

Hong Kong Chinese Women's Club College

Career and Life Planning Grant - Work Plan (2014-2015)

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
Talks & Workshops: Effective study methods (S.2 & S.4), Life Planning (S.2, S.3 & S.5), etc.	Oct 2014, Nov 2014, Mar 2015	Students learned and made use of the study skills to enhance their learning. Students understood the importance of life planning and began their planning.	Feedbacks from students and teachers.	Careers Teachers and speakers from NGO.	Hok Yau Club, YWCA and others
Life-wide learning activities (S.4)	Feb 2015	Students learnt the positive working attitude and requirement of working world.	Evaluation forms filled out by participants.	Life Planning Assistant and Form Masters	HK Disneyland, and other NGO
Talks & Workshops: Interview skills and mock interview (S.6)	May 2015	Students learnt the skills and prepared for university interviews.	Number of participants and feedbacks from them and the organizer.	Careers Teachers and organizers from NGO.	YWCA
Workshop: Setting goals (S.5)	Jul 2015	Students learnt how to set up their goals.	Evaluation forms filled out by participants.	Organizers from NGO.	Hok Yau Club
Group and individual guidance (S.1-6)	Whole year	Students knew more about their strengths and weaknesses. They began to plan their future.	Feedbacks from teachers.	Careers Teachers	

b) Career Exploration

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Mentorship Programme (S.4-5)	Nov 2014 – Oct 2015	Students learnt more about mentors' careers, the requirement and the expectation of the society.	Evaluation forms filled out by participants.	Careers Teachers	Alumni Association
Talks related to JUPAS and further study opportunities (S.5-6)	Oct 2014, Nov 2014, Mar 2015, Jul 2015	Students and parents understood more about the JUPAS system and learnt how to arrange their choices to match their interests and abilities.	Evaluation forms filled out by participants.	Careers Teachers and speakers from NGO.	Hok Yau Club and others
Talk: Study aboard (S.3 - 6)	Mar 2015	Students knew more information related to study opportunities in China, Taiwan and other countries.	Feedbacks from participants.	Careers Teachers and speakers from NGO.	Hok Yau Club
Visits and Work experience (S.5-6)	Nov 2014, Jun-Aug 2015	Students visited tertiary institutions and workplaces.	Number of participants and their feedbacks.	Careers Teachers and organizers of NGO.	YWCA
Assembly Talk: Broaden My Horizons (S.1-6)	Dec 2014	Students broadened their horizons through the schoolmates' sharing of study tours.	Feedbacks from students.	Careers Teachers and students.	
Careers Newsletters (S.1-6)	Oct 2014, Dec 2014, Mar 2015, May 2015	Students knew more about the career world and different study opportunities.	Number of Newsletters issued.	Life Planning Assistant and CES members	
Careers Website (S.1-6)	Whole year	Students, parents and teachers knew more career information.	Feedback from visitors.	Life Planning Assistant	

c) Career Planning and Management

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Talks & Workshops: Life Planning (S.2, S.3 & S.5), etc.	Oct 2014, Nov 2014, Mar 2015	Students understood the importance of life planning and began their planning.	Feedbacks from students and teachers.	Careers Teachers and speakers from NGO.	Hok Yau Club, YWCA and others
Talks related to JUPAS and further study opportunities (S.5-6)	Oct 2014, Nov 2014, Mar 2015, Jul 2015	Students and parents understood more about the JUPAS system and learnt how to arrange their choices to match their interests and abilities.	Evaluation forms filled out by participants.	Careers Teachers and speakers from NGO.	Hok Yau Club and others
Talks and workshops related to Subject Selection (S.3)	Oct., Mar. and May	Students had more understanding in the Senior Secondary curriculum and the selection methods.	Attendance record and feedbacks from students.	Careers Teachers, F/Ms & Panel Conveners.	Academic Committee, Hok Yau Club
Group and individual guidance (S.1-6)	Whole year	Students knew more about their strengths and weaknesses. They began to plan their future.	Feedbacks from teachers.	Careers Teachers	

d) Teacher and Student helpers development

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Training of student helpers and teachers.	Whole year	Students and teachers learnt more skills and obtained more information about careers and life planning.	Number of student helpers and teachers received training. Feedbacks from participants.	EDB and others	Training courses provided by EDB

**Career and Life Planning Grant  
Budget (2014 / 2015)**

<u>Receipt</u>	<u>HK\$</u>
EDB Subsidy	494,340.00
<u>Less Payment</u>	<u>HK\$</u>
1. Life Planning Education Assistant	207,900.00
2. Careers & Life Planning Programmes	160,000.00
<i>a. Talks &amp; Seminars</i>	<i>12,000.00</i>
<i>b. Workshops</i>	<i>108,000.00</i>
<i>c. Life-wide Learning Day Programme</i>	<i>20,000.00</i>
<i>d. Other Programmes</i>	<i>20,000.00</i>
3. Mentorship Programme	3,000.00
4. Careers Books	1,500.00
5. Subscription Fee for HKACMGM	300.00
6. Computer equipment for life planning and education	25,000.00
7. Stationery and consumables related to life planning and education	5,000.00
8. Souvenirs and prizes	1,000.00
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Total:	403,700.00
	 <u>HK\$</u>
Budgeted surplus/(deficit) for the year	90,640.00
Add Balance brought forward (b/f) from previous year	0.00
Budgeted balance carried forward (c/f) to next year	90,640.00