

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

Report

(issued by Ms. Wut PF on 20.10.2017)

***Review:** ET - Exceeded target; MT - Met target; PT - Partially met target; FT - Failed to met target

Strategies	Tasks	Success Criteria	Methods of Evaluation	Evaluation on success criteria	*Review	Remark
1. Enhance the capacity of the Career and Guidance Unit.	♦ Employ an additional manpower to release the workload of career teachers.	♦ The teaching workload of three career teachers is reduced.	The policy on reducing the career teachers' teaching workload is implemented.	Success criterion was not met as only one career teachers' workload was reduced. However, one Teacher Assistant designated only for Career and Guidance unit was assigned to relieve teachers' workload.	PT	
2. Guide students to understand their own personalities and career interests, and to make decision on senior secondary subject selection.	a) Co-organize workshops with Peomentum 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.	♦ 80% of the planned programmes are organized. ♦ 80% of the students are satisfied with the programmes.	♦ Teachers' observation ♦ questionnaire	Only 75% of the planned programmes were organized since HKFYG cancelled Jobtionary Online Competition and S.3 students were too busy to join the Career Characters Board Games.	PT	Suggestion: 1. Organize My Interest and My Path instead of Career and Life Planning. 2. Organize My Choice on Day 3 instead of Saturday. 3. CII could be done earlier e.g. February. 4. Introduction to DSE Subjects by panel heads of elective subjects could be deleted since S.3 students receive enough guidance activities.

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3. Empower parents as supporters for children and partners with the school.	<p>a) S.3 Parents' Night-DSE Subjects Selection.</p> <p>b) S.6 Parents' Night – co-organized with Hok Yau Club to introduce JUPAS application and Multiple Pathway of local further studies.</p> <p>c) S.6 Guidance Programme for DSE Result Release.</p>	Over 80% of the participants are satisfied with the talks.	<ul style="list-style-type: none"> ♦ teachers' observation ♦ teachers' and students' feedback ♦ questionnaire 	All the programmes were completed. Over 80% of the participants were satisfied with the talks.	MT	
4. Provide information and offer guidance to students for further studies and vocational training.	<p>a) Talk on JUPAS application.</p> <p>b) Organize workshops about procedure and writing of Additional Information for JUPAS Application.</p> <p>c) Co-organize a talk with Hok Yau Club about JUPAS application strategy.</p> <p>d) Equip students with better preparation for JUPAS interview co-organized with City U.</p> <p>e) Attend career talks, universities Faculty Talks/ Courses.</p> <p>f) Co-organize a "Life and Career Education Forum" with Alumni Association to provide information about multiple pathways of studies and career planning.</p> <p>g)Co-organize with HSKKH Welfare Council to conduct Mock Release of DSE exam result.</p>	Over 70% of the students/ participants are satisfied with the talks/workshops/activities.	<ul style="list-style-type: none"> ♦ questionnaires ♦ teachers' observation ♦ students' feedback 	All the programmes were completed. Over 70% of the students were satisfied.	MT	Suggestion: Talk on JUPAS application and writing additional information could be carried out earlier in school term instead of after exam since there are too many career post exam activities.

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5. Motivate students' interest in pursuing tertiary education and broaden their horizons	♦ Arrange study tour in Taiwan.	♦ At least 25 students join the tour.	♦ teachers' observation ♦ students' feedback ♦ questionnaire	30 students joined the tour.	ET	Suggestion: The programme would not be organized next year so that there will be more students to join the next one.
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) students' feedback b) teachers' observation, students' attendance and result reports c) teachers' observation, students' feedback	The success criteria were met.	MT	Suggestion: Parents should be informed of the poor attendance of the students.
7. Monitor and implement JUPAS Application	♦ Follow up all the procedures for the students, class teachers and school administrators.	Follow and complete all procedures.	♦ teachers' observation	The success criteria were met.	MT	
8. Equip students to be a mature adult before entering to the workplace	a) Arrange company or career visits. b) Co-organize career talks with "Jump Mingpao", EDB, Labour Dept-Youth E-Start. c) Coordinate the summer work experience scheme.	♦ Over 80 % of the participants are satisfied with the visits/ talks/arrangement.	♦ teachers' observation ♦ Students' feedback ♦ questionnaire	Over 80 % of the participants were satisfied.	MT	Suggestion: It was suggested that career visits should be just for S.4 students since there are many other career guidance activities for S.5 students and they are very busy.
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. b) Arrange 2 briefing sessions of careers guidance before subject selection and JUPAS application.	a) One teacher enrolls in the related seminars/workshops. b) 80% of the teachers are able to give useful advice and guidance to students.	♦ teacher's feedback	The success criteria were met.	MT	

