

S.K.H. Tsoi Kung Po Secondary School
Work Plan on Life Planning Education & Career Guidance Service
(2015-2016)

I. Aim 目的:

1. It is hoped that life planning education be rendered to students aiming at widening their horizon and preparing them for their future life and careers.
2. It also aims at helping students to develop their decision making ability which is valuable when career development is viewed as a life-long matter.

II. Work / Function 組工作/功能:

The committee plays a significant role in helping students to develop the knowledge and skills needed for the above aims.

III. Work Plan 年度計劃:

A. To cope with school's major concerns 配合學校的關注事項:

1. To facilitate students as responsible and active learners 培養學生成為負責任及積極的學習者

| | Date / Period 日期/時段 | Objectives 目標 | Activities / Strategies Proposed 行動方案 / 策略 | Success Criteria 成功準則 | Method(s) of Evaluation 評估方法 | People Responsible 負責人 | Resources Required 所需資源 |
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| 1.1 | Whole year | To reinforce students to reflect and understand their responsibility in studies and future career paths. | 1. S5 School-based Life Planning Education Lessons: <u>Self-designed</u> teaching materials with power points, handouts and worksheets on topics such as "Time | 60% of S5 students write reflection of their responsibility as learners actively after having the LPE lessons. | A review on the reflections collected. | KYC, CYMi, HCN | N.A. |

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| | | | Management”, “Interview Skills”, “Part-time Work”, “Life Stages” and “Writing JUPAS Additional Information OEA” will be used in LPE lessons. | | | | |
| | First term | | <p>2. S6 Career Interest Inventory On-line Test:</p> <p><u>Background:</u> 2014-15 S5 students had class-based LPE lessons. In order to reinforce what they have learnt, class-based S6 LPE lessons on Career Interest Inventory On-line Test – CII and Holland’s Career Personality Types will be rendered.</p> | 70% of S6 students participate actively in the CII test in finding their multiple pathways. | A survey will be conducted. | KYC, CYMi, HCN | \$3000 |

B. Committee Specific Goals:

| | Date / Period 日期/時段 | Objectives 目標 | Activities / Strategies Proposed 行動方案 / 策略 | Success Criteria 成功準則 | Method(s) of Evaluation 評估方法 | People Responsible 負責人 | Resources Required 所需資源 |
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| 1. | Whole year | 1. To provide students with information on educational, employment and | Careers Webpage with self-designed power points, Careers News, Careers Library Corner and Board Displays | Students find information useful. | Students’ feedback. | KYC | N.A. |
| 2. | First | | S6 JUPAS Talk | 70% of students, | A survey will | CYMi, | \$1300 |

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| | term | vocational training opportunities. | | who filled in the survey, find the activity helpful. | be conducted. | Hok Yau Club | |
| 3. | First term | | S6 Talk on IVE –Higher Diploma & THE I courses, New Foundation Diploma , Diploma in Vocational Education (DVE) & Vocational Training Courses | 70% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | YSW, VTC | N.A. |
| 4. | First term | | S6 Talk on E-APP: On-line Application System for Non-JUPAS Post-secondary Programmes | 70% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | CYMi, Hok Yau Club | \$1300 |
| 5. | First term | | S6 Talk on overseas studies in Taiwan | 70% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | CSM, Taiwan S.K.H. St. John's University | N.A. |
| 6. | First term | | S6 Talk on overseas studies in China | 60% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | CSM, Heung To College of Professional Studies | N.A. |
| 7. | First term | | S4-6 Talk DVE (Youth College) | 60% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | CSM, IVE | N.A. |
| 8. | Whole | | 2. To assist | S3 My Career Life Planning | 60% of S3 students | A survey will | YSW, NGO |

