

Annual Report and Financial Report of Career and Life Planning Grant

(2016 – 2017)

I. Annual Report

A. Our school's major concerns

One of our school's major concerns is to build a holistic curriculum of Career and Life planning

- a. Incorporate careers and life planning education into school curriculum in collaboration with class teachers and subject teachers
- b. Modify and enrich the contents of the Individual Student Planning (ISP) materials in partnership with class teachers and form coordinators of the Life Education Team and Careers and Guidance Team
- c. Encourage students to actively participate in career-related activities and programmes to enhance students' leadership and help their career planning in collaboration with various NGOs and organizations
- d. Encourage students to finish self-directed service learning projects

The Career and Life Planning Grant was mainly used in two domains:

- a. Implement careers education
- b. Implement life education

B. Achievements in implementing careers and life education

1. From the teachers' survey on major concerns, 88.9% teachers agreed with the rationale of "Holistic curriculum of Careers and Life Planning". We found that English and Chinese teachers have progressively worked to incorporate careers and life planning education into school curriculum. Other subject teachers from the Art, Liberal Studies and Science Department have also taken the initiative to fulfil the goal. For example, Art teachers invited a lecturer from the design institute to introduce its curriculum and programmes to art students. Science teachers helped promote the visits to the headquarters of the Hong Kong and China Gas Company Limited (Towngas) and its organic farm. Liberal Studies teachers will let students join some activities related to architecture in 2017 - 2018. These career-related experiences can help students acquire more knowledge in different workplaces, learn more about work ethics and values, which will help them make informed career choices in the future.
2. We have restructured the General Assembly Periods (GAPs) and Class Teacher Periods (CTPs) by integrating the life and career education curricula into our school curricula, with life education and career guidance as the focuses in the junior forms and senior forms respectively. In each form, there are form coordinators of Life Education Team and Careers and Guidance Team. One of the important roles includes giving briefing of Individual Student Planning (ISP) and guidance to class teachers before each CTP. From the teachers' survey, teachers generally found the form coordinators' briefing and guidance to class teachers sufficient (2.9 out of 4).

3. Besides NGOs, local and overseas institutes, alumni have continuously given significant contributions to the alma mater as many enthusiastic alumni have provided students with life-planning and career guidance support like Alumni Sharing Knowledge (ASK) talks, Career Day, F. 5 and 6 alumni sharing session and so on.
4. From the SHS questionnaires, teachers (3.9 / 5.0), parents (3.8 / 5.0) and students (3.6 / 5.0) are unanimously satisfied with our school support related to helping students with their personal growth. Also, all stakeholders strongly agreed that extra-curricular activities offered at school could help them gain other learning experiences and life skills (teachers : 4.1 / 5.0, parents : 3.9 / 5.0, Students : 3.7 / 5.0)
5. As the majority of students choose to pursue their studies after graduation, one of our team's main concerns in the ISP is to let students learn more about multiple pathways of studies including local and overseas degree and sub-degree programmes. We organize various talks and workshops in the CTPs (Class Teacher Periods), GAPs (General Assembly Periods) and after school with help of NGOs, local and overseas universities. From the teachers' survey, teachers generally found guidance to senior students for further studies in the territory and overseas sufficient. Teachers particularly found the Careers Guidance Talk, which features guest speakers from Hok Yau Club, held before the result release of the HKDSE useful. The mean mark in the teachers' survey is the highest amongst all activities held by the Careers and Guidance Team.
6. We helped equip students with different kinds of careers-related knowledge by organizing a mentorship programme with the Rotary Club of Tolo Harbour, the Business-School Partnership Programme (BSPP) with the Hong Kong General Chamber of Commerce, job shadowing programmes with the Education Bureau and Hong Kong Association of Career Masters and Guidance Masters (HKACMGM) and internship programmes with various companies.

