

Ho Fung College (Sponsored by Sik Sik Yuen)

Careers Guidance Section

Work Plan for Career and Life Planning in academic year 2016-2017

Objectives	Strategies	Monitoring/Evaluation	Allocation of the CLPG left behind
To support the implementation of Life Planning Education and Activities	<ol style="list-style-type: none"> 1. The regular teacher employed under the new scheme (i.e. turning the CLPG into regular teaching post) serves 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 advising sessions for S5 and S6 students, interview workshop for S6 students, training courses for "Careers Prefects", develop interesting careers curriculum in form of talks and workshops for junior form students, etc. 2. To employ 0.5 full-time Teaching Assistant (Degree Level) to <ol style="list-style-type: none"> a. assist in organizing career and life planning programmes for students; b. assist in clerical support and follow-up work on activities related to career and life planning programmes for students; c. manage the logistical arrangements and assist in career-related activities outside school; d. update the information of tertiary institutions and external organizations related to career and life planning. 	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	<ol style="list-style-type: none"> 1. TA: $\\$14,400 \times 12 \times 1.05 \times 0.5 = \\$90,720$ <p>Sub-total: $\\$90,720$</p>
To build up a positive and meaningful life attitude among our students	<ol style="list-style-type: none"> 1. To provide guidance on NSS subject selection <p>Junior form (S3)</p> <ol style="list-style-type: none"> a. Talk on the selection of electives (usually accompanied with an experience sharing session on choice of electives by senior form students and/or careers prefects); b. Talk for parents of S3 students on the selection of electives and life planning either during Parents' night or Parents' day; c. "Finding your colours of life" – by social worker and class teachers, with the help of careers teachers (for S2 & S3). 2. To provide guidance on life planning <p>Junior form</p> <ol style="list-style-type: none"> a. Talk on study skills & time management (for S1) b. Talks on Life Planning (for S2) c. A small scale of career lessons in form of interesting workshops on a trial basis (for S2) d. Cambridge Occupational Analysts (COA) Programmes (for S1 to S3) <p>Senior form</p> <ol style="list-style-type: none"> a. "Career Mapping" – by the social worker and class teachers, under the help of careers teachers (for S4); 	<ol style="list-style-type: none"> 1. Observation and feedback from students, teachers concerned and social workers 2. Feedback from the service provider, students and alumni 3. Number of students enrolled and their degree of involvement 	<ol style="list-style-type: none"> 1. COA Programme: $\\$5,500$ 2. Books for "Career Mapping": $\\$27 \times 150 + \\$100 = \\$4,150$ 3. Books for "Finding your colours of life": $\\$15 \times 140 \times 2 + \\$100 = \\$4,300$ 4. Printing fee for teaching materials: $\\$400$ <p>Sub-total: $\\$5,500 + \\$4,150 + \\$4,300 + \\$400 = \\$14,350$</p>

Objectives	Strategies	Monitoring/Evaluation	Allocation of the CLPG left behind
To build up a positive and meaningful life attitude among our students	<ul style="list-style-type: none"> b. Assessment Tools (like CII, PGI, BIM, etc) for senior form students (S4 to S6); c. Talk on alternative study paths after S6 (for S4 to S6); d. Consultation sessions offered by HKU, CUHK, etc. at our school campus (for S4 to S6 and S3 students are also encouraged to attend); e. “University Preparation Workshop” by ARCH-Community Outreach (for S4 to S5); f. Visits to specific faculties/departments of various tertiary institutions/workplaces (for S4 to S6); g. “Mentorship Programme” (both school-based and 「友導向」) aiming at establishing a closer connection between our students and their alumni or mentors and also providing up-to-date market information about working fields our students are interested in (for S4 to S6 and S3 students are also encouraged to join the programme); h. Academic Advising Sessions (for S5 to S6); i. “Job Exploration” Workshop (for S4 to S6 and S3 students are also encouraged to attend); j. Sharing sessions by alumni or professionals during morning assembly (for S4 to S6). 	<ul style="list-style-type: none"> 1. Observation and informal chatting with students, teachers concerned and social workers 2. Feedback from the service provider, students and alumni 3. Number of students enrolled and their degree of involvement 	<ul style="list-style-type: none"> 5. Expenses for Transport (estimated budget): \$10,000 <p>Sub-total: \$10,000</p>
To build up a positive and meaningful life attitude among our students	<ul style="list-style-type: none"> 3. JUPAS Talk and Experience Sharing Session, Talk on DSE Results Release, Interview Workshop, etc. (S6) 4. Advice for reprioritizing and/or modifying the JUPAS/study choice during the allotted time-slot in the 3-day period after the release of the DSE results 5. Interview Workshops (S6) 6. “CV Workshop” (for S4 to S6) 7. “CV Writing” lessons through our Chinese and English teachers 8. Students are encouraged to pay visit to the Info Days organized by different tertiary institutions (for S4 to S6) 9. Students are encouraged to join the talks about further studies overseas, in Mainland China or Taiwan (for S4 to S6) 	<ul style="list-style-type: none"> 1. Observation and informal chatting with students, teachers concerned and social workers 2. Feedback from the service provider, students and alumni 3. Number of students enrolled and their degree of involvement 	
To equip parents with some basic knowledge and information in conducting the Life education	<ul style="list-style-type: none"> 1. To provide parents with relevant and necessary information, skills and techniques 	Feedback from teachers, collaborating partners (PTA & HKFWS/some other training institutions)	

Total CLP grant left behind in academic year 2015-2016 = \$41,309.10

Total expenses in academic year 2016-2017 = \$90,720 + \$14,350 + \$10,000 = \$115,070

which gives a deficit of \$73,760.90