

**Work Plan on Life Planning Education and Career Guidance Service 2017-18 (as at 9 October 2017 version 4)**

**Name of School: Chan Sui KI (La Salle) College**

**School Year: 2017-2018**

<b>Objective</b>	<b>Strategies</b>	<b>Monitoring/Evaluation</b>	<b>Allocation of the CLP Grant</b>
1. To enhance the capacity of career teachers for life-planning education and career guidance	1.1 To employ a contract teacher to relieve the workload of the three-member task force responsible for life-planning education and career guidance	Successful delivery of the enriched life-planning education and career guidance service  Feedback from the task force on division of work	Employment of a contract teacher <b>HK\$371,133</b>
2.To enrich life-planning education and career guidance service	2.1 To acquire services to cater to career guidance needs of students at all levels  2.2 To support career-related activities organized by the school's Career Counseling Section and its stakeholders such as Old Boys' Association and Parent-Teacher Association	Feedbacks from participants  Opinions of various stakeholders	Delivery of life-planning and career guidance service <b>HK\$ 252,200</b>

## **Appendix**

### **Chan Sui Ki (La Salle) College --- Career and Life-Planning Grant 2017-2018**

The plan is characterized by four features namely,

- (a) Developmental – from S1 to S 6 with themes based on students’ needs at various developmental stages
- (b) School-wide – not limited to career teachers, involving various school personnel and stakeholders
- (c) Diversified – from mass talks, small-group activities to individual counseling
- (d) Reflective – Students are expected to formulate, reflect on and adjust their own career plan accordingly

The theme of each form is as follows:-

- S1 – self-understanding
- S2 – self-management
- S3 – self-searching
- S4 – career aspiration
- S5 – career exploration
- S6 – career navigation

**Estimated Cost of Running All Activities: ~ HK\$ 245,910**

Level / Details	Fee	Budget	Organizer	Teacher-in-charge
<b>Secondary 1 Self-understanding</b>				
Self-understanding workshop (1) 07-03-2018 (Day3) 2:30 – 3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Self-understanding workshop (2) 16-03-2018 (Day3) 2:30 – 3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Theme-based career activities for S1 and S2 Details are to be confirmed	Details are to be confirmed	HK\$1,000	Self	Mr. W.H. Lam
<b>Secondary 2 Self-management</b>				
Talk about financial management for S2 26-03-2018 (Day 3) 2:30 – 3:30 p.m. Hall	NIL	NIL	HKICPA	Mr. W.H. Lam
Self-management (1) 18-01-2018 (Day 3) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Self-management (2) 26-01-2018 (Day 3) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Theme-based career activities for S1 and S2 Details are to be confirmed	Details are to be confirmed	HK\$1,000	Self	Mr. W.H. Lam
<b>Secondary 3 Self-searching</b>				
Career activities organized by Career Ambassadors Details are to be confirmed	Details are to be confirmed	HK\$1000	HKFYG	Ms. W. S. Tong
Career lesson (1) 18-01-2018 (Day3) 2:30-3:10 p.m. CL	NIL	HK\$0	Career Ambassadors	Ms. K.M. Chiu Ms. W.S. Tong

Golden Library 26-01-2018 (Day3) 1:50-4:00 p.m. CL	\$30 per student	HK\$4,000	ELCHK Essence Hub	Ms. K.M. Chiu Ms. W.S. Tong
Self-searching 05-02-2018 (Day3) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Ms. W.S. Tong
Talk on NSS curriculum (1) 27-02-2018 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
Talk on NSS curriculum (2) 07-03-2018 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
Talk on streaming 16-03-2018 (Day3) 2:30-3:30 p.m. Hall	NIL	HK\$0	Self	Ms. F. Lee
<b>Secondary 4 Career Aspiration</b>				
Participation in at least 1 career-related activity according to students' interest / career aspiration	NIL	HK\$0	external organizations	Mr. W. H. Lam
Visit to Y.E.S. in Mongkok 19-10-2017/8-12-2017/2-2-2018 3:30-6:00 p.m.	free coach by Labour Dept	HK\$0	Y.E.S. (Labour Dept.)	WST / WHL / FL
Career Mapping (1) 06-10-2017 (Day4) 2:30-3:10 p.m. CL	\$27 x 150 copies	HK\$4,050	Self	Ms. W.S. Tong
Career Mapping (2) 24-10-2017 (Day4) 2:30-3:10 p.m. CL				
Career Mapping (3) 23-11-2017 (Day4) 2:30-3:10 p.m. CL				
Career Aspiration (1) 19-03-2018 (Day4) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Ms. W.S. Tong
Career Aspiration (2) 27-03-2018 (Day4) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Ms. W.S. Tong

