

Work Plan on Life Planning Education and Career Guidance Service 2018-19

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

School Year: 2018-2019

| Objective | Strategies | Monitoring / Evaluation | Allocation of the CLP Grant |
|---|---|---|--|
| 1. To enhance the capacity of career teachers for life-planning education and career guidance | 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 form the task force on division of work | Employment of a contract teacher HK\$400,260 |
| 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 organised by the school's Career Counselling Section and its stakeholders | Feedbacks from participants Opinions of various stakeholders | Delivery of life-planning and career guidance service HK\$223,215 (See Appendix) |

Appendix

Chan Sui Ki (La Salle) College --- Career and Life-Planning Grant 2018-2019

The plan is characterized by four features namely,

- (a) Developmental – from S1 – S6 with themes based on students’ needs at various 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 counselling
- (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: ~ \$223,215.

Activities Details

Secondary 1 Life Planning activities – Self-understanding

| Level / Details | Fee | Budget | Organiser | Teach-in-charge |
|---|-----------------------------|----------|-----------|-----------------|
| Workshop - My Interest 25/2/2019 and 13/3/2019 2:30pm – 3:45pm (CL) | \$1500 x 4 classes x 2 days | \$12,000 | HKFYG | Mr. W.H. Lam |
| | Total | \$12,000 | | |

Secondary 2 Life Planning activities – Self-management

| Level / Details | Fee | Budget | Organiser | Teach-in-charge |
|---|-----------------------------|----------|--------------------------------------|-----------------|
| Workshops - Character Building 26/9/2018 and 5/10/2018 2:30pm – 4:00pm (Hall) | \$7200 x 2 days | \$14,400 | HKELCSS - Essence Hub & Art Panel | Mr. W.K. Wong |
| Talk about Financial Management 17/1/2019 2:30pm – 4:00pm (Hall) | free-of-charge | \$0 | HKICPA | Mr. W.H. Lam |
| Workshops on Self-management 28/3/2019 and 8/4/2019 2:30pm – 3:45pm (CL) | \$1500 x 4 classes x 2 days | \$12,000 | HKFYG | Mr. W.H. Lam |
| | Total | \$26,400 | | |

Secondary 3 Life Planning activities – Self Searching

| Level / Details | Fee | Budget | Organiser | Teach-in-charge |
|---|---------|----------|-----------------------|--------------------------------|
| Career Lesson – Key to the world of works 5/10/2018 2:30pm – 3:10pm (CL) | -- | \$0 | Self | Ms. K.M. Chiu Ms. W.S. Tong |
| Golden Library 14/2/2019 1:50pm – 4:00pm (CL) | \$7,200 | \$7,200 | HKELCSS - Essence Hub | Ms. K.M. Chiu Ms. W.S. Tong |
| Workshop on self-searching 17/1/2019 2:30pm – 3:45pm (CL) | \$4,800 | \$4800 | HKELCSS | Ms. W.S. Tong |
| Talk on NSS curriculum 25/2/2019 and 5/3/2019 2:30pm – 3:45pm (Hall) | -- | \$0 | Self | Mr. W.K. Wong |
| Talk on streaming 13/3/2019 2:30pm – 3:45pm (Hall) | -- | \$0 | Self | Mr. W.K. Wong |
| | | Total | | |
| | | \$12,000 | | |

Secondary 4 Life Planning activities – Career Aspiration

| Level / Details | Fee | Budget | Organiser | Teach-in-charge |
|---|---|----------|-------------------------------|--|
| Visiting Y.E.S. in Mong Kok 28/9/2018, 19/10/2018 & 21/11/2018 3:20pm – 6:00pm | Free-of-charge | \$0 | Y.E.S. (Labour Department) | Ms. W.S. Tong |
| Career Mapping 8/10/2018, 25/10/2018 & 8/11/2018 2:30pm – 3:10pm (CL) | Material: \$27x145 copies Delivery: \$200 | \$4,115 | Self | Ms. W.S. Tong |
| Workshops on Career Aspiration 9/4/2019 & 17/4/2019 2:30pm – 3:45pm (CL) | \$1,500 x 4 classes x 2 days | \$12,000 | HKFYG | Ms. W.S. Tong |
| Work Place Visit 7/5/2019 2:30pm -3:45pm (Hall) 27/5/2019 1:10pm -3:45pm (Work place) | \$2,000 (Hall Section) \$1,500 x 7 groups (Visit) \$5,000 (coach) | \$17500 | HKFYG | Ms. W.S. Tong |
| Group Consultation Jan 2019 – May 2019 | -- | \$0 | Self | Mr. W.K. Wong Mr. W.H. Lam Ms. W.S. Tong |
| Visiting Career and Education Expo 26/1/2019 12:30pm -4:00pm | Free-of-charge | \$0 | HKTDC | Mr. W.H. Lam |
| | Total | \$33,615 | | |