C. Implementation of careers education

Programme	Form	Period /Date	Partner / Organization	Budget code	Budget (\$)	Expenditure (\$)
1. ASK Programme (ASK talks and Careers Day)	F.2 – F.6	Whole Year	Alumni	U15 - 14	1,800.00	1,109.70
2. Mentorship Programme and Job Shadowing Scheme	F.4 – F.5	Whole year	Rotary Club – Tolo Harbour	U15 - 15	6,000.00	7,872.70
3. Career Visit and snacks	F.3	June 30	Hong Kong Young Women's Christian Association (HKYWCA)	U15 - 16	25,000.00	22,500.00

4. DSE Mock Result Release / Guidance Talk	F.6	May - July	Hok Yau Club: speaker & other expenses	U15 - 17	3,000.00	2,500.00
5. Subsidy on Mock Interview Workshop	F.6	May 4 & 5	Hong Kong Federation of Youth Groups (HKFYG)	U15 - 18	3,000.00	2,540.00
6. Subsidy on participants for career-related visit / programme	F.4 – F.6	April	Hong Kong Chamber of Commerce: Partner company: Towngas	U15 - 19	5,000.00	2,900.00
7. Issue of newsletters	F.1 – F.6	July	Printing company 'In-Design'	U15 - 20	5,000.00	0.00
8. Membership fee of HKACMGM	Team	August	HKACMGM	U15 - 21	400.00	400.00
9. Proofread self-accounts and OEA	F.6	Sept – Nov	English teachers from other schools	U15 - 22	25,000.00	22,380.00
10. Resources from organization/website	F.1- F.6	Whole Year	Postage and delivery fee	U15 - 23	1,000.00	560.00
11. Reference for careers teachers	Team	Whole Year	Reference books	U15 - 24	2,500.00	1,120.10
12. Subsidy on teachers on careers training	Team	Whole Year	Subsidy for career training	U15 - 25	10,000.00	0.00
Sub-total					87,700.00	63,882.50

1. ASK Programme (F.2 – F.6)

3 sessions of ASK talks and Careers Day were held with the alumni as speakers. They could share with F.2 – F.6 students knowledge and work experience in different fields. The CLP fund was utilized to buy souvenirs, snacks and gifts for the participating guest speakers

2. Mentorship Programme and Job Shadowing Scheme (F.4 & F.5)

It was jointly organized by the Education Bureau and the Tolo Harbour – Rotary Club and came as the eleventh year. 13 mentors from the club were matched with 34 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.

3. Career Visit (F.3)

In collaboration with Hong Kong Young Women's Christian Association (HKYWCA) for the third time, we organized Careers Visit for all the form three students. With the careers planning session and Holland

Test held on 12 Oct and 10 Feb respectively, students were divided into six categories and brought to 7 working places on 30 June. The places of visit are: 1. Type A (Artistic): Selfie Wedding Studio and Live Theatre 拉闊劇團 2. Type S (Social): 麥潤培區議員辦事處; 3. Type R (Realistic): Coffee Lover Company; 4. Type I (Investigative): The Prince Philip Dental Hospital; 5. Type C (Conventional): Census and Statistics Department 6. Type E (Enterprising): Gingko House 銀杏館. 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.

4. Employment of a speaker from Hok Yau Club on Jupas Guidance Day 1 (F.6)

This year, we invited Mr Sunny Kong, social worker and JUPAS counselor from Hok Yau Club on Jupas guidance to give a 60-minute talk to F.6 students with their parents on May 6. We also invited 4 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 (4 as highest) in the part of Hok Yau Club speaker and the part of alumni was in the table below.

Percentage of respondents choosing levels 3 and 4 (4 as the highest)	Students	Parents
Part 1 (Speaker from Hok Yau Club)	62.86%	92.10%
Part 2 (Speakers: Alumni took / taking sub-degree courses)	94.29%	91.89%

From the questionnaires, students and parents found the information offered in the talks very useful and beneficial. It was agreed that it would be continued next year.

5. Subsidy on Mock Interview Workshop (F.6)

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 8 sessions of mock interview workshop for 58 F.6 students, who joined it on a voluntary basis. With the CLP grant, it could subsidize the participants some tuition fees. From the questionnaires filled by the participants, they gave positive feedback on the activity and found they could meet their objectives, acquire the interview skills and better their self-understanding & help them prepare for the real interviews. However, it was reflected that some students were not well-prepared for the interview. It is proposed that an interview talk will be arranged in around Dec 2017. It was agreed that it would be continued next year.

6. Subsidies on F.4 – F. 6 for Career-related visits

In order to encourage more students to participate in career-related activities, we collaborated with teachers of science subjects to promote activities. The visits included a visit to the headquarter of The Hong Kong and China Gas Company Limited (Towngas) in Kwun Tong on 28 February and an organic farm in Yuen Long on 11 March, through which students could know more about technology development for the smart home and organic farming.