Career Aspiration (3) – briefing 16-05-2018 (Day4) 2:30-3:45 p.m. Hall	\$1800 x 1 hall talk	HK\$1,800	HKFYG	Ms. W.S. Tong
Career Aspiration (4) – workplace visit 25-05-2018 (Thursday / Day4) 1:10-4:30 p.m.	\$1400 x 7 groups (ratio 1:20)	HK\$9,800/HKFGY HK\$5,000/coach	HKFYG	FL/TFC/ KMC/ WHL/ WST/OLH
Career Inventory for S4 ( from December 2017 -- for one year)	NIL	NIL	Jockey Club	Ms. F. Lee
Small-Group Careers Consultation Sessions for S4 January 2018 – May 2018 (2 <sup>nd</sup> Term)	NIL	NIL	Self	Ms. F. Lee Mr. W.H. Lam Ms. W.S. Tong
<b>Secondary 5 Career Exploration</b>				
Individual Consultation for 12 students in need of help (promotion) - briefing and invitation 25-09-2017 (Day4) 2:30-3:00 p.m. Hall	N/A	N/A	HKFYG	Ms. F. Lee
Individual Consultation for 12 students in need of help Begin in mid-October 2017	\$650 x 12 students x 6 times	HK\$46,800 (maximum)	HKFYG	Ms. F. Lee
Career Talk on qualifications framework 25-09-2017 (Day4) 3:00-4:00 p.m. Hall	NIL	NIL	Self	Ms. F. Lee
Career Exploration (1) 06-10-2017 (Day4) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Career Exploration (2) 24-10-2017 (Day4) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Career Exploration (3) 23-11-2017 (Day4) 2:30 p.m.–3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam

Career Exploration (4) --- interviewing CSK old boys 25-11-2017 (Saturday) 1:30 p.m. - 4:30 p.m. Hall	\$1400 x 4 classes	HK\$5,600	HKFYG	Mr. W.H. Lam
Career Exploration (5) 04-12-2017 (Day4) 2:30-3:45 p.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	Ms. F. Lee
Career Exploration (6) --- interview skills 29-06-2018 ( post-exam ) 10:00- 11:15 a.m. CL	\$1400 x 4 classes	HK\$5,600	HKFYG	WST/WHL/FL
Career Simulated Work Experience 26-06-2018 (post-exam) Career Sparkle (Wan Chai) 5A/5C 9 a.m. -12 noon 5B/5D 1 p.m. – 4p.m.	\$90 x 129 students	HK\$11,610	St James' Settlement	Mr. W.H. Lam
Dissemination of info about Student Learning Profile Second Term	NIL	NIL	Self	FL/TSW/KHC
My CV for S5 In collaboration with English Department (1 <sup>st</sup> Term)	NIL	NIL	Eng Panel Career Team	Ms. F. Lee
<b>Secondary 6 Career Navigation</b>				
Career Talk on JUPAS Application 06-10-2017 (Day4) 2:30-3:20 p.m. Hall	NIL	NIL	Self	FL
Career Talk on E-app 04-12-2017 (Day4) 2:30-3:20 p.m. Hall	NIL	NIL	Self	FL
Mock release of HKDSE Result 12-12-2017 (Day4) 1:10-3:45 p.m. Hall	\$8,950 for the whole form	HK\$8,950	Stewards	FL/TFC/ KMC/ WHL/ WST/OLH
My JUPAS essay for S6 In collaboration with English Department (2 <sup>nd</sup> Term)	NIL	NIL	Eng panel Career Team	Ms. F. Lee
Mock Individual Interview for S6 (voluntary participation for 20-50 participants) Details are to be confirmed	\$4500 x 2 groups	HK\$9,000 (maximum)	I Can Fly	Ms. F. Lee

