

Sha Tin Government Secondary School

Plan for the use of Career and Life Planning Grant 2017-18

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): \$156,656 • Salary of one number ITSSO for 12 months (including 5% MPF): \$156,656 • Salary of one number Teaching Assistant for 12 months (including 5% MPF): \$195,867 <p>Sub-total: \$509,179.00</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: \$6,350

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 2017 – 2018).	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 workplaces or others: \$9,000 • Careers related activities / workshops / talks : \$5,000 • Creative skill and Sport skill workshops (Drawing/Photoshop/Physical activity) \$30,000 (Program of One skill for every student in S2)) • ‘Career Stimulation Game’ for S5 students by St. James’ Settlement (July 2018) : \$9,000 <p>Sub-total: \$53,000</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 2017 – 2018).	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 S3 & S6 Students by HK Association of Careers Masters and Guidance Masters Limited: \$5,000 • Talks on JUPAS Strategies / Preparation for Release of HKDSE Results for Students and Parents / Teachers by Hok Yau Club: \$6,000 <p>Sub-total: \$29,800</p>

Total CLP Grant 2017-2018: \$598,329

Career and Life Planning Programmes 2017 -2018 (Junior Forms)

Programmes throughout the year

Period	Event	Level(s)
Sep 2017 – May 2018	Arts Program 一人一藝術 (Music Department)	S1
	Sports Team Training Programme (PE Department)	S1 – S3
Sep 2017 – Aug 2018	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 and 5 th floor (Careers Committee)	
	Career Display Boards on G/F and 5 th floor (Careers Committee)	
	Multi-Intelligence Stage (MIS) 智勇舞台 (ECA Committee)	
Oct 2017 – Jun 2018	生涯規劃教育網頁閱覽日誌 (Careers Committee)	S1 – S3
Oct 2017 – Aug 2018	School-based CLP Web Page & App (Careers Committee)	S1 – S3
Nov 2017 – Jul 2018	Putonghua Enhancement Course (Putonghua Department)	S1 – S3

Programmes in the first term

Period	Event	Level(s)
Sep 2017	Chinese Musical Instrument Introduction & Promotion for Life-long Learning (Music Department)	S1
	Visit to Drainage Services Department (Environmental and Media Education)	S1 – S3
Sep 2017 – Nov 2017	Online Aptitude Test (Computer Department and Careers Committee)	S3
Sep 2017 – Dec 2017	Writing Tasks on Careers & Life Planning (Chinese Department)	S1 – S3
Oct 2017	Workshop on “The Successor of the Future” (Careers Committee)	S1
	S.2 One Skill for Every Student Program – 探索香港中央圖書館 (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 Legislative Council Members (Life & Society Department)	S2
Nov 2017	Self-understanding Workshop — “Finding Your Colours of Life” (Careers Committee)	S1 – S2
	Visit to Innocarnival 2017 (IS and Chemistry Department)	S1 – S3
	S.2 One Skill for Every Student Program – 學生實用急救講座 (ECA Committee)	S2

Programmes in the second term

Period	Event	Level(s)
Nov 2017 – Dec 2017	「認識自己工作坊」 (Guidance Committee)	S3
Jan 2018 – Feb 2018	S.2 Program of One skill for every student — 花式跳繩 (ECA Committee and PE Department)	S2
Jan 2018	Moral Education Week 「做個負責任的公民」 (Moral & Civic Education Committee)	S1 – S3
	S. 2 Program of One skill for every student — 2028 的我科技講座 (ECA Committee)	S2 – S5
Jan 2018	A visit to the Monetary Authority (金管局) (Life & Society Department)	S3
Jan 2018	Volvo Ocean Race Hong Kong School Programme (English, Physics & Life wide Learning Coordination Committee)	S1 – S3
Feb 2018	Talks on Introduction to NSS Elective Subjects (Careers Committee)	S2 – S3
Mar 2018	My Favourite Photos Election (ECA Committee)	S1 – S3
	Careers Talk on S4 Streaming (Careers Committee)	S3
Apr 2018	S.3 One Day Visit to Mainland China (National Committee)	
Mar 2018 – May 2018	S.2 Program of One skill for every student – Software Workshops and Drawing Workshop (ECA Committee)	S2
Apr 2018 – May 2018	Mentorship Scheme (Music Department)	S1 – S3
Jul 2018 – Aug 2018	Ball Games Referee Course (PE Department)	S3

