

Work Plan on Life Planning Education
and Career Guidance Service

This is a proposed framework for planning, monitoring and evaluation purposes.

Name of school: Homantin Government Secondary School

School Year: 2014-2015

- Objectives:**
1.
 - a. To strengthen life planning education and career guidance service
 - b. To better prepare students in making informed and responsible choices so that they would be able to make the best of the opportunities ahead
 2.
 - a. To further arouse teachers' awareness of their role as a "significant adult" to guide students in their quest for self-understanding
 - b. To prepare teachers' readiness to support students in their potential-realization process based on that self-understanding

Learning Objectives	Strategies	Manpower	Success Criteria	Methods of Evaluation	Budget
<u>Junior Forms</u>					
<u>S1 to S2</u>					
1. develop self understanding and self organization skills	strengthen students' self-organization ability through formal curriculum and counseling workshops	Home Economics Department, Counseling Team (educational psychologist)	students' ability in self-organization has improved	discussion with the Home Economics teacher and the educational psychologist	Nil
2. able to make a realistic self-assessment of one's achievements, qualities and abilities					
3. have a general understanding of different careers and their requirements	develop students' skills in self management and emotion control through the P.A.T.H.S. Scheme	Counseling Team	students have improved their self management skills and have better emotion control	discussion with the Counseling Team and observation	Nil
	adapt materials from the booklet <i>Finding Your Colours Of Life</i> to develop students' ability in reflecting on one's life planning skills and personal qualities	Careers Team, CTs and CCTs	students have the chance to better realize their personal qualities and know more about the relationship between one's character traits and one's career	observation from students' responses	Nil

Learning Objectives	Strategies	Manpower	Success Criteria	Methods of Evaluation	Budget
	careers book exhibitions and game stalls	Careers Team and careers ambassadors	over 70% of the students in the form have joined the activities and the participants were engaged in the activities	calculation of the participation rate	setting up game stalls and prizes: \$1,500
	“See 籌之路--生涯規劃路”	Careers Team, CTs and CCTs	low achievers have become more confident of making a realistic self-assessment on themselves and finding their own path based on that assessment	feedback from teachers concerned	\$12,800
	Inter-class Putonghua careers presentation competition (S2)	Careers Team, Chinese and Putonghua Departments	Students know better in how to do a research on different careers and have a chance to present the career they are interested in	discussion with Chinese and Putonghua Departments	prize: \$200

Learning Objectives	Strategies	Manpower	Success Criteria	Methods of Evaluation	Budget
	publish a careers magazine	Careers Team	students can have the chance to interview alumni in different fields and students know more about different fields	verbal feedback by students and review by Careers Team	designing and printing: \$5,300
	continuous self-reflection	CTs, CCTs, and Careers Team	students have a continuous self-reflection in their log book	CTs, CCTs and Career Team collect and review students' log book	printing of log book: \$7,200
	individual counseling on future paths	CTs and CCTs	students have a clearer picture about their future paths	feedback from CTs, CCTs and students	Nil

Learning Objectives	Strategies	Manpower	Success Criteria	Methods of Evaluation	Budget
<u>Junior Form</u> <u>S3</u> 1. make a realistic self-assessment of achievements, qualities, aptitudes and abilities 2. be aware of the opportunities and constraints offered by various study choices or options 3. set tentative study plan (goal setting) in senior secondary education with connectedness with personal or career goals/aspirations	taster courses of different S4 elective subjects	Academic Promotion Team	over 80% attendance	calculation of the attendance rate	Nil
	aptitude assessment test	Careers Team, CTs and CCTs	students have a better perception towards their own personality traits	feedback from CTs, CCTs and students	Nil
	Careers camp	Growth Education Team, CTs and CCTs	students are actively involved in the sharing sessions with the alumni and parents; students are more able to set their own goals	observation and comments from alumni, parents and teachers involved	\$33,000
	subject selection talk and a consultation session	Academic Promotion Team, HODs, CTs and CCTs	students have known more about all the electives in S4	observation of students' responses	Nil

Learning Objectives	Strategies	Manpower	Success Criteria	Methods of Evaluation	Budget
	Careers Expo	Alumni Association, CTs, CCTs	students actively participated in the activity	verbal feedback from the alumni, students and teachers	stationery/souvenirs/certificates/nametags: \$200
	inter-class English writing competition (<i>Title: My Dream Career/A Speech to Myself 10 years later</i>)	English Department	more than 80% of students have joined the competition and students show their interest in the activity	Calculation of the participation rate and observation by English teachers	Nil
	publish a careers magazine	Careers Team	students can have the chance to interview alumni in different fields and know more about different fields	verbal feedback from students and review by Careers Team	designing and printing: \$5,300
	continuous self-reflection	CTs and CCTs	students have a continuous reflection in their log book	review by CTs, CCTs and Careers Team	printing of log books: \$3,600
	individual counseling on future paths	Careers Team, CTs and CCTs	students have a clearer picture about their future paths	feedback from CTs, CCTs, career teachers and students	Nil

