

Sha Tin Government Secondary School  
Plan for the use of Career and Life Planning Grant 2015-16

Objectives	Strategies	Success Criteria	Evaluation Methods	Allocation of CLP Grant
To promote co-curricular activities in school	To employ one number Activity Assistant, one number Teaching Assistant and one number ITSA in order to share the workload of teachers in organizing and running career and life education activities.	Teachers responsible for career and life planning education can spare time to design and provide CLP education for students.	Feedback from teachers responsible for career and life planning education.	<p>Salary of one number Activity Assistant for 12 months (including 5% MPF):  <math>\\$11,699.10 \times 4 +</math>  <math>\\$11,889.15 \times 8</math>  <math>= \\$141,909.60</math></p> <p>Salary of one number Teaching Assistant for 6 months (including 5% MPF):  <math>\\$15,146.25 \times 6</math>  <math>= \\$90,877.50</math></p> <p>Salary of one number ITSA for 6 months (including 5% MPF):  <math>\\$11,889.15 \times 6</math>  <math>= \\$71,334.90</math></p> <p>Sub-total: \$304,122.00</p>

Objectives	Strategies	Success Criteria	Evaluation Methods	Allocation of CLP Grant
To provide assessment tools for career and life planning education.	To purchase tool books “Finding the Colors of your Life” for all S1 and S2 students, and “Careers Mapping” for all S4 students.	<ol style="list-style-type: none"> <li>1. More than 95% of S1 and S2 students finished the tasks in the tool book “Finding the Colors of your Life”.</li> <li>2. More than 90% of S4 students completed the “Career and Life Planning Handbook”.</li> </ol>	<ul style="list-style-type: none"> <li>♦ Number of students finished the tasks.</li> <li>♦ Feedback from Class Teachers and Advisers</li> </ul>	\$8,900
To provide opportunities for career exploration.	To organize work-place visits and career related experience (For details, please refer to Appendix: Career and Life Planning Programme Plan 2015 – 2016).	<p>More than 2 work place visits and career related experience schemes are organized.</p> <p>Students have a better understanding of different careers.</p>	<ul style="list-style-type: none"> <li>♦ Number of visits / schemes</li> <li>♦ Student Survey</li> </ul>	\$4,500
To facilitate students’ career planning and management.	To organize activities promoting and fostering students in planning their careers (For details, please refer to Appendix: Career and Life Planning Programme Plan 2015 – 2016).	<p>More than 5 activities are organized.</p> <p>Majority of the students feel more confident in choosing JUPAS programmes.</p>	<ul style="list-style-type: none"> <li>♦ Number of activities</li> <li>♦ Feedback from Careers Teachers</li> </ul>	\$235,000

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Breakdown of CLPG Budget 2015-16

	Items/Activities organized	Time	Targeted Students / Beneficiaries	Allocation of CLPG	
1	Employed AA(12 months), TA(6 months) and ITSA(6 months)	The whole year	All students	\$304,122	
2	Purchased tool books “Finding Your Colours of life” (for S1 and S2) and “Careers Mapping” (for S4)	The whole year	All S1, S2 and S4 students	\$8,616	
3	Travelling Fee for visiting ICAC	16 Dec 2015	72 S5 students	\$4,500	
	Travelling Fee for visiting the T Hotel	2 Feb 2016	72 S5 students		
	Travelling Fee for visiting HKIAAT	6 July 2016	25 S5 students		
4	Talk on “JUPAS Strategies” by Hok Yau Club	7 Nov 2015	All S5 & S6 students and parents	\$2,300	Sub-total: \$156,369
	Talk on “Get Ready for HKDSE results” by Hok Yau Club	25 May 2016	All S6 students and parents	\$2,300	
	Mock Release of HKDSE results	25 May 2016	All S6 students	\$16,800	
	Magic Training for holistic development	Oct 2015 - May 2016	3 S4 students	\$7,950	
	Beijing Youth Science Creation Competition	24-29 Mar 2016	5 S4-S5 students	\$12,625	
	Leadership Training (Stand Up Paddle Boards)	30-31 Mar 2016	40 S3-S5 students	\$40,000	
	Course on Interviewing Skills & Mock Interview for S6 students	Oct-Dec 2015	40 S6 students	\$16,000	
	中學中醫藥常識問答比賽預備課程	Oct 2015 - Jan 2016	6 students (2 S1, 2 S2, 2 S3)	\$7,500	
	Video Production Workshop	20 Mar - 28 May 2016	10 students (3 S3, 1 S4, 6 S5)	\$16,844	
	中學中醫藥常識問答準決賽影片製作課程	Feb-Mar 2016	11 students (2 S1, 1 S2, 2 S3, 6 S5)	\$20,000	
	中學中醫藥常識問答準決賽預備課程	Jan-Mar 2016	6 students (2 S1, 2 S2, 2 S3)	\$6,450	
	中學中醫藥常識問答決賽預備課程	Mar-May 2016	6 students (2 S1, 2 S2, 2 S3)	\$3,000	
Magic Training for Inter-school Magic Competition	May-July 2016	2 S4 students	\$4,600		