7. Issue of newsletters (F.1 – F.6)

\$4,000 was allocated for printing the 1,400 copies of career. The editors could explore opportunities and collect up-to-date information about further studies and careers. However, the content of the newsletters was not fully prepared. Therefore, it will be printed next year.

8. Membership fee of Hong Kong Association of Careers Masters & Guidance Masters (HKACMGM)

\$400 has been paid as the membership fee of HKACMGM, which offered assistance and information of different activities, courses & programmes for teachers and students.

9. Proofreading F.6 students' self-accounts and OEA records (F.6)

Two retired English teachers from other schools and one alumnus helped proofread the F.6 students' self-accounts at \$120 per copy. They helped correct the grammar and presentation of the students from September to December 2016. Also, one of the former English teachers helped proofread all F.6 students' OEA records at \$3,300. With their help, students' self-accounts and OEA records could be polished and corrected. Should the self-accounts and OEA records be with high accuracy in grammar and presentation, it would boost students' chance of admissions in JUPAS.

10. Resources from organizations / websites

The CLP fund was spent on resources provided by different organizations such as the delivery charges of various further study guides and booklets, which helped to equip teachers and students with up-to-date information and statistics. \$560 was used.

11. Reference books for careers teachers

An amount of \$1120.10 was utilized to buy reference books for equipping careers teachers with current knowledge about career planning.

12. Subsidy on teachers on careers training

One of the careers teachers took a course during summer holiday in 2016. A partial amount of course fee is to be claimed in 2017 – 2018.

D. Implementation of life education

Programme	Form	Budget code	Budget (\$)	Expenditure (\$)
Leap Programme	F.2	U15-31	10,000.00	1,849.50
Workshops or seminars for parents helping children cope with anxiety	F.3 – F.5	U15-32	6,000.00	3994.40
Workshops or seminars for students(CLP Grant)	F.3 – F.5	U15-33	10,000.00	12971.10
Visits / Program for Enriching student learning(CLP Grant)	F.3- F.5	U15-34	25,000.00	14,609.40
Subsidy for class activity	F.1 – F.3	U15-35	15,000.00	6,082.20

Subsidy for teachers	F.1 – F.6	U15-36	3000.00	1,050.00
Editing and printing of the booklet ‘On My Way’	F.1 – F.2		1,000.00	0.00
Sub-total			70,000.00	42,916.60

1. Leap Programme (F. 2)

- i. There were a total of 19 members this year. There were more girls than boys.
- ii. Most of the students were active in participation, which showed their enthusiasm in the adventurous activities.
- iii. Besides the adventurous activities, members had to take part in 1 session of voluntary service in which some members had shown active participation while some did not.

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

- i. Greeners-action (綠嶺行動): Students collected vegetables from Shatin Market on 9 Saturdays, helped to sort them and distributed them to families in need.
- ii. Equitable Sharing of Action (平等分享): Students distributed lunch coupons to people in need in Tsuen Wan 6 times. Students needed to find the target people themselves, including cleaners, the elderly who collect cardboards, and give the coupons to them based on their observation and judgement. It was a good experience for the students as they were more aware of people in need and it helped enhance interaction between students and recipients.
- iii. Making a Memory Book for Elderly (彩繪人生)
The activity was organized by Shatin Tsung Tsin Church. It was a good experience for students. It helped enhance interaction between students and the elderlies. The elderlies shared their life stories and experiences with the students. Then students made memory books which preserve their memories for them. However, some of the students were always late for the activity and lacked sense of responsibility.

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

There were totally 6 classes which had claimed the Junior Class Subsidy, namely F.1A, 1C, 1D, 1E, 2A and 3D. Different class activities were held. We received positive feedback from students and teachers.

4. Subsidy for teachers (F.1 – F.6)

- i. A total of 21 teachers claimed the subsidy this year.
- ii. We received positive feedback from teachers.

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

- i. “On My Way 1” for form 1 students has been renewed and issued subsequently.
- ii. It was reported that most of the F.1 and 2 classes fully utilized the booklets.

iii. We received positive feedback from class teachers.

