

Buddhist Sin Tak College

Career committee

Yearly Work Plan on Life Planning Education and Career Guidance Service 2014-2015

I Objectives :

1. Help the students understand what tertiary institutions and the society expect from the youngsters nowadays
2. Help the students to gain a better self-understanding on their abilities, inclination and interests.
3. Help the students to have better understanding of their career opportunities.

II Implementation plan and their corresponding objectives:

Month	Target students	Things to do	Objective			admin duty	Monitoring and evaluation	Resource and Budget Expense
			1	2	3			
The whole year round	All students	Employing new staff on releasing the teaching duties of the career teachers and assisting the career counseling work				*	The assistant teachers could effectively take up the assigned teaching duties of the careers teachers – monitored and evaluated by the careers teachers concerned.	About \$339,560
The whole year round	All students	Reshuffle the materials in career corner. Decorate and post posters and essays on the display boards Providing individual careers counselling and mock interview to students Communicating & collaborating with the College Alumni Association Collecting careers related data for school and EDB	*		*		The materials in career corners were well received by the students – evaluated via students' feedback. The counselling and interview could help the students to be admitted by the tertiary institutes – survey by the careers master.	\$100 Stationery + \$300 Reference books for teachers and students \$100 Photocopying & \$200 computer laser printing

The whole year round	S. 6 and S.5	Alumni Mentorship Program starts- An alumni committee has been set up for recruiting, directing and liaising 28 university year 2 & 3 alumni to pair with S.6 and S.5 students for a mentoring program. Organizing meeting for the pairing to know one another.	*	*	*		The mentorship program would provide appropriate guidance to our students – feedback from the mentees.	About \$7,000 for the committee \$1,000 x 28 = \$28,000 for the alumni mentor Love and care of the mentors
Sep. 2014	S.6 S.4 to S.6 S.3	S.6 JUPAS Talk [Application] Visit tertiary education institutions Talks for S.3[Criteria on S.4 streaming & S.4 School life	*	*	*		All students could complete the application process successfully. Survey on the number/ % of students visit the open days. S.3 students fully understand the criteria – survey by careers team.	Love and care of teachers
24 Oct	S.6	S.6 Parents' Night	*	*	*		Parents' feedback.	Love and care of teachers
Nov	S.6 & S.5	JUPAS Talk [Old boy Experience share]	*	*	*		The students would find the talk constructive and productive – survey by the careers team.	Love and care of the alumni and the teachers
14 Nov	S.5	S.5 Parents' Night	*	*	*		Parents' feedback.	Love and care of teachers
2015 Jan - June	S.1 & S.2	Career Education Program- One briefing and 3 workshops for all S.1 and S.2 students + 1 student presentation	*	*	*		Survey on students' feedback.	\$60,000 for Edvenue Limited + assistance from Class teachers
Jan – June	S.3 & S.4	School Company Parent Program- One briefing and 5 workshops for 30 S.3 or S.4 students + student presentations	*	*	*		Survey on students' , parents and teacher consultants' feedback.	Generosity of the Young Entrepreneurs Development Council, Love and dedication of the organizers and the teachers
Feb	All students	Get information from the exhibition of education & careers Board display at BSTC	*	*	*			\$50 Stationery Dedication of the career student helpers and the teachers

7 Feb	S.4, S.5 & S.6	S.4 & S.5 OLE Day- 「卓育菁莪」 Career Talks	*	*		Survey on students' feedback.	Generosity of the HK Professional and Senior Executive Association, Love and dedication of the organizers
10 Feb	S.4 & S.5	YES of the Labour Department talk on "Career & Interest"		*	*	Students would find the talk helpful.	Generosity of the Labour Department
Feb	S.3 S.4	Workshop for S.3[Find the colour of life] Promoting Appl Learning Courses and counseling the applicants		*	*	Students would find the workshop helpful.	\$2,250 for the workbooks Love and care of the teachers
Mar	S.4	Appl. Course application			*		\$40 computer lazer printing
28 Mar	S.3	S.3 Parents' Night [Criteria on S.4 streaming & S.4 School life]		*	*		\$10 Photocopying & \$30 computer lazer printing
28 Apr	S.4 & S.5	S.4 & S.5 workshop "Simulate working world" by YES of the Labour Department		*	*	Survey on the effectiveness of the workshop.	Generosity of the Labour Department
Jul	S.3 S.6	Talk for S.3 - Class Streaming to S.4 DSE results release – Appeal & counseling		*	*	* The talk will facilitate S.3 students in choosing the favorable elective subjects. S.6 students would know the appeal procedure and get counselling whenever necessary.	\$30 Stationery, Love and care of teachers

Aug	S.3 & S.4	S.3 and S.4 ECA orientation and leadership training	*	*	*	*	Students would find the training appropriate and helpful.	\$20 Stationery, Love and care of teachers
	S.6	Counseling S.6 graduates and collecting their career statistics	*		*	*	Appropriate counselling will be provided.	\$60 Stationery + \$10 computer lazer printing, Love and care of teachers

As most of the activities are new, yearly plan is subject to change.