

Work Plan on Life Planning Education and Career Guidance Service 2015/16

Name of School: Chan Sui KI (La Salle) College

School Year: 2015-2016

Objectives	Strategies	Monitoring/Evaluation	Allocation of the CLP Grant
1. To enhance the capacity of career teachers for life planning education and career guidance	1.1 To employ a contract teacher to relieve the workload of the three-member taskforce responsible for life-planning education and career guidance	Successful delivery of the enriched life planning education and career guidance service Feedbacks from the taskforce on division of work	HK\$340,011
2. To enrich life planning education and career guidance service	2.1 To acquire services to cater for career guidance needs of students at all levels 2.2 To support career-related activities organized by the school's Career Counseling Section and its stakeholders such as Old Boys' Association and Parent-Teacher Association	Feedbacks from participants Opinions of various stakeholders	HK\$177,609

Appendix

Chan Sui Ki (La Salle) College --- Career and Life-Planning Grant 2015-2016

The plan is characterized by four features namely,

- (a) Developmental – from S1 to S 6 with themes based on students’ needs at various developmental stages
- (b) School-wide – not limited to career teachers, involving various school personnel and stakeholders
- (c) Diversified – from mass talks, small-group activities to individual counseling
- (d) Reflective – Students are expected to formulate, reflect on and adjust their own career plan accordingly

The theme of each form is as follows:-

- S1 – self-understanding
- S2 – self-management
- S3 – self-searching
- S4 – career aspiration
- S5 – career exploration
- S6 – career navigation

Estimated Cost of Running All Activities: HK\$176,650

Level / Details	Fee	Budget	Organizer	Teacher-in-charge
Form 1 Self-understanding				
Self-understanding workshop (1) 15-03-2016 (Day3) 2:30 – 4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Mr. W.H. Lam
Self-understanding workshop (2) 23-03-2016 (Day3) 2:30 – 4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Mr. W.H. Lam

Theme-based career activities for Forms 1 and 2 Details are to be confirmed	Details are to be confirmed	HK\$1,500	Self	Mr. W.H. Lam
Form 2 Self-management				
Self-management (1) 14-04-2016 (Day 3) 2:30-4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Mr. W.H. Lam
Self-management (2) 22-04-2016 (Day 3) 2:30-4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Mr. W.H. Lam
Theme-based career activities for Forms 1 and 2 Details are to be confirmed	Details are to be confirmed	HK\$1,500	Self	Mr. W.H. Lam
Form 3 Self-searching				
Three Study Plans September 2015 / March 2016 / May 2016	NIL	HK\$0	Self	Ms. W. S. Tong
Career lesson (1) 5-10-2015 (Day3) 2:30-3:10 p.m. CL	NIL	HK\$0	Self	Ms. K.M. Chiu
Career lesson (2) 22-10-2015 (Day3) 2:30-3:10 p.m. CL	NIL	HK\$0	Self	Ms. K.M. Chiu
Self-searching 16-02-2016 (Day3) 2:30-4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Ms. W.S. Tong
Talk on NSS curriculum (1) 23-03-2016 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
Talk on NSS curriculum (2) 14-04-2016 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
Talk on Form four streaming 22-04-2016 (Day3) 2:30-3:20 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
Form 4 Career Aspiration				

Participation in at least 1 career-related activity according to students' interest / career aspiration	NIL	HK\$0	external organizations	Mr. W. H. Lam
Visit to Y.E.S. in Mongkok 11Dec2015/25Jan2016/18Mar2016 3:30-6:00 p.m.	free coach by Labour Dept	HK\$0	Y.E.S. (Labour Dept.)	WST / WHL / FL
Career Mapping (1) 06-10-2015 (Day4) 2:30-3:10 p.m. CL	\$27 x 150 copies	HK\$4,050	Self	Ms. W.S. Tong
Career Mapping (2) 26-10-2015 (Day4) 2:30-3:10 p.m. CL			Self	Ms. W.S. Tong
Career Mapping (3) 18-11-2015 (Day4) 2:30-3:10 p.m. CL			Self	Ms. W.S. Tong
Career Aspiration (1) 15-04-2016 (Day4) 2:30-4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Ms. W.S. Tong
Career Aspiration (2) 25-04-2016 (Day4) 2:30-4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Ms. W.S. Tong
Career Aspiration (3) – briefing 04-05-2016 (Day4) 2:30-4:00 p.m. Hall	\$1200 x 1 hall talk	HK\$1,200	HKFYG	Ms. W.S. Tong
Career Aspiration (4) – workplace visit 20-05-2016 (Day3) 1:10-5:00 p.m.	\$1200 x 7 groups (ratio 1:20)	HK\$8,400	HKFYG	FL/TFC/KMC/ KFL/ WHL/ WST/OLH
Career Aspiration (5) – debriefing 23-05-2016 (Day4) 2:30-4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Ms. W.S. Tong
Form 5 Career Exploration				
Career Inventory for F5 (from December 2015 -- for one year)	\$21 x 120 students (estimation)	HK\$2,520	HKACMGM	Ms. F. Lee

