

**Ho Fung College (Sponsored by Sik Sik Yuen)**

**Careers Guidance Section**

**Work Plan for Career and Life Planning (with allocation of the CLPG shown) in academic year 2015-2016**

<b>Objectives</b>	<b>Strategies</b>	<b>Monitoring/Evaluation</b>	<b>Allocation of the CLPG</b>
<p>To support the implementation of Life Planning Education and Activities</p>	<ol style="list-style-type: none"> <li>1. To employ one contract teacher to relieve careers teachers' teaching load so that human resources can be released to attend courses, workshops, talks related to career guidance and life planning and also organize more careers and life planning programmes for students, like tailor-made individual or small group advising sessions for S5 and S6 students, interview workshop for S6 students, training courses for "Careers Prefects", etc.</li> <li>2. To employ <u>0.7</u> full-time Teaching Assistant (Degree Level) to               <ol style="list-style-type: none"> <li>a. assist in organizing career and life planning programmes for students;</li> <li>b. assist in clerical support and follow-up work on activities related to career and life planning programmes for students;</li> <li>c. manage the logistic arrangements and assist in career-related activities outside school;</li> <li>d. update the information of tertiary institutions and external organizations related to career and life planning.</li> </ol> </li> </ol>	<p>Opinion survey of careers teachers and other teachers (or staff) who have been responsible for/involved in the implementation of the career and life planning</p>	<ol style="list-style-type: none"> <li>1. Teacher: <math>\\$34,180 \times 12 + \\$1500 \times 12 = \\$428,160</math></li> <li>2. TA: <math>\\$13,000 \times 12 \times 1.05 \times 0.7 = \\$114,660</math></li> </ol> <p>Sub-total: <math>\\$428,160 + \\$114,660 = \\$542,820</math></p>

Objectives	Strategies	Monitoring/Evaluation	Allocation of the CLPG
<p>To build up a positive and meaningful life attitude among junior form students</p>	<ol style="list-style-type: none"> <li>1. To provide guidance on NSS subject selection:               <ol style="list-style-type: none"> <li>a. “Finding your colours of life” – by social worker and class teachers, with the help of careers teachers;</li> <li>b. “My Type” Workshop – by HKFYG</li> <li>c. Talk on the selection of electives (usually accompanied with experience sharing session on choice of electives by senior form students);</li> <li>d. Talk for parents of S3 students on the selection of electives and life planning either during Parents’ night or Parents’ day.</li> </ol> </li> <li>2. To provide life planning talk: 「生涯規劃」講座 for S3 students</li> <li>3. To conduct a small scale of life planning lessons in S2 on a trial basis</li> <li>4. To encourage S3 students to visit the Info Days organized by different tertiary institutions</li> </ol>	<ol style="list-style-type: none"> <li>1. Observation and informal chatting with students, teachers concerned and social workers</li> <li>2. Feedback from the service provider, students and alumni</li> <li>3. Number of students enrolled and their degree of involvement</li> </ol>	<ol style="list-style-type: none"> <li>1. Books for “Finding your colours of life”:  <math>\\$15 \times 144 + \\$100 = \\$2,200</math></li> <li>2. “My Type” Workshop: \$4,800</li> <li>2. 「生涯規劃」講座 by HKFYG (S3): \$1,500</li> <li>3. Printing fee for teaching materials: \$200</li> </ol> <p>Sub-total: <math>\\$2,200 + \\$4,800 + \\$1,500 + \\$200 = \\$8700</math></p>

Objectives	Strategies	Monitoring/Evaluation	Allocation of the CLPG
<p>To build up a positive and meaningful life attitude among senior form students</p>	<ol style="list-style-type: none"> <li>1. To provide guidance on life planning:               <ol style="list-style-type: none"> <li>a. “Career Mapping” – by the social worker and class teachers, under the help of careers teachers;</li> <li>b. Talk on alternative study paths after S6 ;</li> <li>c. Consultation sessions offered by HKU, CUHK, etc at our school campus (S3 students are encouraged to attend);</li> <li>d. “University Preparation Workshop” by ARCH-Community Outreach;</li> <li>e. Visits to specific faculties/departments of various tertiary institutions/workplaces.</li> </ol> </li> <li>2. To provide Academic Advising Sessions, JUPAS Talk and Experience Sharing Session, DSE Talk on Results Release, Interview Workshop, etc. for S6 students</li> <li>3. To launch “Mentorship Programme”, establishing a closer connection between our students and their alumni and also providing up-to-date market information about working fields our students are interested in (S3 students are encouraged to join the programme)</li> <li>4. To organize the “Job Exploration” Workshop (S3 students are encouraged to attend)</li> <li>5. To organize visits to Careers Expo and Youth E Start, Labour Department for S5 students on voluntary basis (S4 students are encouraged to join)</li> </ol>	<ol style="list-style-type: none"> <li>1. Observation and informal chatting with students, teachers concerned and social workers</li> <li>2. Feedback from the service provider, students and alumni</li> <li>3. Number of students enrolled and their degree of involvement</li> </ol>	<ol style="list-style-type: none"> <li>1. Books for “Career Mapping”:  <math>\\$27 \times 155 + \\$100 = \\$4,285</math></li> <li>2. Expenses for Transportation (estimated budget):  <math>\\$10,000</math> (excluding item 12)</li> </ol> <p>Sub-total: <math>\\$4,285 + \\$10,000 = \\$14,285</math></p>

Objectives	Strategies	Monitoring/Evaluation	Allocation of the CLPG
To build up a positive and meaningful life attitude among senior form students	<ol style="list-style-type: none"> <li>6. To conduct Holland SDS for S4 and S6 students</li> <li>7. To provide Academic Advising Sessions for about 80 S5 students during the second semester</li> <li>8. To organize Admission Talk by UST, Sharing Sessions by alumni or professionals during morning assembly</li> <li>9. To provide “CV Writing” lessons through our Chinese and English teachers</li> <li>10. To encourage all senior form students to pay visit to the Info Days organized by different tertiary institutions</li> <li>11. To encourage students to join the talks about further studies overseas, in Mainland China or Taiwan</li> <li>12. Visit to Taiwan Universities (collaborated with L.S. Department)</li> </ol>		
To equip colleagues with some basic knowledge and information in conducting the Life education	<ol style="list-style-type: none"> <li>1. To provide colleagues with relevant and necessary information, skills and techniques</li> </ol>	Feedback from teachers, collaborating partners (Staff Development Section & HKFYG/some other training institutions)	Training Workshop: \$4,000  Sub-total: \$4,000

Total CLP grant available in academic year 2015-2016 = \$58,662.10 (brought forward) +\$541,560 = \$600,222.10

Total expenses = \$542,820 + \$8,700 + \$14,285 + \$4,000 = \$569,805

which gives a surplus of \$600,222.10 – \$569,805 = \$30,417.10