

## Hong Kong Chinese Women's Club College

### Career and Life Planning Grant – Work Plan (2017-2018)

**Major Concern: To provide Career and Life Planning Education**

(a) Self-understanding and Development

Strategies / Tasks	Time scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Using Career Interest Inventory (CII) Online Platform to understand one's personality and career interests for S.5-S.6 students	Sept, 2017 (S.6) February, 2018 (S.5)	Students can complete the online test and get a personalized report	Students' feedback	Careers teachers	<ul style="list-style-type: none"> <li>Subscription fee for the CII online platform, run by HKACMGM</li> <li>Computer stations in school</li> </ul>
Workshop on Time Management for S.2 students	Sept 14, 2017	Students can grasp the principles of time management, and understand the importance in study and workplace.	<ul style="list-style-type: none"> <li>Students' questionnaire</li> <li>Feedback from instructors</li> </ul>	Careers teachers and instructors from NGOs	Co-organised with Hok Yau Club
Workshop on Study Skills and Note-taking for S.1 students	Sept 25-27, 2017 & Feb 5, 2018	Students can learn the note taking and processing skills, and revision strategies	<ul style="list-style-type: none"> <li>Feedback from instructors</li> <li>Students' questionnaire</li> </ul>	Instructors from Edvenue Limited	Co-organised with Edvenue Limited
MTR Quality Circle training workshop and visit for S.3-S.5 selected students	Sept – Oct, 2017	Students can learn the skills of problem-solving and communication.	<ul style="list-style-type: none"> <li>Students' performance in the presentation</li> <li>Students' questionnaire</li> </ul>	Miss Lee YS and Mr. Wong YK	Co-organised with MTR Work Improvement Team
Review of Student Learning Profile of S.5 & S.6 students	Sept, 2017 (S.6) Jan – Feb, 2018 (S.5)	Students can organise their learning experience into categories, and review the time allocated in different areas.	Feedback from Life Planning Education Officer	Mr. Wong YK and S.5 & S.6 form teachers	
Workshop on Goal Setting for S.4 students	Nov 14, 2017	Students can learn how to set goals using KISS model	<ul style="list-style-type: none"> <li>Feedback from instructors</li> <li>Students' questionnaire</li> </ul>	Careers teachers and instructors from NGOs	Co-organised with Hok Yau Club

<b>Strategies / Tasks</b>	<b>Time scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
Talk on Interview Skills and Mock Interview Workshop for S.5 students	Jun 15, 2018	Students can apply the skills learnt in the mock interview.	<ul style="list-style-type: none"> <li>• Feedback from instructors</li> <li>• Students' questionnaire</li> </ul>	Careers teachers and instructors from NGOs	Co-organised with Hok Yau Club
Workshop on Problem-solving Skills for S.3 students	Jun 16, 2018	Students can learn the skills of problem-solving. They will learn how make adaptations according to the limitations faced.	<ul style="list-style-type: none"> <li>• Feedback from instructors</li> <li>• Students' questionnaire</li> </ul>	Careers teachers and instructors from NGOs	Co-organised with Hok Yau Club

(b) Career Exploration

<b>Strategies / Tasks</b>	<b>Time scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
Survey on Careers Aspiration	Sept 25-29, 2017	S.4 to S.6 students completed an online survey on their interested careers. Careers teachers can make use of the survey result to invite students to join job shadowing or related career workshops.	Students' response in completing the survey	Miss Lee YS	Google Form
Publication of Careers Newsletter to S.1-S.6 students	Oct, 2017 Dec, 2017 Mar, 2018 May, 2018	Students know more about nature of different careers and related study opportunities for equipping themselves to engage in the field after graduation.	Number of newsletter issued	Mr. Wong YK and CES members	
Subscription of Ming Pao Careers Post for all classes	Sept – Dec, 2017 & Feb – May, 2018	Students know more about nature, prospect and career path of different jobs.	Feedback from CES members	Mr. Wong YK and CES members	Subscription Fee
Mentorship programme for S4 & S5 students	Nov, 2017 – Oct, 2018	Students can learn from mentors' experience, and obtain a deeper understanding on their interested careers and working environment.	Questionnaires filled by participants	Miss Lee YS and Mr. Chan KW	Co-organised with Alumni Association
Workshop on Careers Exploration for S.1 students	May 14, 2018	Students can know more about the types of jobs in Hong Kong, and begin exploring the possible career they would like to engage.	<ul style="list-style-type: none"> <li>• Feedback from S.1 form teachers</li> <li>• Students' worksheet</li> </ul>	Miss Lee YS and S.1 form teachers	<ul style="list-style-type: none"> <li>• School-based worksheet</li> <li>• Guideline for form teachers</li> </ul>

