

## Career and Life Planning Grant

### Income & Expenditure Summary for the year ended 31 August 2016

	HK\$	HK\$
<u>Income</u>		
Grants received		<u>541,560.00</u>
<i>Total Amount Received for 2015/16</i>		541,560.00
<u>Less: Expenditure</u>		
Salaries & Employer's MPF Contributions for contract teacher and Teacher-assistant	516,636.75	
Visit to Jockey Club Life Journey Centre	2,750.00	
Purchase of green files for F.1 students	592.00	
Purchase of group tickets of HK Wetland Park	292.30	
Purchase of snacks & drinks	<u>696.00</u>	
<i>Total Expenditure for 2015/16</i>		<u>520,967.05</u>
<i>Surplus of Income over Expenditure for the year 2015/16</i>		20,592.95
Accumulated Surplus as at 1 September 2015 (b/f from last year)		<u>23,741.80</u>
		44,334.75
<u>Less: Amount to be clawed back to EDB</u>		<u>-</u>
Accumulated Surplus as at 31 August 2016 (c/f to 2016/17)		<u>44,334.75</u>

### Careers Committee

- To enhance students' whole-person development in response to the School Major Concern on addressing Learning Diversity and Building Learning Communities
- To instill the NEED of Life Planning in students for personal development through a series of Life Planning Programs and Tools
- To widen students' exposure and stretch their leadership so they will be able to compose a more promising personal story

Objectives	Strategies	Target Group	Time Scale	Success Criteria	Evaluation Methods	Evaluation
<u>Green Community</u> To sustain students' awareness on green community	Use e-channels for disseminating careers information to all students	All students	Whole year	Students will get use to check information from school homepage, eClass and MSC-Careers Facebook.	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>• Students checked information through eClass. School webpage "NSS U &amp; I" and also MSC-Careers Facebook.</li> <li>• F.6 graduates could communicate with school on either eClass till school accounts valid for them or personal email accounts and Facebook.</li> <li>• WhatsApp/WeChat groups were used between and among teachers and students when situations required.</li> <li>• Paper-printed materials were monitored to minimal usage.</li> </ul>
<u>Life Planning Programmes</u> To assist students in identifying their interests, potentials, abilities, needs so as to set their priorities in relation to further education and career planning	<ul style="list-style-type: none"> <li>• Utilize Career Development Tool Book and Career Interest Inventory (CII) for guiding students to self-exploration and launch their life planning towards further studies and careers preparation</li> <li>• Individual interview and guidance service are provided to all F.6 students. They are assigned under the supervision of a careers teacher.</li> </ul>	F.6	Sept – Dec 2015	<ul style="list-style-type: none"> <li>• Students will complete selected sections of Station activities of the Career Mapping to further explore their interest in tertiary education and career preparation.</li> <li>• Students will be able to prepare their Personal Statements &amp; Student Learning Profiles.</li> </ul>	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>• With the help of Career Mapping activities, students were helped to understand better in matching their interests and paths for further studies and career preparation.</li> <li>• No time could be allocated to do CII this year because of the tight schedule of celebrative events.</li> <li>• Individual guidance and counselling service as well as CLP-in-Class sessions were well-received by students and teachers, witnessing a paradigm shift to attend students' personal needs in their CLP.</li> <li>• All students were able to prepare their Personal Statements and Student Learning Profiles (SLP) in stipulated time.</li> </ul>

Objectives	Strategies	Target Group	Time Scale	Success Criteria	Evaluation Methods	Evaluation
	<ul style="list-style-type: none"> <li>The assignments of groups and careers teachers are extended to all F.5 students.</li> <li>Individual / small group guidance service for F.4 &amp; F.5 students will be scheduled upon request.</li> <li>CLP in-class morning sessions to enhance life planning programmes</li> </ul>					<ul style="list-style-type: none"> <li>F.6 Class Teachers, English Teachers and Careers Teachers formed a network in monitoring the flow and quality of students' work in preparing their personal statements and SLP.</li> <li>100% submission of OEA and SLP for JUPAS Applications.</li> </ul>
		F.4 - F.5	Oct – May 2016	<ul style="list-style-type: none"> <li>Students will complete both Station 1 – Managing My Learning and Station 2 – Personal and Career Development</li> <li>Selected sections deemed to be suitable</li> </ul>	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>Career Mapping was utilized as a guide to lead students for further self-exploration in their life planning.</li> <li>No time could be allocated to do CII this year because of the tight schedule of celebrative events.</li> <li>Both Class Teachers and students found the tool book a useful guide but it could be used more often.</li> <li>F.5 students were led to anticipate in preparing personal statements for further studies and choosing university programmes. Positive feedbacks were received from students and Class Teachers.</li> <li>Time constraint was a hindrance for further discussions with students.</li> </ul>
<p><u>Life Planning Programmes</u> To assist students in identifying their interests, potentials, abilities, needs so as to set their priorities in relation to further education and career planning</p>	<ul style="list-style-type: none"> <li>Utilize Career Development Tool Book and Career Interest Inventory (CII) for guiding students to set their choices for NSS electives and launch their life planning</li> <li>Individual interview and guidance service are provided to all F.3 students. They</li> </ul>	F.3	Oct – May 2016	Students will acquire a better understanding of themselves and be able to set their choices for NSS electives.	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>Finding Your Colours Of Life was utilized for helping students to perform self-exploration exercise and also providing comprehensive information about the NSS electives offered to them.</li> <li>The booklet was well-received by both Class Teachers and students as a guide for life planning activities, but it could be used more often.</li> <li>Students were able to choose their NSS electives with consideration of their own interests and capabilities.</li> <li>Students would have to complete the</li> </ul>

