

Work Plan on Life Planning Education and Career Guidance Service 2017-18 (as at 9 October 2017 version 4)

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

School Year: 2017-2018

Objective	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 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\$371,133
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\$ 252,200

Appendix

Chan Sui Ki (La Salle) College --- Career and Life-Planning Grant 2017-2018

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\$ 245,910

Level / Details	Fee	Budget	Organizer	Teacher-in-charge
Secondary 1 Self-understanding				
Self-understanding workshop (1) 07-03-2018 (Day3) 2:30 – 3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Self-understanding workshop (2) 16-03-2018 (Day3) 2:30 – 3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	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
Secondary 2 Self-management				
Talk about financial management for S2 26-03-2018 (Day 3) 2:30 – 3:30 p.m. Hall	NIL	NIL	HKICPA	Mr. W.H. Lam
Self-management (1) 18-01-2018 (Day 3) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Self-management (2) 26-01-2018 (Day 3) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	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
Secondary 3 Self-searching				
Career activities organized by Career Ambassadors Details are to be confirmed	Details are to be confirmed	HK\$1000	HKFYG	Ms. W. S. Tong
Career lesson (1) 18-01-2018 (Day3) 2:30-3:10 p.m. CL	NIL	HK\$0	Career Ambassadors	Ms. K.M. Chiu Ms. W.S. Tong

Golden Library 26-01-2018 (Day3) 1:50-4:00 p.m. CL	\$30 per student	HK\$4,000	ELCHK Essence Hub	Ms. K.M. Chiu Ms. W.S. Tong
Self-searching 05-02-2018 (Day3) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Ms. W.S. Tong
Talk on NSS curriculum (1) 27-02-2018 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
Talk on NSS curriculum (2) 07-03-2018 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
Talk on streaming 16-03-2018 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
Secondary 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 19-10-2017/8-12-2017/2-2-2018 3:30-6:00 p.m.	free coach by Labour Dept	HK\$0	Y.E.S. (Labour Dept.)	WST / WHL / FL
Career Mapping (1) 06-10-2017 (Day4) 2:30-3:10 p.m. CL	\$27 x 150 copies	HK\$4,050	Self	Ms. W.S. Tong
Career Mapping (2) 24-10-2017 (Day4) 2:30-3:10 p.m. CL				
Career Mapping (3) 23-11-2017 (Day4) 2:30-3:10 p.m. CL				
Career Aspiration (1) 19-03-2018 (Day4) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Ms. W.S. Tong
Career Aspiration (2) 27-03-2018 (Day4) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Ms. W.S. Tong

Career Aspiration (3) – briefing 16-05-2018 (Day4) 2:30-3:45 p.m. Hall	\$1800 x 1 hall talk	HK\$1,800	HKFYG	Ms. W.S. Tong
Career Aspiration (4) – workplace visit 25-05-2018 (Thursday / Day4) 1:10-4:30 p.m.	\$1400 x 7 groups (ratio 1:20)	HK\$9,800/HKFGY HK\$5,000/coach	HKFYG	FL/TFC/ KMC/ WHL/ WST/OLH
Career Inventory for S4 (from December 2017 -- for one year)	NIL	NIL	Jockey Club	Ms. F. Lee
Small-Group Careers Consultation Sessions for S4 January 2018 – May 2018 (2 nd Term)	NIL	NIL	Self	Ms. F. Lee Mr. W.H. Lam Ms. W.S. Tong
Secondary 5 Career Exploration				
Individual Consultation for 12 students in need of help (promotion) - briefing and invitation 25-09-2017 (Day4) 2:30-3:00 p.m. Hall	N/A	N/A	HKFYG	Ms. F. Lee
Individual Consultation for 12 students in need of help Begin in mid-October 2017	\$650 x 12 students x 6 times	HK\$46,800 (maximum)	HKFYG	Ms. F. Lee
Career Talk on qualifications framework 25-09-2017 (Day4) 3:00-4:00 p.m. Hall	NIL	NIL	Self	Ms. F. Lee
Career Exploration (1) 06-10-2017 (Day4) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Career Exploration (2) 24-10-2017 (Day4) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Career Exploration (3) 23-11-2017 (Day4) 2:30 p.m.–3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam

