

**Work Plan on Life Planning Education and Career Guidance Service 2016-17 (as at 24 September 2016)**

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

**School Year: 2016-2017**

<b>Objective</b>	<b>Strategies</b>	<b>Monitoring/Evaluation</b>	<b>Allocation of the CLP Grant</b>
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 task force responsible for life-planning education and career guidance	Successful delivery of the enriched life-planning education and career guidance service  Feedback from the task force on division of work	Employment of a contract teacher HK\$389,887
2. To enrich life-planning education and career guidance service	2.1 To acquire services to cater to 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	Delivery of life-planning and career guidance service HK\$224,400

## **Appendix**

### **Chan Sui Ki (La Salle) College --- Career and Life-Planning Grant 2016-2017**

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\$ 218,150

(Updated as at 24 Sept 2016)

Level / Details	Fee	Budget	Organizer	Teacher-in-charge
<b>Secondary 1 Self-understanding</b>				
Self-understanding workshop (1) 06-03-2017 (Day3) 2:30 – 3:45 p.m. CL	\$900 x 4 classes	HK\$3,600	Stewards	Mr. W.H. Lam
Self-understanding workshop (2) 15-03-2017 (Day3) 2:30 – 3:45 p.m. CL	\$900 x 4 classes	HK\$3,600	Stewards	Mr. W.H. Lam
Theme-based career activities for S1 and S2 Details are to be confirmed	Details are to be confirmed	HK\$1,000	Self	Mr. W.H. Lam
<b>Secondary 2 Self-management</b>				
Talk about financial management for S2 The date is to be confirmed	NIL	HK\$0	Tung Wah Groups of Hospital	Mr. W.H. Lam
Self-management (1) 15-02-2017 (Day 3) 2:30-3:45 p.m. CL	\$900 x 4 classes	HK\$3,600	Stewards	Mr. W.H. Lam
Self-management (2) 23-02-2017 (Day 3) 2:30-3:45 p.m. CL	\$900 x 4 classes	HK\$3,600	Stewards	Mr. W.H. Lam
Theme-based career activities for S1 and S2 Details are to be confirmed	Details are to be confirmed	HK\$1,000	Self	Mr. W.H. Lam
<b>Secondary 3 Self-searching</b>				
Career activities organized by Career Ambassadors Details are to be confirmed	Details are to be confirmed	HK\$1000	Self & Hok Yau Club	Ms. W. S. Tong
Career lesson (1) 4-10-2016 (Day3) 2:30-3:10 p.m. CL	NIL	HK\$0	Self	Ms. K.M. Chiu

Career lesson (2) 24-10-2016 (Day3) 2:30-3:10 p.m. CL	NIL	HK\$0	Self	Ms. K.M. Chiu
Job-tionary Dates are to be confirmed 3:15 – 3:45 p.m. Comp Rm	NIL	HK\$0	Self	Mr. W.H. Lam
Self-searching 06-02-2017 (Day3) 2:30-3:45 p.m. CL	\$900 x 4 classes	HK\$3,600	Stewards	Ms. W.S. Tong
Talk on NSS curriculum (1) 15-02-2017 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
Talk on NSS curriculum (2) 23-02-2017 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
Talk on streaming 15-03-2017 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
<b>Secondary 4 Career Aspiration</b>				
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 30-9-2016 / 14-10-2016 / 9-12-2016 3:30-6:00 p.m.	free coach by Labour Dept	HK\$0	Y.E.S. (Labour Dept.)	WST / WHL / FL
Career Mapping (1) 05-10-2016 (Day4) 2:30-3:10 p.m. CL	\$30 x 150 copies	HK\$4,500	Self	Ms. W.S. Tong
Career Mapping (2) 25-10-2016 (Day4) 2:30-3:10 p.m. CL				
Career Mapping (3) 16-11-2016 (Day4) 2:30-3:10 p.m. CL				
Career Aspiration (1) 07-03-2017 (Day4) 2:30-3:45 p.m. CL	\$1300 x 4 classes	HK\$5,200	HKFYG	Ms. W.S. Tong

Career Aspiration (2) 16-03-2017 (Day4) 2:30-3:45 p.m. CL	\$1300 x 4 classes	HK\$5,200	HKFYG	Ms. W.S. Tong
Career Aspiration (3) – briefing 22-05-2017 (Day4) 2:30-3:45 p.m. Hall	\$1600 x 1 hall talk	HK\$1,600	HKFYG	Ms. W.S. Tong
Career Aspiration (4) – workplace visit 31-05-2017 (Friday/Day1) 1:10-4:30 p.m	\$1300 x 7 groups (ratio 1:20)	HK\$9,100/HKFYG HK\$5,000/coach	HKFYG	FL/TFC/ KMC/ WHL/ WST/OLH
Career Inventory for S4 ( from December 2016 -- for one year)	NIL	NIL	Jockey Club	Ms. F. Lee
Small-Group Careers Consultation Sessions for S4 December 2016 – May 2017 (2 <sup>nd</sup> Term)	NIL	NIL	Self	Ms. F. Lee Mr. W.H. Lam Ms. W.S. Tong
<b>Secondary 5 Career Exploration</b>				
Career Inventory for S5 ( from December 2016 -- for one year)	NIL	NIL	Jockey Club	Ms. F. Lee
Small-Group Careers Consultation Sessions for S5 December 2016 – May 2017 (2 <sup>nd</sup> Term)	NIL	NIL	Self	Ms. F. Lee Mr. W.H. Lam Ms. W.S. Tong
Individual Consultation for 15 students in need of help (promotion) - briefing and invitation 27-09-2016 (Day4) 2:30-3:00 p.m. Hall	N/A	N/A	HKFYG	Ms. F. Lee
Individual Consultation for 15 students in need of help Begin in mid-October 2016	\$550 x 15 students x 5 times	HK\$41,250	HKFYG	Ms. F. Lee
Career Talk on qualifications framework 27-09-2016 (Day4) 3:00-4:00 p.m. Hall	NIL	NIL	Self	Ms. F. Lee