Small-Group Careers Consultation Sessions December 2015 – May 2016	NIL	NIL	Self	Ms. F. Lee Mr. W.H. Lam
Individual Consultation for 15 students in need of guidance Second Term	\$500 x 15 students x 5 times	HK\$37,500	HKFYG	Ms. F. Lee Mr. W.H. Lam
Special Consultation for 15 low-achievers After the First Uniform Test	Details are to be confirmed	HK\$10,000	Social Worker Mr Andrew Ng	Social Worker Mr Andrew Ng
Career Talk on qualifications framework for F.5 & F6 24-09-2015 (Day4) 2:30-3:30 p.m. Hall	NIL	NIL	Self	Ms. F. Lee
Career Exploration (1) 06-10-2015 (Day4) 2:30-4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Mr. W.H. Lam
Career Exploration (2) 26-10-2015 (Day4) 2:30-4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Mr. W.H. Lam
Career Exploration (3) (interviewing CSK old boys) 14-11-2015 (Saturday) 1:30 p.m. - 4:30 p.m. Hall	\$1200 x 4 classes	HK\$4,800	HKFYG	Mr. W.H. Lam
Career Exploration (4) 26-11-2015 (Day4) 2:30 p.m.–4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Mr. W.H. Lam
Individual Consultation for 15 students in need of guidance (promotion) - briefing and invitation 26-11-2015 (Day4) 4:00-4:30 p.m. Hall	N/A	N/A	HKFYG	Ms. F. Lee Mr. W.H. Lam
Career Exploration (5) 04-12-2015 (Day4) 2:30-4:00 p.m. CL	\$1200 x 4 classes	HK\$4,800	HKFYG	Ms. F. Lee Mr. W.H. Lam
One-day simulated work experience / St James Settlement 28-6-2016 (Post-exam) 9:30-12:30 (5A/5B) 2-5 p.m. (5C/5D)	\$60 x 128 (reduced fee is confirmed)	HK\$7,680	St James Settlement	WST / WHL / FL

Career Talk on Student Learning Profile 05-07-2016 (Post-exam) 9:00–10:00 a.m. Hall	NIL	NIL	Self	Ms. F. Lee
Workshop on interview skills 05-07-2016 (Post-exam) 10:00-12:00 noon CL	\$1200 x 4 classes	HK\$4,800	HKFYG	WST / WHL / FL
Form 6 Career Navigation				
Lunchtime Consultation Sessions (voluntary participation) Lunchtime Day 1 and Day 5 Rm 422	NIL	NIL	Self	Ms. F. Lee
Career Talk on Qualifications Framework for F.5 & F6 24-09-2015 (Day4) 2:30-3:30 p.m. Hall	NIL	NIL	Self	Ms. F. Lee
Career Talk on JUPAS Application 06-10-2015 (Day4) 2:30-3:10 p.m. Hall	NIL	NIL	Self	Ms. F. Lee
Career Talk on E-app 04-12-2015 (Day4) 2:30-3:10 p.m. Hall	NIL	NIL	Self	Ms. F. Lee
Mock release of HKDSE Result 14-12-2015 (Day4) 1:10-4:00 p.m. Hall	\$7500 for the whole form	HK\$7,500	Hok Yau Club	FL/TFC/KMC/ WHL/KFL/ WST/OLH/KSC
My CV 22-12-2015 (Day4) 2:30-4:00 p.m. CL	\$1200 x 5 classes	HK\$6,000	HKFYG	Ms. F. Lee
Mock Individual Interview for F6 (voluntary participation for up to 60 participants) Details are to be confirmed in Sept 2015	\$1200 x 5 groups (ratio 1:12)	HK\$6,000 (maximum)	HKFYG	Ms. F. Lee
Career Talk on Preparation for 713 09-7-2016 (Sat) 10:00-12:00 noon Hall	To be confirmed with Tai Hang Youth Centre	NIL (free service for current DSE)	Tai Hang Youth Centre and self	FL/ TFC/ KFL/WST

Other duties:

Duty			Teacher-in-charge
1. F.3 Parents' Night and the guidance books (29 / 04 / 2016)	NIL	NIL	Ms. F. Lee & Ms. K.M. Chiu
2. Mentorship			Ms. F. Lee
F6 Day camp: 21 st November 2015 (Saturday)	\$5000 T-shirts & souvenirs	CLP Grant HK\$5,000	Mr. T.F. Chau
F5 Sharing session: 2 nd Term	NIL	NIL	
3. Career Expo in February and other careers activities	NIL	NIL	Mr. W.H. Lam
4. Testimonials / recommendation letters	NIL	NIL	Ms. F. Lee
5. Applied Learning and Applied Learning (Chinese)	NIL	NIL	Ms. F. Lee
6. Last School Day for F.6 (09 / 3 / 2016)	NIL	NIL	Ms. F. Lee
7. Release of HKDSE results (13 / 7 / 2016)	NIL	NIL	All career teachers
8. Purchase of reference books for students and teachers	School Grant	School Grant	Ms. F. Lee
9. Ordering service and notice board on G/F	School Grant	School Grant	Ms. O.L. Ho
10. Updating the webpage of Career Counseling Section	NIL	NIL	Mr. K.F. Lee
11. Issuing Careers Kaleidoscope	Details are to be confirmed	CLP Grant HK\$7,000	Mr. K.F. Lee
12. Career Bulletin Boards and Career Ambassadors	Board:\$300 50-100 Badges:\$2000	CLP Grant HK\$2300	Ms. F. Lee & Mr. W.H. Lam
13. Job-tionary Webpage	Free	NIL	Ms. F. Lee

A self-access tool for all students	funded by Home Affairs Bureau		Mr. W.H. Lam
14. Class-based careers guidance	NIL	NIL	All career teachers
15. Talk about Qualification Framework for parents	NIL	NIL	Ms. F. Lee
Co-organized by PTA Details are to be confirmed			
16. Talk about studying in China and Taiwan for parents (Saturday) 12th December 2015 (2:00-3:00 p.m.)	\$1300 x 1 hall talk	CLP Grant HK\$1,300	Hok Yau Club Ms. F. Lee
17. Summer Study Tour Co-organized by Overseas Learning Partnership Committee Details are to be confirmed	\$7000 x 2Teachers = \$14000 (estimation)	School Grant	Mr. W.H. Lam