

Munsang College
Work Plan on Careers & Life Planning (CLP) Education (2014-15)

- To enhance students' whole-person development in response to the School Major Concern on addressing Learning Diversity
- 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	People Responsible	Resources required
<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 careers facebook.	Teachers & Students' feedback	Careers Teachers	IR
<u>Life Planning Programs</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"> • 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. • Individual interview and guidance service are provided to all F.6 students. They are assigned under the supervision of a careers teacher. (See Appendix A) • Individual / small group guidance service for F.4 & F.5 students will be scheduled upon request. • CLP in-class morning sessions to enhance life planning programs. (See Appendix B) 	F.6	Sept. – Dec. 2014	<ul style="list-style-type: none"> • Students will complete selected sections of Station activities of the Career Mapping to further explore their interest in tertiary education and career preparation. • Students will be able to prepare their Personal Statements & Student Learning Profiles. 	Teachers & Students' feedback	<ul style="list-style-type: none"> • Class Teachers • English Teachers • Careers Teachers • Form Co-ordinator 	<ul style="list-style-type: none"> • Career Mapping • Career Interest Inventory (CII)
		F.4 - F.5	Oct. – May 2015	Students will complete both Station 1 – Managing My Learning and Station 2 – Personal and Career Development	Teachers & Students' feedback	<ul style="list-style-type: none"> • Class Teachers • Careers Teachers • Form Co-ordinators 	<ul style="list-style-type: none"> • Career Mapping • Career Interest Inventory (CII) • Dream-crafters

Objectives	Strategies	Target group	Time scale	Success Criteria	Evaluation methods	People Responsible	Resources required
<u>Life Planning Programs</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"> 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. Individual interview and guidance service are provided to all F.3 students. They are assigned under the supervision of a careers teacher. (See Appendix A) CLP in-class morning sessions to enhance life planning programs. (See Appendix B) 	F.3	Oct. – May 2015	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"> Class Teachers Careers Teachers Form Co-ordinator 	<ul style="list-style-type: none"> Finding Your Colours of Life Career Interest Inventory (CII) Dream-crafters
<u>Life Planning Programs</u> To assist students in self-exploration so as to instill in them a positive outlook for their life planning	<ul style="list-style-type: none"> Utilize Career Development Tool Book and self-exploring activities for guiding students to set their goals for their life planning. CLP in-class morning sessions to enhance life planning programs. (See Appendix B) 	F.1-2	Oct. – May 2015	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"> Class Teachers Careers Teachers Form Co-ordinators Careers Ambassadors 	<ul style="list-style-type: none"> Finding Your Colours of Life Dream-crafters
<u>Career Intervention Programs</u> <ul style="list-style-type: none"> To instill in students a positive outlook on life To enhance students' personal development To widen students' exposure 	Conduct Career Days / Talks for F.1 through F.6 (See Appendix C)	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"> Teachers & Students' feedback Alumni's feedback Evaluation Meeting with Service Provider (for F.1 & F.2) 	<ul style="list-style-type: none"> Class Teachers Careers Teachers Service Provider Personnel Careers Ambassadors 	<ul style="list-style-type: none"> Alumni Assn Service Provider for F.1 & F.2: Chinese YMCA

Objectives	Strategies	Target group	Time scale	Success Criteria	Evaluation methods	People Responsible	Resources required
<ul style="list-style-type: none"> To equip students with work skills 							
<u>Career Intervention Programs</u> <ul style="list-style-type: none"> To widen students' exposure To cultivate their leadership To sustain students to be self-directed learners To equip students with work skills 	<ul style="list-style-type: none"> Join Junior Achievement Hong Kong (JAHK) programs Partnership Program with Hong Kong General Chamber of Commerce (HKGCC) Partnership Program with American Chamber of Commerce in Hong Kong Programs offered by tertiary institutes 	F.1 - F.6	Whole year	<ul style="list-style-type: none"> Students will be empowered and enlightened by the volunteers of various programs. Learning through various programs will be shared with the school community through morning assemblies / talks. 	<ul style="list-style-type: none"> Teachers & Students' feedback Program Evaluation by organizations 	<ul style="list-style-type: none"> Partnering organizations Careers Teachers Careers Ambassadors 	<ul style="list-style-type: none"> JAHK HKGCC AmCham Tertiary institutes