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| | year | students / & their parents to understand themselves in relation to these opportunities, their strengths and weaknesses, aptitudes, personality, needs, values and priorities, so that they may reach an informed, rational, reasoned and realistic decision in the choice of their education and/ or career. | | find the activity helpful. | be conducted. | | |
| 9. | First term | | Talk on Multiple Pathways to S6 parents | Parents find information rendered useful. | Parents' feedback. | KYC | N.A. |
| 10. | First term | | Talk on NSS Course Selection to S3 parents | Parents find information rendered useful. | Parents' feedback. | CYMi | N.A. |
| 11. | First term | | S4 Visit to Jockey Club Life Journey Centre to experience the shortness & instability of life | 70% of students find the activity helpful in making them realize they have to treasure their time and live meaningfully. | A survey will be conducted. | KYC & RAC | \$15000 |
| 12. | First term | | S6 "Mock Release of the HKDSE" | 60% of S6 students find the activity helpful in making them care more about their studies and career paths. | A survey will be conducted. | HCN & Hok Yau Club | \$7500 |
| 13. | First Term | 3. To inculcate in students, a correct attitude towards work and employment. | S6 Workshop on Interview Skills | 60% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | CYMi, Hok Yau Club | \$1300 |

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| 14. | Second term | | Summer Career-Related Experience Scheme HKACMGM | 80% of participants successfully finished the scheme. | Reports from HKACMGM. | HCN, HKACMGM | N.A. |
| 15. | Whole year | 4. To help students find suitable educational or vocational training and employment. | S5-6 Applied Learning Courses & S4 Taster Programmes | 80% of participants successfully completed the courses. | Reports from EDB. | HCN | N.A. |
| 16. | First term | | S6 Workshop on Course Selection & Interview Skills | 70% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | CYMi, Hok Yau Club | \$1300 |
| 17. | First term | | S6 Visit to VTC | Students find the visit useful. | Students' feedback | HCN | \$1000 |
| 18. | Second term | | S4 Talk on Applied Learning Courses & Taster Programmes | 70% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | HCN | N.A. |
| 19. | Second term | | On-line Survey on multiple pathways of S6 graduates through school's Careers' website | 70% of graduates find educational or vocational training and/ or employment. | Results of the survey | HCN | N.A. |
| 20. | Whole year | 5. To offer appropriate help and guidance to students on | Principal's Nominations Schemes & Recommendations | Students will be able to prepare and submit their Personal | Teachers' feedback. | KYC, CYMi | N.A. |

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| | | matters relating to their future pathway. | | Statements & portfolios properly for teachers' recommendations. | | | |
| 21. | Whole year | | Career Guidance to ApL students | Students find guidance rendered helpful. | Students' feedback. | HCN | N.A. |
| 22. | Whole year | | Career Guidance to students (S6, in particular) | Students find guidance rendered helpful. | Students' feedback. | HCN | N.A. |
| 23. | Whole year | | Career Guidance to S3 students on NSS Course Selection | Students find guidance rendered helpful. | Students' feedback. | YSW | N.A. |
| 24. | Second term | | Guidance on the Release of the HKDSE | Students find guidance rendered helpful. | Students' feedback. | All | N.A. |
| 25. | Second term | | VTC booth - Guidance on the Release of HKDSE | Students find guidance rendered helpful. | Students' feedback. | HCN | N.A. |
| 26. | Second term | | S5 Writing JUPAS Additional Information OEA (AI) | Participants submit their AI successfully. | Students' work. | CSM | N.A. |

Committee Members 組成員:

Committee Head: MA KWOK Yan Chun, Alice

Assistant Convener: CHAN Yuen Mei

CRE Convener: HONG Chui Ngan

Committee

Members : CHEUNG Suk Man
YIP Shu Wing

IV. Budget

Attachment 1

財政預算

2015/2016 學校獲教育局撥款津貼及累積未用津貼合共 HK\$645,084.00

| | HK\$ |
|---|----------------------------|
| (1) Salaries for Assistant Teacher/teaching assistant | 396,900.00 |
| (2) Salaries for student helpers /supporting staff | 90,460.00 |
| (3) Teaching Aids: | |
| (i) Library books for students | 5,000.00 |
| (4) Others | |
| (i) S6 JUPAS Talk | 1,300.00 |
| (ii) S6 Talk on Course Selection & Interview Skills | 1,300.00 |
| (iii) S6 Talk on E-APP | 1,300.00 |
| (iv) S6 Career Interest Inventory On-line Test | 3,000.00 |
| (v) S6 Mock Release of the HKDSE | 7,500.00 |
| (vi) S4 Visit to Jockey Club Life Journey Centre | 15,000.00 |
| (vii) Traffic allowance for Visits | 5,000.00 |
| (viii) Other Programmes | <u>3,800.00</u> |
| 合共 | <u>530,560.00</u> ===== |