# Career and Life Planning Programmes 2015 -2016 (Junior Forms)

## Programmes throughout the year

Period	Event	Level(s)
Sep 2015 – Aug 2016	Writing Tasks on Career & Life Planning (Individual Forms) (English and Chinese Departments)	S1 – S3
	Career-related Public Lectures (Life-wide Learning Committee)	
	Chinese Medicine Training Courses & Inter-school Chinese Medicine Competition (Gifted Education Committee)	
	Magic Class (Gifted Education Committee)	
	Career Corners in School Library, foyer, 2 <sup>nd</sup> floor and 5 <sup>th</sup> floor (Careers Committee)	
	Career Display Boards in foyer and on 5 <sup>th</sup> floor (Careers Committee)	
	Multi-Intelligence Stage (MIS) 智勇舞台 (ECA Committee)	
Nov 2015 – Jul 2016	Putonghua Enhancement Course (Putonghua Department)	S3

## Programmes in the first term

Period	Event	Level(s)
Sep 2015	Chinese Musical Instrument Introduction & Promotion for Life-long Learning (Music Department)	S1
Sep 2015 – Oct 2015	My Dream Career (Computer Department)	S2
Sep 2015 – Jan 2016	「溝通能力及訓練技巧訓練課程」 (ASSP*)	S1 – S3
Oct 2015	Workshop on “The Successor of the Future” (Careers Committee)	S1
	HKU SPACE Careers Talk 「你的記憶可靠嗎？」 (Careers Committee)	S1 – S3
	Requirement for being the Chief Executive (Life & Society Department)	S2
	Requirement for being Legislative Council Members (Life & Society Department)	
	School-based Leadership Training on Writing Minutes and Financial Reports (ECA Committee)	S3
Nov 2015	Requirement for being District Council Members (Life & Society Department)	S2
	Visit to Innocarnival 2015 (Chemistry Department)	S3
Dec 2015	Self-understanding Workshop — “Finding Your Colours of Life” (Careers Committee)	S1 – S2
	「認識自己工作坊」 (Guidance Committee)	S3

	Self-understanding & development
	Career Exploration
	Career Planning and management

\* ASSP: After School Support Programmes

## Programmes in the second term

Period	Event	Level(s)
Jan 2016	'To Dig and to Learn Workshop' @ Hong Kong Heritage Discovery Centre (History Department)	S1 – S2
	Moral Education Week 「豐盛人生」 (Moral & Civic Education Committee)	S1 – S3
Feb 2016	Visits to Hotels and Catering Companies (Guidance Committee)	S3
	Talks on Introduction to NSS Elective Subjects I (Careers Committee)	
Feb 2016 – Aug 2016	「行業了解及體驗」 (Careers Committee)	S1 – S2
Mar 2016	Brochure on NSS Curriculum (Careers Committee)	S3
	Talks on Introduction to NSS Elective Subjects II (Careers Committee)	
Apr 2016	Holland's Hexagon (Careers Committee)	S1 – S2
	事業探索練習 (Careers Committee)	S3
Apr 2016 – May 2016	Mentorship Scheme (Music Department)	S1 – S3
Jul 2016	Talk on Overseas Studies (Careers Committee)	S3
Jul 2016 – Aug 2016	Handball Referee Course (PE Department)	

	Self-understanding & development
	Career Exploration
	Career Planning and management

