

Hong Kong Chinese Women's Club College

Career and Life Planning Grant – Work Plan (2015-2016)

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: Life Planning (S.1-6)	Sept-Nov 2015, Apr 2016	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, Family Wel. Soc. and YWCA.
Workshop: Effective learning (S.2)	Mar 2016	Students learned and made use of the study skills to enhance their learning.	Feedbacks from students and teachers.	Speakers from NGO	YWCA
Life-wide learning activity (S.4)	Feb 2016	Students learnt the positive working attitude and requirement of working world.	Evaluation forms filled out by participants.	Life Planning Assistant and Form Masters	Ocean Park or others
Talks & Workshops: Interview skills and mock interview (S.4-6)	Sept-Oct 2015, July 2016	Students learnt the skills and prepared for university and job interviews.	Number of participants and feedbacks from them and the organizer.	Careers Teachers and organizers from NGO.	Hok Yau Club, Family Wel. Soc. and YWCA.
Talks & Workshops: Dream Maker, Self Directed Search, SociGame, Setting goals (S.3 & 4)	Oct-Dec 2015, Mar & July 2016	Students learnt how to set up their goals.	Evaluation forms filled out by participants.	Organizers from NGO.	Hok Yau Club and Family Wel. Soc.

Day camp: Life-Planning (S.3)	Feb 29, 2016	Students knew more about themselves and began to plan their career paths.	Evaluation forms filled out by participants.	Careers Teachers, Form Masters and organizers from NGO.	Hok Yau Club
JUPAS individual & group guidance (S.6)	Sept-Dec 2015	Students knew more about their strengths and plan their priorities in JUPAS.	Feedbacks from students.	Mr. Chan KW	
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	
Programmes for SEN	To be confirmed	Programmes for students with special education needs were organized. They started to plan their career paths.	Feedbacks from students and organizer.	Careers Teachers and organizers from NGO.	NGO

b) Career Exploration

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Mentorship Programme (S.4-6)	Nov 2015 – Oct 2016	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)	Sept & Oct 2015, Mar & Jul 2016	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
Visits and Work experience (S.3-5)	Nov 2015, Mar-Apr, July 2016	Students visited tertiary institutions and workplaces.	Number of participants and their feedbacks.	Careers Teachers and organizers of NGO.	Hok Yau Club, YWCA and others

Talks and workshops related to S.4 streaming (S.3)	Oct 2015, Mar & May 2016	Students knew more information related to S.4 streaming and subjects offered in senior secondary and began to plan their study paths.	Feedbacks from participants.	Careers Teachers and speakers from NGO.	Hok Yau Club
Careers Newsletters (S.1-6)	Oct 2015, Nov 2015, Mar 2016, May 2016	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
Stand-by-me JUPAS sharing programme (S.6)	Sept-Dec 2015	Students got more updated information of university programmes from alumni.	Feedbacks from participants.	Careers Teachers and Alumni	Alumni
Talks & Workshops: Life Planning (S.1-6)	Sept-Nov 2015, Apr 2016	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, Family Wel. Soc. and YWCA.
Talks & Workshops: Dream Maker, Self Directed Search, SociGame, Setting goals (S.3 & 4)	Oct-Dec 2015, Mar & July 2016	Students learnt how to set up their goals.	Evaluation forms filled out by participants.	Organizers from NGO.	Hok Yau Club and Family Wel. Soc.
Day camp: Life-Planning (S.3)	Feb 29, 2016	Students knew more about themselves and began to plan their career paths.	Evaluation forms filled out by participants.	Careers Teachers, Form Masters and organizers from NGO.	Hok Yau Club

Talks related to JUPAS and further study opportunities (S.5-6)	Sept & Oct 2015, Mar & Jul 2016	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 S.4 streaming (S.3)	Oct 2015, Mar & May 2016	Students knew more information related to S.4 streaming and subjects offered in senior secondary and began to plan their study paths.	Feedbacks from participants.	Careers Teachers and speakers from NGO.	Hok Yau Club
JUPAS individual & group guidance (S.6)	Sept-Dec 2015	Students knew more about their strengths and plan their priorities in JUPAS.	Feedbacks from students.	Mr. Chan KW	
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
Staff Development Workshop for teachers: Life Planning	Nov 2015 or Apr 2016	Teachers obtained more information about careers and life planning.	Feedbacks from teachers.	Speaker from NGO	Staff Development Committee and NGO
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 (2015 / 2016)

<u>Receipt</u>	<u>HK\$</u>
EDB Subsidy	541,560.00
<u>Less Payment</u>	<u>HK\$</u>
1. Employment of Life Planning Education Assistant	226,800.00
2. Employment of Administration Assistant	163,800.00
3. Life Planning Education Programmes	118,000.00
(a) <i>External programmes</i>	70,000.00
(1) Mock Interview Talk & Workshop by YWCA	17,000.00
(2) Talks on Life Planning by YWCA for S.1, S.2 & S.5	4,700.00
(3) Effective Learning Workshop by YWCA for S.2 & S.4	15,000.00
(4) JUPAS Talks by Hok Yau Club for S.6	2,600.00
(5) Other Talks & Workshops	27,700.00
(6) Staff Training & Development	3,000.00
(b) <i>Internal programmes</i>	48,000.00
(1) HKACMGM Materials	12,000.00
(2) Coaches for Visits	8,000.00
(3) S.4 Life-wide Learning Day Programme & Transportation	28,000.00
4. Mentorship Programme	3,500.00
5. Student Training and Newsletters	6,000.00
6. Careers books	6,000.00
7. Subscription Fee for HKACMGM	400.00
8. Printing Fee	6,000.00
9. Stationery and consumables	4,000.00
10. Souvenirs and prizes	3,000.00
Total:	<u>513,000.00</u>
	<u>HK\$</u>
Budgeted surplus/(deficit) for the year	4,060.00
Add Balance brought forward (b/f) from previous year	103,524.00
Budgeted balance carried forward (c/f) to next year	107,584.00