

**Ho Fung College (Sponsored by Sik Sik Yuen)**  
**Careers Guidance Section**  
**Work Plan for Career and Life Planning in academic year 2017-2018**

Objectives	Strategies	Monitoring/Evaluation	Allocation of the CLPG left behind
To support the implementation of Life Planning Education and Activities	<ol style="list-style-type: none"> <li>1. The regular teacher employed under the new scheme (i.e. turning the CLPG into regular teaching post) serves to relieve careers teachers' teaching load so that human resources can be released to attend courses, workshops, talks related to career guidance and life planning and also organize more careers and life planning programmes for students, like tailor-made individual advising sessions for S5 and S6 students, interview workshop for S6 students, training courses for "Careers Prefects", prepare reference materials for S3 students, etc.</li> <li>2. To employ 0.5 full-time Teaching Assistant to               <ol style="list-style-type: none"> <li>a. assist in organizing career and life planning programmes for students;</li> <li>b. assist in clerical support and follow-up work on activities related to career and life planning programmes for students;</li> <li>c. manage the logistical arrangements and assist in career-related activities outside school.</li> </ol> </li> </ol>	Opinion survey of careers teachers and other teachers (or staff) who have been responsible for/involved in the implementation of the career and life planning	<ol style="list-style-type: none"> <li>1. TA: <math>\\$13,000 \times 12 \times 1.05 \times 0.5 = \\$81,900</math></li> </ol> <p>Sub-total: \$81,900</p>
To build up a positive and meaningful life attitude among our students	<ol style="list-style-type: none"> <li>1. To provide guidance on NSS subject selection  <b>Junior form (S3)</b> <ol style="list-style-type: none"> <li>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);</li> <li>b. Talk for parents of S3 students on the selection of electives either during Parents' night or Parents' day;</li> <li>c. 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</li> <li>d. Electives Advising session offered by the Careers Prefects</li> <li>e. 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.</li> </ol> </li> <li>2. To provide guidance on life planning  <b>Junior form</b> <ol style="list-style-type: none"> <li>a. 《夢想萬花筒 I》(S1-S3) (By OUHK LiPACE)</li> <li>b. Cambridge Occupational Analysts (COA) Programmes (for S1 to S3)</li> <li>c. "Finding your colours of life" – by social worker and class teachers, with the help of careers teachers (S2)</li> <li>d. Visits to local companies and companies located in Shenzhen under the 《青少年新思維職業導向計劃》</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Observation and feedback from students, teachers concerned and social workers</li> <li>2. Number of students enrolled and their degree of involvement</li> </ol>	<ol style="list-style-type: none"> <li>1. COA Programme: \$4,500</li> <li>2. Books for "Career Mapping":  <math>\\$27 \times 150 + \\$100 = \\$4,150</math></li> <li>3. Books for "Finding your colours of life":  <math>\\$15 \times 150 + \\$100 = \\$2,350</math></li> <li>4. Printing fee for teaching materials: \$400</li> </ol> <p>Sub-total:  <math>\\$4,500 + \\$4,150 + \\$2,350 + \\$400 = \\$11,400</math></p>

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	<p><b>Senior form</b></p> <ol style="list-style-type: none"> <li>a. “Career Mapping” – by the social worker and class teachers, under the help of careers teachers (S4);</li> <li>b. Assessment Tools (like CII, PGI, BIM, etc) for senior form students (S4 to S6);</li> <li>c. Talk on alternative study paths after S6 (for S4 to S6);</li> <li>d. Consultation sessions offered by HKU, CUHK at our school campus (for S4 to S6 and S3 students are also encouraged to attend);</li> <li>e. “University Preparation Workshop” by ARCH-Community Outreach (for S4 to S5);</li> <li>f. Visits to specific faculties/departments of various tertiary institutions/workplaces (for S4 to S6);</li> <li>g. 《行業零距離》(S4-S6) (By OUHK LiPACE)</li> <li>h. Visits to local companies and companies located in Shenzhen under the 《青少年新思維職業導向計劃》;</li> <li>i. “Mentorship Programme”(「友·導向」) aiming at providing information about some specific professions or working fields for our students (for S4 &amp; S5);</li> <li>j. Academic Advising Sessions (for S5 &amp; S6);</li> <li>k. “Job Exploration” Workshop (for S4 to S6 and S3 students are also encouraged to attend);</li> <li>l. Sharing sessions by students, alumni or professionals during morning assembly (for S4 to S6);</li> <li>m. Talk on overseas studies and preparation for studies in US (By Princeton Review).</li> </ol> <ol style="list-style-type: none"> <li>3. JUPAS Talk and Experience Sharing Session, Talk on DSE Results Release, Talk on E-APP, etc. (S6)</li> <li>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</li> <li>5. Talk on Interview Skills (S6)</li> <li>6. “CV Workshop” (for S4 to S6)</li> <li>7. “CV Writing” lessons through our Chinese and English teachers</li> <li>8. Students are encouraged to pay visit to the Info Days organized by different tertiary institutions (for S4 to S6)</li> <li>9. Students are encouraged to join the talks about further studies overseas, in Mainland China or Taiwan (for S4 to S6)</li> </ol>	<ol style="list-style-type: none"> <li>1. Observation and informal chatting with students, teachers concerned and social workers</li> <li>2. Feedback from the service provider, students and alumni</li> <li>3. Number of students enrolled and their degree of involvement</li> </ol> <ol style="list-style-type: none"> <li>1. Observation and informal chatting with students, teachers concerned and social workers</li> <li>2. Number of students enrolled and their degree of involvement</li> </ol>	<ol style="list-style-type: none"> <li>5. Expenses for Transport (estimated budget): \$6,000</li> </ol> <p>Sub-total: \$6,000</p>

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To equip parents with some basic knowledge and information in conducting the Life education	1. In collaboration with Parent Teacher Association, a life-planning 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 CLP grant left behind in academic year 2016-2017 = \$100,000

Total expenses in academic year 2017-2018 = \$81,900 + \$11,400 + \$6,000 = \$99,300

which gives a surplus of \$700.