

Buddhist Sin Tak College
Career Committee

Yearly Work Plan on Life Planning and Careers Guidance Service 2015 –2016

I. Objectives :

1. Help the senior form students(S.3 to S.6) 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	Things to do	Objective			admin duty	Budget Expend
		1	2	3		
The whole year round	Salary of the teacher supporting the Careers Education				*	\$321, 420
	Reshuffle the materials in career corner. Decorate and post posters and essays on the display boards	*		*		\$330 Stationery + \$693.9
	Application for grants, loans, scholarships, academic awards, most improved awards, testimonials, recommendations, certification of student's status				*	Photocopying & computer laser printing
	Providing individual careers counselling and mock interview to students	*		*		Certain amount for reference books for teachers and students
	Communicating & collaborating with the College Alumni Association				*	
	Collecting careers related data for school and EDB				*	
	Inputting the OLE data and extracting reference data from the SAMS system				*	
	Mr KM Yung and Miss KM Yu have been assigned to take up career counseling lessons for S.3 and S.4 students. One period for each class per week for the whole academic year.	*	*	*		
	Career and Life Adventure Planning (CLAP) for Youth @ JC Project	*	*	*		
	Study Partner Cambridge Occupational Analysts Programmes	*	*	*		
	Probe 「我喜愛的事業」探索					
<i>Sep. 2015</i>	S.6 JUPAS Talk [Application]	*		*		
	JUPAS Application				*	
	Visit tertiary education institutions	*		*		
	Talk to S.3 students, class by class [Criteria on S.4 streaming & S.4 School life]	*	*	*		
	Submission of OEA data by S.6 students				*	
<i>Oct</i>	Study Partner Cambridge Occupational Analysts Programmes Profile 「潛能」測試	*	*	*		
<i>23 Oct</i>	S.6 Parents' Night	*	*	*		
<i>24 Oct</i>	Alumni Mentorship Ice Breaking	*	*	*		
<i>Nov</i>	JUPAS Talk [Old boy Experience share]	*		*		
<i>13 Nov</i>	S.5 Parents' Night	*		*		
<i>2016Jan</i>	Submission of S.6 OEA data from SAMS to institutions		*	*		
	Advenue Career counseling talks for S.1 and S.2, (3 lessons for each class) from Jan to March	*	*	*		
<i>Feb</i>	Get information from the exhibition of education & careers Board display at BSTC	*		*		\$50 Stationery

27 Feb	S.4 & S.5 OLE Day	*		*		
Feb	Workshop for S.3[Find the colour of life]		*	*		
	S.6 Application for E-pp				*	
	S.6 Application for universities in Mainland China & Taiwan				*	
	Promoting Appl Learning Courses to S.4 and counseling the applicants	*	*	*		
Mar	Appl. Course application				*	\$40 computer lazer printing
23 Mar	Submission of SLP of S.6					
	S.3 Parents' Night, Talk to parents [Criteria on S.4 streaming & S.4 School life]		*	*		\$10 Photocopying & \$30 computer lazer printing
3 Mar – 4 Apr	Edvenue Training Program for all S.1 students		*	*		\$28,500 training fee
Apr	S.6 Testimonial				*	\$100 computer lazer printing
Jul	Talk for S.3 - Class Streaming to S.4		*	*		\$30 Stationery
	S.6 DSE results release – Appeal & counseling Talk for S.5 – preparation for DSE exam and university application Group counseling for S.5 based on S.5 academic results 性格透視問卷 - a career counseling section for S.5 students cooperating with Guidance Team		*	*	*	
Aug	S.3 and S.4 ECA orientation and leadership Training Counseling S.6 graduates and collecting their career statistics	*	*	*	*	\$20 Stationery \$60 Stationery + \$10 computer lazer printing

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