

Ho Fung College (Sponsored by Sik Sik Yuen)
Work Plan/Report on Life Planning Education and Career Guidance Service (2014-2015)

Objectives			
Current Status:		A quite comprehensive coverage of our school's Life Planning Education and Career Guidance Services	
Proposed Future Status:		Optimize the current status by providing more career guidance services in a tailor-made and individual or small group basis	
Objectives:	Strategies:	Monitoring/Evaluation:	Allocation of the CLP Grant:
1. To gear up students for challenges and problems	(a) To empower students' skills in managing their own learning through the following activities:		20% of CLP grant used for employing the teacher are allocated in this area = $322,227 \times 0.2 = \$64,445.4$ + 10% of the CLP grant used for employing the TA responsible mainly in the Life-planning education are allocated in this area = $132,000 \times 0.1 = \$13,200$
	<ul style="list-style-type: none"> • Conducting academic advising sessions concerning choices on further studies they will have made in JUPAS with all the S6 students in groups of one to three (with similar interests and characters) so that they can have a chance to discuss with careers teachers on different alternative study paths for their future studies and being informed of the latest information on further studies • Conducting some causal advising sessions during the spare lessons of about 20 S5 students who drop one of their electives in the next semester and are within the rank from 101 to 120 in order to explore their interests and potentials, and also provide them with latest information on alternative study paths after S6 • Conducting some casual advising sessions for 20 students chosen from the top 40 S5 students to widen their horizon and ensure that they are well-informed of their future JUPAS choices 	<ul style="list-style-type: none"> • Extent of stresses and worries over the JUPAS choice reduced through designated questionnaires. (Normally, the questionnaires are set and analyzed by the TA under the supervision of Career Master) • Planning for future pathways is made clearer through designated questionnaires. (Normally, the questionnaires are set and analyzed by the TA under the supervision of Career Master) 	Responsible Careers Teachers: Fung Wai Man, Li Chi Ching, Chu Kin Chung, Chan Kwong Hung, Wong Hiu Wing, Careers TA
	(b) To reinforce students' skills in managing their career and life planning through the following activities:		15% of CLP grant used for employing the teacher are allocated in this area = $322,227 \times 0.15 = \$483,34.05$ + 10% of the CLP grant used for employing the TA responsible mainly in the Life-planning education are allocated in this area = $132,000 \times 0.1 = \$13,200$
	<ul style="list-style-type: none"> • "Job Exploration" Workshops twice or thrice a year (Inviting 3 to 5 professional alumni in a specific field, like civil services, businesses, engineering, medical services, creative design, etc to share the up-to-date requirements, prospects, remunerations and trends of the related fields) for senior form (S4-S6) students • "Mock Job Interview" for senior form students • "Talk on Latest Job Trends and Outlook of Job Markets in Asia Pacific" for senior form students • Mentorship Programme (Experienced Alumni → Undergraduate Alumni → Senior form HF students) 	<ul style="list-style-type: none"> • Feedback based on chats and designated questionnaires from students and/or alumni (Normally, the questionnaires are set and analyzed by the TA under the supervision of Career Master) 	Responsible Careers Teachers: Fung Wai Man, Li Chi Ching, Chu Kin Chung, Chan Kwong Hung, Wong Hiu Wing, Chung Ka Li

Objectives:	Strategies:	Monitoring/Evaluation:	Allocation of the CLP Grant:
1. To gear up students for challenges and problems (cont'd)	(c) To build up students' leadership and sense of commitment through the following:		10% of CLP grant used for employing the teacher are allocated in this area = 322,227*0.1 = \$32,222.7 + 20% of the CLP grant used for employing the TA responsible mainly in the Life-planning education are allocated in this area = 132,000*0.2 = \$26,400
	<ul style="list-style-type: none"> Nominating students to participate external workshops like "Peer career counselling scheme for Secondary School students in Hong Kong - Cognitive Behavioural Career Intervention" (organized by PolyU) so that they are qualified to be "Careers Prefect" in the next academic year 	<ul style="list-style-type: none"> Number of students enrolled for the event and feedbacks from the participants 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chu Kin Chung, Wong Hiu Wing, Lee Pui Fai, Careers TA
	<ul style="list-style-type: none"> Offering "training courses" or "advice session" for "Careers Prefects" so that they can help organize experience-sharing sessions and workshops, produce video clips under the help of "Ho Fung Channel" and offer "advice session" and "counseling advice" to those junior form students (especially S3 students) 	<ul style="list-style-type: none"> Feedbacks from Careers Prefects and teachers involved 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chu Kin Chung, Ko Tsz Cheung, Zhuang Yan, Man Mei Yee, Careers TA
2. Life Education: to build up a positive and meaningful living attitude	To empower our students to identify their strengths and weaknesses by goal-setting training through the following events and activities:		55% of CLP grant used for employing the teacher are allocated in this area = 322,227*0.55 = \$177,224.85 + 60% of the CLP grant used for employing the TA responsible mainly in the Life-planning education are allocated in this area = 132,000*0.6 = \$79,200
	<ul style="list-style-type: none"> Talk on E-APP (S6) 	<ul style="list-style-type: none"> Number of students applied through E-APP 	Responsible Staff: Fung Wai Man, Chu Kin Chung, Ko Tsz Cheung
	<ul style="list-style-type: none"> Talk on JUPAS (with experience sharing session) (S6) 	<ul style="list-style-type: none"> Observation and informal chatting with students and/or teachers 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chan Kwong Hung
	<ul style="list-style-type: none"> 「生涯規劃」講座 by HKFYG (S4 & S5) 	<ul style="list-style-type: none"> Observation and informal chatting with students and/or teachers 	Responsible Staff: Fung Wai Man, Chan Kwong Hung and Careers TA Expense: \$1,200
	<ul style="list-style-type: none"> 「中三選科」講座 by HKFYG (S3) (Tentative) 	<ul style="list-style-type: none"> Observation and informal chatting with students and/or teachers 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chu Kin Chung, Careers TA Expense: \$1,200
	<ul style="list-style-type: none"> 「職業・興趣 — 無衝突」講座 by Youth E Start, Labour Department (S4) 	<ul style="list-style-type: none"> Observation and informal chatting with students and/or teachers 	Responsible Staff: Fung Wai Man, Li Chi Ching, Ko Tsz Cheung, Careers TA