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Resources/Financial Report

Description 項目	Income 收入	Description 項目	Expenditure 支出
Career & Life Planning Grant	\$566,880+\$108,312 = \$675,192	Refer to the following table.	\$566,880

	Items	Expenditure (HK\$)
1	Membership fee of HKACMGM	\$400 (29/09/2016)
2	Paper for board display	\$50 (01-12-2016)
3	S.6 Talk (JUPAS application strategy)	\$1,300 (14/10/2016)
4	Transport fee (S.6 Booklets of Hok Yau Club: S.6 Further Studies Guide)	\$120 (20/09/2016)
5	Book of JUPAS Strategy-Ming Pao	\$160 (20/09/2016)
6	Souvenir for alumni sharing in S.6 Parents' Night (11/11/2016)	\$100 (14/11/2016)
7	Speaker fee for S.6 Parents' Night (11/11/2016)	\$3,250 (14/11/2016)
8	Programme fee for S.3-My Type (HKFYG) (14/11/2016)	\$5,200 (14/11/2016)
9	Programme fee-S.2 form period: career and life planning	\$6,000 (21/11/2016)
10	Programme fee-S.6 Mock Release of DSEE Results	\$14,400 (18/01/2017)
11	Transport fee (Booklets of Hok Yau Club-大中華升學指南,高中選科升學指南)(Greater China Studies Guide to S.5, Senior Secondary Subject Choice & Further Studies Guide to S.3)	\$240 (16/01/2017)
12	Student subsidy for Study Tour of Taiwan (\$500 x 36 students)	\$18,000 (22/02/2017)
13	Tour fees of 4 teachers for Study Tour of Taiwan (\$4,500 x 4)	\$15,680 (\$3,920 x 4)
14	Programme fee for S.3: My Choice (HKFYG)	\$20,800 (\$20/03/2017)

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	Items	Expenditure (HK\$)
15	Programme fee for S.1 form period: Introduction to Career & Life Planning	\$6,500 (21/11/2016)
16	Career visits for S.4 & S.5 students: Transport Fees: \$6,400 (3/7/2017) Great China Pre Pilot Training: \$7,830 (6/7/2017), Yan Oi Tong Ltd Programme Fee:2,100 (7/7/2017)	\$16,330
17	Souvenir for alumni for Career & Life Education Forum	\$2,000 (7/7/2017)
18	Souvenir for alumni for S.6 Guidance Programme before DSEE Result Release	\$100 (12/7/2017)
19	Subsidy for student joining Career and Life Planning activities in 2016-2017	\$10,400 (As at 13/7/2017)
20	Salary of Career TA (Sun Yu Jia) (\$13,500x11)+(\$675x11)	\$155,925
21	Salary of Contract AT (Lee Ka Yi) (\$22,100x11)+(\$1,105x11)	\$255,255
22	Fee for entry permit of Taiwan (Sun Yu Jia)	\$270 (09/03/2017)
23	S.5 Career Interest Inventory	\$1,920 (06/06/2017)
24	Excess surplus to be clawback	\$27,416
25	Balance carried forward	\$113,376
	Total	HK\$675,192

Composition 隊工成員

Team leader 總負責人: Cheung Yuet Yau

Team members 成員: Leung Fung Yin, Chan Ka Kui, Sun Yu Jia (TA), Wong Kwok Fai (Laboratory Technician)