

Sha Tin Government Secondary School
Plan for the use of Career and Life Planning Grant 2016-17

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 IT Support Assistant in order to share the workload of teachers in organizing and running career and life education activities.	Teachers' workload in organizing and running co-curricular activities will be relieved. Co-curricular activities in school can be promoted.	Feedback from teachers responsible for career and life planning education.	<ul style="list-style-type: none"> • Salary of one number Activity Assistant for 12 months (including 5% MPF): \$148,377 • Salary of one number ITSA for 12 months (including 5% MPF): \$148,377 • Salary of one number Teaching Assistant for 6 months (including 5% MPF): \$189,025 <p>Sub-total: \$485,779.00</p>
To provide assessment tools for career and life planning education.	To purchase tool books "Finding the Colors of your Life" for all S1 and "Careers Mapping" for all S4 students.	<ol style="list-style-type: none"> 1. More than 95% of S1 and S2 students finished the tasks in the tool book "Finding the Colors of your Life". 2. More than 90% of S4 students completed the "Career and Life Planning Handbook". 	<ul style="list-style-type: none"> ♦ Number of students finished the tasks. ♦ Feedback from Class Teachers and Advisers 	<ul style="list-style-type: none"> • Purchasing tool books "Finding the Colors of your Life" for all S1 and "Careers Mapping" for all S4 students: \$6,320

Objectives	Strategies	Success Criteria	Evaluation Methods	Allocation of CLP Grant
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 2016 – 2017).	More than 2 work place visits and career related experience schemes are organized. Students have a better understanding of different careers.	<ul style="list-style-type: none"> ♦ Number of visits / schemes ♦ Student Survey 	<ul style="list-style-type: none"> • Travelling Fee for visiting St. James’ Settlement : \$5,000 • Travelling Fee for visiting workplaces or others: \$2,500 <p>Sub-total: \$7,500</p>
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 2016 – 2017).	More than 5 activities are organized. Majority of the students feel more confident in choosing JUPAS programmes.	<ul style="list-style-type: none"> ♦ Number of activities ♦ Feedback from Careers Teachers 	<ul style="list-style-type: none"> • School-based “Life Planning Education” Web Page and App for S1-S6 Students, Parents and Teachers by Ming Pao Newspapers Limited : \$18,800 • Online Aptitude Test for S1-S6 Students by Study Partner---Cambridge Occupational Analysts Programmes: \$5,500 • Talk on JUPAS Strategies for all Teachers by Hok Yau Club (18.10.2016): \$2,700 • Talk on JUPAS Strategies for all S5-S6 Parents and Students by Hok Yau Club (12.11.2016): \$2,500 • 中學中醫藥常識問答比賽預備課程for 8 Students (2 S1, 2 S2, 2 S3, 2 S4)(Nov-Dec 2016): \$8,800 • Talk on “Get Ready for HKDSE Results” for all S6 Parents and Students by Hok Yau Club (30.6.2017): \$2,700 • “Career Stimulation Game” for all S5 Students by St. James’ Settlement (11-12/7/2017): \$8,460 <p>Sub-total: \$49,460</p>

Total CLP Grant 2016-2017: \$549,059

Career and Life Planning Programmes 2016 -2017 (Junior Forms)

Programmes throughout the year

Period	Event	Level(s)
Sep 2016 – May 2017	Art Program 一人一藝術 (Music Department)	S1
Sep 2016 – Aug 2017	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)	
	Career Corners in School Library, foyer, 2 nd floor and 5 th floor (Careers Committee)	
	Career Display Boards in foyer and on 5 th floor (Careers Committee)	
	Multi-Intelligence Stage (MIS) 智勇舞台 (ECA Committee)	
Oct 2016 – Jun 2017	生涯規劃教育網頁閱覽日誌 (Careers Committee)	S1 – S3
Oct 2016 – Aug 2017	School-based CLP Web Page & App (Careers Committee)	S1 – S3
Nov 2016 – Jul 2017	Putonghua Enhancement Course (Putonghua Department)	S3

Programmes in the first term

Period	Event	Level(s)
Sep 2016	Chinese Musical Instrument Introduction & Promotion for Life-long Learning (Music Department)	S1
Sep 2016 – Nov 2016	Online Aptitude Test (Computer Department and Careers Committee)	S1 – S3
Sep 2016 – Dec 2016	My Dream Career (Computer Department)	S2
Sep 2016 – Jan 2017	「時間管理訓練課程」 (ASSP*)	S1 – S3
Oct 2016	Workshop on “The Successor of the Future” (Careers Committee)	S1
	S.2 One Skill for Every Student Program (ECA Committee)	S2
	“3+6” S4 Elective Subject – Peer Counselling (Careers Committee)	S3
	School-based Leadership Training on Writing Minutes and Financial Reports (ECA Committee)	
	Requirement for being District Council Members (Life & Society Department)	S2
Nov 2016	Self-understanding Workshop — “Finding Your Colours of Life” (Careers Committee)	S1 – S2
	Visit to Innocarnival 2016 (IS and Chemistry Department)	S1 – S3