3.7 Workshops or seminars for parents (F.3 – F.5)

3.7.1 Workshops were held by Caritas Dr. & Mrs. Olinto de Sousa. Integrated Family Service Centre (蘇沙伉儷綜合家庭服務中心). 5 sessions were held in total, 98% attendance rate. The workshops mainly focused on personality dimension. Positive feedback received from participants. It was proposed that the commencement date of the workshop next year could start between April and June in 2018.

3.8 Workshops or seminars for students (F.3 – F.5)

3.8.1 Workshops for students: There were 7 students from F.3 to F.5 joining the workshop. 8 sessions were held with 80% attendance rate. Positive feedback received. The workshop would continue next year and be held in Oct or Nov, on either Wednesday or Thursday after school.

E. Financial Report (16 – 17)

(A) Summary of financial report of Career and Life Planning Grant Grant: \$100,000

This grant covers the 2 domains, i.e. 1. Career education (CE) 2. Life education (LE)

No.	Area	CE / LE	Details & Code	Period / Date	Budget code	Budget (\$)	Expenditure (\$)	Surplus / Deficit (\$)
1	Programme / activity	CE	ASK Programme (ASK Talks and Careers Day) (F.2 – F.6)	Sept – June	U15-14	1,800.00	1,109.70	690.30
	Programme / activity	CE	Mentorship Programme and Job Shadowing Scheme (F.4 & F.5)	Whole year	U15-15	6,000.00	7,872.70	-1,872.70
	Programme / activity	CE	Careers Visit (F.3)	29 June	U15-16	25,000.00	22,500.00	2,500.00
	Programme / activity	CE	DSE Mock Result Release / DSE Guidance Talk (F.5 & F.6)	7 May	U15-17	3,000.00	2,500.00	500.00
2	Subsidy	CE	Subsidy on Mock Interview Workshop (F.6)	5 May	U15-18	3,000.00	2,540.00	460.00
	Subsidy	CE	Subsidy on participants for	N/A	U15-19	5,000.00	2,900.00	2,100.00

			career-related visits and programmes (F.4 – F.6)					
3	Publication	CE	Issue of newsletters (F.1 – F.6)	N/A	U15-20	5,000.00	0.00	5,000.00
4	External Services	CE	Membership fee of HKACMGM	Sept	U15-21	400.00	400.00	0.00
	External Services	CE	Proofreading students' self-accounts and OEA (F.6)	Sept - Dec	U15-22	25,000.00	22,380.00	2,620.00
	External Services	CE	Resources from organization / websites such as Ming Pao, postage and delivery charges (F.1 – F.6)	Whole Year	U15-23	1,000.00	560.00	440.00
5	Enhancement Programme	CE	Reference books for careers teachers	Whole year	U15-24	2,500.00	1,120.10	1,379.90
	Enhancement Programme	CE	Subsidy on teachers on careers trainings	Whole year	U15-25	10,000.00	0.00	10,000.00
	Sub-total (Career Education)					87,700.00	63,882.50	23,817.50
6	Programme / activity	LE	Leap Programme (F.2)		U15-31	10,000.00	4,209.50	5,790.50
	Programme / activity	LE	Workshops or seminars for parents helping children cope with anxiety (F.3 – F.5)		U15-32	6,000.00	-205.60	6,205.60
	Programme / activity	LE	Workshops or seminars for students (CLP Grant)		U15-33	10,000.00	17,171.10	-7,171.10
7	Subsidy	LE	Visits / Programs for enriching student learning		U15-34	25,000.00	14,609.40	10,390.60
	Subsidy	LE	Subsidy for organizing self-initiated class activities (F.1 – F.3)		U15-35	15000.00	6,082.20	8,917.80
	Subsidy	LE	Teachers subsidy (F1 – 6)		U15-36	3000.00	1,050.00	1,950.00

8	Publication	LE	Designing and printing of the booklet 'On My Way' (F.1 – F.2)		U15-37	1,000.00	0.00	1,000.00
	Sub-total (Life Education)					70,000.00	42,916.60	27,083.40
	Total					157,700.00	106,799.10	50,909.90

Item	Budget	Expense (\$)
Expense (Career Education) (16-17)	87,700.00	63,882.50
Expense (Life Education) (16-17)	70,000.00	42,916.60
Total expense (16 – 17)	157,700.00	106,799.10

Careers Mistress: Ms. Wong Sau Chun

Life Education Mistress: Ms. Chan Wai Yin

Date: Sept 3, 2017