

Tin Ka Ping Secondary School

田家炳中學

Annual School Plan of Major Concerns of Careers Guidance Unit for 2014-2015

Major Concern (I) : Cater for learner diversity

Tasks / Actions	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources
1. Individual Counseling for senior form students	10/14-05/15	50 F.5 students received individual counseling	Feedback from participants and Career Maturity Index	Oscar, TKT +HKFYG	Career and Life Planning Grant (CLP Grant).
2. Individual Counseling skills for senior form teachers	10/10/2014, 13/2/2015	2 training for senior form teachers	Feedback from audiences and speakers.	Oscar, TKT + HKFYG	2 SD days

Major Concern (II) Strengthen Career and Life Planning Curriculum by CCL

1. F.4 Life education (Active Exploring)					
1.1 Pursue your Career Dream. C.A.T.C.H 1	6/11/2014			Angus + HKFYG	F. Assembly
1.2 Introduction of Local University Degree Course C.A.T.C.H 2	20/11/2014	Positive Feedback from class teachers	Careers Meeting	Angus+ Hok Yau Club	F. Assembly CLP Grant
1.3 Multiple Pathways to Tertiary Education C.A.T.C.H 3	27/11/2014			Angus, TKT + Alumni	F. Assembly + Class Period (Mon)
2. F.5 Life education (Smart Positioning)					
2.1 Multi-perspectives in Career C.A.T.C.H 4	5/2/2015	Positive Feedback from class teachers	Careers Meeting	Angus, TKT	Class Period
2.2 JUPAS Pre-selection C.A.T.C.H 5	19/3/2015			Oscar, Winnie	F. Assembly
3. F6 Life education (Right Targeting)					
3.1 JUPAS Info. Talk C.A.T.C.H 6	25/9/2014	Positive Feedback from class teachers	Careers Meeting	Oscar, Winnie, TKT	F. Assembly CLP Grant Class Period
3.2 Road to University C.A.T.C.H 7	6/11/2014			TKT	Class Period
3.3 Interview Skills	20/11/2014			Oscar	

Major Concern (III) : Optimize the student development system and self-improvement system

Tasks / Actions	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources
1. S.6 JUPAS Held the Jupas Seminar in Life Education Period earlier, right after the JUPAS online launched.	Before 12/10	Held on time	Feedback from audiences and class teachers	Team members	Hall, Life Education Period.
1.2 Jupas Online Application (A) Starts collecting SRR for academic performance and personal & General Abilities earlier.	Before 19/10	Complete on time	Feedback from S.6 students	Team members	IT support, School exam mark.
(B) Ends the internal deadline earlier for following up action.	Before 27/11	Complete on time		Team members	
(C) Modify the procedure on input SLP, OEA and additional Information.	Before 27/11	Complete on time		Team members	
1.3 Parents Talk: (A) Held in Mid November, before the internal choices submission deadline; all parents from Senior forms will be entertained.	Before 27/11	Held on time	Feedback from audiences.	Team members	Hall, PTA support.
(B) Co-operate with PTA in promotion.	Before 27/11	Increase participation.	Feedback from audiences.	Team members	PTA support
1.4 System for Self-improvement (A) Adopt formative and summative Evaluation system in Activity Evaluation.	Whole Year	Major Event Evaluation a) Life Education lesson b) Individual Counseling c) Career Club	Adopt qualitative and quantitative in activity evaluation.	Team Members	Careers Guidance Unit

Major Concern (IV) : Widening students' horizons

Tasks / Actions	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources
1. Study abroad information talk (1) Mainland (2) Overseas (3) Taiwan	Post-exam Period/ Before Dec	1 time /F.4 1 time/F.4 1 time/ F.5	Feedback from audiences.	TKT	CLP Grant Exhibition
2. Encourage F.4 workplace visit	10/14-05/15	4 times	Feedback from participants and teachers involved	TKT (CLP)	CLP Grant
3. Career Planning Counseling Group - targets on suitable Junior students nominated class teachers	10/14-05/15	1 Group 3 Activities	Feedback from participants and teachers involved	Winnie TKT (CLP)	CLP Grant NGO service fee, Traveling fee subsidies.

Team Members

Mr Tse Yu Hin, Mr Ku Chun Cheung, Ms Cheung Wing Yee, Mr. Man Nung Shing, Mr Tang Kin Tung

Budget for 2014-2015

1. Reference Books / packs	For Teacher's Reference	200
2. Souvenirs for guests/presenters		400
3. prizes for games		100
4. Publication fee (printing)	For all kinds of reference letters	100
	For testimonial drafts	100
	Teaching materials for JUPAS	100
5. Subsidies for visits enterprise	Traveling fees 1200*3	3600
6. Assembly	For S.2 & S.4 1200*3	3600
7. Career Success Workplace Workshop	For S.2 & S.4	3500
8. Workplace Counseling Group	For S.5	2500
9. Staff Development Day Training	Individual Counseling Training	6000
10. DSE Result Release Day Pre-counseling Activity	S.6 Post-exam activity	6000
11. Interview Skills Workshop	S.6 JUPAS Interview Skills Workshop	5250
Total:		31,450

Career and Life Planning (CLP) Grant

1. Employ 1 Career Counselor	F.5 Career Individual Counseling	195,000
2. Employ 1 GM Teacher	Implementation of Life Planning Education	308,070
Total:		503,070

2014-15 Budget Total: 534,520