

Munsang College (Hong Kong Island)
Academic Year 2017-2018
Careers Guidance and External Awards
Annual Plan & Budget

School major concerns:

1. To promote autonomy in learning
2. To address learner diversity
3. **To cultivate students' core values and to equip them with essential life skills**

Concerns related to the Department:

1. **To provide careers guidance to senior secondary students in preparation for further studies**
2. **To provide careers guidance to junior secondary students in preparation for senior secondary years**
3. **To co-ordinate life-planning activities for both junior and senior levels**
4. **To handle applications for overseas studies**
5. **To handle applications for testimonials, reference letters and academic transcripts**

Implementation Plan:

1. School Major Concerns:

1.1 To cultivate students' core values and to equip them with essential life skills

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1.1 To equip students with the essential life-planning skills to handle their transition periods at further studies and work (Refer to 2.1-2.5 for details)	Whole year	Students acquire the skills of information research, goal-setting, decision-making, self-reflecting and amending personal plans for transiting from one stage to another at further studies and work	Careers teachers' observation; Post-activity questionnaires; Feedback from Form / other teachers; Careers portfolios; JUPAS preparation forms	Whole Team	(Refer to 2.1-2.5 for details)
1.1.2 To boost students' initiative in discovery of potentials, self-advancement and achievements	Whole year	Students can: - (a) reflect on their self-discovery, growth and achievements on careers portfolios; - (b) initiate to apply for nomination schemes, external awards and scholarships	Careers teachers' observation; Careers portfolios; Self-nominations for external awards & scholarships	(a) Cindy Lam; (b) Suzanne Chan	-

1.1.3 To sharpen students' leadership skills by running the Careers Ambassadors Team	Whole year	The Team can: <ul style="list-style-type: none"> - assume duties autonomously and independently; - enhance effective communication of careers information among classes; - promote, prepare and run careers events successfully on their own 	Careers teachers' observation	Catus Lei	-
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2. Concerns related to the Department:

2.1 To provide careers guidance to senior secondary students in preparation for further studies

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1.1 To encourage S4 – S6 students to participate in post-secondary institute open days and careers expos	Saturdays in September to November 2017	Students find the participation in the events worthwhile and the information collected relevant to their needs	Careers portfolios	Cindy Lam	-
2.1.2 To prepare S6 students to participate in interviews for post-secondary institutes	September 2017	Students find the workshop useful and relevant to their needs	Post-activity questionnaire	NL Sin	Programme fee (HKFY): \$1400 X 15 = \$21000
2.1.3 To equip S6 students with study tips through alumni-sharing	September 2017	Students find the sharing useful	Careers teachers' observation	NL Sin	-

<p>2.1.4 To expose S6 students and parents to information of further education pathways through:</p> <p>(a) S6 parents' night on JUPAS applications</p> <p>(b) S6 student talk on E-App, nomination schemes & joint scheme for further studies in the mainland and Taiwan</p> <p>(c) S6 parents' talk on post-S6 education pathways (Hok Yau Club)</p> <p>(d) S6 student talks on sub-degree programmes</p>	<p>(a) October 2017;</p> <p>(b) January 2018;</p> <p>(c) February 2017;</p> <p>(d) December 2017 & February 2018</p>	<p>Both participating parents and students find the talks informative and relevant to their needs</p>	<p>Careers teachers' observation</p>	<p>NL Sin</p>	<p>Programme fee (Hok Yau Club): \$3000</p>
<p>2.1.5 To provide guidance to S6 students for reprioritization of JUPAS choices / choices of non-JUPAS courses through:</p> <p>(a) Final briefing</p> <p>(b) Individual counselling</p>	<p>July 2018</p>	<p>Students find the briefing and individual counselling sessions useful</p>	<p>Careers teachers' observation</p>	<p>All members</p>	<p>Transportation fee (Hok Yau Club): \$200</p>
<p>2.1.6 To provide information to students on summer university programmes</p>	<p>June - August 2018</p>	<p>Students voluntarily participate in the programmes</p>	<p>Careers teachers' observation</p>	<p>NL Sin</p>	<p>-</p>
<p>2.1.7 To provide information to S5 students and parents on JUPAS applications and other further education pathways</p>	<p>February 2018</p>	<p>Both participating parents and students find the talk informative and relevant to their needs</p>	<p>Careers teachers' observation</p>	<p>NL Sin</p>	<p>-</p>

2.1.8 To run careers guidance curriculum in S4 and S5 OLE lessons to prepare students for further studies and career choices	5 workshops held in OLE lessons throughout the year	Students find the workshops useful	Careers teachers' observation; Year-end questionnaires	NL Sin; SL Fu; Jennifer Li	S4 career inventory fee or Career Mapping (HKACMGM): \$30 X 145 = \$4350 Careers Quiz \$300
2.1.9 To prepare S4 and S5 students for choice of university subjects through institute or faculty visits and attending careers talks held by EDB and other organizations	Whole-year	Students find the visits eye-opening and helpful in understanding the choice of their future study programmes	Careers teachers' observation	NL Sin, SL Fu; Jennifer Li, Careers assistant	Coach fee: \$1200 x 9 = \$10800