Objectives:	Strategies:	Monitoring/Evaluation:	Allocation of the CLP Grant:
2. Life Education: to build up a positive and meaningful living attitude (cont'd)	<ul style="list-style-type: none"> Sharing sessions by alumni (for S4 to S6) 	<ul style="list-style-type: none"> Observation and informal chatting with students and/or teachers 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chan Kwong Hung, Man Mei Yee
	<ul style="list-style-type: none"> Talk on alternative studies after S6 (associate degrees and/or HD) 	<ul style="list-style-type: none"> Number of students participated and through observation and informal chat with students 	Responsible Staff: Wong Hiu Wing, Chan Kwong Hung, Chu Kin Chung, Careers TA
	<ul style="list-style-type: none"> Talk on alternative studies for less able students (from S3 to S5) (Tentative) 	<ul style="list-style-type: none"> Number of students participated and through observation and informal chat with students 	Responsible Staff: Fung Wai Man, Chan Kwong Hung, Ko Tsz Cheung, Man Mei Yee, Careers TA
	<ul style="list-style-type: none"> HKU and CU consultation sessions for S6 Jupas Applicants and S5 students 	<ul style="list-style-type: none"> Number of students participated and through observation and informal chat with students 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chu Kin Chung, Ko Tsz Cheung, Man Mei Yee, Careers TA
	<ul style="list-style-type: none"> 「中六文憑試放榜講座」/ DSE Talk on Results Release for S6 	<ul style="list-style-type: none"> Number of S6 students participated and through observation and informal chat with students 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chan Kwong Hung, Wong Hiu Wing, Careers TA
	<ul style="list-style-type: none"> Talk on Admission Preparation for various courses offered by CUHK for S4 and S5 & their parents during Parents' night 	<ul style="list-style-type: none"> Feedback based on chats with students, parents and teachers involved 	Responsible Staff: Fung Wai Man, Chan Kwong Hung
	<ul style="list-style-type: none"> Talk on Overseas Studies 	<ul style="list-style-type: none"> Number of students participated and through observation and informal chat with students 	Responsible Staff: Fung Wai Man, Chung Ka Li, Careers TA
	<ul style="list-style-type: none"> Talk on studies in Mainland China and Taiwan (Tentative) 	<ul style="list-style-type: none"> Number of students participated and through observation and informal chat with students 	Responsible Staff: Li Chi Ching, Zhuang Yan, Wong Hiu Wing, Careers TA
	<ul style="list-style-type: none"> Talk for S3 students on the selection of electives (with experience sharing session on choice of electives) 	<ul style="list-style-type: none"> Feedback based on chats with students and teachers involved 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chu Kin Chung, Ko Tsz Cheung, Careers TA
	<ul style="list-style-type: none"> “University Preparation Workshop” by ARCH- Community-Outreach (ACO) (S4 to S5) 	<ul style="list-style-type: none"> Number of students participated and through observation and informal chat with students 	Responsible Staff: Fung Wai Man, Zhuang Yan, Man Mei Yee, Lee Pui Fai
	<ul style="list-style-type: none"> Visiting HKU Nursing Department (Tentative) Visiting some companies available (Tentative) Visiting Career Expo 2015 (Tentative) Visiting Y.E.S. (Tentative) Visiting Construction Industry Council (Tentative) Visiting VTC (Tentative) Campus tour(s) to various local universities, e.g. HKU, PolyU, etc. (Tentative) 	<ul style="list-style-type: none"> Number of students enrolled and their degree of involvement in the event 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chan Kwong Hung, Chu Kin Chung, Ko Tsz Cheung, Chung Ka Li, Zhuang Yan, Wong Hiu Wing, Man Mei Yee, Careers TA Estimated Transportation fee = \$8,000 (Tentative)
	<ul style="list-style-type: none"> Visit to Taiwan Universities (Tentative) 	<ul style="list-style-type: none"> Feedback on the visit based on chats and designated questionnaires from students and teachers 	Responsible Staff: Li Chi Ching, Zhuang Yan, Wong Hiu Wing, Careers TA Estimated expenses for the Taiwan Trip: \$30,000 (Tentative)