Secondary 5 Life Planning activities – Career Exploration

| Level / Details | Fee | Budget | Organiser | Teach-in-charge |
|--|-------------------------------|----------|-----------------------|-----------------|
| Career talk on Qualification framework 27/9/2018 2:30pm – 3:45pm (CL) | -- | \$0 | Self | Mr. W.K. Wong |
| Workshops on Career Exploration 8/10/2018, 25/10/2018, 8/11/2018 & 19/11/2018 2:30pm – 3:45pm (CL) | \$1,500 x 4 x 4 | \$24,000 | HKFYG | Mr. W.H. Lam |
| Workshop (Interviewing old boys) 10/11/2018 1:30pm – 4:30pm (Hall) | \$1,500 x 4 x 1 | \$6,000 | HKFYG | Mr. W.H. Lam |
| Individual Consultation October, 2018 – May, 2019 | \$500 x 12 students x 6 times | \$36,000 | Salvation Army | Mr. W.K. Wong |
| Workshop on interview skills 24/6/2019 10:00am – 11:15am (CL) | \$1,500 x 4 classes | \$6,000 | HKFYG | Mr. W.H. Lam |
| Career simulated work experience 25/6/2019 9:00am – 4:00pm | \$90 x 120 students | \$10,800 | St. James' Settlement | Mr. H.W. Fung |
| | Total | \$82,800 | | |

Secondary 6 Life Planning activities – Career Navigation

| Level / Details | Fee | Budget | Organiser | Teach-in-charge |
|---|---------------------------------|----------|-----------------------|---|
| Career Talk on JUPAS Application 8/10/2018 afternoon 2:30pm – 3:20pm | -- | \$0 | Self | Mr. W.K. Wong |
| Class based career Guidance for S6 (Whole year) | -- | \$0 | Self | WKW / WST / WHL / OLH / KMC / |
| Mentorship Program 24/11/2018 afternoon | \$5,000 T-shirt and souvenir | \$5,000 | Self | Mr. W.K. Wong Mr. H.W. Fung |
| Career Talk on E-app 5/12/2018 2:30pm – 3:20pm | -- | \$0 | Self | Mr. W.K. Wong |
| Mock Release of HKDSE Result 17/12/2018 1:10pm – 3:45pm | \$10000 (maximum) | \$10,000 | Stewards | WKW / WST / WHL / OLH / KMC / HWF |
| Mock Individual Interview Details are to be confirmed | \$10000 (maximum) | \$10,000 | I Can Fly | Mr. W.K. Wong |
| Talk for the preparation of the release of HKDSE result | Free-of-charge | \$0 | Tai Hang Youth Center | WKW / KMC / OLH |
| | Total | \$25,000 | | |

Other Activities

| Programme | Budget | Resources | Teacher-in-charge |
|---|----------|-----------------------|-------------------|
| Parent's talk about path for secondary graduates 29/9/2018 2:30pm – 5:00pm | \$0 | IDP Education Limited | Mr. W.K. Wong |
| Career Planning Award Scheme Target students: F.3 to F.5 | \$1000 | Self | Mr. W.K. Wong |
| Career Ambassadors initiated activities (Details are to be confirmed) | \$1000 | Self | Mr. W.K. Wong |
| Life planning program for less motivated students | \$15,000 | Social Worker | Social Worker |
| Total | \$17,000 | | |

Other Expected Expenditure

| ITEM | Budget | Resources | Teacher-in-charge |
|--|----------|-----------|-------------------|
| Decoration of Notice Board | \$200 | Self | Ms. O.L. Ho |
| Webpage for Life planning | \$1,800 | Ming Pao | Mr. W.K. Wong |
| Bulletin Board in classrooms | \$400 | Self | Ms. O.L. Ho |
| Sponsoring elite students to participate | \$10,000 | Self | Mr. W.K. Wong |
| Light refreshments and souvenirs for guest | \$2,000 | Self | Mr. W.H. Lam |
| Total | \$14,400 | | |