Objectives	Strategies	Target Group	Time Scale	Success Criteria	Evaluation Methods	Evaluation
	<p>are assigned under the supervision of a careers teacher.</p> <ul style="list-style-type: none"> <li>• CLP in-class morning sessions to enhance life planning programmes.</li> </ul>					<p>pre-tasks in the booklet and subject-choice handout before attending the counselling sessions with their careers teachers, making the counselling sessions more effective and fruitful.</p> <ul style="list-style-type: none"> <li>• Positive feedbacks were received from Class Teachers and students regarding the provision of personal counselling services.</li> <li>• Brief record of interviews would be compiled for further guidance and counselling reference.</li> </ul>
<p><u>Life Planning Programs</u> To assist students in self-exploration so as to instill in them a positive outlook for their life planning</p>	<ul style="list-style-type: none"> <li>• Utilize Career Development Tool Book and self-exploring activities for guiding students to set their goals for their life planning</li> <li>• CLP in-class morning sessions to enhance life planning programmes</li> </ul>	F.1- F.2	Oct – May 2016	Students will acquire a better understanding of themselves and be able to set their goals in their life planning	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>• Finding Your Colours Of Life was utilized for helping students to perform self-exploration exercise.</li> <li>• Tailor-made activities and worksheets focused on goal setting and life planning were conducted in CLP-in-class sessions, boosting students' awareness in early life planning. Message was well-received by students and teachers.</li> <li>• Goal setting was incorporated in careers activities for storytelling so students would not have to overlap the same exercise.</li> </ul>
<p><u>Career Intervention Programmes</u> (Internal)</p> <ul style="list-style-type: none"> <li>• To instill in students a positive outlook on life</li> <li>• To enhance students' personal development</li> <li>• To widen students' exposure</li> </ul>	Conduct Career Days / Talks for F.1 through F.6	F.1 - F.6	Whole year	Students will acquire a better understanding of themselves and be able to see the need for life planning.	<ul style="list-style-type: none"> <li>• Teachers &amp; Students' feedback</li> <li>• Alumni's feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Career Days from F.1 to F.6 served a timeline for students' development in the course of careers and life planning.</li> <li>• Students were aware of the necessity to perform various tasks in the course of life planning for further studies and careers preparation.</li> <li>• Career Days and CLP-in-class sessions with appropriate issues addressed for all forms helped to raise students' awareness in early life planning and</li> </ul>

Objectives	Strategies	Target Group	Time Scale	Success Criteria	Evaluation Methods	Evaluation
<ul style="list-style-type: none"> <li>To equip students with work skills</li> </ul>						augment their capacity and knowledge to enhance their personal development. <ul style="list-style-type: none"> <li>F.1 &amp; F.2 students were enlightened by the Mizuho Bank personnel for the financial management workshop.</li> </ul>
<u>Career Intervention Programmes</u> (External) <ul style="list-style-type: none"> <li>To widen students' exposure</li> <li>To cultivate their leadership</li> <li>To sustain students to be self-directed learners</li> <li>To equip students with work skills</li> </ul>	<ul style="list-style-type: none"> <li>Join Junior Achievement Hong Kong (JAHK) programs</li> <li>Partnership Program with Hong Kong General Chamber of Commerce (HKGCC)</li> <li>Programs offered by tertiary institutes</li> </ul>	F.1 - F.6	Whole year	<ul style="list-style-type: none"> <li>Students will be empowered and enlightened by the volunteers of various programs.</li> <li>Learning through various programs will be shared with the school community through morning assemblies / talks.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers &amp; Students' feedback</li> <li>Program Evaluation by organizations</li> </ul>	<ul style="list-style-type: none"> <li>Successfully linked students to business volunteers through programmes offered by Hong Kong General Chamber of Commerce.</li> <li>Students were empowered and enlightened by the business volunteers through participating in workplace visits, Job shadowing, seminars and workshops of various kinds which they found motivational and educational.</li> <li>Students reflected that the knowledge and skills they learnt through various careers programmes like job shadowing would gear them to seek further exploration and learning in that subject matter.</li> <li>Through organizing careers events, Careers Ambassadors learnt how to serve others and were given a platform to enhance their leadership and organizing ability.</li> <li>Careers Ambassadors and other participating students' sharing in morning assemblies or career talks helped in stretching their capacity of leadership as well as developing a culture of sharing on campus.</li> <li>Could not match any JAHK programmes this year.</li> </ul>

