

Baptist Lui Ming Choi Secondary School
Annual Report of CLP Grant on Careers and Life Planning Education (2014 – 2015)

Summary of financial report of Career and Life Planning Grant (CLP) Grant :

Domain	Income (\$)	Budget(\$)	Expenditure (\$)	Balance b/f (\$)
CLP grant from government	517,620.00			
(I) Employment of staff		367,384.50	354,252.76	
(II) Life Education		61,000.00	18,183.80	
(III) Career Education		71,200.00	59,624.00	
Total	517,620.00	499,584.50	432,060.56	85,559.44

1. Employment of staff

Domain	Details	Expenditure (\$)
Employment of staff	Employ one Graduate Mistress (GM) for substituting one class of Career and Life Education mistresses respectively (50% of her annual salary) and one Assistant Executive Officer (AEO)	322,878.92
	Staff MPF Employees' contribution (5% salary)	14,586.80
	Staff MPF Employer's contribution (5% salary)	16,787.04
Sub-total		354,252.76

1.1. Employment of one Graduate Mistress (GM) for substituting one class of Life Education Mistress and one class of Careers Mistress could successfully lower the two mistresses' teaching workload so they could have more time to formulate school-based planning and strategies and undertake the duties of the coordinators of guidance services and curriculum planning at school.

1.2. Employment of one Assistant Executive Officer (AEO) could help support administrative and clerical work related to life education and career guidance, e.g. sorting and disseminating information, publishing printing matters as well as handling applications for further studies, scholarships, courses, talks, visits and seminars. She could undertake their duties effectively and efficiently.

2. Implement careers education

Programme	Form	Period /Date	Partner / Organization	Budget (\$)	Expenditure (\$)
1. Mentorship Programme and Job Shadowing Scheme	F.4 – F.5	Whole year	Rotary Club – Tolo Harbour	5,000.00	4,705.50
2. Career Visit and snacks	F.3	April 13 and June	Hong Kong Young Women's Christian	22,500.00	22,599.90

		30	Association (HKYWCA)		
3. Purchase of 'Game of Life' (card game)	F.5	Jan (ISP)	Hong Kong Association of Careers Masters – Guidance Masters (HKACMGM)	2,700.00	2,610.00
4. Proofread self-accounts and OEA	F.6	Sept – Nov	Former Net teacher and alumnus	25,000.00	17,600.00
5. Subsidy on Mock Interview Workshop	F.6	May 7 – 8	Hong Kong Federation of Youth Groups (HKFYG)	2,000.00	2,001.00
6. Issue of newsletters	F.1 – F.6	July	Printing company 'In-Design'	4,000.00	4,000.00
7. Subsidy on participants for career-related visit / programme	F.4 – F.6	April 7 – 8	Hong Kong Chamber of Commerce: Partner company: Esquel Group	10,000.00	3,807.60
8. Employment of a speaker from Hok Yau Club on Jupas Guidance Day 1	F.5 – F.6	May 9	Hok Yau Club	0.00	2,300.00
Sub-total				71,200.00	59,624.00

2.1. Mentorship Programme and Job Shadowing Scheme

It was jointly organized by the Education Bureau and the Tolo Harbour – Rotary Club and came as the ninth year. 10 mentors from the club were matched with around 30 F.4 – F.5 mentees. Opening and closing ceremonies provided mentors and mentees with gatherings. Money was used for subsidizing meals and other miscellaneous fees. It was a year-round programme. The programme has succeeded in helping students get exposed to different occupations and developed participants' communication and social skills. Through teachers' observation and mentees' verbal reflections in the closing ceremony and written reflections collected in the mentees' handbook, participants highly evaluated this programme.

2.2. Career Visit

In collaboration with Hong Kong Young Women's Christian Association (HKYWCA) at the first time, we organized Careers Visit for all the form three students. With the careers planning session and Holland Test held on 13 April, students were divided into six categories and brought to 5 working places on 30 June. The places of visit are: 1. Type A (Artistic): Ads firm 2. Type S (Social): Environmental Protection firm; 3. Type E (Enterprising): Pet Shop; 4. Type I (Investigative): Accountancy firm; 5. Type C (Conventional): Surveyors' firm. The form three students showed satisfaction in the questionnaires given in the briefing session and visits. It was agreed that it would be continued next year.

2.3. Purchase of ‘Game of Life’ (card game)

This year, we bought the card game named ‘Game of Life’ from HKACMGM for Individual Student Planning (ISP) in January. It has successfully taught F.5 students the importance of life and career planning by asking them to simulate a person’s travel through his or her life, from college to retirement, with work, marriage, and family along the way and learn life. It was observed that students enjoyed the game in the process by the class teachers and students needed to do reflections after playing the game.

2.4. Proofread F. 6 students’ self-accounts and OEA records

A retired NET and an alumnus helped proofread the F.6 students’ self-accounts at the charge of \$100 per copy. They helped correct the grammar and presentation of the students from September to November. Also, the alumnus helped proofread the OEA record at the charge of \$2,000. With their help, students’ self-accounts and OEA could be polished and corrected. With the self-accounts and OEA records with high accuracy in grammar and presentation, it would boost students’ chance of admissions in JUPAS.