Career & Life Planning Grant \$494,340 annually

Deployment of Personnel / Resources	Portion Allocated	Amount in Sum
To replace a previous careers teacher by contracting a temporary contract teacher	\$26,895 x 12 x 1.05	\$338,877
To hire a Teaching Assistant (Student Development) who is responsible to work under the Careers and Counselling Committees	\$(10,500 x 3 + 11,000 x 9) x 1.05	\$137,025
Chinese YMCA will provide tailor-made service for Post-exam Career Day for F.1 & F.2		\$8,800
CLP Files for F.1 to F.5 students	880 pcs x \$3 each	\$2,640
	Total	\$487,342
	Budget Surplus	\$6,998

Group no.	TIC	Students		
Group 1	Lee CP	6B(Whole Class)	6F(Whole Class)	
Group 2	Lam WM/ Tsoi SH/ Ho CL	6C(Whole Class)	6A(1) - 6A(17)	
Group 3	Luen MW	6D(Whole Class)	6A(18) - 6A (26)	6G(1) - 6G(10)
Group 4	Kwok MY	6E(Whole Class)	6G(11) - 6G(26)	

Group no.	TIC	Students		
Group 1	Li Chun Wai	3A		
Group 2	Chan Wing Shun	3B		3C
Group 3	Wong Hiu Tung	3D		
Group 4	Ho Chun Lan	3E		

Schedule of CLP In-class Morning Sessions

Teacher in-charge	Class	Date of Careers Morning Sessions
LCP + LCW (TA)		
	6A	23/10
	6B	28/10
	6C	30/10
	6D	4/11
	6E	6/11
	6F	11/11
	6G	13/11
	5A	3/3
	5B	5/3
	5C	10/3
	5D	12/3
	5E	17/3
	5F	19/3
	5G	24/3

Teacher in-charge	Class	Date of Careers Morning Sessions
CWS + LCW (TA)		
	3A	20/4
	3B	23/4
	3C	27/4
	3D	28/4
	3E	29/4
	4A	14/10
	4B	16/10
	4C	17/10
	4D	21/10
	4E	23/10
	4F	24/10

Teacher in-charge	Class	Date of Careers Morning Sessions
WHT + LCW (TA)		
	1A	9/10
	1B	8/10
	1C	7/10
	1D	14/10
	1E	15/10
	2A	21/10
	2B	22/10
	2C	23/10
	2D/2E	28/10

Schedule & Venue for Careers Intervention Programs 2014-2015

Appendix C

Date	Time	Programs	Target Group	Hall / Chapel /LT	Classrooms
18/9/14 (Thu)	3:30 pm – 5:00 pm	JUPAS Talk for F.6	F.6	Chapel	
22/9/14 (Mon)	3:30 pm – 5:00 pm	Career Day for F.1 & F.2 – Goal Setting	F.1 & F.2	Hall	
24/9/14 (Wed)	3:45 pm – 5:00 pm	Testimonial Writing for F.6 Class Teachers			D203
9/10/14 (Thu)	3:30 pm – 5:00 pm	Career Day for F.4 – 1 st Career Mapping Professional Mentorship (1) Partnering with Mr Wong Chung Kit (Alumnus 1998)	F.4	Chapel	
9/11/14 (Sun)	10:00 pm – 12:00 nn	Home-coming Day Professional Mentorship (2) Partnering with Alumni Association (F.3 to F.6 students)		Hall	
13/11/14 (Thu)	3:30 pm – 5:00 pm	U-Life Sharing for F.6 Partnering with young alumni	F.6	Chapel	
3/12/14 (Wed)	3:30 pm – 5:00 pm	Career Day for F.3 – Preparation for elective choices	F.3	Chapel	
29/1/15 (Thu)	3:30 pm – 5:00 pm	Career Day for F.5 – Writing Personal Statements	F.5	Chapel	
20/3/15 (Fri)	3:30 pm – 5:00 pm	F.4 Promotion & Streaming Talk (1 st) Sessions for students 3:30 pm for parents 7:00 pm	F.3	Chapel	
	6:00 pm – 9:00 pm			Hall	
8/5/15 (Fri)	3:30 pm – 5:00 pm	Career Day for F.4 – 2 nd Career Mapping	F.4	Chapel	
15/5/15 (Fri)	3:30 pm – 5:00 pm	F.4 Promotion & Streaming Talk (2 nd)	F.3	Hall	
23/6/15 (Tue)	3:30 pm – 5:00 pm	JUPAS Talk for F.5	F.5	Chapel	
27/6/15 (Sat)	AM	Professional Mentorship (3)			D506-511, D403-404, 406-411
	PM	Interviewing Skills Workshop for F.5 Partnering with Alumni Association	F.5		
Post-exam Activity (TBC)		Career Day for F.1	F.1		
Post-exam Activity (TBC)		Career Day for F.2	F.2		