2.2 To provide careers guidance to junior secondary students in preparation for senior secondary years

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.2.1 To provide S3 students and parents with information regarding S4 subject-selection through: (a) Parents' nights (Mr KY Lo) (b) Student talk (Mr KY Lo)	(a) November 2017 & June 2018 (b) June 2018	Students find the talks relevant to their needs	Careers teachers' observation	NL Sin	-
2.2.2 To encourage S3 students to participate in open days of senior secondary schools or other post-secondary institutes	Saturdays in March 2018	Students find the information collected relevant to their needs	Careers teachers' observation	NL Sin	-

2.2.3 To help S3 students to understand their learning style and to prepare them for S4 subject selection	November 2017 & April 2018	Students show awareness in understanding their strengths & weaknesses and the need to plan for further studies	Teacher feedback (by Form Teachers)	Cindy Lam; Suzanne Chan	Programme fee (HKFY) for Session 1: \$1400 x 4 classes = \$5600
2.2.4 To provide subject-selection guidance to S3 students through peer-sharing	June 2018	Students find the sharing session useful	Careers teachers' observation	SL Fu; Jennifer Li	-
2.2.5 To enhance S2 students' awareness in goal-setting and exploration in one's potentials	March & April 2018	Students show awareness in the importance of goal-setting and exploration of one's potentials	Teacher feedback (by Form Teachers)	Suzanne Chan	Programme fee (HKFY): \$1400 x 5 classes X 2 sessions = \$14000

2.3 To co-ordinate life-planning activities for both junior and senior levels

Strategies/Task	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resources Required
2.3.1. To expose students to career world through participating in SBPP and NGO (e.g. Chamber of Commerce, JA, etc.) programmes	Whole year	Students find the programmes useful	Careers teachers' observation	NL Sin	-

2.3.2 To prepare S5 students for choice of careers through Career Live workshop	October & November 2017	Students find the workshop enlightening and helpful in understanding the choice of their future careers	<ul style="list-style-type: none"> - Careers teachers' observation - Post-activity questionnaire 	NL Sin, SL Fu; Jennifer Li, Careers assistant	<p>Programme fee (St James): \$165 X 139 = \$22935</p> <p>Coach fee: \$1200 X 4 = \$4800</p>
2.3.3 To expose S4 students to decision-making scenarios related to the choice of careers	February 2018	Students find the workshop enlightening and helpful in understanding the choice of their future careers	<ul style="list-style-type: none"> - Post-activity questionnaire - Careers teachers' observation 	NL Sin, SL Fu; Jennifer Li, Careers assistant	-
2.3.4 To set up life-planning corner in senior form classrooms	Whole year	Students get more exposure to related information	Careers teachers' observation & Careers Ambassadors' report	Careers assistant	-
2.3.5 To equip S3 students with skills for transiting to senior-form studies and decision-making	October 2017 & March 2018	Students find the workshops helpful and relevant to their needs	Post-activity questionnaire	Cindy Lam; NL Sin	-
2.3.6 To expose S2 students to the career world of performing art	October 2017	Students find the workshop eye-opening	Post-activity questionnaire	Cindy Lam; NL Sin	-
2.3.7 To allow S1 and/or S2 students to meet experts of different professions and learn from their life stories	Feb or July 2018	Students find the workshop eye-opening	Careers teachers' observation	NL Sin; Catus Lei	-

2.4 To handle applications for overseas studies

Strategies/Task	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resources Required
2.4.1 To provide information on, and handle applications for overseas studies	Whole year	Students are provided with the relevant information	Careers teachers' observation	NL Sin	-

2.5 To handle applications for testimonials, reference letters and academic transcripts

Strategies/Task	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resources Required
2.5.1 To handle applications for testimonials, reference letters and academic transcripts	Whole year	The requested documents are completed within 14 working days	Careers teachers' observation	NL Sin	-

Budget:

Items	Sub-Total	Total
1. Reference books - For Careers Team's resource rack at Staffroom A	-	\$500
2. Membership fee of Hong Kong Association of Careers Masters and Guidance Masters	-	\$500
3. Fees of career programmes - S6 interview workshops (Hong Kong Federation of Youth) - S6 Talk on further education pathways (Hok Yau Club) - S6 Transportation fee of information booklets (Hok Yau Club) - S5 Career Live workshop (St James' Settlement) - S4 Career inventory / Career Mapping (HKACMGM) - S3 Career Workshop (Hong Kong Federation of Youth Groups) - S2 Careers workshops (Hong Kong Federation of Youth Groups)	\$21,000 \$3,000 \$200 \$22,935 \$4,350 \$5,600 \$14,000	\$71,085
4. Coach fee - S5 Career Live workshop (St James' Settlement) - S4 &S5 Institute and faculty visits	\$4,800 \$10,800	\$15,600
5. Prize for Careers Quiz	\$300	\$300
6. Deployment of Careers Assistant	\$20800	\$20800
	Total:	\$108,785