Objectives:	Strategies:	Monitoring/Evaluation:	Allocation of the CLP Grant:
2. Life Education: to build up a positive and meaningful living attitude (cont'd)	<ul style="list-style-type: none"> • “CV Writing” lesson (both Chinese and English) conducted by both our school’s Chinese and English departments 	<ul style="list-style-type: none"> • Through the exercises collected and marked by teachers 	Responsible Staff: Wong Hiu Wing, Zhuang Yan, Chung Ka Li, Man Mei Yee, Careers TA All English and Chinese teachers
	<ul style="list-style-type: none"> • Designated composition topics on Dream Careers during both English and Chinese Lessons at both junior and senior forms 	<ul style="list-style-type: none"> • Through the study of their essays (kept in their portfolio) and the reflections they make at the end of S5 final semester 	Responsible Staff: Wong Hiu Wing, Zhuang Yan, Chung Ka Li, Man Mei Yee, Careers TA All English and Chinese teachers
	<ul style="list-style-type: none"> • Workshop on “Career Mapping” for S4 	<ul style="list-style-type: none"> • Observation and informal chatting with students 	Responsible Staff: Fung Wai Man, Chu Kin Chung, Chan Kwong Hung, Careers TA Social Worker (Ada Wong) All S4 form teachers
	<ul style="list-style-type: none"> • Workshop on “Finding your colours of life” for S3 	<ul style="list-style-type: none"> • Observation and informal chatting with students and/or the feedback from the collaborated partners 	Responsible Staff: Li Chi Ching, Wong Hiu Wing, Zhuang Yan, Careers TA Social Worker (Ada Wong) All S3 form teachers
	<ul style="list-style-type: none"> • “My Type” Workshop for S3 	<ul style="list-style-type: none"> • Observation and informal chatting with students and/or the feedback from the collaborated partners 	Responsible Staff: Fung Wai Man, Chu Kin Chung, Careers TA Expenses = \$3,600
	<ul style="list-style-type: none"> • Careers Workshops – prepared by Careers Prefect for S3 students 	<ul style="list-style-type: none"> • Observation and informal chatting with students and Careers Prefects 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chu Kin Chung, Ko Tsz Cheung, Careers TA
	<ul style="list-style-type: none"> • 「職業潛能評估分析〔簡化版〕」 by Youth E Start, Labour Department (S5) (Tentative) 	<ul style="list-style-type: none"> • Observation and informal chatting with students and/or the feedbacks from the collaborated partners 	Responsible Staff: Fung Wai Man, Li Chi Ching, Ko Tsz Cheung, Careers TA
	<ul style="list-style-type: none"> • “High School Career Development” Research Project for S6 	<ul style="list-style-type: none"> • Observation and informal chatting with students, together with the feedback from the collaborated partners 	Responsible Staff: Fung Wai Man, Li Chi Ching, Careers TA
	<ul style="list-style-type: none"> • Develop a set of careers teaching material in the coming one to two years and pilot a scheme to deliver lesson to junior form students (aim at S2 first) during morning assembly or the like once some sections of the materials are written 	<ul style="list-style-type: none"> • Through the informal chats and feedbacks from the students and teachers 	Responsible Staff: Fung Wai Man, Chung Ka Li, Man Mei Yee, Careers TA
<ul style="list-style-type: none"> • In collaboration with the Staff Development Section to arrange a “Life Planning” workshop” (held by HKFYG) for all teachers, equipping them with some basic knowledge in conducting the Life Education so that our school can adopt a holistic approach to conducting the Life Education 	<ul style="list-style-type: none"> • Through the informal chat with the teachers and the feedbacks from the collaborated partners (Staff Development Section and HKFYG) 	Responsible Staff: Fung Wai Man, Li Chi Ching, Chan Kwong Hung	

Expenses on

(a) employing a teacher (to take up the workload released by relevant careers teachers) = $0.75 \times 429,636 = 322,227$

(b) employing a TA to help with the works undertaken by careers guidance team in carrying out the life plan education = $1 \times 132,000 = 132,000$

(c) buying services from external agents, transportation subsidy and subsidy made to students with financial difficulties in oversea trips related to areas concerning further studies and life planning education, etc. = 44,000

Total CLP grant available = \$49,4340

Total expenses = \$498,227, which is in excess of total CLP grant by \$3,887