**S.K.H. Tsoi Kung Po Secondary School**

**Work Plan on Life Planning Education & Career Guidance Service**

 **(2014-2015)**

1. **Aim目的:**
2. 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.
3. 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.
4. **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.

1. **Work Plan年度計劃:**
2. **To cope with school’s major concerns** **配合學校的關注事項:**
	1. To train students as responsible learners訓練學生成為負責任的學習者

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|  | 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 |
| 1.1 | Whole year | To help students reflect and understand their responsibility in studies and future career paths. Also, to help students understand “being a responsible learner” is related to the world of work, too. | **S5 School-based Life Planning Education Lessons:**Background:2013-14 S4 students have done Personality Dimensions, which helped them to understand their personality types and career paths. (Appendix A)* In 2014-15, class-based S5 Life Planning Education (LPE) lessons will be rendered to them to reinforce their learning in S4. (Appendix B)
* Self-designed teaching materials with power points, handouts and worksheets on topics such as “Time Management”, “Interview Skills”, “Writing Application Letter & Resume”, “Life Stages” and “Writing JUPAS Additional Information OEA” will be used in LPE lessons. (Appendices C1,C2, C3, C4, C5, C6, C7, C8, C9)
* Besides, the following form-based LPE programmes will be delivered with the assistance of guest speakers from Y.E.S. & E.R.B.:
1. S4-6 Career Talk on “Logistics”,
2. S5 “Assessment and analysis of potential careers”
3. S4-5 “Workplace communication skills” (Appendices D1,D2,D3)
 | 60% of S5 students find the LPE lessons and talks useful in helping them to reflect their responsibility as learners. | A survey will be conducted. | KYC, CYMi, HCN | N.A. |

1. To enhance teachers’ capability in catering for learner diversity提升老師照顧學習差異的能力

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| 2.1 | First term | To provide LPE lessons to cater for needs of different ability students. | **S6 Career Interest Inventory On-line Test:**Background:2013-14 S5 students had class-based LPE lessons (Appendix E) and most students would like to have LPE lessons. * Therefore, class-based S6 LPE lessons on Career Interest Inventory On-line Test – CII and Holland’s Career Personality Types will be rendered. (Appendix F1,2)
 | 65% of S6 students find the CII useful in helping them plan early for their choices of further studies and career paths according to their different capabilities, traits and aptitudes. | A survey will be conducted. | KYC | $5000 |

3. To instill a spirit of self-regard and affection into students培育學生愛己愛親的精神

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|  | 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 |
| 3.1 | Second term | To help S6 students care more about their future career pathways. | **S6 “Mock Release of the HKDSE”** (Appendix G) | 60% of S6 students find the activity helpful in making them care more about their studies and career paths. | A survey will be conducted. | KYC,HCN & Hok Yau Club | $5000 |