**Activities Held:**

<b>Dates</b>	<b>Activities</b>	<b>Students Involved</b>
18 Sep 2015	JUPAS Talk & Cambridge Admissions Talk - "A perspective on how students to prepare themselves for university education"	F.6 & Parents
25 – 29 Sep 2015	Recruit Careers Ambassadors	F.3 to F.5
05 Oct 2015	Career Day for F.1 & F.2 (Goal Setting & Time Management)	F.1 to F.2
06 – 08 Oct 2015	CLP-in-Class for F.1	F.1
13 – 15 Oct 2015	CLP-in-Class for F.2	F.2
17 Oct 2015	Visit Jockey Club Life Journey Centre	Careers Ambassadors
26 Oct 2015	Career Day for F.4 (1 <sup>st</sup> Career Mapping) – Professional Mentorship (1)	F.4
27 Oct 2015 – 05 Nov 2015	CLP-in-Class for F.6	F.6
06 – 13 Nov 2015	CLP-in-Class for F.4	F.4
08 Nov 2015	Sales event on Home-coming Day (JAHK Company Program)	Company Programme students
13 Nov 2015	U-Life Sharing Session	F.6
23 Nov 2015	Visit Youth Employment Start (Y.E.S.) Service Centre – Labour Department	Careers Ambassadors
01 Dec 2015	Career Day for F.3 (Preparation for elective choices)	F.3
04 – 05 Dec 2015	Macau-Zhuhai Career & Life Planning Tour – Meeting Professor Jin Shuh-ren (UM): Talk on students' perspective in career & life planning	Careers Ambassadors
12 Dec 2015	JA Company Programme Trade Fair	Company Programme students
29 Jan 2016	Career Day for F.5 (Writing Personal Statements)	F.5
04 Feb 2016	Workplace Visit at Woods Bagot (HKGCC Programme)	Careers Ambassadors
15 Feb 2016	Job Shadowing at Hong Kong Wetland Park	Careers Ambassadors
19 – 26 Feb 2016	CLP-in-Class for F.5	F.5
19 Feb 2016	Talk on F.4 Promotion & Streaming (1 <sup>st</sup> ) Afternoon session (3:30 – 5:00 pm) – for students Evening session (7:00 – 8:30 pm) – for parents	F.3 & Parents
05 – 06 Mar 2016	Career & Life Planning (CLP) Journey @ School Open Days	Whole School
21 Mar 2016	Meeting F.6 Class Teachers for writing testimonials	F.6 Class Teachers

<b>Dates</b>	<b>Activities</b>	<b>Students Involved</b>
23 Mar 2016	Wow 323 - CLP Sharing at Morning Assembly	Whole School
09 Apr 2016	Architectural Exploration Walk in the Central & Sheung Wan	Careers Ambassadors
12 – 19 Apr 2016	CLP-in-Class for F.3	F.3
15 Apr 2016	Career Day for F.4 (2 <sup>nd</sup> Career Mapping) – Talk on engineering in construction works: Chun Wo Constructions	F.4
29 Apr 2016	Asian Philanthropy - HKGCC Programme	Careers Ambassadors
06 & 11 May 2016	Careers Programmes Sharing at Morning Assemblies	Whole School
13 May 2016	Talk on F.4 Promotion & Streaming (2 <sup>nd</sup> )	F.3 & Parents
23 Jun 2016	JUPAS Talk	F.5
25 Jun 2016	Interviewing Skills Workshop	F.5
25 Jun 2016	Professional Mentorship (2)	F.4 to F.5
30 Jun 2016 (AM)	Career Day for F.1 – Financial Management by Mizuho Bank Ltd	F.1
30 Jun 2016 (PM)	Career Day for F.2 – Financial Management by Mizuho Bank Ltd	F.2
08 Jul 2016	Career Sharing cum Business Schools Partnership Programme 2015/16 Closing Ceremony	Careers Ambassadors
14 – 16 Jul 2016	Post-D-Day counselling service	F.6