

Sir Ellis Kadoorie Secondary School (West Kowloon)
Use of Career and Life Planning Grant (2017-2018)
Programme Plan

Achievement Targets	Strategies / Tasks	Time scale	Success criteria	Method of Evaluation	People responsible	Resources required
1. To promote self-understanding and to assist students to do life planning	<ol style="list-style-type: none"> 1. Organize workshops for all levels on educational and career planning 2. Implement life planning activities to S.3 and S.6 students in collaboration with School Guidance Team 3. Self-evaluation and Goal-setting Campaign for senior forms will be conducted twice a year. 4. Conduct individual/group counselling to target students, especially S.3 and S.6 with focus on matching their personality traits with career inclination 	Whole year	<ul style="list-style-type: none"> • 70% of students agree that the activities can help them in self-exploration. • 60% of S.3 and S.6 students agree that the Life Planning Workshop had assisted them to do life planning • Individual/group counseling successfully conducted to target students 	<ul style="list-style-type: none"> • Statistics • Students' feedback • Observation 	Career Team Class teachers Alumni NGOs	Materials (designed by teachers and outside service providers) Career and Life Planning Grant
2. To provide information on available and appropriate career/further education opportunities	<ol style="list-style-type: none"> 1. Maintain and update the careers notice board including information about further studies and careers opportunities 2. Invite tertiary institutes to conduct talks on possible study pathway 3. Invite people of various professions to share their working experiences with student 	Whole year	<ul style="list-style-type: none"> • Students are aware of such information being provided in school. • People of various professions were invited to share their working experiences with students 	<ul style="list-style-type: none"> • Records • Statistics • Students' feedback • Observation 	Careers Team	Prospectuses, brochures, and posters from local and overseas education institutions.

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3. To provide guidance to S.3 students in the process of choosing NSS elective subjects	<ol style="list-style-type: none"> 1. Arrange talk on S.4 subject selection, discuss with students about their interests, abilities, concerns, etc., relating to plans for further studies and careers, conduct simulation game 2. Invite certain elective subject teachers to offer taster programme for S.3 3. Arrange sharing sessions for S.3 students 4. Arrange a careers talk for S3 students before Final Exam to clarify any doubts on selection of elective subjects 	Second term	<ul style="list-style-type: none"> • 70% of students regard that the services provided are useful. • S.3 students understand the importance of subject choice 	<ul style="list-style-type: none"> • Statistics • Oral feedback 	Careers team Guidance Committee Subject Departments	Hall, classroom, computer
4. To enhance senior form students' knowledge on multiple pathways	<ol style="list-style-type: none"> 1. Arrange a career talk on multiple pathways 2. Conduct talks on JUPAS application and strategies 3. Seminars on careers planning and further study alternatives 4. Arrange a seminar on interviewing skills 5. Provide counselling and guidance after HKDSE result release 6. Provide students with work experience via immersion programmes with Federation of Electrical and Mechanical Contractors, Construction Council, and other NGOs / corporations. 	Whole year	<ul style="list-style-type: none"> • 70% of students and/or parents agree that they have more understanding of the different pathways • At least one immersion programme was provided to students 	<ul style="list-style-type: none"> • Statistics • Oral feedback 	Career team Tertiary institutes	School-based materials

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5. To provide careers-related OLE activities and to offer life-wide learning opportunities so as to broaden students' horizons	<ol style="list-style-type: none"> 1. Encourage senior forms students to visits to universities on their Information Days 2. Arrange taster programmes with IVE (Haking Wong) for senior secondary students 3. Participate in Multicultural Dream Pursuit Project held by EDB 4. Participate in three kinds of "Life Buddies" programmes held by Commission of Poverty 5. Liaise with New Home Association and Rotary to provide career programme 6. Encourage and assist students to participate in various company visits 	Whole year	<ul style="list-style-type: none"> • 70% of the students were satisfied with these programmes / activities • Various programmes/ activities organized for students to learn more about their study and career opportunities • Visits to different institutes arranged for S.3/S.6 students to learn more about their study & career paths in the future 	<ul style="list-style-type: none"> • Records • Statistics • Observation • Students' feedback 	Careers Team	School hall and classrooms
6. To empower and develop the expertise of career teachers	<ol style="list-style-type: none"> 1. Preparation meetings 2. Informal sharing sessions 3. Training courses by EDB/NGOs 	Whole year	<ul style="list-style-type: none"> • 70% of teachers concerned agree that they have deeper understanding on career and life planning and are more prepared to help students 	<ul style="list-style-type: none"> • Feedback from teachers 	Career team EDB NGOs	

Budget:

Description	Estimated Amount (\$)
Employment of a teacher	\$363,692
Employment of a teaching assistant	\$173,052
License fee for Personality Test	\$6,000
Total	\$542,744

