 Feb	Law KM, Lam MT	
9.		Taster Programmes	1b. 1g	1st Term (TBC)	Law KM, Lam MT	
10.		Mock Course Selection Talk	1b, 1g	2nd Term: Mar (TBC)	Cheng HH, Lam MT	
11.		Mock Course Selection	1b, 1g	2nd Term: April	Law KM, Hau KK, Cheng HH, Lam MT	
12.		Course Selection Talk	1b, 1g	2nd Term: 12 July	Cheng HH, Lam MT	
13.		Course Selection	1b, 1g	2nd Term: 12-14 July	Law KM, Hau KK, Cheng HH, Lam MT	
14.	S4	The beginning of SLP	1b, 1j	1st Term: 25 Sep	Hau KK, Cheng HH, Chong WK	EO
15.		Entrepreneurial Education Workshops	1b, 1f	1st term: 18 Sep & 4 Dec	Cheng HH, Lui CM	Econ & BAFS
16.		Job shadowing	1b, 1d, 1f, 2f	Easter & Summer	Hau KK, Cheng HH, Leng YS, Law GY	PTA, YMCA, Alumni
17.		How to find the right job?	1b, 1c, 1f	2nd Term	Lam MT	English
18.		Etiquette Workshop	1b, 1d, 1e	2nd Term	Lui CM & LP members	TL, English
19.	S5	Careers in Curriculum: Workplace Communication	1d, 1e	2nd Term	Lam MT	English: Workplace
20.		Parents' Night: What are JUPAS	1d, 1g	2nd Term: 26	Cheng HH, Hau KK	EO

	Target	Activity	Mission / Development Focuses	Time	Person(s)-in-charge	Cross-KLA / Department
		and E-app?		February		
21.		Talk for JUPAS essay	1d, 1g	2nd Term: July (TBC)	Hau KK, Lam MT	English
22.		Talk for Careers Day Preparation	1e,1f,1g	2nd Term: July (TBC)	Cheng HH, Law KM	
23.	S6	JUPAS talk	1d, 1g	1st Term: 29 Sep	Hau KK, Cheng HH,	
24.		JUPAS Account Workshop	1d	1st Term	Liu WL, Chong WK	IT Unit
25.		E-app Account Workshop	1d	1st Term	Liu WL, Chong WK	IT Unit
26.		JUPAS Data Maintenance	1d	1st Term	Cheng HH, Chong WK	
27.		Interview Workshop + Careers Day Briefing	1e,1g	1st Term: 30 Oct	Hau KK, Cheng HH	
28.		Careers Day	1e, 1f	1st Term: 6 Nov	Hau KK, Cheng HH, LP	
29.		Careers Day: Morning Assembly and Time Capsule Sealing Ceremony	1b, 1f	1st Term: 6 Nov	Law KM, Lam MT	
30.		Careers Day: Mock Interview	1d, 1e	1st Term: 6 Nov	Cheng HH, Law GY, LP	English
31.		Careers Day: Alumni Sharing	1c, 1d	1st Term: 6 Nov	Leng YS, LP	Alumni
32.		Parents' Day: Counselling on first exam result	1b, 1g	1st Term: 27 Sep	Cheng HH, Hau KK	
33.		Conditional Offer Interviews: Self-financing degree courses (HKU SPACE / Chu Hai / HSU / SFU / HKSYU)	1d, 1e, 1g	1st Term: December	Law GY	
34.		Careers Luncheon (group counselling)	1d, 1g	1st Term: 26-30 Oct	Lui CM, Cheng HH, LP	
35.		Counselling: JUPAS	1d, 1g	1st Term	LP	
36.		Parents' Talk: Preparation for HKDSE and JUPAS result releasing	1d, 1g	2nd Term: 7 July	Cheng HH, Hau KK	Academic, Guidance
37.		JUPAS essay marking	1d, 1g	1st Term	Hau KK	English
38.	S2-S3	Assemblies for Japanese November and Korean March	1d, 1f	20 Nov and March (TBC)	Liu WL	
39.	S4-S5	Careers Fair	1a, 1c, 1g	2nd Term: 30 Apr	Hau KK, Cheng HH,	Alumni / PTA