Learning Objectives	Strategies	Manpower	Success Criteria	Methods of Evaluation	Budget
<u>Senior Forms</u>					
<u>S4 to S6</u>					
<p>1. relate tentative senior secondary study choices to realistic and practical plan that fosters actualization of goals, recognize employment trends and associated learning opportunities</p> <p>2. formulate medium and long term goals and career/learning targets (make informed choices, understand the qualification system, comprehend qualifications required)</p> <p>3. set tentative occupational preference and related study/training targets</p>	talks on various disciplines (e.g. applied learning, IVE, JUPAS, E-App, and local, Mainland and Taiwan studies, etc)	OLE Team, CTs and CCTs	students are better informed about their possible choices for further studies	feedback from students and teachers	Nil
	visits to universities/organizations/exhibitions	OLE Team, CTs and CCTs	students actively participated in the activities	observation from students' responses	coach: \$8,000
	Careers Expo	Alumni Association, CTs and CCTs	students actively participated in the activity	verbal feedback from the alumni, students and teachers	stationery /souvenirs / certificates/ nametags: \$200
	applied learning supporting group (S5 and S6)	Careers Team	students have gained adequate support from career teachers and have known more about their career path	observation from students' responses	Nil

Learning Objectives	Strategies	Manpower	Success Criteria	Methods of Evaluation	Budget
4. have a multifaceted review and reflections on their learning experiences to promote a holistic understanding of their achievements, qualities, aptitudes, abilities and personal/career aspirations	workshop on writing English application letter and resume (S4)	English Department	students have known how to write an English application letter and a resume	observation of students' performance	Nil
	inter-class English Writing Competition about different career fields (S4)	English Department	students have done research on the career they like and know more about it	feedback from the English teachers	
	leadership training programme (S5)	Growth Education Team, CTs and CCTs	students have become more confident of and responsible for leading a team	observation of students' performance	Nil
	“Working Reality” Program (S5)	OLE Team, CTs and CCTs	more than 70% of participants reflect that they find the program has helped them to learn more about the working world	questionnaires to students	\$30,000
	讓夢想飛翔-師友同行計劃 (S5)	Alumni Association, Counselling Team, CTs and CCTs	more than 70% of participants find that the program is useful to them	questionnaires to alumni and student participants	prizes: \$500
	mock DSE exam result release workshop (S6)	Careers Team, CTs and CCTs	more than 70% of students find it useful	questionnaires to students	\$8,000

Learning Objectives	Strategies	Manpower	Success Criteria	Methods of Evaluation	Budget
	workshop on English interview skills (S6)	Career Team	students actively participated in the activity	feedback from students	Nil
	publish a careers magazine	Careers Team	students can have the chance to interview alumni in different fields and students know more about different fields	verbal feedback by students and review by Careers Team	designing and printing: \$5,300
	continuous self-reflection	CTs and CCTs	students show a continuous reflection in their log book	review by CTs, CCTs and career teachers	printing of log books: \$3,600
	individual counseling on future paths	Careers Team, CTs and CCTs	students have a clearer picture about their future paths	feedback from CTs, CCTs, career teachers and students	Nil

Training for Teachers

Learning Objectives	Strategies	Manpower	Success Criteria	Methods of Evaluation	Budget
All Teachers					
1. be aware of the role as an “significant adult” to guide students in their quest for self-understanding	school-based workshops for teachers teaching different forms, and seminars and workshops by EDB	Careers Team and EDB	teachers are better equipped with career information and are more confident of giving advice on career and life planning to individual students	questionnaires	Nil
2. be ready to support students in their self-actualization and potential-realization	CTs and CCTs accompany students to the talks and seminars so as to get more updated information	Careers Team, CTs and CCTs	teachers could get more related information	verbal feedback from CTs and CCTs	Nil
	Careers Team gives the newest careers information to teachers and holds meetings with CTs and CCTs to give them guidelines and supports for individual counseling	Careers Team, CTs and CCTs	teachers are more confident of career counseling	questionnaires	Nil

Training for Parents

Learning Objectives	Strategies	Manpower	Success Criteria	Methods of Evaluation	Budget
All Parents					
1. be ready to support their children in their growth 2. be aware of the changing working reality and the diversified study paths and careers	to organize parents' seminars and workshops	Careers Team, Counseling Team, Growth Education and school social workers	parents are more aware of the changing society and the diversified study paths and careers	observation and verbal feedback from the parent participants	Nil

Estimated CLP Grant Allocation

The grant will mainly be used to employ 1.1 teachers (one 0.5 and 0.6) to release lessons from the career mistress, deputy careers mistress, class teachers and co-class teachers, so that they have room for implementing and monitoring the program, making timely evaluation on the program, offering individual counseling to students and arranging or receiving teachers' training.

Item	Descriptions	Budget	Budget	Resources
1.	employ one 0.5 teacher and 0.6 teacher	\$404,010		CLP grant
2.	mock DSE result release workshop (S6)	\$8,000		CLP grant
3.	printing expenses of the careers magazine (S1 to S6)		\$5,300	Subject grant
4.	printing of log books (S1 to S6)		\$14,400	students
5.	coach (S1 to S6)		\$8,000	OLE
6.	Careers Expo (S3 to S6)		\$200	ECA
7.	setting up book exhibitions, game stalls and prizes (S1 to S2)		\$1,500	ECA
8.	See 籌之路--生涯規劃路 (S1 to S2)		\$12,800	students
9.	Prizes for inter-class Putonghua careers presentation competition (S1)		\$200	ECA
10.	careers camp (S3)		\$33,000	students
11.	'Working Reality ' program (S5)		\$30,000	Subject grant
12.	讓夢想飛翔-師友計劃 (S5)		\$500	ECA
		\$412,010	\$105,900	

Grand Total: \$ 517,910