

Buddhist Sin Tak College
Annual Plan of the Careers Team 2016 –2017

I. Goals of careers education

To see all students, irrespective of their abilities, orientations and levels of study, being able to:

1. develop positive attitudes towards work and learning(in line with the school major concern 1, 2016-17);
2. understand their own career/academic aspirations(in line with the school major concern 2, 2016-17);

II. Present situation:

Strengths:

1. Most students are eager to communicate with the guidance teachers. They are willing to share their problems.
2. Given incentives like merits, senior students are eager to share responsibilities and take care of the junior form students.
3. Most of our students tend to have high expectations of themselves.
4. With the specific funding provided by the EDB, Mr. Yung and Miss Yu can have formal lessons to give careers counseling to S.2 and S.4 students.
5. We have caring alumni, young and senior, who are willing to help our students in needed.

Weaknesses

1. Some of the careers team members have no careers counseling training. They have other teaching duties to fulfill and time is limited.
2. Due to the fact that our students come from working class families, they have much less understanding of the world outside their own community. Their life experience and English immersion may not be adequate enough to equip them to see the world. Junior form students, S.4 and lower, are too busy in their studies and/or leisure. They have little time left to think over their future career.
3. After many staff development talks, other colleagues understand and appreciate the importance of careers counseling now. Yet the teachers may not have the appropriate counseling techniques and/or how the subject matter they are teaching apply to the ever changing modern world.
4. Most of the parents of our students have comparatively less education and have less income. They will have more difficulties on providing the necessities and advice to their children.
5. As the parents of our students come from lower income families, they need to spend a long time working and may not have enough time to communicate with their children. They also can provide limited resource to help our school on time, money or expertise.

III. School major concerns 2016-17

1. To stretch students' potential and enhance their learning capacity.
2. To help students understand themselves and set their goals in life.

IV. Major concern of the Careers Team 2016-17

As the school major concerns 2016-17 match with the first two goals of careers education laid down by the EDB, they become the major concern of the Careers Team 2016-17.

v. 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.

VI. Accomplishment of the following jobs:

1. Accomplishment of the following jobs: Taking students to visit educational institutions, video shows, JUPAS application and career talks. Evaluation by the participating students after the functions.
2. Accomplish the following jobs: Provide lessons to S.3 and S.4 students. Indicator – by questionnaire.
3. Accomplish the following jobs: Providing self-searching questionnaire and workshops with the use of “Finding Your Colours of Life: NSS Subject Choices and the Development of Career Aspirations” to S.3 students.
- 4 Providing workshops with the use of “Career Mapping: Career Development Tools for Senior Secondary Students” to S.4 students. Evaluation by the participating students after the functions.
5. Organizing workshops with External careering counseling agent, alumni, Study Partners, Ming Pao and others, paid or unpaid. Evaluate the effectiveness after the functions.
- 6 Accomplish the following jobs: Provide career talks to S.6, S.5, S.4 and S.3 parents. Equip them more career information on helping them to counsel and assist the students. All our committee members agree that the S.5 and S.4 parents' days should be grouped into one as they share the same purposes and it will be more efficient to be done in the same occasion. Evaluate by getting the parents' reflections.
7. Update the careers corner and career notice board. Evaluate after the functions.

VI Implementation plan and their corresponding objectives:

Month	Things to do	Objective			admin duty	Budget Expend
		1	2	3		
The whole year round	Reshuffle the materials in career corner. Decorate and post posters and essays on the display boards Application for grants, loans, scholarships, academic awards, most improved awards, testimonials, recommendations, certification of student's status Providing individual careers counselling and mock interview to 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.2 and S.4 students. For S.2 one period for each class every two weeks for the whole academic year. For S.4 one period for each class every week for the whole academic year. Career and Life Adventure Planning (CLAP) for Youth @ JC Project External careering counseling agent workshops for S.1 and S.2 Use Ming Pao Portal to design workshops for S.2 and/or S.4 Junior Achievement Company Programme 2016/17	*		*	*	\$330 Stationery + \$693.9 Photocopying & computer laser printing Certain amount for reference books for teachers and students
Sep. 2016	S.6 JUPAS Talk [Application] JUPAS Application Career Talk to S.4 & S.5 by Miss Ada Ho, L plus H Fashion Executive Director 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				*	
7 Oct	Students visit the HK Flying services (香港飛行服務隊)	*		*		
14 Oct	S.6 Parents' Night	*		*		
22 Oct	Alumni Mentorship Ice Breaking	*	*	*		
Nov	JUPAS Talk [Old boy Experience share]	*		*		
18 Nov	S.5 Parents' Night	*		*		
16 Dec	Students visit Customs and Excise Training School	*		*		
2017Jan	Submission of S.6 OEA data from SAMS to institutions External careering counseling agent talks for S.1 and S.2, (3 lessons for each class) from Jan to March	*	*	*		
Feb	Get information from the exhibition of education & careers Board display at BSTC	*		*		\$50 Stationery
Feb	Workshop for S.3[Find the colour of life]		*	*		
	S.6 Application for E-App				*	
	S.6 Application for universities in Mainland China & Taiwan				*	
	Promoting Appl Learning Courses to S.4 and counseling the applicants	*	*	*		
4 Mar	S.5 OLE Day	*		*		

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
Apr	S.6 Testimonial				*	\$100 computer lazer printing
Jul	Talk for S.3 - Class Streaming to S.4 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		*	*	*	\$30 Stationery
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 EDB has provided a large fund and there are plans still under setting, there will be changes on the planning from time to time in this school year.

VII Additional evaluation guidelines:

1. Counseling teachers should hold meetings with the helpers to evaluate the effectiveness and the efficiency of the work done.
2. Evaluation Questionnaires should be given to the clients to collect their opinions on the efficiencies and usefulness of the various careers counseling activities and the facilities provided.
3. The attendance of the parents on parental guidance days and the attendance of the students on non-compulsory activities will be taken into account.
4. Collecting opinions & rating of counseling from graduates and old boys.

VIII Budget on Career and Life Planning Grant

Item No.	Purposes	Amount
1	Employing extra staff	\$374,566.5
2.	Purchase 'Finding Your Colours of Life' Booklet by HKCMGM & Education Bureau	\$2,250
3.	Purchase 'Career Mapping: Career Development Tools for Senior Secondary Students' Booklet by HKCMGM & Education Bureau	\$4,350
4.	Alumni Mentoring Program	\$65,000
5.	明報 Website Program	\$18,800
6	Career counseling Program by external counseling agent 2016/17 for: all S1 & S2 students	\$29400 \$29400
7	中五性格透視問卷(社工 工作坊)	\$6,300 /530066.5

(Further planning still underway)