Career Exploration (1) 16-11-2016 (Day4) 2:30-3:45 p.m. CL	\$1300 x 4 classes	HK\$5,200	HKFYG	Mr. W.H. Lam
Career Exploration (2) 24-11-2016 (Day4) 2:30-3:45 p.m. CL	\$1300 x 4 classes	HK\$5,200	HKFYG	Mr. W.H. Lam
Career Exploration (3) 05-12-2016 (Day4) 2:30 p.m.–3:45 p.m. CL	\$1300 x 4 classes	HK\$5,200	HKFYG	Mr. W.H. Lam
Career Exploration (special) (interviewing CSK old boys) 10-12-2016 (Saturday) 1:30 p.m. - 4:30 p.m. Hall	\$1300 x 4 classes	HK\$5,200	HKFYG	Mr. W.H. Lam
Career Exploration (4) 13-12-2016 (Day4) 2:30-3:45 p.m. CL	\$1300 x 4 classes	HK\$5,200	HKFYG	Ms. F. Lee
Dissemination of info about Student Learning Profile Second Term	NIL	NIL	Self	FL/TSW/KHC
Talk on interview skills for S5 08-06-2017 2:30-4:00 p.m. Hall	HK\$4800	HK\$4800	I Can Fly	WST/WHL/FL
My CV for S5 In collaboration with English Department (2 <sup>nd</sup> Term)	NIL	NIL	Eng Panel Career Team	Ms. F. Lee
<b>Secondary 6 Career Navigation</b>				
Career Talk on JUPAS Application 05-10-2016 (Day4) 2:30-3:20 p.m. Hall	NIL	NIL	Self	FL
Career Talk on E-app 05-12-2016 (Day4) 2:30-3:20 p.m. Hall	NIL	NIL	Self	FL
Mock release of HKDSE Result 21-12-2016 (Day4) 1:10-3:45 p.m. Hall	\$9,400 for the whole form	HK\$9,400	Stewards	FL/TFC/ KMC/ WHL/ WST/OLH
My JUPAS essay for S6 In collaboration with English Department (2 <sup>nd</sup> Term)	NIL	NIL	Eng panel Career Team	Ms. F. Lee

Mock Individual Interview for S6 (voluntary participation for 20-50 participants) Details are to be confirmed	\$4500 x 2 groups	HK\$9,000 (maximum)	I Can Fly	Ms. F. Lee
Career Talk on Preparation for 712 08-7-2017 (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/ OLH/ KMC/WHL

**Other duties:**

<b>Duty</b>	<b>Details</b>	<b>Budget</b>	<b>Teacher-in-charge</b>
1. S3 Parents' Night and the guidance books (17 / 03 / 2017)	NIL	NIL	Ms. F. Lee & Ms. K.M. Chiu
2. Mentorship S6 Day camp: 5 <sup>th</sup> or 19 <sup>th</sup> November 2016 (Saturday) 4:00 – 8:00 p.m.	\$5000 T-shirts & souvenirs	CLP Grant HK\$5,000	Ms. F. Lee Mr. T.F. Chau
3. Special Consultation for less motivated students To be confirmed	\$15000	\$15000	Social Worker
4. Career Expo in February and other careers activities	NIL	NIL	Mr. W.H. Lam
5. Testimonials / recommendation letters	NIL	NIL	Ms. F. Lee
6. Applied Learning and Applied Learning (Chinese)	NIL	NIL	Ms. F. Lee
7. Last School Day for S6 (08 / 3 / 2017)	NIL	NIL	Ms. F. Lee
8. Release of HKDSE results (12 / 7 / 2017)	NIL	NIL	All career teachers
9. Purchase of reference books for students and teachers	School Grant	School Grant HK\$690	Ms. F. Lee

10. Ordering service and the notice board on G/F	School Grant	School Grant HK\$300	Ms. O.L. Ho
*11. Webpage and App of CSK Career Counseling Section (NEW)	\$18,800	CLP Grant HK\$18,800	Ms. F. Lee Mr. W.H. Lam Ms. W.S. Tong
*12. System to track graduates To be confirmed (NEW)	\$14,800	CLP Grant HK\$14,800	Ms. F. Lee
*13. Career Bulletin Boards in classrooms (NEW)	\$1000	CLP Grant HK\$1000	Mr. W.H. Lam
*14. Career ambassadors (NEW)	Hok Yau Club (Free training)	NIL	Ms. W.S. Tong
15. Job-tionary Webpage A self-access tool for all students	Free -- funded by Home Affairs Bureau	NIL	All career teachers
16. Class-based careers guidance for S6	NIL	NIL	All career teachers
17. Talk about Qualification Framework for parents Co-organized by PTA 15-10-2016 (Saturday)	NIL	NIL	Ms. F. Lee
18. Talk about overseas studying for parents Co-organized by PTA 24-9-2016 (Saturday) China/Taiwan 2:30-3:30 p.m. UK/US/AUS/CAN 4:00-5:00 p.m.	Hok Yau Club \$1500 IDP Educational Ltd Free service	CLP Grant HK\$1500	Ms. F. Lee
19. Sponsoring elite students to participate in programmes organized by various universities	Around 10 elite students Max \$2000/head	To be confirmed HK\$20,000 (Max)	Ms. F. Lee
20. Light refreshments for guest speakers	\$500	School Grant HK\$500	Mr. W.H. Lam