**B. Committee Specific Goals:**

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|  | 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 |
|  | Whole year | 1. To provide students with information on educational, employment and vocational training opportunities.
 | Careers Webpage with self-designed power points, Careers News, Careers Library Corner and Board Displays | Students find information useful. | Students’ feedback. | KYC | N.A. |
|  | First term | S6 JUPAS Talk | 70% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | CYMi | N.A. |
|  | First term | S6 Workshop on JUPAS 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 | $1000 |
|  | 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. |
|  | 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. | YSW, Hok Yau Club | $1000 |
|  | 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. | CYMi, Pui Ching Academy | N.A. |
|  | First term | S6 Talk on Yi Jin Diploma Programme | 70% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | YSW, Lingnan Institute of Further Education | N.A. |
|  | First term | 1. To assist 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.
 | Talk on Multiple Pathways to S6 parents | Parents find information rendered useful. | Parents’ feedback. | KYC | N.A. |
|  | First term | Talk on NSS Course Selection to S3 parents | Parents find information rendered useful. | Parents’ feedback. | CYMi | N.A. |
|  | First term | S4 Visit to Jockey Club Life Journey Centre | 70% of students find the activity helpful. | A survey will be conducted. | KYC & E&R | $20000 |
|  | Second term | S3 Mock Life Workshop | 70% of S3 students find the activity helpful. | A survey will be conducted. | YSW, NGO | $20,000 |
|  | Second term | S6 Talk on “Getting ready for the HKDSE Results Release Day” | Parents and students find the talk informative. | Students’ and parents’ feedback. | KYC, CYMi | N.A. |
|  | First term | 1. To inculcate in students, a correct attitude towards work and employment.
 | S4-6 Career Talk on “Logistics” | 65% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | CSM, E.R.B. | N.A. |
|  | Second term | S5 “Assessment and Analysis of Potential Careers” | 65% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | CSM, Y.E.S. | N.A. |
|  | Second term | S4-5 “Workplace Communication Skills” | 65% of students, who filled in the survey, find the activity helpful. | A survey will be conducted. | CSM, Y.E.S. | N.A. |
|  | Second term | Summer Career-Related Experience Scheme HKACMGM | 80% of participants successfully finished the scheme. | Reports from HKACMGM. | HCN, HKACMGM | N.A. |
|  | Whole year | 1. 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, KYC | N.A. |
|  | First term | S6 Workshop on JUPAS Course Selection | 70% of participants find the activity helpful. | A survey will be conducted. | CYMi | N.A. |
|  | First term | S4-6 Visit to VTC (Tsing Yi) | Students find the visit useful. | Students’ feedback | KYC, CYMi, CSM | $900 |
|  | 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. |
|  | 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, T.A. | N.A. |
|  | Whole year | 1. To offer appropriate help and guidance to students on matters relating to their future pathway.
 | Principal's Nominations Schemes & Recommendations | Students will be able to prepare and submit their Personal Statements & portfolios properly for teachers’ recommendations. | Teachers’ feedback. | KYC, CYMi | N.A. |
|  | Whole year | Career Guidance to students (S6, in particular) | Students find guidance rendered helpful. | Students’ feedback. | All | N.A. |
|  | First term | Staff Development on “Understanding a whole-school approach in Career Guidance” | Teachers learn more about multiple pathways of students and are trained to render career guidance to students. | A survey will be conducted. | KYC,HKACMGM | $5000 |
|  | Second term | Guidance on the Release of the HKDSE | Students find guidance rendered helpful. | Students’ feedback. | All | N.A. |
|  | Second term | VTC booth - Guidance on the Release of HKDSE | Students find guidance rendered helpful. | Students’ feedback. | KYC, CYMi | N.A. |
|  | Second term | S5 Writing JUPAS Additional Information OEA (AI) | Participants submit their AI successfully. | Students’ work. | CSM | N.A. |

**Committee Members組成員**:

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| Committee Head: | MA KWOK Yan Chun, Alice |
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| Assistant Convener: | CHAN Yuen Mei |
|  |  |
| CRE Convener: | HONG Chui Ngan |
| Committee Members : | CHEUNG Suk Man  |
|  | YIP Shu Wing |

1. **Budget**

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|  |  | 2014-2015 | Total Budgeted amount ($) |
|  | *Income* | 　 |  |
| (a1) | Subject Grant | 　 | 494,340.00  |
|  |  | Total income for the year | 495,340.00  |
| 　 | *Expenditures\** |  |
| (2a) | Programs and Expenses Subsidized with Subject Grant | 　 |
| 　 | (1) Salaries for Assistant Teacher / Teaching Assistant | 267,000.00  |
| 　 | (2) Salaries for Student Helpers / Supporting Staff | 80,340.00  |
| 　 | (3) Teaching Aids: | 20,000.00 |
| 　 | (4) Consumables: | 　 |
| 　 | Poster | 3,000.00  |
| 　 | Stationery | 2,000.00  |
| 　 | (5) Others: | 　 |
|  | 　 | S6 Workshop on JUPAS Course Selection & Interview Skills (Hok Yau Club) | 1,000.00  |
|  | 　 | S6 Talk on E-APP (Hok Yau Club) | 1,000.00  |
|  | 　 | S6 Career Interest Inventory On-line Test | 5,000.00  |
|  | 　 | S6 Mock Release of the HKDSE | 5,000.00  |
|  | 　 | S4 Visit to Jockey Club Life Journey Centre | 20,000.00  |
|  | 　 | S3 Mock Life Workshop | 20,000.00  |
|  | 　 | Traffic allowance for Visits | 30,000.00  |
|  | 　 | Staff Development | 5,000.00  |
|  | 　 | Other Programmes | 35,000.00  |
|  | 　 | Total use of Grant | 494,340.00  |