\* ASSP: After School Support Programmes

# Career and Life Planning Programmes 2015 -2016 (Senior Forms)

## Programmes throughout the year

Period	Event	Level(s)
Sep 2015 – Aug 2016	Magic Class (Gifted Education Committee)	S4
	Cookery Classes in ATEC (Life-wide Learning Committee)	
	Students' Career & Life Planning Scheme (Careers Committee)	S4 – S5
	Mock Court (Careers Committee)	
	Chinese Medicine Training Courses & Inter-school Chinese Medicine Competition (Gifted Education Committee)	
	The Junior Achievement (JA) Company Programme (Gifted Education Committee and Economics Department)	
	Career-related Public Lectures (Life-wide Learning Committee)	S4 – S6
	Career Display Boards in foyer and on 5 <sup>th</sup> floor (Careers Committee)	
	Careers Corner in School Library, foyer, 2 <sup>nd</sup> floor and 5 <sup>th</sup> floor (Careers Committee)	
	Writing Tasks on Career & Life Planning (Individual Forms)(English and Chinese Departments)	
Nov 2015 – Jul 2016	Putonghua Enhancement Course (Putonghua Department)	S4

## Programmes in the first term

Period	Event	Level(s)
Sep 2015	Career Mapping (Career Committee)	S4 – S5
Sep 2015 – Jan 2016	Personal Counselling on JUPAS Choices I (Careers Committee)	S6
Oct 2015	School-based Leadership Training on Writing Minutes and Financial Reports (ECA Committee)	S4 – S5
	HKU SPACE Careers Talk 「你的記憶可靠嗎？」 (Careers Committee)	
	Workshop on Interviewing Skills and Mock Interviews (Gifted Education Committee & Careers Committee)	S6
	HKU Bachelor of Nursing Admission Talk (Careers Committee)	
	MEH lessons 「我要做好呢份工」 (Moral & Civic Education Committee)	
Nov 2015	Teen Talk 2015 Legal Scenario Role Play Competition (Careers Committee)	S4
	Talk on JUPAS Strategies (Careers Committee)	S5 – S6
	HKUST Admission Talk (Careers Committee)	
	Careers Fair 2015 (Alumni Association & Careers Committee)	
	HKUST School of Engineering Exploration Day and Interview (Careers Committee)	S6
	Interview Skills Workshop I (Careers Committee)	
	Nanotechnology & Its Development (Physics Department)	
Dec 2015	Visit to ICAC (Discipline Committee & Careers Committee)	S5
	Rotary Mock Interview Workshop (Careers Committee)	
	SSSDP and Sub-degree Programs Admission Talk (Careers Committee)	S5 – S6

	Self-understanding & development
	Career Exploration
	Career Planning and management

## Programmes in the second term

Period	Event	Level(s)
Jan 2016	Visit to Commercial Organizations (BAFS Department)	S4 – S5
	Court Visit (LS Department and Moral & Civic Education Committee)	
	Sharing: Alumni Study in Art Faculty (VA Department)	S4 – S6
	Moral Education Week: 「豐盛人生」 (Moral & Civic Education Committee)	
Feb 2016	Visit to the T Hotel and Chinese Culinary Institute (Careers Committee)	S4 – S5
Apr 2016	Cambridge University Admission Talk (Careers Committee)	S4 – S5
	Interview Skills Workshop II (Careers Committee)	S5
Apr 2016 – May 2016	Mentorship Scheme 2016 (Music Department)	S4 – S5
May 2016	Careers Expo 2016 at SKWGSS (Careers Committee)	S4 – S5
Jun 2016	Talk on Multiple Pathways of S.6 Graduates (Careers Committee)	S6
Jul 2016	Talks on Overseas Studies (Careers Committee)	S4 – S5
	“Mr Work Simulation Game” (Careers Committee)	
	CUHK Summer Clinical Attachment Programme (Careers Committee)	S5
	Summer Volunteer Programme I (Careers Committee)	
	Chinese Medicine Experience Scheme (Gifted Education Committee)	
	Summer Career-related Experience Scheme 2016 I (Careers Committee)	S5 – S6
	Personal Counselling on JUPAS Choices II (Careers Committee)	S6
Jul 2016 – Aug 2016	Handball Referee Course (PE Department)	S4 – S5
Aug 2016	Summer Career-related Experience Scheme 2016 II (Careers Committee)	S5 – S6
	Summer Volunteer Programme II (Careers Committee)	S5

	Self-understanding & development
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