	Self-understanding & development
	Career Exploration
	Career Planning and management

* ASSP: After School Support Programmes

Career and Life Planning Programmes 2017 -2018 (Senior Forms)

Programmes throughout the year

Period	Event	Level(s)
Sep 2017 – Aug 2018	Cookery Classes in ATEC (Life-wide Learning Committee)	S4
	Students' Career & Life Planning Scheme (Careers Committee)	S4 – S5
	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 2017 – Aug 2018	School-based CLP Web Page & App (Careers Committee)	S4 – S6
Sep 2017 – May 2018	Sports Team Training Programme (PE Department)	S4 – S6

Programmes in the first term

Period	Event	Level(s)
Sept 2017	Visit to “InnoTech Expo 2017”	S4
Sep 2017 – Nov 2017	Online Aptitude Test (Computer Department and Careers Committee)	S6
Sep 2017 – Jan 2018	Personal Counselling on JUPAS Choices I (Careers Committee)	S6
Oct 2017	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 & Environmental and Media Education))	
	Workshop on Interviewing Skills and Mock Interviews (Gifted Education Committee & Careers Committee)	S6
	Briefing and Workshop for JUPAS Application (Careers Committee)	
	MEH lessons 「我要做好呢份工」 (Moral & Civic Education Committee)	
Nov 2017	Talk on JUPAS Strategies (Careers Committee)	S5 – S6
	HKU, CUHK , HKUST and HKBU Admission Talk (Careers Committee)	S5 – S6
	Careers Fair 2017 (Alumni Association & Careers Committee)	
	SSSDP and Sub-degree Programs Admission Talk (Careers Committee)	
	Interview Skills Workshop (Careers Committee)	S6
	Nanotechnology & Its Development (Physics Department)	
Dec 2017	Rotary Mock Interview Workshop (Careers Committee)	S5
	Board Display: Geography related Careers (Geography Department)	S4 – S6

Programmes in the second term

Period	Event	Level(s)
Jan 2018	Court Visit (LS Department and Moral & Civic Education Committee)	S4 – S5
	Moral Education Week: 「做個負責任的公民」 (Moral & Civic Education Committee)	S4 – S6
Jan 2018 – Apr 2018	Sharing: Alumni Study in Art Faculty (VA Department)	S4 – S6
Feb 2018	Visit to ICAC (Discipline Committee)	S4 – S5
Mar 2018	My Favourite Photos Election (ECA Committee)	S4 – S6
	Workshop on Interview skills (Careers Committee & Life-wide Learning Committee)	S5
	Life-planning Workshop (Careers Committee & Life-wide Learning Committee)	
Apr 2018 – May 2018	Mentorship Scheme 2018 (Music Department)	S4 – S5
May 2018	Careers Expo 2018 at YLPSS (Careers Committee)	S4 – S5
Jul 2018	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 2018 I (Careers Committee)	S5 – S6
	Talk on “Get Ready for HKDSE results” (Careers Committee)	S6
	Personal Counselling on JUPAS Choices II (Careers Committee)	
Jul 2018 – Aug 2018	Ball Games Referee Course (PE Department)	S4 – S5
Jul 2018 – Aug 2018	Summer Instructors and Referees Courses	S4 – S6
Aug 2018	Summer Career-related Experience Scheme 2018 II (Careers Committee)	S5 – S6
	Summer Taster Programme II (Careers Committee)	S5

	Self-understanding & development
	Career Exploration
	Career Planning and management