

SALEM-Immanuel Lutheran College
Year plan of Careers Guidance (2016-2017)
(Implementation and utilization of Career and Life Planning Grant)

Strategies	Tasks	Success Criteria	Scope	Methods of Evaluation	Time Frame	Person-in-charge
1. Enhance the capacity of the Career and Guidance Unit.	<ul style="list-style-type: none"> Employ an additional manpower to release the workload of career teachers. 	<ul style="list-style-type: none"> The teaching workload of three career teachers is reduced. 	Career and Guidance Unit	The policy on reducing the career teachers' teaching workload is implemented.	Whole year	Principal
2. Guide students to understand their own personalities and career interests, and to make decision on senior secondary subject selection.	<ul style="list-style-type: none"> a) Co-organize workshops with Peomomentum and Stewards to introduce the concept of "Career and Life Planning". b) Co-organize activities " My Type of Learning Style" and "My Choice : Subject selection" with HKFYG. c) Introduction to DSE Subjects by panel heads of elective subjects. d) Career Characters Board Games. e) Jobtionary Online Competition. f) Subject Selection Counselling. g) Organize a talk about career mapping. h) Co-organize an online career inclination test: "Career Interest Inventory" with HKACMGM. 	<ul style="list-style-type: none"> 80% of the planned programmes are organized. 80% of the students are satisfied with the programmes. 	<ul style="list-style-type: none"> a) S.1 and S.2 b) S.3 c) S.3 d) to f) S.3 g) S.4 h) S.5 	<ul style="list-style-type: none"> Teachers' observation questionnaire 	<ul style="list-style-type: none"> a) 3 Oct, 2016 4 Nov,2016 b) 14 Nov,2016 18 Mar, 2017 c) 2 May, 2017 d) 2nd term e) 2nd term f) June, 2017 g) 23 Jan, 2017 h) 31 May, 2017 	<ul style="list-style-type: none"> Leung FY Cheung YY, Chan KK, Wong KF Chan KKui Sun YJ Sun YJ Cheung YY, Leung FY Leung FY Chan KKui, Wong KF
3. Empower parents as supporters for children and partners with the school.	<ul style="list-style-type: none"> a) S.3 Parents' Night-DSE Subjects Selection. b) S.6 Parents' Night – co-organized with Hok Yau Club to introduce JUPAS application and Multiple Pathway of local further studies. c) S.6 Guidance Programme for DSE Result Release. 	Over 80% of the participants are satisfied with the talks.	<ul style="list-style-type: none"> a) S.3 students and parents b) S.6 students and parents c) S.6 students and parents 	<ul style="list-style-type: none"> teachers' observation teachers' and students' feedback questionnaire 	<ul style="list-style-type: none"> a) 10 Feb,2017 b) 11 Nov, 2016 c) 7 July, 2017 	<ul style="list-style-type: none"> Chan KK, Cheung YY and class teachers Cheung YY, Leung FY Leung FY, Cheung YY

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4. Provide information and offer guidance to students for further studies and vocational training.	a) Talk on JUPAS application. b) Organize workshops about procedure and writing of Additional Information for JUPAS Application. c) Co-organize a talk with Hok Yau Club about JUPAS application strategy. d) Equip students with better preparation for JUPAS interview co-organized with City U. e) Attend career talks, universities Faculty Talks/ Courses. f) Co-organize a “Life and Career Education Forum” with Alumni Association to provide information about multiple pathways of studies and career planning. g)Co-organize with HKSKH Welfare Council to conduct Mock Release of DSE exam result.	Over 70% of the students/ participants are satisfied with the talks/workshops/activities.	a) S.5 b) S.5 c) S.6 d) S.6 e) S. 4-S.6 f) S.4-S.5 g) S.6	♦ questionnaires ♦ teachers’ observation ♦ students’ feedback	a) July, 2017 b) July, 2017 c) 3 Oct, 2016, d) 22 Nov, 2016 e) Sept-Nov, 2016 f) 8 July, 2017 g) 11 Jan, 2017	Cheung YY Cheung YY Cheung YY Leung FY Cheung YY, Sun YJ Chenung YY, Chan KKui, Leung FY, Wong KF Cheung YY, Sun YJ, Wong KF
5. Motivate students’ interest in pursuing tertiary education and broaden their horizons	♦ Arrange study tour in Taiwan.	♦ At least 25 students join the tour.	S.3-S.5	♦ teachers’ observation ♦ students’ feedback ♦ questionnaire	9-13, Apr, 2017	Cheung YY, Chan KKui
6. Monitor and implement Applied Learning Course.	a) Arrange taster programs. b) Monitoring the process of application and students’ participation and results. c) Arrange counselling sessions.	a) Over 80% of the participants are satisfied with the programs. b) Complete the whole procedures. c) over 80% of the students found the counseling helpful.	a) S.4 b) S.4-S.6 c) S.5-S.6	a) students’ feedback b) teachers’ observation, students’ attendance and result reports c) teachers’ observation, students’ feedback	a) March, 2017 b) April, 2017 Whole year c) Oct, 2016- May, 2017	Chan KKui Chenung YY, Chan KKui Ng CK(LEC)