<b>Strategies / Tasks</b>	<b>Time scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
Workplace visits	Jun, 2018	Students can get the first-hand information on the real working environment.	<ul style="list-style-type: none"> <li>Students' questionnaire</li> </ul>	Career teachers and social workers from NGOs	

(c) Career Planning and Management

<b>Strategies / Tasks</b>	<b>Time scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
Talks related to JUPAS and other sub-degree programmes	Sept 16, 2017 & Mar 9, 2018	Students can understand the operations of JUPAS and note the important dates for the application.	Students' questionnaire	Career teachers and speaker from NGOs	<ul style="list-style-type: none"> <li>Co-organised with Hok Yau Club</li> <li>Information leaflet</li> </ul>
JUPAS Individual & Group Guidance for S.6 students	Sept, 2017 – Aug 2018	Students can make a rational choice in choosing programmes for tertiary education according to their strengths and interests	Students' feedback	Mr. Chan KW, Mr. Wong YK and other career teachers	School-based guidance notes
Video for introducing elective subjects to S.3 students in home periods	Oct – Dec, 2017	S3 students can get a more thorough understanding on the content and assessment method of each elective subjects and Mathematics elective modules.	Feedback from students and form teachers	Miss Lee YS, Mr. Wong YK and CES members	<ul style="list-style-type: none"> <li>Assistance from panel conveners</li> <li>Student representatives from each elective subject and M1/M2</li> </ul>
Talks and workshops related to subject selection for S.3 students	Oct 16, 2017 Feb 5, Mar 10, Apr 9 & 23, May 14, 2018	S3 students and parents can be informed of senior secondary curriculum. They began to plan for their study paths according to their strengths and interests.	<ul style="list-style-type: none"> <li>Students' feedback</li> <li>Evaluation forms filled out by participants after the series of workshops offered by Hok Yau Club</li> </ul>	Careers teachers and speakers from Hok Yau Club	<ul style="list-style-type: none"> <li>Information Booklet for S.3 students &amp; parents</li> </ul>

(d) Teacher and student helpers development

<b>Strategies / Tasks</b>	<b>Time scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
Training of student helpers and teachers	Whole year	Students and teachers learnt more skills and obtained more information about careers and life planning.	<ul style="list-style-type: none"><li>• Number of student helpers and teachers received training</li><li>• Feedbacks from participants</li></ul>	EDB and others	<ul style="list-style-type: none"><li>• Training courses provided by EDB</li></ul>

## Career and Life Planning Grant

### Budget (2017 – 18)

	\$	\$
<b><u>Receipt</u></b>		
EDB Subsidy		<u>583,546.00</u>
<b><u>Less Payment</u></b>		
Employment of Contract teacher	232,041.00	
Employment of Life Planning Education Officer	249,480.00	
Life Planning Education Programmes	100000.00	
<i>(a) External programmes</i>	85,000.00	
<i>(b) Internal programmes</i>	15,000.00	
Mentorship Programmes	3,000.00	
Student Training and Newsletters	1,000.00	
Careers books	1,000.00	
Subscription fee for HKACMGM	400.00	
Printing Fee	1,000.00	
Stationery and consumables related to life planning and education	3,000.00	
Souvenirs and prizes	<u>2,000.00</u>	
		<u>592,921.00</u>
Budgeted surplus/(deficit) for the year		(9,375.00)
Add Balance brought forward (b/f) from previous year		<u>24000.00</u>
Budgeted balance carried forward (c/f) to next year		<u><u>14,625.00</u></u>