	Target	Activity	Mission / Development Focuses	Time	Person(s)-in-charge	Cross-KLA / Department
					Leng YS, LP	
40.	S4-S6	SLP forms	1g, 1k, 1l	Year round	Cheng HH, Chong WK	English / EO
41.		University Talk(s) / Tertiary Education Talk(s) [Top 50] [*school plan item 4a & 4b]	1c, 1d, 1g	1st Term: 20 Nov (S5-6) 2nd Term: 16 Apr (S4-5)	Leng YS, Lui CM, Wong WC	
42.		Careers Corner	1e, 1f	Year round	Lui CM, Wong WC	
43.		YMCA Job-related activities	1a, 1b, 1c, 1d, 1f	Long holidays	Hau KK, Cheng HH, Leng YS	
44.		Dissimilating careers-related information to class Careers Representatives	1d	Year round	Hau KK, Cheng HH	
45.	Whole school	Careers Survey	1c, 1d, 1g	1st Term: September	Law KM, Chong WK	
46.		2 Minutes to Your Future	1a, 1d	4-5 times a year	Lam MT, Wong WC	Via CTV / website
47.		Speech Day	1i	2nd Term: 22 May	Leng YS, Law KM	CT
48.		Closing Ceremony	1i	2nd Term: 12 July	Leng YS, Law KM	CT
49.		Website	1d, 1h	Year round	Cheng HH, Hau KK	IT Unit
50.		STEAM-related career events	1a, 1c, 1h, 1j	1st Term: November	Liu WL	ICT
51.		To expand S1-S4 student participation in overseas / outside HK tours [*School Plan Item 6a]	2j, 2m	Year round	Cheng HH	EO
52.		To nominate more S1-S4 to join overseas / outside HK tours [*School Plan Item 6b]	2j, 2m	Year round	Cheng HH	EO
53.		Careers support for SEN students	1b, 1c, 1d, 1e	Year round	Hau KK, Leng YS	SEN Student Support Team

Selected Target Groups:

	Target	Activity	Mission / Development Focuses	Time	Person(s)-in-charge	Cross-KLA / Department
1.	S1-S6	Nominations (awards / competitions)	1h, 1j, 1k	Year round	Cheng HH, EO / SLP	
2.	S6	Nomination: JUPAS Principal's nomination	1h	1st Term	Hau KK, Pang WC, Cheng HH	
3.	S6	Nomination: other local tertiary education	1h	Year round	Law GY, Cheng HH	
4.	S6	Application: Mainland / Taiwan / overseas studies	1h	1st Term	Law GY, Hau KK	
5.	Eligible applicants	Recommendation letters	1d, 1h	Year round	Ryan Culliton	

Alumni:

	Target	Activity	Mission / Development Focuses	Time	Person(s)-in-charge	Cross-KLA / Department
1.	Alumni	Application of official documents	1d, 1f, 1g	Year round	Ryan Culliton, Cheng HH	

Parents:

	Target	Activity	Mission / Development Focuses	Time	Person(s)-in-charge	Cross-KLA / Department
1.	S3 parents	Parents' Talk: Course Selection	1d, 1g	1st Term: 6 Nov	Hau KK, Cheng HH	Academic
2.	S5 parents	Parents' Night: What are JUPAS and E-app?	1d, 1g	2nd Term: 13 March	Hau KK, Cheng HH	EO, Academic
3.	S6 parents	Parents' Day: First exam result	1b, 1g	1st Term: 27 Sep	Cheng HH, Hau KK	Academic
4.	S6 parents	Parents' Talk: Preparation for HKDSE and JUPAS result release	1d, 1g	2nd Term: 7 July	Cheng HH, Hau KK	Academic, Guidance

4. Evaluation

Observation: Teachers evaluate activities by observing the performance of the guest speaker(s) / organization(s). Students' participation and enthusiasm are also essential for assessing the activities.

Verbal Feedback: Interviewing participants and the host(s) / teacher(s) - in-charge allow the section to collect first-hand and immediate feedback right after the activities.

Writing Feedback: Questionnaires, self-evaluation / peer-evaluation forms enable participants to have in-depth reflection on the activities. The collected data also facilitates the section to further improve in the future.

5. Team Members

Careers Section
Section Head: Cheng HH
Supervisor: Cheung KK

Life Planning Team [LP]
Hau KK, Cheng HH, Chong WK, Lam MT, Law GY, Law KM, Leng YS, Liu WL, Lui CM, Wong WC, Ryan Culliton

Ceremonial Team [CT]
Leng YS, Chiu MY, Chu KY, Law KM, Li HL, Sun K

External Opportunities & SLP Team [EO]
Cheng HH, Chan KK, Chung PT, Law KM, Ma WC, Ryan Culliton, Wong PF, Wong WC, Wong WF, Wong KL

6. Budget

	Activities	Budget
1.	S1-S6 activities	$3000
2.	Careers Day	$1000
3.	Careers Fair	$1000
4.	Books	$2000
6.	Subsidising local universities taster programmes ($1000 max; Target 30 senior students)	$30000
	Total	$37000

7. Minutes Taking

- 1st meeting: Leng YS
- 2nd meeting: Liu WL
- 3rd meeting: Lui CM

8. Useful Forms

a. Application for Testimonial/Transcript/Recommendation Letter/Report Card (Appendix 1)
b. Template of evaluation form (Appendix 2)
c. Careers Counselling Record (Appendix 3)
d. JUPAS Counselling Form (Appendix 4)
e. Template of EPIE form (Appendix 5)