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7. Monitor and implement JUPAS Application	♦ Follow up all the procedures for the students, class teachers and school administrators.	Follow and complete all procedures.	S.6	♦ teachers' observation	Sept, 2016 – July, 2017	Cheung YY, class teachers
8. Equip students to be a mature adult before entering to the workplace	a) Arrange company or career visits.	♦ Over 80 % of the participants are satisfied with the visits/ talks/arrangement.	a) S.4-S.5	♦ teachers' observation ♦ Students' feedback ♦ questionnaire	a) July, 2017	Leung FY
	b) Co-organize career talks with “Jump Mingpao”, EDB, Labour Dept-Youth E-Start.		b) S.4-S.6		b) Whole year	Cheung YY, Sun YJ
	c) Coordinate the summer work experience scheme.		c) S.4-S.6		c) summer 2017	Leung FY, Sun YJ
9. Equip teachers to provide careers guidance to students	a) Encourage teachers to attend seminars / trainings related to life planning education and career guidance organized by EDB/ other agencies.	a) One teacher enroll in the related seminars/workshops.	a) all teachers	♦ teacher's feedback	a) whole year	Principal
	b) Arrange 2 briefing sessions of careers guidance before subject selection and JUPAS application.	b) 80% of the teachers are able to give useful advice and guidance to students.	b) class teachers of S.3 & S.6		b) Oct, 2016 & Feb, 2017	Cheung YY Leung Fung Yin

Budget plan (1617) Items listed on the below page		HK\$649,872
CLP Grant (1617)		
(A)	Surplus brought from previous year (1516)	\$108,312.00
(B)	Current year (1617)	\$566,880.00
(A) + (B)	Total:	\$675,192.00

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Resources/Budget Required

	Items	Expenditure (HK\$)
1	Membership fee of HKACMGM	\$500
2	Paper for board display	\$200
3	S.6 Talk (JUPAS application strategy)	\$2,300
4	Transport fee (S.6 Booklets of HokYau Club)	\$120
5	Book of JUPAS Strategy-Ming Pao	\$150
6	Souvenir for alumni sharing in S.6 Parents' Night	\$200
7	Speaker fee for S.6 Parents' Night	\$3,250
8	Programme fee for S.3-My Type (HKFYG)	\$5,200
9	Programme fee-S.2 form period: career and life planning	\$6,000
10	Programme fee-S.6 Mock Release of DSEE Results	\$14,000
11	Transport fee (Booklets of HokYau Club-大中華及高中選科升學指南)	\$250
12	Student subsidy for Study Tour of Taiwan(\$500 x 36 students)	\$18,000
13	Tour fees of 4 teachers for Study Tour of Taiwan (\$4,500 x 4)	\$18,000
14	Programme fee for S.3: My Choice (HKFYG)	\$20,800
15	Programme fee for S.1 form period: Introduction to Career & Life Planning	\$6,500
16	Career visits for S.4 & S.5 students	\$35,000
17	Souvenir for alumni for Career & Life Education Forum	\$4,000
18	Souvenir for alumni for S.6 Guidance Programme before DSEE Result Release	\$200
19	Salary of Career TA (September 2016-August 2017)	\$162,000
20	Subsidy for student joining Career and Life Planning activities in 2016-2017	\$15,000
21	Unplanned, new and beneficial programmes	\$108,202
22	Salary of Contract Teacher(s)/ AT(s)/ TA(s)	\$230,000
	Total	HK\$649,872