

Education Bureau Circular Memorandum No. 71/2021

From: Secretary for Education
Reference: EDB(CG)ISS/20/28/4(8)
Date: 4 August 2021

Online Learning System – “My Life Planning Portfolio”

(Note: This circular memorandum should be read by heads and careers teachers of all secondary schools.)

Summary

This circular memorandum informs schools that a thematic corner titled “My Life Planning Portfolio” was set up on the Life Planning Information Website. Under this thematic corner, information and handy tools on life planning are provided for students to conduct career aptitude assessments and create learning portfolios, and teaching resources on life planning are made available for teachers to facilitate students’ life planning.

Details

2. The ten-year “CLAP for Youth@JC” project funded by the Hong Kong Jockey Club Charities Trust since 2015, under which an online platform was developed to support young people’s life planning and development. In response to the widespread use of the online platform by teachers and students in the first five years, the EDB has migrated certain functions of the platform to the “My Life Planning Portfolio” thematic corner on the [Life Planning Information Website](#). As an online learning system, “My Life Planning Portfolio” helps students identify their interests and strengths, and grasp various study and career pathways as well as positive work values, so that they could prepare early for further studies or career pursuits. Teachers and students are encouraged to make optimum use of the system.



3. There are seven sections under “My Life Planning Portfolio”, namely Career Assessment (with various tools for career aptitude assessment), My E-lesson, Student Portfolio, Career Information and video clips, “My Work Values” game, Career Adventure Report and Professional Development Programme specifically designed for teachers. Details of the system are set out in

Annex 1.

4. The Education Bureau (EDB) has produced the User Manual on “My Life Planning Portfolio” and the User Manual on “My Work Values” game for schools’ reference. Please complete the reply slip (**Annex 2**) and approach the respective Regional Education Offices of the EDB on or before 30 October 2021 for collection of these user manuals. The EDB will write to schools to provide details on system activation and school account registration. Also, there will be briefings from July to September 2021. For details, please refer to the latest updates on the EDB’s Training Calendar.

Enquiries

5. For enquiries about this circular memorandum, please contact Ms Pierra KWAN (telephone number: 3698 4118) or Ms Maggie LAW (telephone number: 3698 4238) of the Career Guidance Section. For enquiries concerning user accounts and user manuals, please approach Samuel CHUANG (telephone number: 3698 3051) or Keaster LO (telephone number: 3698 4332).

K K LEE
for Secretary for Education

c.c. Heads of Sections – for information

An Overview of Online Learning System – “My Life Planning Portfolio”

As an online learning system, [My Life Planning Portfolio](#) makes handy tools available for students to undertake career aptitude assessments and create learning portfolios, and provides teachers with teaching resources on life planning education. With a user account, students and teachers can have access to resources on the system, which cover Career Assessment, My E-lesson, Student Portfolio, Career Information and video clips, “My Work Values” game, Career Adventure Report, and Professional Development Programme specially designed for teachers. Details are as follows:



(a) Career Assessment

- Career Assessment comprises a number of tools for career aptitude assessment, including:
 - Personal Background Questionnaire, Career Adapt-Abilities Scale (CAAS) and Career Decision-making Difficulties Questionnaire (CDDQ): these tools evaluate students’ psychological conditions for handling career change, personal growth and work crises, and the difficulties students may face when choosing a career; help students know better their interests and strengths, adjust mindset and further develop their abilities, and thus make right choices about their further study and career.
 - Career Interest Inventory (CII): on the basis of John Holland’s theory, this test classifies students into six types (i.e. realistic, investigative, artistic, social, enterprising and conventional) according to their attributes and interests. Students may take the test results as reference when choosing a discipline or career that suits their interests. CII matches test results with local university programmes, post-secondary courses and occupations for students’ reference.
 - Basic Interest Marker (BIM): this test helps students find out the career fields they are interested in, chart their study or career path, and explore more alternatives for career development.
- Each assessment takes about 15 to 35 minutes.
- The assessment tools are designed for students at Secondary Three and senior secondary levels having regard to their life planning needs. With the aid of such assessments, students can acquire a better understanding of their interests and strengths, as well as different trades and industries, and make reference when planning and conducting reflection for future development.
- Students will be provided with reports on their assessment results, and teachers/school guidance personnel may draw reference from these reports in providing life planning guidance service for students.

(b) My E-lesson

- Learning materials covering twelve 60-minute online modules are designed for students at

Secondary Three and senior secondary levels.

- A series of lessons is offered to guide students in identifying their personality traits, giving thought to their ideal jobs, and acquiring pertinent knowledge, skills and concepts in order to make informed choices.
- Four thematic modules and one cross-curricular module at senior secondary level are developed, each lasting for 50 to 120 minutes. Students may study these modules either on a stand-alone basis or along with other modules.

(c) Student Portfolio

- Students may make use of “Shine • My Profile” to record their life planning journey and create their learning profiles and learning portfolio folders.
- Students may upload texts, pictures, links, images and such like onto “My Gallery” for creating their multimedia profiles.
- The “File Manager” function is available for students to easily manage the files on “My Gallery”.
- With the “My Bookmarks” function, students may bookmark certain life planning information for easy reference.

(d) Career Information and video clips

- About 200 pieces of information that highlight the correlation between personality traits and jobs are provided.
- There are thirteen videos that feature individuals’ experience in study, career development and entrepreneurship.

(e) “My Work Values” game

- This game is designed to help students learn about the values at workplace.
- Through game-playing, students can experience twenty essential dimensions of work values, including achievement, autonomy, creativity, advancement, collaboration, serve others, supportive supervision, compensation, job security, work condition, etc.

(f) Career Adventure Report

- Career Adventure Report facilitates students’ review of their learning progress with life planning lessons.
- Students can recall the activities they have completed on their life planning journey, such as their visits to post-secondary institutions, attending of mock interviews, participation in career talks or seminars, etc.

(g) Professional Development Programme

- Online learning programmes, which cover four areas (namely basic concepts and theories of life planning education; school-based life planning education; guidance and counselling skills; and arrangement of work experience activities), are offered to teachers.
- Teaching resources are provided in the form of videos, worksheets, teachers' sharing, reading materials, etc.

Reply Slip

To: Hong Kong/Kowloon/New Territories East/New Territories West* Regional Education Office,
Education Bureau (*delete as appropriate)

**Collection of the User Manual on “My Life Planning Portfolio” and
the User Manual on “My Work Values” Game**

Please furnish our staff with the following:

- (i) The User Manual on _____ copies
“My Life Planning Portfolio” (a maximum of 10 copies per school)
- (ii) The User Manual on _____ copies
“My Work Values” Game (a maximum of 10 copies per school)

(School Chop)

Name of School: _____

Signature of Principal: _____

Name of Principal: _____

Collection Point	Time for Collection
Hong Kong Regional Education Office 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong (Telephone number: 2863 4646)	From today to 30 October 2021 Monday to Friday: (except public holidays) 9:30 a.m. to 1:00 p.m. 2:00 p.m. to 5:30 p.m.
Kowloon Regional Education Office Podium, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong (Telephone number: 3698 4108)	
New Territories East Regional Education Office 22/F, Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories (Telephone number: 2639 4876)	
New Territories West Regional Education Office 19/F, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, New Territories (Telephone number: 2437 7272)	