Programmes in the second term

Period	Event	Level(s)
Jan 2017 – Feb 2017	「認識自己工作坊」 (Guidance Committee)	S3
Jan 2017	Moral Education Week 「做個負責任的公民」 (Moral & Civic Education Committee)	S1 – S3
Feb 2017	Talks on Introduction to NSS Elective Subjects (Careers Committee)	S2 – S3
Mar 2017	English Speaking Day – Career and Life Planning (English Department)	S1 – S3
	My Favourite Photos Election (ECA Committee)	
	Brochure on NSS Curriculum (Careers Committee)	S3
	Careers Talk on S4 Streaming (Careers Committee)	
	S.3 One Day Visit to Mainland China (National Committee)	
	Visits to Pet shop and Cake shop (Guidance Committee)	
Apr 2017 – May 2017	Mentorship Scheme (Music Department)	S1 – S3
Jul 2017	‘To Dig and to Learn Workshop’ @ Hong Kong Heritage Discovery Centre (History Department)	S1 – S2
	Talk on Overseas Studies (Careers Committee)	S3
Jul 2017 – Aug 2017	Ball Games Referee Course (PE Department)	

	Self-understanding & development
	Career Exploration
	Career Planning and management

* ASSP: After School Support Programmes

Career and Life Planning Programmes 2016 -2017 (Senior Forms)

Programmes throughout the year

Period	Event	Level(s)
Sep 2016 – Aug 2017	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 th floor (Careers Committee)	
	Careers Corner in School Library, foyer, 2 nd floor and 5 th floor (Careers Committee)	
	Writing Tasks on Career & Life Planning (Individual Forms)(English and Chinese Departments)	
Oct 2016 – Aug 2017	School-based CLP Web Page & App (Careers Committee)	S4 – S6
Nov 2016 – Jul 2017	Putonghua Enhancement Course (Putonghua Department)	S4

Programmes in the first term

Period	Event	Level(s)
Sept 2016 – Oct 2016	Display Board on “Knowing More About JUPAS”	S4 - S6
Sep 2016 – Nov 2016	Online Aptitude Test (Computer Department and Careers Committee)	S4 – S6
Sep 2016 – Jan 2017	Personal Counselling on JUPAS Choices I (Careers Committee)	S6
Oct 2016	School-based Leadership Training on Writing Minutes and Financial Reports (ECA Committee)	S4 – S5
	Eco Expo Asia International Trade Fair on Environmental Protection (BAFS Department)	
	Workshop on Interviewing Skills and Mock Interviews (Gifted Education Committee & Careers Committee)	S6
	Briefing and Workshop for JUPAS Application (Careers Committee)	
	HKU Admission Talk (Careers Committee)	
	MEH lessons 「我要做好呢份工」 (Moral & Civic Education Committee)	
Oct 2016 – Dec 2016	Mock Court (Careers Committee)	S4 – S5
Nov 2016	Teen Talk 2016 Legal Scenario Role Play Competition (Careers Committee)	S4
	Practice and Demonstration of 3D model Construction Machine (Computer Department)	S4 – S5
	Talk on JUPAS Strategies (Careers Committee)	S5 – S6
	CUHK and CityU Admission Talk (Careers Committee)	
	Careers Fair 2016 (Alumni Association & Careers Committee)	
	SSSDP and Sub-degree Programs Admission Talk (Careers Committee)	
	HKUST School of Engineering Exploration Day and Interview (Careers Committee)	S6
	Interview Skills Workshop (Careers Committee)	
	Nanotechnology & Its Development (Physics Department)	
Dec 2016	Sharing: Geography related careers (Geography Department)	S4 – S6
	Rotary Mock Interview Workshop (Careers Committee)	S5

Programmes in the second term

Period	Event	Level(s)
Jan 2017	Court Visit (LS Department and Moral & Civic Education Committee)	
	Moral Education Week: 「做個負責任的公民」 (Moral & Civic Education Committee)	
Jan 2017 – Apr 2017	Sharing: Alumni Study in Art Faculty (VA Department)	S4 – S6
Feb 2017	Visit to the T Hotel and Chinese Culinary Institute (Careers Committee)	S4 – S5
	Visit to ICAC (Discipline Committee)	S5
Mar 2017	My Favourite Photos Election (ECA Committee)	S4 – S6
	English Speaking Day – Career and Life Planning (English Department)	
	Workshop on Interview skills (Careers Committee & Life-wide Learning Committee)	S5
	Life-planning Workshop (Careers Committee & Life-wide Learning Committee)	
Apr 2017 – May 2017	Mentorship Scheme 2017 (Music Department)	S4 – S5
May 2017	Careers Expo 2017 at YLPSS (Careers Committee)	S4 – S5
Jun 2017	Talk on Multiple Pathways of S.6 Graduates (Careers Committee)	S6
Jul 2017	Talks on Overseas Studies (Careers Committee)	S4 – S5
	“Mr Work Simulation Game” (Careers Committee)	
	CUHK Summer Clinical Attachment Programme (Careers Committee)	S5
	Summer Taster Programme I (Careers Committee)	
	Chinese Medicine Experience Scheme (Gifted Education Committee)	
	Summer Career-related Experience Scheme 2017 I (Careers Committee)	S5 – S6
	Talk on “Get Ready for HKDSE results” (Careers Committee)	S6
	Personal Counselling on JUPAS Choices II (Careers Committee)	
Jul 2017 – Aug 2017	Ball Games Referee Course (PE Department)	S4 – S5
Aug 2017	Summer Career-related Experience Scheme 2017 II (Careers Committee)	S5 – S6
	Summer Taster Programme II (Careers Committee)	S5

	Self-understanding & development
	Career Exploration
	Career Planning and management