

Ho Fung College (Sponsored by Sik Sik Yuen)
Careers Guidance Section
Work Plan for Career and Life Planning in academic year 2018-2019

Objectives	Strategies	Monitoring/Evaluation	Expenditure
<p>To build up a positive and meaningful life attitude among our students</p>	<ol style="list-style-type: none"> 1. To provide guidance on NSS subject selection Junior form (S3) <ol style="list-style-type: none"> a. Talk on the selection of electives (with either introduction of electives by subject teachers and/or the experience sharing session on choice of electives by senior form students); b. Introduction of electives by subject teachers during morning assembly session (Tentative); c. Talk for parents of S3 students on the selection of electives and life planning either during Parents' night or Parents' day; d. Electives Advising session – prepared by Careers Prefects; e. Advice regarding the choice of elective subjects offered by Class teachers during some specified time slots during the morning assembly time. Reference materials are prepared by Careers Guidance Section; f. Conducting lessons related to the choice of electives for S3 students during the "Life Education lessons" (in collaboration with Counselling Section) ; g. Information regarding alternative study paths after S3 will be provided by Careers Guidance team for students who are in need of it whenever they are referred to our section by their respective class teachers. 2. To provide guidance on life planning Junior form <ol style="list-style-type: none"> a. Cambridge Occupational Analysts (COA) Programmes (for S1 to S3); b. "Finding your colours of life" – by social worker and class teachers, with the help of careers teachers (S2); c. Conducting lessons related to time management and recognition of various jobs available and help setting their dream jobs for S1 & S2 students during the "Life Education lessons" (in collaboration with Counselling Section) 	<ol style="list-style-type: none"> 1. Observation and feedback from students, teachers concerned and social workers 2. Number of students enrolled and their degree of involvement <ol style="list-style-type: none"> 1. Observation and informal chatting with students, teachers concerned and social workers 2. Feedback from the service provider, students and alumni 3. Number of students enrolled and their degree of involvement 	<ol style="list-style-type: none"> 1. COA Programme: \$4,700 2. Books for "Career Mapping": $\\$27 \times 150 + \\$100 = \\$4,150$ 3. Books for "Finding your colours of life": $\\$15 \times 150 + \\$100 = \\$2,350$ <p>Sub-total: $\\$4700 + \\$4150 + \\$2350 = \\$11,200$</p> <ol style="list-style-type: none"> 4. Expenses for Transport (estimated budget): $\\$2,500$ <p>Sub-total: \$2,500</p>

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	<p>Senior form</p> <ol style="list-style-type: none"> a. “Career Mapping” – by the social worker and class teachers, under the help of careers teachers (S4); b. Assessment Tools (like CII, PGI, BIM, etc) for senior form students (S6); c. Talk on alternative study paths after S6 (for S4 to S6); d. Consultation sessions offered by HKU or CUHK at our school campus (for S4 to S6 and S3 students are also encouraged to attend); e. “University Preparation Workshop” by ARCH-Community Outreach (for S4 to S5); f. Visits to specific faculties/departments of various tertiary institutions/workplaces (for S4 to S6); g. Academic Advising Sessions (for S5 & S6); h. “Mentorship Programme” (「友·導向」) aiming at providing information about some specific professions or working fields for our students (for S4 to S5); i. “Job Exploration” Sharing Session (for S4 to S6 and S3 students are also encouraged to attend); j. Sharing sessions on University Dreams by alumni during morning assembly (for S4 to S6); k. Sharing sessions by students and professional bodies during morning assembly (for S4 to S6); l. Students are encouraged to pay visit to the Info Days organized by different tertiary institutions (for S4 to S6); m. Students are encouraged to join the talks about further studies overseas, in Mainland China or Taiwan (for S4 to S6). <ol style="list-style-type: none"> 3. JUPAS Talk and Experience Sharing Session, Talk on DSE Results Release, Talk on E-APP, etc. (S6) 4. Advice for reprioritizing and/or modifying the JUPAS/study choice during the allotted time-slot in the 3-day period after the release of the DSE results 5. Talk on Interview Skills (S6) 6. University Entrance Interview Workshop [in collaboration with English Department] (Pre-S6 in July 2018) 7. “CV Writing” lessons through our Chinese and English teachers (S5) 		

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To equip parents with some basic knowledge and information in conducting the Life education	In collaboration with Parent Teacher Association, life-planning talk and workshop (offered by HKFWS) will be arranged for small groups of parents so as to provide parents with relevant and necessary information, skills and techniques, provided that a minimum number of 15 parents can be recruited and time-slot is available.	Feedback from teachers, collaborating partners (PTA & HKFWS)	

Total expenses in 2018/19 academic year = \$11,200 + \$2,500 = \$13,700