

Hong Kong Chinese Women's Club College

Career and Life Planning Grant – Work Plan (2016-2017)

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.2-6)	Sept 2016 - July 2017	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/Apr 2017	Students learned and made use of the study skills to enhance their learning.	Feedbacks from students and teachers.	Speakers from NGO	YWCA
Talks & Workshops: Interview skills and mock interview (S.4-6)	Oct 2016, July 2017	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.
Class Assembly: Career Exploration (S.1-2)	Mar 2017	Students learnt more about different careers.	Feedbacks from students and teachers.	Careers Teachers	
Day camp: Life-Planning (S.3)	Feb 16, 2017	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 2016	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 2016 – Oct 2017	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 2016, Mar & Jul 2017	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.5,6)	Nov/Dec 2016, Mar-Apr, July 2017	Students visited tertiary institutions and workplaces.	Number of participants and their feedbacks.	Careers Teachers and organizers of NGO.	Hok Yau Club, YWCA and others
Assembly Talk: Extraordinary Experience (S.1&2)	Sept 5, 2016	Students learnt more from the experience of schoolmates.	Feedback from teachers and students.	Careers Teachers and students.	
Talk: Chinese Medicine Sharing (S.4-6)	Nov 2016	Students knew more about Chinese Medicine.	Feedbacks from participants.	Careers Teachers and alumni	Alumni

Talks and workshops related to S.4 streaming (S.3)	Oct 2016, Mar & May 2017	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 2016, Nov 2016, Mar 2017, May 2017	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.2-6)	Sept 2016 - July 2017	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.
Day camp: Life-Planning (S.3)	Feb 16, 2017	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 2016, Mar & Jul 2017	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 2016, Mar & May 2017	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 2016	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
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 (2016 / 2017)

<u>Receipt</u>	HK\$
EDB Subsidy	566,880.00
<u>Less Payment</u>	HK\$
1. Employment of Contract teacher	371,133.00
2. Employment of Life Planning Education Assistant	233,100.00
3. Life Planning Education Programmes	40,000.00
<i>(a) External programmes</i>	<i>30,000.00</i>
<i>(b) Internal programmes</i>	<i>10,000.00</i>
4. Mentorship Programme	2,000.00
5. Student Training and Newsletters	600.00
6. Careers books	1,000.00
7. Subscription Fee for HKACMGM	400.00
8. Printing Fee	1,000.00
9. Stationery and consumables	3,000.00
10. Souvenirs and prizes	2,000.00
	Total: 654,233.00
	HK\$
Budgeted surplus/(deficit) for the year	(87,353.00)
Add Balance brought forward (b/f) from previous year	110,424.00
Budgeted balance carried forward (c/f) to next year	23,071.00