Career Exploration (4) --- interviewing CSK old boys 25-11-2017 (Saturday) 1:30 p.m. - 4:30 p.m. Hall	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Career Exploration (5) 04-12-2017 (Day4) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Ms. F. Lee
Career Exploration (6) --- interview skills 29-06-2018 (post-exam) 10:00- 11:15 a.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	WST/WHL/FL
Career Simulated Work Experience 26-06-2018 (post-exam) Career Sparkle (Wan Chai) 5A/5C 9 a.m. -12 noon 5B/5D 1 p.m. – 4p.m.	\$90 x 129 students	HK\$11,610	St James' Settlement	Mr. W.H. Lam
Dissemination of info about Student Learning Profile Second Term	NIL	NIL	Self	FL/TSW/KHC
My CV for S5 In collaboration with English Department (1 st Term)	NIL	NIL	Eng Panel Career Team	Ms. F. Lee
Secondary 6 Career Navigation				
Career Talk on JUPAS Application 06-10-2017 (Day4) 2:30-3:20 p.m. Hall	NIL	NIL	Self	FL
Career Talk on E-app 04-12-2017 (Day4) 2:30-3:20 p.m. Hall	NIL	NIL	Self	FL
Mock release of HKDSE Result 12-12-2017 (Day4) 1:10-3:45 p.m. Hall	\$8,950 for the whole form	HK\$8,950	Stewards	FL/TFC/ KMC/ WHL/ WST/OLH
My JUPAS essay for S6 In collaboration with English Department (2 nd 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 711 07-7-2018 (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 / WST
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Other duties:

Duty	Details	Budget	Teacher-in-charge
1. S3 Parents' Night and the guidance books (23 / 03 / 2018)	NIL	NIL	Ms. F. Lee & Ms. K.M. Chiu
2. Mentorship --- To be confirmed S6 Day camp: 3rd November 2017 (Friday) 3:30 – 9:00 p.m.	\$5,000 (maximum) T-shirts & souvenirs	CLP Grant HK\$5,000	Ms. F. Lee Mr. T.F. Chau
3. Life-planning Programmes for less motivated students To be confirmed	\$15,000	CLP Grant \$15,000	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 (07 / 3 / 2018)	NIL	NIL	Ms. F. Lee
8. Release of HKDSE results (11 / 7 / 2018)	NIL	NIL	All career teachers
9. Purchase of reference books for students and teachers	School Grant	School Grant HK\$600	Ms. F. Lee
10. Ordering service and the notice board on G/F	\$200	CLP Grant HK\$200	Ms. O.L. Ho

11. Webpage and App of CSK Career Counseling Section	\$18,800	CLP Grant HK\$18,800	Ms. F. Lee Mr. W.H. Lam Ms. W.S. Tong
12. Career Bulletin Boards in classrooms	\$800	CLP Grant HK\$800	Mr. W.H. Lam
*14. Career ambassadors – training (NEW) 10-12 F4 and F5 students Six training sessions	HKFYG	CLP Grant \$1,400 x 6 = \$8,400	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 overseas studying for parents Co-organized by PTA 30-9-2017 (Saturday) UK/US/AUS/CAN 2:30 - 3:30 p.m.	IDP Educational Ltd Free service	NIL	Ms. F. Lee
18. Talk about Qualification Framework for parents Co-organized by PTA 30-9-2017 (Saturday) 4:00 – 5:00 p.m.	NIL	NIL	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 and souvenirs for guest speakers	\$2000	School Grant HK\$2000	Mr. W.H. Lam

Details of the theme-based activities for junior forms for the school year 2017-18 are as follows:-

Programme Plan for Junior Forms 2017-18
Dream· My Job· Architecture & Planning

1. F.1 Video Wataching 電影欣賞

Date : 19-23 March 2018

Time: 12:00-12:30

Venue: Hall

2. F.3 Job Exploration 職業字典大搜尋

Date: 28/2, 1/3, 2/3, 6/3 2018

Time: 3:20 – 4:10

Venue: Computer Room

3. Mobile Exhibition Centre (流動展覽車)/Exhibition Panels (展板)

About Town Planning

Date: 19 Apr / 20 Apr 2018

Time: Lunch Time/ After School

4. Job Sharing Sessions- Morning Assembly 職業介紹

Date: 5/3 (Mon), 8/3(Thur), 12/3(Mon), 15/3(Thur) 2018

Time: 7:55- 8:10

Venue: Playground

5. F.2 Career- Rich Kid, Poor Kid Programme

Date: 26/3/2018

Time: 2:30- 3:30

Venue: Hall