2.5. Subsidy on Mock Interview Workshop

In order to help form six students better prepare for the JUPAS interviews, we invited the Hong Kong Federation of Youth Groups (HKFYG) to organize 4 mock interview workshops for 33 F.6 students, who joined it on a voluntary basis. With the CLP grant, it could subsidize the participants around 40% of the tuition fees. From the questionnaires filled by the participants, they gave positive feedback on the activity and found they could meet their objectives and acquire the interview skills. It was agreed that it would be continued next year.

2.6. Issue of newsletters

\$4,000 was spent on printing the 1,400 copies of career newsletters by a private company, In-Design. The editors could explore opportunities and collected up-to-date information about further studies and careers. The layout was designed by the printing company In-Design while the content and pictures were provided by the editor of the Careers and Guidance Club. It could save much of the teachers’ and students’ time and the design was very professional, which won praise from the teachers. The Careers and Guidance Club editors worked together to have the fifth newsletter printed in July.

2.7. Subsidy on participants for career-related visit / programme

As a school under Business-schools Partnership Programme organized by the Hong Kong General Chamber of Commerce, our school was partnered with the Esquel Group, which offered our 19 F.3 – F.4 students a 2-day trip to Foshan in their manufacturing plants on 7-8 April during Easter Holiday. The group offered us free accommodation and meals while the grant subsidized students part of transport fare and travel insurance. From the questionnaires given to the participants and oral feedback from them, the trip could help students explore and open up their eyes through the career-related visit.

2.8. Employment of a speaker from Hok Yau Club on Jupas Guidance Day 1

This year, we invited Mr Ng Po Shing, an experienced speaker from Hok Yau Club on Jupas guidance to give a 90-minute talk to F.5-6 students with their parents on May 9. This was not scheduled in the proposal but we decided to invite the speaker from Hok Yau Club as he was very reputable in the careers field. We also invited three alumni to share their experience of taking sub-degree courses. The response from students and parents was positive as the percentage of the respondents choosing levels 3 and 4 was 96%. (Level 4 as the highest). From the questionnaires, students found the information very useful.

With the Career and Life Planning Grant, the team got sufficient funding to hold programmes with the help of NGOs, e.g. F.3 Careers Visit (HKYWCA), F.6 Jupas Interview Workshop (HKFYG), F.6 Jupas Guidance Talk (Hok Yau Club) and our school partner, Rotary Club – Tolo Harbour.

3. Implement life education

Programme	Form	Budget (\$)	Expenditure (\$)
Leap Programme	F.2	10,000.00	5,272.00
Programme ‘We should have DRIVE.’	F.5	15,000.00	0.00
Subsidy on participants for visits / programmes (cross-border visits, community services and experiential visits)	F.4 – F.6	16,000.00	0.00
Subsidy for class activity	F. 1 – F. 3	15,000.00	10,251.80
Subsidy for teachers	F.1 – F.6	3,000.00	800.00
Editing and printing of the booklet ‘On My Way’	F.1- F.2	2,000.00	1,860.00
Sub-total		61,000.00	18,183.80

3.1. Leap Programme (F. 2)

- 3.1.1. The response of the recruitment was much better than last year as a parent letter was issued to the whole form to ensure parents to have a better idea of the activity.
- 3.1.2. There were 29 members in total this year and each member had to pay \$400 for the courses.
- 3.1.3. Most of the students were active in participation, which showed their enthusiasm in the adventurous activities.
- 3.1.4. Besides the adventurous activities, members had to take part in 2 sessions of voluntary service in which some members had shown active participation while some did not.

3.2. Programme ‘We should have DRIVE.’ (F.5)

- 3.2.1. Workshops have been introduced to class teachers. However, class teachers found the schedule too tight to spare time on it. The workshop for F.5 was cancelled.
- 3.2.2. Since it was observed that there were more and more students showing signs of anxiety especially among senior form students and the source of anxiety for some cases were from parents’ expectations, it was suggested that there is a need to organize workshops or seminars for parents next year.

3.3.Subsidy on participants for visits / programmes (cross-border visits, community services and experiential visits) (F.4 – F.6)

3.3.1. Due to the tight schedule, it is hard to organize activities for senior form students. However, we believe that through the promotion of voluntary service, students are encouraged to be less self-centred and help the needy. Next year, voluntary services which are organized by Greeners-action (綠嶺行動) and Equitable Sharing of Action (平等分享) will be introduced to the F3 - 4 class teachers and students. Regular services will be arranged.

3.4.Subsidy for class activity (F. 1 – F. 3)

3.4.1. There were totally 10 classes which had claimed the Junior Class Subsidy, namely all F.1 classes, 2A, 2C, 2E, 3C and 3E. Different class activities were held. We received positive feedback from students and teachers.

3.4.2. It was decided that there would be no change of deadline for the claim for the above subsidy, i.e. mid-June.

3.5.Subsidy for teachers (F.1 – F.6)

3.5.1. There were totally 16 teachers who had claimed the subsidy this year.

3.5.2. We received positive feedback from teachers.

3.6.Editing and printing of the booklet ‘On My Way’ (F.1, F.2)

3.6.1. With the help of So Hiu Ching (alumni),“On My Way 2” for form 2 students has been designed and issued subsequently.

3.6.2. It was reported that most of the F.1 and 2classes fully utilized the booklets.

3.6.3. We received positive feedback from class teachers.

Careers Mistress: Ms. Wong Sau Chun

Life Education Mistress: Ms. Chan Wai Yin

Date: 5 October, 2015