Career Talk on Preparation for 711 07-7-2018 (Sat) 10:00-12:00 noon Hall	To be confirmed with Tai Hang Youth Centre	NIL (free service for current DSE)	Tai Hang Youth Centre and self	FL/ TFC / WST
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**Other duties:**

<b>Duty</b>	<b>Details</b>	<b>Budget</b>	<b>Teacher-in-charge</b>
1. S3 Parents' Night and the guidance books (23 / 03 / 2018)	NIL	NIL	Ms. F. Lee & Ms. K.M. Chiu
2. Mentorship --- To be confirmed S6 Day camp: 3rd November 2017 (Friday) 3:30 – 9:00 p.m.	\$5,000 (maximum) T-shirts & souvenirs	CLP Grant HK\$5,000	Ms. F. Lee Mr. T.F. Chau
3. Life-planning Programmes for less motivated students To be confirmed	\$15,000	CLP Grant \$15,000	Social Worker
4. Career Expo in February and other careers activities	NIL	NIL	Mr. W.H. Lam
5. Testimonials / recommendation letters	NIL	NIL	Ms. F. Lee
6. Applied Learning and Applied Learning (Chinese)	NIL	NIL	Ms. F. Lee
7. Last School Day for S6 (07 / 3 / 2018)	NIL	NIL	Ms. F. Lee
8. Release of HKDSE results (11 / 7 / 2018)	NIL	NIL	All career teachers
9. Purchase of reference books for students and teachers	School Grant	School Grant HK\$600	Ms. F. Lee
10. Ordering service and the notice board on G/F	\$200	CLP Grant HK\$200	Ms. O.L. Ho

11. Webpage and App of CSK Career Counseling Section	\$18,800	CLP Grant HK\$18,800	Ms. F. Lee Mr. W.H. Lam Ms. W.S. Tong
12. Career Bulletin Boards in classrooms	\$800	CLP Grant HK\$800	Mr. W.H. Lam
*14. Career ambassadors – training (NEW) 10-12 F4 and F5 students Six training sessions	HKFYG	CLP Grant \$1,400 x 6 = \$8,400	Ms. W.S. Tong
15. Job-tionary Webpage A self-access tool for all students	Free -- funded by Home Affairs Bureau	NIL	All career teachers
16. Class-based careers guidance for S6	NIL	NIL	All career teachers
17. Talk about overseas studying for parents Co-organized by PTA 30-9-2017 (Saturday) UK/US/AUS/CAN 2:30 - 3:30 p.m.	IDP Educational Ltd Free service	NIL	Ms. F. Lee
18. Talk about Qualification Framework for parents Co-organized by PTA 30-9-2017 (Saturday) 4:00 – 5:00 p.m.	NIL	NIL	Ms. F. Lee
19. Sponsoring elite students to participate in programmes organized by various universities	Around 10 elite students Max \$2000/head	To be confirmed HK\$20,000 (Max)	Ms. F. Lee
20. Light refreshments and souvenirs for guest speakers	\$2000	School Grant HK\$2000	Mr. W.H. Lam

Details of the theme-based activities for junior forms for the school year 2017-18 are as follows:-



Programme Plan for Junior Forms 2017-18  
Dream· My Job· Architecture & Planning

1. F.1 Video Wataching 電影欣賞

Date : 19-23 March 2018

Time: 12:00-12:30

Venue: Hall

2. F.3 Job Exploration 職業字典大搜尋

Date: 28/2, 1/3, 2/3, 6/3 2018

Time: 3:20 – 4:10

Venue: Computer Room

3. Mobile Exhibition Centre (流動展覽車)/Exhibition Panels (展板)

About Town Planning

Date: 19 Apr / 20 Apr 2018

Time: Lunch Time/ After School

4. Job Sharing Sessions- Morning Assembly 職業介紹

Date: 5/3 (Mon), 8/3(Thur), 12/3(Mon), 15/3(Thur) 2018

Time: 7:55- 8:10

Venue: Playground

5. F.2 Career- Rich Kid, Poor Kid Programme

Date: 26/3/2018

Time: 2:30- 3:30

Venue: Hall